

CHARLOTTE EARLY MIDDLE COLLEGE 2018 - 2019

[www.charlottenet.org](http://www.charlottenet.org)

STUDENT NAME: \_\_\_\_\_



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### IMPORTANT CHARLOTTE PUBLIC SCHOOLS TELEPHONE NUMBERS

Central Office.....	541-5100
High School Main Office.....	541-5600
High School Attendance Office.....	541-5640
Athletic Office.....	541-5620
Office of College and Career Readiness .....	541-5160
Special Education Office .....	541-5130
High School Media Center .....	541-5630
Food Services .....	541-5140
Bus Garage.....	543-3400
Upper Elementary Main Office 4-6 grade .....	541-5771
Middle School Main Office 7-8 grade.....	541-5700
Middle School Attendance Office.....	541-5710
Community Education Office.....	541-5740
Parkview Elementary .....	541-5780
Washington Elementary .....	541-5170
COMMUNITY ACTIVITY LINE (School Delays & Closings).....	541-5746
RESA.....	543-5500
Shared Time Programs .....	483-1328

### BOARD OF EDUCATION

Caleb Buhs  
 Stephanie Hale  
 James Hoyt  
 Julie Kimmer  
 Gary King  
 Ron Schultheiss  
 Lee Wheaton

**CENTRAL OFFICE ADMINISTRATION**

Mark Rosekrans ..... Superintendent of Schools  
Eileen Grant-Ball..... Director of Instruction  
Michelle Sine..... Director of Business Services

**PRINCIPAL’S WELCOME STATEMENT**

Welcome to Charlotte High School for the 2018-2019 school year.

Our hope is that all students will make positive decisions that will give them an opportunity for success. Attend school regularly, be attentive and participate in class, stay on top of assignments and evaluations, and seek help when necessary. Take advantage of the fabulous facilities provided to us by the taxpayers of Charlotte.

Charlotte High School offers a diverse and excellent extra-curricular program as well. Becoming involved will make your school experience complete.

Again, welcome to Charlotte High School and have a good year.

**CHARLOTTE HIGH SCHOOL GOAL STATEMENT**

It is the goal of Charlotte High School to improve continually by working together with parents and the community at-large.

**CHARLOTTE HIGH SCHOOL MISSION STATEMENT**

The mission of Charlotte High School is to build a partnership of students, parents, community and staff committed to effective teaching and responsible learning. The partnership will provide a supportive learning environment where each student’s individual needs will be addressed. The environment will provide students the opportunity to master core curriculum, develop abilities and interest, gain respect for human diversity and social responsibility, develop self-esteem, and learn to adapt throughout their lives.

**PARENT INVOLVEMENT**

The Charlotte High School Parent School improvement team meets the 3<sup>rd</sup> Wednesday of every month. We encourage all of our parents to join us. Please contact Mr. Barnes with any questions.

**EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of H/his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District’s Compliance Officer listed below:

Ms. Eileen Grant-Ball  
Director of Instruction  
517-541-5106

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

**HIGH SCHOOL ADMINISTRATION/SUPPORT SERVICES**

Dr. Bill Barnes ..... Principal  
Mrs. Shareé Burdick..... Assistant Principal  
Officer Adam Carroll..... Officer Liaison  
Mr. Dan Stafford..... Athletic Director  
Mrs. Karen Anderson ..... Lead Mentor of CHS Cares Program  
Mrs. Kristin Dykstra ..... 4-12 Guidance Counselor  
Mrs. Sara Jobson ..... 4 -12 Guidance Counselor  
Ms. Laura Lazotte ..... Special Education Supervisor  
Mr. Nick Boucher..... Project Success Lead-Teacher

**OFFICE PERSONNEL**

Mrs. Jada Blanchard ..... Attendance & Discipline Administrative Assistant  
Mrs. Tracy Evans ..... Administrative Assistant to Principal  
Mrs. Nicole Bensinger ..... Athletic Secretary

**DAILY SCHEDULES**

Block 1 (73 Minutes) ..... 7:30-8:43  
Block 2 (73 Minutes) ..... 8:47-10:00  
Block 3 (73 Minutes) ..... 10:04-11:17  
LUNCH (39 Minutes)..... 11:17-11:56  
Block 4 (73 Minutes) ..... 11:56-1:09  
Block 5 (73 Minutes) ..... 1:13-2:26

**TWO (2) HOUR DELAY SCHEDULE**

Block 1 (49 Minutes) ..... 9:30-10:19  
Block 2 (49 Minutes) ..... 10:23-11:12  
LUNCH (39 Minutes)..... 11:12-11:51  
Block 3 (49 Minutes) ..... 11:51-12:40  
Block 4 (49 Minutes) ..... 12:44-1:33  
Block 5 (49 Minutes) ..... 1:37 -2:26

**HALF DAY EXAM SCHEDULE**

Block 1/Block 4 (95 Minutes)..... 7:30-9:10  
Block 2/Block 5 (90 Minutes)..... 9:15-10:30

## STUDENT ACTIVITIES AND ORGANIZATIONS

### SCHOOL-SPONSORED CLUBS & ACTIVITIES:

Charlotte High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

Students are urged to participate in our co-curricular activity programs. We offer a wide range of activities that include, but not limited to, the following:

Athletics	Choir	Mentoring
Band	Club International	National Honor
Business	Forensics	Society
Professionals of America	FFA	Quiz Bowl
	L.I.N.K.S	Student Council

### NON-SCHOOL SPONSORED CLUBS & ACTIVITIES:

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

### DANCE SCHEDULE

October 5, 2018, Homecoming)  
October 19, 2018 (Barn Dance)  
February 8, 2019 (Winter Carnival)  
March 09, 2019 (Relay for Life)  
May 11, 2019(Prom)

### DANCE RULES AND REGULATIONS

1. No open dances.
2. Student must present ID to enter dances.
3. At all dances, the doors will close at 10:30 p.m.
4. All dances must terminate at 11:00 p.m. and cleanup must be completed by 11:30 p.m.
5. Groups sponsoring the dances will provide police coverage.
6. School dances are chaperoned by Charlotte High School staff members.
7. Charlotte High School students can invite outside guests to dances. Middle School students are not permitted at high school dances. Guest passes must be applied for and picked up the day of the dance in the Main Office. Passes can be obtained before school and during lunch hour. An administrator must sign passes by the end of the school day.

8. **GUEST PASSES:** The intent of a guest pass is to ensure that all students who attend school sponsored dances are in good standing at Charlotte High school or any other local school. Students who receive a guest pass acknowledge that they and their guest WILL be held to the CHS code of conduct. Passes are approved/denied by administration and past discipline infractions will be used to determine approval.
  
9. Homecoming, Winter Carnival and Prom Dances: Students requesting to bring a guest must obtain a **Dance Guest Form**. This form must be completed and returned before a pass is given or tickets can be purchased. Guests must enter the dance with their host. Prom is open to 11<sup>th</sup> & 12<sup>th</sup> graders and approved guests only, **guest passes for Prom will be required for any CHS underclassman attending as a date**. Past graduates who request attendance as a guest understand that past discipline infractions will be used for approval to attend prom.
  
10. **PROM: is a privilege and not a right.** To attend Prom, students must:
  - be in good standing (no major discipline issue for the school year for guest and/or sponsor student. prior year discipline may be consider when approving guest passes)
  - be attending on a regular basis and following attendance policy
  - have no discipline pending at home school, LCC or at other programs
  - be a full time student and attend on CHS campus for at least half of the day; this includes homebound, home-based or seat-time waiver students. Exceptions may be made by principal for extenuating circumstances).
  - be on track for graduation
  - be a Junior or Senior (guest passes for underclassman or non CHS students **WILL** be required and approval is at the discretion of administration)
  - students that attempted to circumvent the rules/guidelines for guest passes will have guest pass immediately denied.**
  - underclassmen guests will be required to act appropriate for an upperclassmen event. Failure to behave appropriately will result in guest & sponsor being asked to leave event.**
  
11. Once a participant leaves the dance, he/she will not be allowed to re-enter the dance.
  
12. Students will stay in designated areas.
  
13. Any student exhibiting disorderly conduct will be subject to disciplinary action, up to and including suspension or ability to participate in future school sponsored ceremonies ie' commencement..
  
14. All school rules and code of conduct guidelines will be adhered to.

#### ATHLETIC DEPARTMENT

The Athletic Department supports the Charlotte High School Handbook. Students that attend Charlotte High School and wish to participate in athletics will receive an additional Student/Athlete Handbook and Code of Conduct which may be viewed online, a printed copy may be requested Participants in athletics will discover additional requirements set by the Athletic Department.

The Board of Education recognizes the inter-scholastic athletic program as an integral part of the school program and believes that students who participate in sports will learn the principle of good sportsmanship and school citizenship, as well as athletic skills. The board is committed to providing equal opportunity to compete in inter-scholastic athletics for both boys and girls and directs its superintendent and those responsible for athletic programs to recommend programs which will meet this goal.

The Board of Education, with support from the administrative staff, recognizes that competing in athletics is not a right, but a privilege and expects athletes to assume their responsibilities in adhering to the athletic policy established by the athletic council and approved by the board. Students who are members of the athletic teams shall keep in mind that they are not only representing themselves, but also their school, community, parents, and team. It is, therefore, expected that their conduct at all times (both on and off the field) will be the highest standard.

Charlotte High School Athletic Department supports the Michigan High School Athletic Association guidelines which state that all students wishing to participate in athletics

must have a physical and written consent from a parent or guardian. Parental consent will not be necessary for students who have reached their 18<sup>th</sup> birthday. As in prior years the safety of students will be a high priority at Charlotte High School. We are sure that you are also concerned about the safety and well being of your child. It is important that adequate health and accident insurance be in place to protect against unforeseen health or accident claims which may arise. It is the responsibility of the parent to purchase and maintain such coverage for their child. The school district does not purchase insurance coverage for this purpose and does not reimburse or pay for medical bills for students who sustain injuries while participating in school activities.

If after reviewing your health insurance coverage, you find that you need supplemental insurance coverage for accident or injuries, you should contact your local Charlotte insurance agency. Students shall always comply with the district's requirement relative to insurance before participation. Students under a doctor's care for illness or injury cannot be allowed to participate in an athletic practice or contest until he/she has written permission from the physician to do so.

The Charlotte School District has high expectations for the student body and expects our fans to display a positive image and show good sportsmanship while attending a contest home or away.

**HIGH SCHOOL SEMESTER RECORDS:** In schools whose classes are approximately equal in length, "receiving credit" or "passing" 66 percent of full credit load potential for a full-time student is defined here and throughout these regulations as meeting requirements of courses for which credit toward graduation or a certificate of completion would be granted by the school. Except as provided under Note 2 below, the credit load potential shall be the same for all students enrolled in the school to be represented. The minimum would be met, for example, by the following:

- Passing 3 of 4 classes
- Passing 4 of 5 classes
- Passing 4 of 6 classes
- Passing 5 of 7 classes
- Passing 6 or 8 classes

The minimum would NOT be met by students receiving credit for or passing 3 or 5 or 4 of 7 classes (assuming all classes are nearly the same length).

**CURRENT SEMESTER RECORDS:** All student/athletes at the end of their eighth (8<sup>th</sup>) grade year must be passing three (3) of five (5) classes to be eligible. If they fail to pass at least five (5) of their classes, they will be placed on probation and at the mid-term marking period they must be passing all classes. Failure to demonstrate such progress will mean a loss of eligibility. The purposes of the above Charlotte High School standards are to reinforce that student/athletes are to be students before they can be athletes.

**LOCAL DISTRICT ELIGIBILITY STANDARD:** Charlotte High School student/athletes must meet MHSAA standards and demonstrate academic progress in at least one of the following ways prior to trying out for any sport.

1. Minimally achieve a cumulative 2.0 G.P.A. in either the 9-week or semester period previous to competition.
2. Students not meeting the cumulative 2.0 G.P.A. minimum may try out and will be placed on probation. At the next grade-reporting period they must either have the 2.0 G.P.A. or be passing all classes taken. Failure to meet this standard will mean immediate dismissal from the team.
3. Once a student/athlete has used #2 (probationary provision) to gain initial eligibility they must on all subsequent grade reports, both prior to and during competition, demonstrate G.P.A. improvement until they meet the 2.0 G.P.A. standard. Failure to demonstrate such progress will mean loss of eligibility.

**EXAMPLE:** In the fall a 10<sup>th</sup> grade student goes out for cross-country but has a 1.85 G.P.A. At the first term mid-marking he passes all classes and therefore maintains eligibility. In the following March he wishes to go out for baseball. His G.P.A. in the previous 9-weeks was 1.96 and he passed all classes. He has eligibility, but again at the mid-marking period must be passing all classes. If his G.P.A. had fallen to 1.80 G.P.A. he would not be eligible to participate even if all classes were passed the previous 9-weeks or semester.



**NCAA CLEARING HOUSE REQUIREMENTS**

For NCAA Clearing House information please see a Guidance Counselor at the high school or go to NCAA Clearing House.com.

- 1. Graduate from high school.** You should apply for certification before graduation if you are sure you wish to participate in athletics as a freshman at the college to which you will be admitted. The Clearinghouse will review your final transcript to make a final certification decision according to NCAA standards.
- 2. Earn a grade-point average of at least 2.00** (on a 4.00 scale) in a core curriculum of at least fourteen (14) academic courses which were successfully completed during grades 9 through 12. Only courses that satisfy the NCAA definition of a core course can be used to calculate your NCAA G.P.A. No special values are allowed for “+” or “-grades”. The chart below shows what your core courses must include as a minimum.

Core Units Required for NCAA Certification	DIVISION 1 2005-2007	DIVISION 1 2008 & LATER	DIVISION 2
English Core	4 Years	4 Years	3 Years
Math Core	2 Years	3 Years	2 Years
Science Core	2 Years	2 Years	2 Years
Social Science Core	2 Years	2 Years	2 Years
From English, Math, or Science	1 Year	1 Year	2 Years
Additional Core (English, Math, Science, Social Science, Foreign Language, Computer Science, Philosophy, Nondoctrinal Religion)	3 Years	4 Years	3 Years
<b>TOTAL CORE UNITS REQUIRED</b>	<b>14</b>	<b>16</b>	<b>14</b>

- 3. Earn a sum score of at least 86 on the ACT or a score of at least 1110 on the SAT on a national test date for Division 1 eligibility. Earn a sum score of at least 68 on the ACT or a score of at least 820 on the SAT on a national test date for Division 2 eligibility. Please note:** Students must access the Athletic Office for specific information regarding this requirement.

**STARTING DATES FOR ATHLETIC TEAMS 2018 - 2019**

Football ..... August 06, 2018  
 All Other Sports..... August 08, 2018

**Winter sports practices begin:**

Competitive Cheer ..... November 05, 2018  
 Girls' Basketball ..... November 12, 2018  
 Boys' Basketball..... November 05, 2018  
 Wrestling..... November 12, 2018  
 Bowling ..... November 12, 2018  
 Boys Swimming ..... November 19, 2018  
 Hockey..... October 29, 2018

Spring sports practices begin ..... March 11, 2019

Athletic Physicals: Sports physicals will be given prior to the end of the school year in June for a minimal fee.

**Educational Material for Parents and Students  
 (Content Meets MDCH Requirements)**

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

**UNDERSTANDING CONCUSSION**

**Some Common Symptoms**

Headache	Balance Problems	Sensitive to Noise	Poor Concentration
Pressure in head	Blurry Vision	Fogginess	"Feeling Down"
Nausea/Vomiting	Sensitive to Light	Grogginess	Not "Feeling Right"
Dizziness	Sluggishness	Memory Problems	Sleep Problems
Double Vision	Haziness	Confusion	Slow Reaction Time

## WHAT IS A CONCUSSION?

**A concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional.

## IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 4. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

## SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is unsure of game, score, or opponent
- Forgets an instruction
- Can't recall events before/after hit or fall
- Loses consciousness (even briefly)
- Moves clumsily
- Answers questions slowly
- Shows mood, behavior, or personality changes
- Confused about assignment or position

## CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One Pupil larger than the other
- Is drowsy or can't be awakened
- Headache that gets worse
- Repeated vomiting or nausea
- Convulsions or seizures
- Weakness, numbness, or decreased coordination
- Increasingly confused, restless, or agitated
- Slurred speech
- Can't recognize people/places
- Has unusual behavior

## HOW TO REPORT OF A

## RESPOND TO A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as

studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

**Parents and Students Must Sign and Return the Educational Material Acknowledgement Form, provided by the coach or physical education teachers.**

**STUDENT TICKETS:** Students at Charlotte High School must keep in mind that they can save on the price of an athletic ticket for home contests by purchasing a season pass from the Athletic Office. Also, they must be aware that ticket prices may be different at the opponent's home contest.

## ACADEMIC SUPPORT

### GUIDANCE COUNSELORS (Located in Main Office)

Since the Guidance Counselors are the ones to maintain your permanent academic records, it is important that you inform them of any **CHANGE IN ENROLLMENT STATUS** (change of name, address, telephone number, guardianship, etc.) Also, should you need a **TRANSCRIPT** of your grades and test scores; they are available from you counselor, by signing the proper release forms as required by the privacy act.

The Student Bulletin will have announcements and information regarding scholarships, visiting *college* representatives, military services, application deadlines for tests and financial aid, and many other services to you. We recommend that you read it every day.

Some of the programs coordinated by the guidance counselors are: Foreign Exchange Program, Gifted & Talented, Pre-College Information, Student Master Schedule, EISD Programming, Testing Programs, Special Student Recognition, Career Preparation, New Student Enrollment, and Curriculum Guide.

All counselors work with seniors regarding scholarships, college information, armed services, college representatives, student resumes, and pre-college information.

Students in need of personal and/or academic counseling are encouraged to see their assigned counselor. Students are assigned a counselor as follows:

11 - 12 .....Mrs. Dykstra  
9-10 ..... Mrs. Jobson

Please see your counselor directly, if you need personal and/or academic counseling.

**DUAL ENROLLMENT:** Historically, school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school, in an effort to meet student's needs and interests.

The Postsecondary Enrollment Options Act [1996 PA 160] and the Career and Technical Preparation Act [2000 PA 258], **require** school districts to support dual enrollment for pupils in grades 11 and 12 if one of the following conditions are met:

1. The pupil who has taken all of the MEAP high school test or the Michigan Merit Exam (MME) must have achieved a qualifying score in all subject areas on the MEAP high school test or the Michigan Merit Exam.
2. The pupil who has not taken the MEAP High School Test or the MME must have achieved a qualifying score in all subject areas on the ACT PLAN or the College PSAT readiness assessment.
3. If the pupil has not achieved a qualifying score in all subject areas on the MEAP high school test, the MME, the ACT PLAN, or the College Board PSAT readiness assessment, the pupil is eligible only for the limited purpose of enrolling in one (1) or more eligible courses in a subject area for which he or she has achieved a qualifying score, or in computer science or foreign language not offered by the school district, or in fine arts as permitted by the school district at a postsecondary institution.
4. If the pupil has not achieved a qualifying score in all subject areas on the MEAP high school test, the MME, the ACT PLAN, or the College Board PSAT readiness assessment, the pupil is eligible for dual enrollment in a career and technical education program at a postsecondary institution [that is not offered through the career and technical education program at the local

school district, at the intermediate school district, or through an area-wide career and technical] if the pupil achieves a qualifying score in mathematics and a qualifying score on a nationally or industry recognized job skills assessment.

- The number of postsecondary dual enrollment courses under the Postsecondary Enrollment Options Act and Career and Technical Preparation ACT that a pupil may take in their fifth year of high school is limited to two courses taken at any given time and not more than four courses taken during the school year unless the pupil is enrolled in an early college or middle college high school.

Charlotte Public Schools will pay the lesser of: (a) the actual charge for tuition, mandatory course fees, materials fees, and registration fees or (b) the state portion of the students foundation allowance, adjusted to the proportion of the school year they attended the postsecondary institution.

If you believe that you are eligible for Dual Enrollment and you wish to participate, please see your counselor.

**GRADES:** The marking system at Charlotte High School consists of the following symbols and grade point equivalents:

GRADE	GRADE POINT	GRADE	GRADE POINT
A	4.0	C	2.0
A-	3.8	C-	1.8
B+	3.5	D+	1.5
B	3.0	D	1.0
B-	2.8	D-	.5
C+	2.5	E	0

**AWARDING OF CREDIT**

Courses completed during the school day will be awarded a letter grade which will be calculated into the students' GPAs. Courses completed outside of the school day will be granted "Credit" or "No Credit" (this could include, but is not limited to, E2020 courses, Michigan Virtual High School courses, college courses, correspondence courses, etc.). Courses completed outside of a traditional classroom environment (such as online courses, dual enrollment courses, EISD Vocational courses, correspondence courses, etc.) will not be reported on report cards or Skyward Home Family Access. Upon final course completion credit will be reflected on the high school transcript.

High school courses completed by a student prior to being a 9th grader will be awarded high school credit upon successful completion. If the course is taken at the high school the student will be awarded a letter grade that will go on their high school transcript and will be calculated into their high school GPA. If the course is taken at the middle school the student will receive high school credit, which will be indicated on their high school transcript as "Credit" or "No Credit" (no letter grade).

**GRADUATION CEREMONY/HONORS CONVOCATION:** Participation in the Graduation Ceremony is a privilege, not a right. Students must be in good standing, no major discipline pending. Appropriate dress should be worn to both the Honors Convocation and Graduation Ceremony. Blue jeans, shorts, work boots and tennis shoes are not acceptable. Students are encouraged to wear appropriate clothing and shoes. The graduation gown must be worn during Honors Convocation and Graduation Ceremony. Students must meet the requirements listed below and miss no more than three (3) days of school during the 4<sup>th</sup> term to participate in commencement. NOTE: students that opt for Early Graduation, will forfeit their privilege of attending Prom and participating in the Graduation Ceremony. Exceptions maybe made for extenuating circumstance at the discretion of the principal.

The attendance requirement may be waived in emergency situations with approval from the principal.

# CHS Collegiate Academic Responsive Education System (C.A.R.E.S)

## MISSION

We strive to build an educational culture where students discover and use their **strengths**, capture **opportunities** for learning and growing, develop **aspirations** and goals, and celebrate the **results** for their hard work. (SOAR)

## VISION

We strive to create a culture of academic success and post-secondary opportunities through engagement, accountability for learning, and pride and passion in all we do.

## DAILY SCHEDULES

In the CHS C.A.R.E.S. program, students are expected to report at 7:35, and afternoon LCC students will be dismissed for lunch at 10:50. Morning LCC students are expected to report to class at 10:55. Students will not change classes; they will work on their standards within on classroom throughout the day.

## GRADUATION REQUIREMENTS

CHS C.A.R.E.S. students will not enroll in typical high school courses. Instead, they will earn credit through the completion of standards in project based, cross curricular modules. Aligned to the Common Core and Michigan High School Content Expectations, these courses combine to encompass the Michigan Merit Curriculum. Students must also meet the college level requirements as outlined by Michigan's early middle college laws. To those ends, they must complete the following credits:

### ENGLISH LANGUAGE ARTS

4 credits to include

- English Language Arts 9
- English Language Arts 10
- English Language Arts 11
- English Language Arts 12

### PHYSICAL EDUCATION & HEALTH

1 credit (½ PE & ½ Health)

### SCIENCE

3 credits to include:

- Biology
- Chemistry or Physics
- 1 additional science class

### SOCIAL STUDIES

3 credits to include:

- U.S. History & Geography or AP US History
- World History & Geography
- Government/Economics

### VISUAL PERFORMING & APPLIED ARTS

1 Credit Includes Band, Choir, Art, Business, Agriculture, Life Skills & Vocational-Technical Education Classes

### ON-LINE LEARNING EXPERIENCE

Course, Learning or Integrated Learning Experience. (At this time this requirement is met by use of IPAP & Apps. in courses taken in the 7<sup>th</sup>-12<sup>th</sup> grades.)

### WORLD LANGUAGE (Class of 2016 & beyond)

1 credit plus completion of a CTE program

### MATHEMATICS:

4 credits to include:

- Algebra 1
- Geometry
- Algebra 2
- College level math experience in the final year

### LCC Career Tech Program

8 high school credits to include:

- 2 full years of an LCC program (college credits vary by program)
- 

### College Preparation

1 high school credit to include:

- STDV 090 (3 college credits) or equivalent

### LCC 5<sup>th</sup> Year Full Time Experience

10 high school credits to include:

- Full time enrollment (at least 24 credits) at LCC
- At least one mathematics course

### College Completion

Students must complete one of the following by the end of their 5<sup>th</sup> year:

- A technical work place readiness certificate
- A MEMCA certificate
- 60 credits
- An associate's degree

**Total High School Credits Required: 36 Credits**

**Total College Credits Required: Varies; Based on Program\***

\*Students who do not earn 60 credits must complete the following MEMCA certificate requirements:

1. State of Michigan High School Merit Curriculum

2. Member school's MEMCA approved College Readiness Curriculum
3. Minimum 15 college credit hours (non-remedial courses)

AND

(One of the following options)

- 100 hours of verified community service
- Minimum 40 hours of verified career exploration, internship, job shadowing or clinical experience
- Or a combination of the two that equals 70+ hours

#### **ADDITIONAL REQUIREMENT**

Participation in the Michigan state assessment for juniors is a requirement for graduation.

#### **APPLICATION PROCESS**

Students must apply for CHS C.A.R.E.S. by the end of their sophomore year. The application process is conducted and reviewed by CHS C.A.R.E.S. mentors. All students are welcome to participate, and must meet the requirements set forth in the student contract.

#### **CREDIT RECOVERY, REPEATING COURSES, TESTING OUT**

Based on the nature of the program, students will earn credit once they have mastered the standards. Students must demonstrate knowledge at a minimum of a level 2 on all standards to earn credit. Students are able to demonstrate mastery in multiple ways at multiple times, so credit recovery and testing out are accomplished through that demonstration of knowledge. Students will not be repeating courses; they will be working on standards until they have mastered them.

**HALL PRIVILEGES:** Students need to remain in class during instructional time. Breaks will be given based on mentors' classroom policies. Students in the program are viewed as responsible adults and will be treated as such.

#### **LCC and LCC CAREER TECH CENTER POLICIES**

Students are expected to follow all rules, regulations, and policies as set forth by Lansing Community College and the Lansing Community College Career Tech Center.

Students attending shared time classes at Lansing Community College may ride a school bus to and from those sites. Students who choose to drive understand the school is not responsible for those students.

Students who attend Lansing Shared Time during the school day, are subject to the Charlotte High School code of conduct on their way to and from classes as well as while in attendance. Charlotte High School will also work cooperatively with LCC when/if a student violates the LCC code of conduct as well.

Please note the LCC bus will leave and return at the following times:

**FOR STUDENTS WITH MORNING LCC COURSES: BUS LEAVES AT 6:40 A.M. RETURNS AT 10:50 A.M.**

**FOR STUDENTS WITH AFTERNOON LCC COURSES: BUS LEAVES AT 11:15 A.M. RETURNS AT 2:40 P.M.**

In order to avoid any misunderstanding concerning our school policies regarding bus transportation, please read the following carefully.

**BUS BEHAVIOR** - All students are expected to behave cooperatively, respectfully, and responsibly. Failure to do so may result in removal from your vocational program.

**LOBBY BEHAVIOR** – When returning to the high school after vocational classes, you are expected to enter the hallways quietly as you go about your business. Failure to do so will be treated as a violation of school policy and dealt with accordingly.

**TRANSPORTATION POLICY FOR OFF-CAMPUS/SHARED TIME EDUCATIONAL PROGRAM** – Per the Career Preparation Center Parent/Student Handbook juniors are not permitted to drive to the Career Preparation Center programs if their home school provides bus transportation. Juniors and seniors that do not have bus transportation provided **must receive permission from their home school BEFORE THEY BEGIN DRIVING**. The Career Preparation Center and Lansing Community College reserves the right to deny or suspend driving privileges. Parking is restricted to the street, parking ramps, or school parking lot based on availability. Students must pay all their own costs related to driving their own vehicle. The driving privilege will only allow the driver to drive his/her own vehicle – it does not allow other students to ride in that assigned vehicle.

Auto Body and Auto Mechanics students must obtain a "driving request" from their program instructor to drive **when their vehicle is being repaired**. The form is available from their program instructor and **must be completed and signed by all parties before the work/repair begins**.

In the 5<sup>th</sup> year, when students are enrolled full time at LCC, they are responsible for their own transportation to and from classes.

# Capital Region Technical Early Middle College

In an effort to create appropriate and specific pathways for Charlotte students, the Charlotte Early Middle College has partnered with Eaton RESA to allow students to enroll in the Capital Region Middle College. This program is operated by Eaton RESA through its LCC Career Tech Center, and it is geared toward students who are interested in business and other career fields. Students can enroll in the Capital Region Middle College after their sophomore years, and when they have done so, they are governed by the rules, policies, and requirements of that program.

Students enrolled in the Capital Region Middle College are considered Charlotte Middle College students, and they are accountable for the handbook, code of conduct, and requirements set for Charlotte Middle College students.

The following information has been provided by Eaton RESA and the Capital Region Early Middle College; applications are available in the main office or the college and career readiness office:



*CREATING FUTURES...CHANGING LIVES!*

## What is an Early Middle College and what are the benefits?

- An Early Middle College program allows *all* students an opportunity to earn:
  - High School Diploma
  - Occupational or Specific Certificate
  - Occupational Associate's Degree
  - Associate's Degree – up to two years of credit towards a bachelor's degree
  - Participate in an Apprenticeship
- Students have an additional 13<sup>th</sup> year in high school for program completion
- Students have access to support services which enhances their success
- Students receive FREE tuition, fees, books and supplies, although they are responsible for their own transportation in the 13<sup>th</sup> year
- Students are enrolled in a focused degree program with no "wasted" courses

## Why Early Middle College?

- College costs are more expensive than ever
- Training beyond high school is more important than ever
- Many high wage, high demand jobs require 2 years of post-secondary education
- The workforce needs people who are trained in areas to meet their needs

## What types of programs/degrees may be initially available?

- Welding-Certificate of Achievement
- Welding-Associate's Degree
- Business Management-Associate's Degree
- Health Information Technology-Associate's
- Gaming & Computer Programming-Associate's Degree
- Automotive Technology
  - Engine Transmission Overhaul Specialist
  - Brakes & Suspension Systems Specialist
  - Drivability & Electrical Specialist
  - Electrical & Air Conditioning Diagnostic Sp.

## **Apprenticeship Track**

Students in select programs will have the opportunity to interview with local employers and upon approval start in a registered apprenticeship program with the Department of Labor.

### **Are there plans to expand the programs that will be offered?**

- Yes...The Early Middle College will continue to expand to includes programs in areas such as:
  - CAD-Pre-engineering
  - Mechatronics
  - Heavy Equipment
  - Graphic Design
  - Criminal Justice

### **What types of students supports are in place for students?**

- College Success Strategies Course
  - Students take this course prior to 11<sup>th</sup> grade or as part of their degree program
  - Provides students with academic support skills and college survival techniques
- Early Middle College Mentor
  - Tracks student performance and provides feedback
  - Serves as a coach that supports the student
  - Meets with the student on a regular basis
- Apprenticeship Coordinator, JoAnn Deprekel
  - Soft Skills
  - Resume
  - Course Curriculum changes notification, mentoring/problem solving on the job soft skills issues

### **Where will the classes be located?**

- Lansing Community College
- Davenport University
- Eaton RESA Career Preparation Center



# Bulldog Academy

The Bulldog Academy represents a partnership with Ferris State University under the umbrella of the Charlotte Early Middle College. Bulldog Academy students have the same graduation requirements as Charlotte High School students and will be enrolled in Charlotte High School courses in addition the required college courses. College courses will be delivered through a concurrent and dual enrollment system that mirrors that concurrent and dual enrollment offerings at CHS; in addition, students will be required to commit to a 13<sup>th</sup> year, in which they will be enrolled in college courses that will be taken off CHS's campus. Therefore, students must meet the high school and college graduation requirements to earn their diplomas.

## **GRADUATION REQUIREMENTS (High School)**

### **ENGLISH LANGUAGE ARTS - 5 Credits to include:**

- English Language Arts 9 (9<sup>th</sup> grade)
- English Language Arts 10 (10<sup>th</sup> grade)
- English Language Arts 11 (11<sup>th</sup> grade)
- English Language Arts 12 or AP English (12<sup>th</sup> grade)
- Composition or Advanced Composition (10<sup>th</sup> or 11<sup>th</sup> grade)

### **MATHEMATICS – 4 - 6 Credits to include:**

1. Algebra I (most students will take in 9<sup>th</sup> grade)  
1 credit Algebra 1  
-or-  
2 credits Algebra 1A & 1B
2. Geometry, 1 credit (most students will take in 10<sup>th</sup> grade)
3. Algebra II (most students will take in 11<sup>th</sup> grade)  
1 credit Algebra 2A or Advanced Algebra 2A  
-and-  
1 credit Algebra 2B or Advanced Algebra 2B
4. Math Related Course in Senior Year (must be taken in senior year)  
1 credit Algebra 2B or Advanced Algebra 2B  
-or-  
1 credit Pre-Calculus (if Algebra 2B is completed by junior year)  
-or-  
1 credit AP Calculus (if Pre-calculus is completed by junior year)  
-or-  
1 credit Personal Finance (if Algebra 2A & 2B are completed by junior year)  
-or-  
1 credit Math 110 through the Ferris State Woodbridge Program

### **SOCIAL STUDIES - 3 Credits to include:**

- U.S. History & Geography or AP US History (9<sup>th</sup> grade)
- World History & Geography (10<sup>th</sup> grade) or AP European History
- Government/Economics or AP Government (11<sup>th</sup> grade)\*  
\*Political Science 121 and 122 combined may take the place of government, but not economics

### **PHYSICAL EDUCATION & HEALTH - 1 Credit (9<sup>th</sup> grade)**

### **WORLD LANGUAGE-2 consecutive credits (8<sup>th</sup>-12<sup>th</sup> grade)\***

- Spanish 1 & 2
- Other languages are available through MVHS

\*This requirement may be reduced to one credit through the completion of a CTE program or approved, additional visual and performing arts courses

### **SCIENCE - 3 Credits to include:**

- Biology (9<sup>th</sup> grade) or AP Biology
  - Physical Science (10<sup>th</sup> grade)
  - Earth Science or Chemistry (10<sup>th</sup> -12<sup>th</sup> grade)
- or-
- Biology (9<sup>th</sup> grade) or AP Biology
  - Chemistry (10<sup>th</sup> grade)
  - AP Physics 1 (10<sup>th</sup> -12<sup>th</sup> grade)

### **VISUAL PERFORMING & APPLIED ARTS**

1 Credit - Includes Band, Choir, Art, Business, Agriculture, Life Skills & Vocational-Technical Education Classes (9<sup>th</sup> -12<sup>th</sup> grades)

### **HIGH SCHOOL CREDITS AWARDED IN 13<sup>TH</sup> YEAR**

9 elective credits, based on full time enrollment at FSU/LCC, plus 1 math credit earned through dual enrollment.

### **ADDITIONAL REQUIREMENTS**

- Participation in the State of Michigan approved assessment is a requirement for graduation from Charlotte High School.
- A minimum of 15 terms of full-time enrollment (five periods or the equivalent per semester). Exceptions for full-time attendance must be approved by the principal, or in the case of special education students, by the Special Education Director.
- **ON-LINE LEARNING EXPERIENCE** - Course or Integrated Learning Experience  
(This requirement is met by use of technology in courses taken in the 6th-12th grades)

**Note:** Core course sequencing may be slightly different/adjusted for advanced or credit deficient students to meet their individual academic needs, based on counselor recommendation.

**GRADUATION REQUIREMENTS (College)**

**\*Year 1**

- READ 175 - 3 credits
- ENGL 074 - 4 credits
- MATH 110 - 4 credits
- CARE 102 - 3 credits

TOTAL CREDITS - 14

**\*Year 2**

- Read 176 - 3 credits
- ENGL 150 - 3 credits
- MATH 115 or 117 - 3 credits
- CARE 201, 202, 203 - 3 credits
- Year two additional credits through concurrent enrollment courses at high school. - 10 credits

TOTAL CREDITS- 22

\*Year 1 and 2 courses are taken through Ferris State University

Additional FSU credits possible - 1

**Year 3 (13th year)**

- 24 credits - 12 credits per semester between LCC and FSU, including a math course that will count as a dual enrolled credit. Courses will be chosen based on university requirements and proposed fields of study.

TOTAL CREDITS - 24

**GRADUATION REQUIREMENTS (Total Credits)**

47 High School Credits

60-61 College Credits

**ADDITIONAL REQUIREMENT**

Participation in the Michigan State Assessment Program is a requirement for graduation from Charlotte High School.

A minimum of 15 terms of full-time enrollment. Full-time enrollment (five periods or the equivalent per semester). Exceptions for full-time attendance must be approved by the principal, or in the case of special education students, by the Special Education Supervisor.

**CREDITS NEEDED TO BE ON TRACK FOR GRADUATION**

Grad Year	Sophomore Status	Junior Status	Senior Status	Credits for graduation	Credits in 4 years
2016 & Beyond	8.5	18	27	37	40

## CERTIFICATE OF COMPLETION

Students who do not feel they will be successful in completing the Michigan Merit Curriculum requirements (stated above) to earn a high school diploma will have the option to choose to pursue a Certificate of Completion. Students and parents should see their Guidance Counselor for requirements and additional information

## CREDIT RECOVERY

Students who fail classes (and may not be able to graduate due to lack of credit) may exercise one of the following options to earn additional credits. Students will be responsible for all course fees. ***Students need to see their counselor to enroll in any of the following programs:***

- |                                 |                           |
|---------------------------------|---------------------------|
| 1) Summer School                | 2) Correspondence Classes |
| 3) After School Work Experience | 4) Online Courses         |

### In addition:

1. Any senior student who becomes credit deficient as of the end of Term 3 of their senior year will need to see their Counselor to make arrangements to recover the deficient credit. All credits must be completed by the Friday before commencement to take part in the ceremony, unless special permission for emergency situations is granted by the principal.
2. Students who fail to earn enough credits to graduate will be required to make up the credit deficiency prior to September 1 following their class's graduation in order to receive a diploma for that year. The diploma will not be released to the student until all graduation requirements have been successfully completed.
3. **Students may not apply more than a total of three (3) credits earned outside of the regular school day during their high school career toward graduation requirements. This includes courses taken in summer school, correspondence classes, after school work experience, or online courses.**
4. All correspondence course work (including final exams) being completed after Term 3 must be submitted to the correspondence school no later than August 15th. Upon confirmation of satisfactory correspondence course completion Charlotte High School will award credit. Students assume full responsibility for successful completion of correspondence courses.
5. After a student starts high school they are expected to graduate in a four (4) year period. If a student is unable to complete their graduation requirements within a four year period and needs to make up more than the three (3) credits allowed through the Credit Recovery options noted above, Guidance Counselors and Administration will work with the student to chart the best course for completing high school. The plan will be consistent with the student's post-secondary plans and their history of school progress. Options to explore; a fifth year at Charlotte High School, the ;G.E.D. process, EISD/LCC Vocational Courses, and Co-op, in combination with credit recovery options listed above. In most cases it is expected a fifth year student will complete within one additional semester.

**INCOMING TRANSFER STUDENTS:** Students transferring to Charlotte High School from another school will be required to enroll as a full-time student for two full semesters and earn at least 10 credits in order to qualify for a Charlotte High School Diploma unless there is evidence of extenuating circumstances as determined by the principal and approved by the superintendent.

Transfer credit will be accepted from schools in Michigan that are NCA accredited or on the list of Michigan accredited schools. All other credits will be evaluated on an individual basis and may require an equivalency assessment.

**INCOMPLETES:** Incomplete grades must be completed within two (2) weeks (10 school days) after the end of a marking term/semester, in accordance with a plan

established between the teacher and student; otherwise the grade will be recorded as an "E".

**OUTGOING TRANSFER STUDENTS:** Students transferring to another school or withdrawing from school must meet with a Guidance Counselor to secure a Withdrawal Form. Students must take the Withdrawal Form to each of their teachers, Media Center, Athletic Office and Attendance Office before leaving school. The completed form needs to be returned to the Main Office prior to leaving.

**NOTE:** All school materials and district technology must be accounted for before final drop or withdrawal.

**REPEATING COURSES:** Students receiving a term grade of "C+" or lower may repeat that course. Both grades will be reflected on the transcript, which will result in an average of the two (2) grades. The course may not be taken out of sequence. For example, if a student completes English 9 and goes on to English 10, they may not go back and repeat English 9.

**LANSING COMMUNITY COLLEGE CREDIT COMPLETION PROGRAM:** Students who enroll in and attend the completion program are considered Charlotte Public School students. Students are subject to the High School code of Conduct during their time in the program.

Students that attend the program understand that they forgo their privilege of attending Homecoming, and Prom. Attendance at these events is a privilege and students may be allowed to attend as a guest, but must meet all guest pass requirements. Failure to meet the requirements set forth in the guest pass, may result in the pass being denied.

Participation in Honors Convocation and Commencement Activities is also considered a privilege and students who complete credits through this program may forgo participation in these activities if they have had major discipline or attendance issues while attending the program.

Attendance at any event is at the discretion of the Charlotte Public Schools administration.

**EARLY GRADUATION:** Seniors who have completed their graduation requirements by the end of the third term of their senior year may elect not to attend school during the fourth term of their senior year. **Students, who opt for Early Graduation, will forfeit their privilege to participate in athletics, Prom, Honors Convocation and graduation commencement ceremony. Exceptions may be made for extenuating circumstances at the discretion of the principal**

Seniors must have written permission from a parent/guardian for Early graduation. Applications are available from your Guidance Counselor.

**SENIOR HONORS AND GRADE POINT AVERAGE** Seniors earning graduation honors must have been in attendance at least three semesters at Charlotte High School.

Home School and Foreign Exchange students must be in full-time attendance at a public, private or accredited charter school for at least six semesters to earn graduation honors.

Senior Honor and/or Outstanding academic students **must** meet all academic and attendance requirements and have NO major discipline issues during their high school career.

The valedictorian and salutatorian, and Top 10 students must have met DAS requirements and have NO major discipline issues during their high school career.

For the purpose of reporting honors status and class rank, final grade point average (GPA) will be determined by the cumulative grade point average at the end of the third term of the senior year. Grade point will NOT include summer school, correspondence or night school classes. Final transcripts, which are sent to colleges, will include fourth term grades. The grade point average is calculated three decimal places to determine class rank (example: 3.512).

**SCHEDULE CHANGE POLICY:** Students must adhere to the following guidelines when requesting any schedule changes. Requests will be honored for exceptional circumstances as space is available and as indicated below. There will be a designated day/time before school starts for schedule changes. Schedule changes will be allowed for the following reasons:

- Incomplete schedules – no open periods are allowed, all students must have a complete schedule (if you do not have a complete schedule and you do not come in before school starts we will select courses to fill your schedule);
- Seniors wishing to drop classes to add Co-op (approval from Co-op Coordinator is required); and
- Level Change – such as the student did not pass Algebra 1 and cannot go on to Algebra 2; or the student decided to take Advanced Composition instead of Composition.

All schedule change request forms must be submitted to your Guidance Counselor with a parent signature. Forms are available from your Guidance Counselor. Requests that do not meet one of the criteria above will be considered for extenuating circumstances, and availability. Please check Skyward for requested changes.

**SENIOR RELEASE FORM:** Prior to leaving school each senior must complete a Senior Release Form. This verifies that all accounts are current, textbooks, and district technology and their components and Media Center materials are returned, and athletic uniforms accounted for. Early graduates must complete from prior to leaving.

Failure to turn in an approved Senior Release Form to the main office may jeopardize participation in commencement, honor exercises and may delay awarding of the diploma.

**TESTING OUT OF COURSES: Testing Out of a Class:** In 1995, the Michigan Legislature passed Public Act 335 which requires that high schools develop alternative options for students to fulfill academic requirements. Section 1270B of the State School Code requires schools to provide an opportunity for high school students to “test out” of any course. The “test out” option does not include those courses in which students are currently enrolled.

In order to “test out”, students need to exhibit mastery of the subject matter by attaining a grade of not less than a C+ (77 %) on a final exam. The student may also be required to demonstrate mastery through other basic assessments used in the course such as portfolio, performance, paper, project, or presentation, in addition to or in lieu of, a final exam.

Teachers and counselors are not responsible for tutoring or providing instruction relative to students “testing out” of the course.

**Testing Out Schedule:**

Beginning of September- Applications available from Guidance Counselors

End of September – Completed applications are due to the principal

Beginning of October – Class test-out packets available

Beginning of December – All required course work is due/final exam is taken

Please note that by “testing out” of a course, a student will miss participation in discussions, classroom activities and opportunities to develop the skills which are nurtured by daily contact with the teacher and fellow students. If you have any question or concerns, please contact your child’s counselor.

**STUDENT ASSESSEMENT:** Charlotte High school students will participate in state mandated assessments and accountability standards as required under the state law.

**LIMITED ENGLISH PROFICIENCY:** Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District.

## GENERAL HIGH SCHOOL INFORMATION

**ACCIDENT REPORTING:** If you are injured, you should report it immediately to the teacher in charge or to an administrator.

An effort will be made to contact your parents for information and instructions. If your parents cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge may arrange for your transportation to a doctor or a hospital for treatment. This action on the part of any school personnel does not obligate the school district or school personnel to assume financial responsibility for your treatment.

**BACKPACKS:** Students are allowed to carry backpacks; however, it is recommended that you leave your backpack in your locker. Backpacks left unattended are subject to search for the concern and safety of students and staff.

**BICYCLES:** There are bicycle racks in front of the school. Please use these racks and do not block any entranceway. Remember to **LOCK YOUR BIKE**.

**BUS CONDUCT:** Students are provided with transportation to and from school by the Charlotte School District. Students are expected to follow the direction of the bus driver and behave appropriately. The time students are in transit is an extension of their school day and they are expected to conduct themselves in an orderly and safe manner. Students who do not will face disciplinary action. These actions may include Saturday School, out-of-school suspensions, and loss of transportation services for severe or repetitive infractions. Students will follow directions from the Bus Transportation Handbook.

**CAFETERIA:** Breakfast will be available between first and second block. Those students who are eligible for free or reduced priced lunches are also eligible for free or reduced priced breakfast. The price for a complete school lunch and ala carte items will be posted in the high school cafeteria and lobby. If you eat your lunch in the cafeteria, lobby, or outside courtyard, we ask that you follow these simple rules:

CPAC and academic hallways are closed at lunchtime.  
Food is allowed in designated areas only: Cafeteria, lobby and outside courtyard when weather permits.  
Deposit all lunch litter in wastebaskets.  
Return all trays and utensils to the dishwasher area if in the cafeteria, or to the carts in the lobby by the counter.  
Leave the table and floor around your area clean.  
Any students caught throwing food or not taking care of lunch trays/trash will be assigned private dining, and/or cleanup responsibilities.  
No food or drinks in the gymnasium.

Students who fail to follow these rules will be dealt with under #30 of the Code of Conduct – Failure to Follow Directions.

*Please make an effort to keep your school clean no matter where you eat.*

**PRIVATE DINING:** Students may be assigned to private dining for returning late from lunch or other discipline code violations. Students who fail to attend private dining will be issued a Saturday School. Privileges will be suspended until time is served.

#### **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (ECDs)**

A student may possess a cellular telephone or other electronic communication device (ECD) in school, on school property, at after school activities and at school-related functions according to following guidelines. This is a privilege and is subject to the following guidelines:

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property, even in the event the phone is confiscated by the staff or the administration.

1. Students are prohibited from using cell phones or other electronic communication devices or having them "on" during class time, this includes texting function. Students that choose to have/bring their cell phones to school will be required to follow all school and classroom rules in regards to how cell phones are to be handled/stored during class time.
2. The use of cell phones and other ECDs in locker rooms, weight rooms, dressing rooms, and restrooms is strictly prohibited. Cell phones or ECDs may not be "On" or otherwise used in the school locker rooms, restrooms, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the picture feature available with some models of cell phones or ECDs. Violation of this provision is a serious offense and can lead to severe penalties, up to and including expulsion.
3. Cell Phones or ECD's that are suspected of containing inappropriate material (pictures, texts messages, etc.) will be confiscated and reviewed by administration. Inappropriate material will be copied and shared with police and/or parents. Students who possess such material are subject to disciplinary action. Violation of this provision is a serious offense and can lead to severe penalties, including police charges, up to expulsion.
4. Student-athletes are not permitted to possess/use cell phones while participating in athletic contests or events. The Athletic Handbook speaks to specific guidelines relative to cell phone use at other times.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuses of this privilege.

Failure to surrender phone to any staff member will result in a referral under insubordination. Any student using a cell phone or ECD in locker rooms, weight room, dressing rooms or restrooms at school or in another school district could be subject to expulsion.

Students that fail to follow these policies will be subject to the cell phone consequences Violation #29.

**IPODS/MUSIC DEVICES:** IPODS and other music devices are not recommended for use in the classrooms. They may be used before school, at lunch and after school and at the discretion of teachers.

A first offense will result in a request to put above named items away. Further offenses will result in loss of school privileges for up to 5 weeks depending on the number of offenses that have occurred.

**OPEN CAMPUS:** Charlotte High School is an open campus at lunch time. However, students will forgo their right to leave campus at lunch if behavior or expectations do not mirror mature actions. Student may lose their privilege for failure to follow code of conduct or failure to attend on time afternoon classes. Parents have the right to require their students to stay on campus.

**CONTROL OF CASUAL-CONTACT-COMMUNICABLE DISEASES AND PESTS:**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

**CONTROL OF NONCASUAL-CONTACT-C O M M U N I C A B L E DISEASES:**

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

**END OF BLOCK PROCEDURES:** The tone at the end of each block is a reminder to the teacher that it is time to dismiss class. Students are not released from class until dismissed by their teacher. Students should be seated at their desk or workstation until properly dismissed by the teacher.

**FIELD TRIPS:** Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

**FINAL EXAM POLICY:** All classes at Charlotte High School have a semester final exam or some kind of cumulative assessment/project, etc. Students that fail to take their final exams have not completed the course and risk failing the entire semester. Students that are unexcused on exam days will not be allowed to make-up the exam.

Requests to take exams early or later are granted sparingly and must be approved by the principal.

**FIRE, LOCK DOWN & TORNADO DRILLS:** Five (5) fire drills will be held periodically during the school year. The signal for a fire drill is the sound of the fire horn. A very serious attitude is expected from all students during a fire drill. Each of the students' teachers will give instructions as to where to go in case of a fire drill. WALK QUICKLY AND QUIETLY to your assigned places. There is to be no talking. Do not block the driveways. Move completely away from the building. Allow the fire trucks room to get close to the building

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and locks down drills and consist of an all call message.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an all call message.

**HALL PRIVILEGES:** In order for students to be able to move about the building during regular class time they must possess a pass. Hall passes can be issued by administrators or staff members and should reflect specific information such as time of departure, destination, and signature of the person issuing the pass. We expect that all students will not abuse the privilege of having a hall pass by getting to their destination as soon as possible. Failure of students to follow this process may result in disciplinary action.

**HOMEBOUND INSTRUCTION:** The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.



**IMMUNIZATIONS:** Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to Mrs. Evans (541-5602)

**ILLNESS DURING THE SCHOOL DAY:** If you are too ill to attend classes, you should report to the Main Office to notify your parents to pick you up from school as soon as possible.

**INSURANCE:** MIChild is a health insurance program for uninsured children of Michigan's working families. MIChild services are provided by many HMOs and other health care plans throughout Michigan. Information on the Michigan Department of Community Health Program, MIChild, is available by calling 1-888-988-6300.

**LEAVING SCHOOL DURING THE DAY:** Students are not permitted to leave the school building at any time during the school day **without permission from the Main Office.** (Refer to Discipline Code)

**LOCKERS: STUDENTS ARE ENCOURAGED NOT TO SHARE LOCKERS.**

If you should experience a problem with the operation of your locker, or have some unexplainable losses from it, report these problems to the Main Office.

If your locker is too far from your classes to allow you to visit it in the 5-minute passing time, you will need to carry the necessary materials with you.

*Student lockers, desks, and other containers or storage areas assigned for student use remain the property of the school district and within the control and supervision of school district personnel and officials. Lockers, desks, and other containers or storage areas assigned to students are subject to inspection by school personnel or authorities at various times without the prior consent of the student and the student should not expect privacy regarding items placed therein.*

Lockers must be cleaned by the student before leaving on the last day of school. Lockers will be cleaned by the school staff the afternoon of the last day of school.

**LOST AND FOUND:** Students who find lost articles are asked to take them to the Main Office, where they can be claimed by the owner.

**MEDIA CENTER & OVERDUE MATERIALS:** Students are subject to fines and restrictions if borrowed materials are not returned on time or in good condition as outlined in the Media Center Overdue Policy. Copies of the policy are available in the Media Center.

Students may borrow audiovisual equipment for completion of class assignments. Appropriate loan forms must be filled out. Use of a video camera requires parental approval and signature.

Students are not allowed to access the media center without direct supervision of a staff member.

**MEDICATION POLICY:**

Any student who takes medication during school hours will comply with school regulations. Medications are defined as any prescription and non-prescription medication taken by mouth, suppository, inhaler, injection, applied as drops to ears, eyes or nose, or applied to the skin.

**School procedures for prescription medications are as follows:**

1. The Medication Request and Authorization (Form 5330 F1) for prescription medication must be signed by the student's physician and filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
2. There must be a physician's prescription for the medication, and the medication must be brought to school in the prescription container. The original pharmaceutical container may be considered the prescription.
3. Medications must be brought to school by the parent/guardian. Other arrangements must be confirmed in advance with the building administrator or designee.
4. Except in an emergency that threatens the life or health of the student, medication must be administered by a school employee designated by the school administration in the presence of another adult.
5. Any change in dosage, or other medication procedures, must be accompanied by written instructions from the physician. Parental or guardian request/permission and physician's signed instructions must be renewed annually, or more often, if necessary.
6. Parents/guardians will pick up all medication at the end of the school year. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription expires or at the end of the school year.
7. Medication will be stored in a locked cabinet or container in a designated location. Students may carry asthmatic inhalers if: a) the student has written approval from a physician or other health care provider; and 2) the principal or other chief administrator of the student's school has received a copy of the written approval on Form 5330 F1c.
8. Communication between the parent/guardian, school personnel, and physician, should be ongoing and according to need.

**School regulations for non-prescription (over the counter) medications are as follows:** ie: cough drops, aspirin, Advil, cold medicine, etc

Students at the high school are able to possess and self-administer over the counter, or prescription antibiotics. Narcotics or any other prescribed pain medicine, must be turned over to the office for administration.

Students are allowed to carry for their own consumption and should not share with other students within the building. Sharing or supplying may fall under code of conduct for distribution depending on circumstance.

**MIDDLE SCHOOL:** Students are not allowed to drive through the back entrance to the middle school; this area is for school transportation only. Students in violation of this may be subjected to detention, Saturday school or an out of school suspension depending on the severity of the incident.

**HIGH SCHOOL STUDENTS ARE NOT PERMITTED ON MIDDLE SCHOOL GROUNDS OR AT THE MIDDLE SCHOOL DURING THE NORMAL SCHOOL DAY UNLESS OTHERWISE GIVEN PERMISSION BY THE HIGH SCHOOL ASSISTANT PRINCIPAL. HIGH SCHOOL STUDENTS ARE NOT TO USE THE DRIVE OR PARKING LOTS AT THE MIDDLE SCHOOL BETWEEN 7:30 A.M. AND 3:30 P.M.**

**END OF SEMESTER DATES:**

**1<sup>ST</sup> SEMESTER**  
January 18, 2019

**2<sup>ND</sup> SEMESTER**  
June 7, 2019

SAT & M-STEP (Juniors)..... TBA

**PARENT-TEACHER CONFERENCES:** Parent-Teacher Conferences are scheduled each year. Announcements as to specific dates and times will be made through the Student Bulletin as well as the Skylert system. Parents are urged to call the school to arrange a conference any time they have questions or concerns.

**1<sup>st</sup> Semester**

**2<sup>nd</sup> Semester**

October 23, 2018 3:00 – 5:00  
October 25, 2018 5:00 – 7:30

March 19, 2019 5:00 – 7:30  
March 21, 2019 3:00 – 5:00

**REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES:** Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

**SEARCH AND SEIZURE:** To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks, and student vehicles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property or on school property because; school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, athletic bag, vehicle) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

**CANINE SEARCHES:** Charlotte Public Schools will conduct random canine searches throughout the building, parking lot and classrooms. Students will be required to leave their belongings in the class room while canine does an article and classroom search.

**SIGN OUT PROCEDURES:**

1. Report to Main Office.
2. Present a note or make parent contact by phone to excuse the student.
3. Sign out when leaving the building.
4. Sign in when returning to the building.

**Students leaving the building without following the above procedures will be subject to an unexcused absence and/or disciplinary action. (Refer to Discipline Code)**

**STUDENT RECORDS:** The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

**STUDENT ID'S** –Students at Charlotte High School are issued picture ID and may be required to enter events. Any student who plans on attending any school event (games, dances, etc.) should be prepared to present their picture ID if they are asked to gain admittance. Students who fail to present ID at such events may NOT be allowed to participate.

**STUDENT VALUABLES AND PERSONAL PROPERTY:** Charlotte High School is not responsible for any student valuables, personal property, vehicles, and/or money lost on school grounds. Students who find it necessary to carry valuables or large sums of money are encouraged to leave such valuables in the Main Office for safekeeping. Students are reminded that they should lock their hall and gym lockers at all times, as well as their vehicles, if they drive to school.

**SPECIAL NOTICE TO STUDENTS/PARENTS:** The school district is not responsible for any personal property (including vehicles) while at school or school events.

**TELEPHONE:** There is a telephone available in the Main Office for local calls by students to allow them to contact parents when necessary.

**TEXTBOOKS AND SUPPLIES:** Textbooks are provided at no cost; however, you are responsible for their care and safekeeping. You will be required to pay for lost textbooks and damages beyond normal wear. When being issued a textbook, you should write your name and the date in the place provided on the inside cover so it can be returned to you if misplaced.

**VEHICLE REGISTRATION AND DRIVING REGULATIONS:** STUDENT VEHICLES MUST BE REGISTERED AT THE MAIN OFFICE WITHIN TEN (10) DAYS FROM THE BEGINNING OF THE SCHOOL YEAR. A one-time registration fee of \$5.00 is required. Registration is required for all students driving and parking on school grounds throughout the entire school year. Failure to register your car will result in loss of driving privilege and discipline consequences

Students must show their drivers license and vehicle registration to obtain a student-parking permit. The permit will be granted upon full payment of the registration fee. The permit must be hung on rear view mirror.

**Student parking is allowed only in the large student parking lot. Parking in any other areas, such as in front of the school, spaces facing the school or fire lane will result in disciplinary action. TOWING of the vehicle at owner's expense will occur.**

Failure to properly register a vehicle, display the permit, and any driving or parking violations will result in disciplinary action. (Refer to Discipline Code #24 for specifics.)

**VISITORS:** Parents are always welcome to visit the school, but please check in at the Main Office to sign in and receive a visitor's pass.

**WEATHER DELAYS OR CANCELLATIONS:** Due to Michigan's unpredictable weather climate, such as snow, ice, or fog, school delays or cancellation of the school day, may be required. Local radio and television stations will broadcast when school is delayed or cancelled as well as a district wide call out message will occur. Please do not call the school. If you need to telephone to get the above information, you can call 541-5746.

**WORK PERMITS:** A completed work permit is required for any student (14 through 17 years old) prior to participating in any employment experience. Work permit forms are available from the high school secretary in the Main Office.

### **LANSING SHARED TIME STUDENTS**

Students attending shared time classes at Lansing Community College may ride a school bus to and from those sites. Students who choose to drive understand the school is not responsible for those students.

Students who attend Lansing Shared Time during the school day, are subject to the Charlotte High School code of conduct on their way to and from classes as well as while in attendance. Charlotte High School will also work cooperatively with LCC when/if a student violates the LCC code of conduct as well.

To clarify any confusion that may exist regarding bus departure times for off-campus students, please note the LCC bus will leave and return at the following times:

**FOR STUDENTS WITH 1<sup>ST</sup> AND 2<sup>ND</sup> BLOCKS AT LCC: BUS LEAVES AT 6:40 A.M. RETURNS AT 10:50 A.M.**

**FOR STUDENTS WITH 3<sup>RD</sup> AND 4<sup>TH</sup> BLOCKS AT LCC: BUS LEAVES AT 11:15 A.M. RETURNS AT 2:40 P.M.**

In order to avoid any misunderstanding concerning our school policies regarding bus transportation, please read the following carefully.

**BUS BEHAVIOR** - All students are expected to behave cooperatively, respectfully, and responsibly. Failure to do so may result in removal from your vocational program.

**LOBBY BEHAVIOR** – When returning to the high school after vocational classes, you are expected to enter the hallways quietly as you go about your business. Failure to do so will be treated as a violation of school policy and dealt with accordingly.

**TRANSPORTATION POLICY FOR OFF-CAMPUS/SHARED TIME EDUCATIONAL PROGRAM** – The Career Preparation Center and Lansing Community College reserves the right to deny or suspend driving privileges. Parking is restricted to the street, parking ramps, or school parking lot based on availability. Students must pay all their own costs related to driving their own vehicle.

### **HIGH SCHOOL CODE OF CONDUCT**

The primary objective of the Student Code of Conduct is to assist each student in developing responsible, self-controlled behavior. It is designed to protect each student's rights to the fullest educational opportunity available within the school system by establishing standards of conduct.

Charlotte High school operates using a positive discipline model, which emphasizes privileges verses rights. When a student has a discipline infraction they forfeit their right to attend & or participate in sporting events, or other activities until consequences are served.

The following is a list of unacceptable student behaviors and the consequences which will result for any student, regardless of age, who is under the schools' jurisdiction. The list is offered as an example of categories of misbehavior to provide clarification for students, and it is not intended to be all-inclusive.

Students that attend LCC shared time or choose to participate in Lansing Community College credit completion program are considered Charlotte High School students. Students are subject to the code of Conduct and any consequences that may result in failure to adhere to the code of conduct, on campus or off campus while enrolled in the program.

**NOTICE TO STUDENTS!!! MANDATORY SCHOOL EXPULSION RECOMMENDATIONS:**  
The following offenses **may** result in immediate recommendation for expulsion from school: Possession or use of any firearm or look-a-like firearm, possession or use of dangerous weapons or look-a-like dangerous weapons.  
Sale and transfer of drugs, arson, and sexual misconduct (#'s 1-6), or persistent disobedience, which constitutes the continuous disregard for repeated infractions of school regulations, may also lead to expulsion.

Such immediate suspensions and recommendations for expulsion are in accordance with the Federal Gun-Free Schools Act of 1994, the State of Michigan Law: Public Act 328 of 1994, and/or Charlotte Board of Education Policies 5131.1 and 5131.7.

**DISCIPLINE CODE OF CONDUCT PROVISIONS:** Provisions of the Code of Conduct are in effect during all daily classroom and/or building programs (including lunch), including all field trips, out-of-state or international trips, extra-co-curricular activities, athletic teams and other activities that are school-sponsored or school-related.

Building administrators have the authority to execute the discipline outlined below. The severity of the violation will determine the degree of discipline administered within the below stated guidelines. Exceptions may occur only under extenuating circumstances. **Administration shall first consider** Restorative Justice Practices in lieu of **or in combination** of listed consequences.

**A student on suspension will not attend his/her regular classes or participate in extra/co-curricular or athletic team activities during the dates of the suspension. There is a loss of all social privileges.**

**Students that violate the Code of Conduct while representing the school or are on a school trip may lose privileges to participate in further school related activities and/or trips.**

Parents shall be notified in all cases of suspension and/or when a student exhibits a history of unacceptable conduct. Records of such involvement shall be maintained in the building administrator's office.

Any behavior that results in a suspension will carry the additional consequences of school privileges being suspended .







<b>14 – BULLYING /AGGRESSIVE BEHAVIOR</b> at school during school hours, at school events or on the way to and from school. Including, written, physical, verbal, or psychological abuse that occurs over a period of time to negatively impact educational, physical or emotional well being  * Severe bullying can lead to a 10 day suspension and recommendation to <b>superintendent/school board</b> for immediate disciplinary action.	1st	1-2 Day suspension and loss of privileges
	2nd	3-5 Day suspension, police referral, Possible recommendation to <b>superintendent/school board</b> for expulsion and loss of privileges.
	3 <sup>rd</sup>	5-10 day suspension police referral. Possible recommendation to <b>superintendent/school board</b> for expulsion and loss of privileges.
<b>VIOLATION</b>	<b>OFFENSE</b>	<b>CONSEQUENCES</b>
<b>VIOLATIONS: 15–30 are a breach in CHS Code of Conduct and are accumulative for current school year.</b>		
<b>#15 – DISRESPECT INSUBORDINATION:</b> Students must cooperate with and respect staff and other students. Students must identify themselves when asked to do so by a staff member. Students must accompany a staff member to the office of a counselor or administrator when asked to do so by a staff member. Lack of respect for staff and students will not be tolerated, nor will behavior detrimental to school functions or threats to staff.	1st	Up to 1-2 Days suspension and loss of privileges depending on teacher input.
	2nd	3-5 days suspension, police referral and loss of privileges
	3 <sup>rd</sup>	5-10 Days suspension police referral. Possible recommendation to <b>superintendent/school board</b> for expulsion and loss of privileges  *Profanity or swearing that is directed at or to a staff member will result in immediate suspension. The level of suspension is at the discretion of administration and based on circumstances.
<b>#16 HARASSMENT INTIMIDATIONS --:</b> Including Gender/Ethnic/Religious/Disability/Height/Weight or other teasing, harassment and/or ethnic intimidation will result in 2 or 3 days. (Intimidation or harassment of an ethnic nature will result in automatically moving to level 2 or 3) <u>Written or spoken:</u> Innuendoes, comments, jokes, insults, threats, or disparaging remarks. Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interactions with the person. <u>Non-Verbal:</u> Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures. <u>Physical:</u> Any intimidating or disparaging action such as hitting, hissing, or spitting on a person, “Chesting Up: or any other use of physical force.	1st	1-3 Days suspension and loss of privileges
	2nd	3-5 Days suspension, with re-admittance by principal and loss of privileges
	3 <sup>rd</sup>	5-10 days suspension, up to recommendation to <b>superintendent/school board</b> for immediate disciplinary action.
<b>#17 – SMOKING:</b> Use of or possession of tobacco products, Nicotine, Nicotine products or E-cigarette or paraphernalia on school grounds, visible from any area from school grounds, or at school events home or away is prohibited at all times.	1st	Saturday School and loss of privileges until served
	2nd	1 – 2 Days suspension and loss of school privileges for the remainder of the marking period or 5 weeks whichever is greater.
	3 <sup>rd</sup>	3-5 Days suspension and loss of school privileges for the remainder of the marking period or 5 weeks whichever is greater.
<b>#18 – FORGERY:</b> Fraudulent use of school documents, passes, etc. Students may not obtain or possess class or school passes.	1st	1 Saturday School
	2nd	2 Saturday Schools and loss of privileges until severed
	3 <sup>rd</sup>	1 day suspension and loss of privileges for 2 weeks.

<p><b>#19 – CHEATING &amp; PLAGIARISM:</b> The following violations &amp; consequences are per class</p>	<p>1st  2nd  3rd</p>	<p>1 Saturday School and research of 3 University Plagiarism policies.  2 Saturday School and loss of privileges until served.  1 day suspension and loss of privileges for 2 weeks.</p>
<b>VIOLATION</b>	<b>OFFENSE</b>	<b>CONSEQUENCES</b>
<p><b>#20 – FALSE ALARMS/BOMB THREATS:</b> Turning in a false fire alarm or bomb threats are a criminal offense. Parents of any student committing this offense will be informed. The student will be referred to the local fire chief and suspended.</p>	<p>Any</p>	<p>Up to 10 Days suspension up to recommendation to <b>superintendent/school board</b> for immediate disciplinary action  *Police and Fire Marshall will be notified.</p>
<p><b>#21 – POSSESSION OR USE OF ANY MISCELLANEOUS DISRUPTIVE ITEMS – PROHIBITED AT SCHOOL:</b> Problems <u>arise because students have articles that are hazardous to the safety of others, or interfere with school procedures.</u> Such items include, but not limited to, chains, shaving cream, smoke bombs, snowballs, water balloons, water pistols, radios, tape recorders, video cameras, and video games. Roller blades and skateboards are not permitted at or on school property. Also, any student found in possession of or using a penlight or laser pointer will be in violation of the Charlotte High School Code of Conduct.</p>	<p>1st  2nd  3rd</p>	<p>2 Private dining's  1 Saturday School  2 Saturday Schools  *Serious violations of this standard may also be may be by a school suspension if appropriate.</p>
<p><b>#22 – INAPPROPRIATE PHOTOGRAPHS OR VIDEO ON ELECTRONIC DEVICES (CELL PHONE, IPODS, ETC.)</b></p> <p>Cell phones or any type of digital device shall not contain any sexually inappropriate photos. Sexually inappropriate photos of minors whether themselves or others is considered child pornography and will be turned over to the police department</p> <p><i>*Any student using a cell phone or ECD in locker rooms, weight room, dressing rooms or restrooms at school or in another school district could be subject to expulsion.</i></p>	<p>Any</p>	<p>When this occurs a 1-10 day suspension will occur. Depending on the ages and circumstances possible recommendation to <b>superintendent/school board</b> for immediate disciplinary action and police report will be filed.</p>

**#23 – STUDENT DRESS:** The school has a responsibility to establish dress standards that promote a positive and proper learning environment. Therefore, students are not permitted to wear clothes that are distracting or cause classroom disruptions, display profanity, are sexually suggestive, promote the use of controlled substances (such as alcohol, tobacco), or promote gang activity. The wearing of chains must not pose a threat of physical harm to the wearer or other students and must NOT be of a length or size to be considered a weapon.

Students are allowed to wear shorts, but they must be of appropriate length. Shorts/skirts should be of suitable length and cover a student’s posterior at all times. Shirt and pants/skirts must meet or overlap at all times.

Shirts or blouses must cover the stomach area. Halter-tops, strapless shirts/dresses, spaghetti straps tops/blouses, T-Back tops/blouses/shirts, backless shirts/blouses, or shirts with the sides cut out, for both boys and girls are inappropriate dress for school **and may not be worn.** Sleeveless shirts and tank tops by boys and girls **may be worn, provided that the entire sides are not cut out.**

Teacher’s reserve the right to require clothing that is appropriate for classroom due to safety concerns. Example: Ag shop or wood shop students must wear long pants, and shoes that cover their toes at all times and/or clothing that does not pose a safety hazard.

- OFFENSE:**
- 1<sup>st</sup>** Students will be required to immediately change out of inappropriate clothing and parents must pick up clothes from office.
  - 2<sup>nd</sup>** Students must change clothes immediately, turn in inappropriate clothes for parent pick up and a **SATURDAY SCHOOL** will be assigned.
  - 3<sup>rd</sup>** Immediately changing of clothes, **2 SATURDAY SCHOOLS** and students will be required to wear pants and shirts with sleeves no shorter than elbow length for remainder of current semester.

VIOLATION	OFFENSE	CONSEQUENCES
<p><b>#24 – DRIVING/PARKING VIOLATIONS:</b> (Reckless driving, improper parking, leaving without permission, no registration, etc.) Student parking is allowed only in the large student parking lot. Parking in any other areas, such as in front of the school, will result in disciplinary action. TOWING at owner’s expense may occur. Driving on school grounds must be safe and appropriate for conditions. A maximum speed of 10 miles per hour must be observed. Students who drive in a careless/reckless manner will be denied driving privileges up to remainder of school year depending on nature of violation</p>	<p>1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup></p>	<p>1 Day private dining, loss driving privileges for 1 week  1 Saturday School and loss of driving privileges for 2 weeks  1 Day suspension, loss of driving privileges for remainder of term.  <b>*Reckless Driving WILL result in a police report</b>  <b>SPECIAL NOTICE: The school district is not responsible for any personal property (including vehicles) while at school or school events.</b></p>
<p><b>#25 – GROSS MISDEMEANOR AND/OR PERSISTENT DISOBEDIENCE:</b> A serious inappropriate action and/or repeated actions of incorrigible behavior and/or non-compliance within the Code of Conduct. This also pertains to student attendance in a specific class or school in general. Students are in violation when failing to attend after being directed by a school administrator.</p>	<p>1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup></p>	<p>1 Saturday School and loss of privileges until served  2 Saturday Schools and loss of privileges for 2 weeks  1 Day suspension and loss of privileges for remainder of term  <b>*Administrator may skip to level 2 or 3 or make a recommendation to the superintendent/school board for board action depending on the severity of the offense.</b></p>
<p><b>#26 – DISORDERLY CONDUCT:</b> Any inappropriate behavior that disturbs the school environment which includes: making any noise, or causing a disturbance of any kind.</p>	<p>1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup></p>	<p>1 Saturday School and loss of privileges until served  2 Saturday Schools and loss of privileges for until served  1 Day suspension and loss of privileges for 1 week day  <b>*Administrator may skip to level 2 or 3 consequences depending on the severity of the offense.</b></p>
<p><b>#27 – STUDENTS ARE SUBJECT TO DISCIPLINARY ACTION BY SCHOOL AUTHORITIES FOR INAPPROPRIATE BEHAVIOR THAT TAKES PLACE OFF SCHOOL PROPERTY DURING THE TIME THEY ARE COMING TO AND FROM SCHOOL AND DURING THE LUNCH PERIOD.</b></p>		

**#28 – FAILURE TO ATTEND ADMINISTRATIVELY OR TEACHER ASSIGNED DETENTIONS WILL RESULT IN SATURDAY SCHOOL. FAILURE TO ATTEND SATURDAY SCHOOL WILL RESULT IN LOSS OF PRIVILEGES AND students will be assigned 1 full day of in school detention located in Administrator office. Students will not pass or eat lunch with the student body. Student will have option of purchasing a bag lunch from cafeteria. Teachers will provide work for classes during detention, students will not be allowed to have electronic devices while in school detention.**

**#29 – Disruptive classroom behavior, Cell Phone/electronic communications, inappropriate displays of affections, profanity, and failure to report/follow directions are all covered with the ORIOLE PRIDE Matrix.**

**These matrices represent expectations for the students at Charlotte High School. Students who choose not to follow or adhere to these expectations are subject to the following process.**


- 1. Reminder or reteach of expectation, (by staff or peer)**
- 2. Reminder or reteach of expectation by Staff with parent follow-up**
- 3. Teacher assigned consequence appropriate to the offense, this could include a detention or a restorative justice practice.**
- 4. Referral to office for Private Dining**
- 5. Referral to office for 1 Saturday School**
- 6. Referral to office for 2 Saturday Schools**
- 7. Referral to office for Parent Meeting**
- 8. Continuation of infraction may result in suspension or board action.**

**BEHAVIORAL MATRIX**


	<p><b>Oriole P.R.I.D.E. Guiding Questions</b></p>	<p><b>Oriole P.R.I.D.E. in the Classroom</b></p>	<p><b>Oriole P.R.I.D.E. in the Hallway</b></p>	<p><b>Oriole P.R.I.D.E. in the Cafeteria</b></p>	<p><b>Oriole P.R.I.D.E. in the Bathrooms</b></p>	<p><b>Oriole P.R.I.D.E. at Athletic Events</b></p>
<p><b>Purpose</b></p>	<p>What do my words and actions say about why am I here?</p>	<p>Understand the connection between your class, your diploma, and your future Come to class ready to learn Listen, focus, and pay attention</p>	<p>Make sure your presence in the hallway matches your purpose Make sure your presence in the hallway sets a positive tone for the school Move through the hallways to your destination</p>	<p>Eat and socialize with friends Take care of your own trash Use appropriate language Use appropriate manners</p>	<p>Use time effectively and efficiently Keep the area clean and maintain sanitary conditions Keep the area free of writing and other damage</p>	<p>Encourage CHS teams Represent CHS with Oriole Pride Model sportsmanship and set a positive tone for the entire event</p>
<p><b>Respect</b></p>	<p>What do my words and actions say about how I feel about myself and others?</p>	<p>Use appropriate language Respect others' viewpoints Follow classroom rules and expectations Use technology at the appropriate time to enhance learning</p>	<p>Make sure your actions are appropriate for a school or business setting; this includes language, displays of affection, and behavior Hold others accountable for their actions in the hallway Take ownership the hallways and the school Do the right thing, even when no one is looking</p>	<p>Leave the area better than you found it Take and pay for only what you can eat</p>	<p>Take ownership of the area Report messes or vandalism immediately</p>	<p>Maintain Oriole Pride regardless of how other fans behave</p>
<p><b>Integrity</b></p>	<p>What do my words and actions say about what is important to me?</p>	<p>Tell the truth Arrive on time and work until you are released by the teacher Take ownership of your actions and behaviors Do the right thing, even when no one is looking</p>	<p>Make the school better through your actions in the hallway Stay in classrooms during class time Consistently take pride in the hallways</p>	<p>Make sure your area is clean Make sure your actions set a positive tone for the school</p>	<p>Use bathroom privileges appropriately and properly Use the bathroom closest to your class to minimize time away from learning</p>	<p>Support all CHS teams in all seasons</p>
<p><b>Education</b></p>	<p>What do my words and actions do to make the school a better place?</p>	<p>Ask questions and take advantage of feedback Do the best you can, no matter what you are doing Be engaged in your work and the lesson</p>	<p>Make sure the hallways reflect the excellence of our school Contribute to the positive appearance of the hallways Greet people, including staff, students, and visitors with enthusiasm</p>	<p>Welcome others to sit with you Encourage others to respect the area</p>	<p>Encourage others to follow the rules and take ownership of the bathrooms Make sure that the bathrooms are welcoming for visitors</p>	<p>Be leaders; maintain a positive attitude throughout the contest</p>
<p><b>Excellence</b></p>	<p>What do my words and actions do to make the school a better place?</p>	<p>Strive to reach the next level; move from a level two to a level three to a level four Assignments and assessments are important, so complete them with quality Take initiative and keep track of your own learning</p>	<p>Make sure the hallways reflect the excellence of our school Contribute to the positive appearance of the hallways Greet people, including staff, students, and visitors with enthusiasm</p>	<p>Welcome others to sit with you Encourage others to respect the area</p>	<p>Encourage others to follow the rules and take ownership of the bathrooms Make sure that the bathrooms are welcoming for visitors</p>	<p>Be leaders; maintain a positive attitude throughout the contest</p>

# Oriole P.R.I.D.E. Guiding Questions


## **P**urpose -

 What do my words and actions say about why am I here?

## **R**espect -

 What do my words and actions say about how I feel about myself and others?

## **I**ntegrity -

 What do my words and actions say about my values?

## **D**edication -




 What do my words and actions say about what is important to me?

## **E**xcellence -





 What do my words and actions do to make the school a better place?

# Oriole P.R.I.D.E. in the Classroom





## **P**urpose -

-  Understand the connection between your class, your diploma, and your future
-  Come to class ready to learn
-  Listen, focus, and pay attention





## **R**espect -

-  Use appropriate language
-  Respect others' viewpoints
-  Follow classroom rules and expectations
-  Use technology at the appropriate time to enhance learning





## **I**ntegrity -

-  Take pride in doing your own work with an honest effort
-  Take ownership of your actions and behaviors
-  Do the right thing, even when no one is looking
-  Tell the truth

## **D**edication -




-  Arrive on time and work until you are released by the teacher
-  Complete assignments on time and be prepared for class
-  Be engaged in your work and the lesson
-  Ask questions and take advantage of feedback

## **E**xcellence -




-  Do the best you can, no matter what you are doing
-  Strive to reach the next level; move from a level two to a level three to a level four
-  Assignments and assessments are important, so complete them with quality
-  Take initiative and keep track of your own learning

# Oriole P.R.I.D.E. in the Hallway




## **P**urpose -

-  Make sure your presence in the hallway matches your purpose
-  Make sure your presence in the hallway sets a positive tone for the school
-  Move through the hallways to your destination




## **R**espect -

-  Respect the hallways – keep them clean
-  Respect others' view points, personal space, abilities, and privacy
-  Make sure your actions are appropriate for a school or business setting; this includes language, displays of affection, and behavior




## **I**ntegrity -

-  Hold others accountable for their actions in the hallway
-  Take ownership the hallways and the school
-  Do the right thing, even when no one is looking

## **D**edication -

-  Make the school better through your actions in the hallway
-  Stay in classrooms during class time
-  Consistently take pride in the hallways

## **E**xcellence -

-  Make sure the hallways reflect the excellence of our school
-  Contribute to the positive appearance of the hallways
-  Greet people, including staff, students, and visitors with enthusiasm






# Oriole P.R.I.D.E. in the Cafeteria



## **P**urpose -

-  Eat and socialize with friends



## **R**espect -

-  Take care of your own trash
-  Use appropriate language
-  Use appropriate manners



## **I**ntegrity -

-  Leave the area better than you found it
-  Take and pay for only what you can eat

## **D**edication -

-  Make sure your area is clean
-  Make sure your actions set a positive tone for the school

## **E**xcellence -



-  Welcome others to sit with you
-  Encourage others to respect the area

# Oriole P.R.I.D.E. in the Bathrooms



## **P**urpose -

-  Use time effectively and efficiently



## **R**espect -

-  Keep the area clean and maintain sanitary conditions
-  Keep the area free of writing and other damage



## **I**ntegrity -

-  Take ownership of the area
-  Report messes or vandalism immediately

## **D**edication -



-  Use bathroom privileges appropriately and properly
-  Use the bathroom closest to your class to minimize time away from learning

## **E**xcellence -


-  Encourage others to follow the rules and take ownership of the bathrooms
-  Make sure that the bathrooms are welcoming for visitors

# Oriole P.R.I.D.E. at Athletic Events

## **P**urpose -

-  Encourage CHS teams
-  Represent CHS with Oriole Pride


## **R**espect -

-  Model sportsmanship and set a positive tone for the entire event

## **I**ntegrity -

-  Maintain Oriole Pride regardless of how other fans behave

## **D**edication -

-  Support all CHS teams in all seasons

## **E**xcellence -

-  Be leaders; maintain a positive attitude throughout the contest

### **SATURDAY SCHOOL RULES AND REGULATIONS:**

1. Saturday School is assigned by the assistant principal for violations of discipline code of conduct, exceeding the attendance requirement, truancy, dress code violations or Private Dining.
2. Saturday School runs from 7:30a.m. until 10:30a.m.
3. If there is a snow day on the Friday prior to a scheduled Saturday School, Saturday School will be canceled and will be rescheduled for the next scheduled Saturday School. Students assigned to a canceled Saturday School need to be responsible and check with the Main Office regarding rescheduling Saturday School.
4. Students report to assigned entrance between 7:20 and 7:30 a.m. to be admitted into the building. Students that do not report by 7:30 a.m. will be marked absent and considered unexcused with subsequent disciplinary action to follow.
5. Students should come prepared with homework assignments and the required books and materials to complete them. If no work is brought, work will be given and student will be required to complete and submit the assignment.
6. Students that are disruptive, uncooperative, or fail to attend Saturday School will be removed and subsequent disciplinary action will follow (which may include but is not limited to: suspension out of school or expulsion).
7. Weather permitting students may be assigned ground(s) maintenance around the school such as picking up trash, pulling weeds, cleaning sidewalks, etc.
8. Students who fail to attend Saturday School will have privileges suspended and Saturday school will be rescheduled. ALL privileges are forfeited until Saturday school is served.
9. Students that have a Saturday School will not be allowed to attend evening school events, participate in extracurricular activities or participate sports until Saturday School is served.

**OUT-OF-SCHOOL SUSPENSION:** Students will be assigned to an out-of-school suspension whenever the school administration feels the rule infraction is of a more serious nature, for persistent disregard of school rules or when a student's continued presence in school poses a physical threat or seriously affects the safety, health or well being of others.

Students who are suspended will lose school privileges double the length of suspension

The length of suspension will be determined by school authorities and will reflect the offense committed, but shall not exceed ten (10) school days. The parents or guardian will be notified in writing of the action taken, and will have the right to appeal. **Suspended students may not loiter, appear on school property or attend any school-sponsored activity at home or away from the school.** They will be allowed to make-up work and tests missed. However, it is their responsibility to make arrangements with their individual teachers. In addition, when students are suspended and they have prior knowledge of certain classroom assignments (notebooks, reports, quizzes, tests, speeches, etc.) students are expected to have these requirements ready upon the date of return from suspension.

**EXPULSION:** Expulsion means the removal of a student from school for more than ten (10) school days. This sanction is reserved for the most serious rule infractions, including persistent disobedience, and can only be applied by the Board of Education with a provision for a hearing before the Board.

**DISCIPLINARY APPEAL PROCESS:** At the time that a disciplinary consequence is being assigned for inappropriate student behavior, the parent may disagree and wish to appeal to the next level of administrative authority (high school principal). This should be initiated in writing within 24 hours. Any appeals beyond the high school principal will be resolved by the superintendent or his designee.

## **ATTENDANCE POLICY INTRODUCTION**

Students cannot expect to learn or succeed in school unless they attend on a regular basis. When students are absent, they miss up to six (6) hours of instruction each day. While provisions can be made to make up some assignments, nothing can replace the instruction and interaction which has taken place in the classroom. To benefit from the primary purposes of the school experience and to develop appropriate work habits for employment in the work force as an adult, it is essential that each student maintain a regular punctual daily attendance in all assigned classes. School experiences are an important preparation for the future.

At Charlotte High School, the teaching staff and administration hold high expectations with regard to attendance. Specifically, students are expected to:

1. Accept responsibility for their own actions related to their attendance. (A good rule of thumb to follow: Would the student's absence or tardiness be considered acceptable, appropriate, or "excusable" in the work place by an employer?)
2. Attend school on a regular, consistent basis and arrive promptly at their assigned classes, wandering does not constitute attendance.
3. Understand, and comply with the school attendance policies and demonstrate punctuality and effort toward successful school experiences.
4. Demonstrate respect at all times toward all school personnel when the attendance and tardy policy is being applied and/or administered.

## **ATTENDANCE REQUIREMENT**

Students are expected to attend school on a regular and consistent basis. Teachers at Charlotte High School utilize attendance as part of students' professionalism. Students who miss school do not do as well as students who attend regularly; therefore, students that fail to attend regularly place themselves in jeopardy of receiving lower grades. Professionalism credit can only be earned when a student is in class. Non-chargeable absences will not hurt participation.

When an absence occurs, it is the responsibility of the student to arrange a time with teachers to gather missing assignments or complete a missing quiz or test. This time might occur before school, during lunch, or after school. A general rule for making up work to be completed is one day for each day of absence. Long term absences will be dealt with individually by the teacher and student. The teacher syllabus may have department policies that further explain expectations on make-up work, testing, etc. Certain assignments/labs may be impossible for students who are absent to make-up. When this occurs an alternative assignment can be requested by the student unless they have exceeded 5 absences per term in the class or the student's absence is unexcused.

## **Charlotte High School Career and College Readiness Attendance Guidelines:**

Below is the attendance policy for CHS and will be reported on a daily basis with consequences enforce weekly.

1. Students are to be in class when the bell rings for attendance. Failure to be in class before the 10 minute mark will result in an ABSENCES for the class. Students who arrive to class before the 10 minute mark will be mark TARDY.
2. Attendance reports will be run Friday mornings and will cover attendance for the previous Friday through Thursday.
3. Students that have unexcused absences for the prior week, will receive a Saturday school for the next available Saturday detention.
4. Students that receive 3 or more tardies for the weekly period will receive a 1 hour after school detention on Monday. Student who fail to attend the after school detention WILL be issued a Saturday school, and loose privileges to attend events until served.
5. Each week starts over, no accumulation of tardies will occur, absences WILL be cumulative over a 9 week period for the purpose of truancy laws.
6. Excessive absences will be referred to the Truancy Officer for immediate action .

### **EXCUSED ABSENCES**

The following absences are considered to be excused and need to be verified by a written parental excuse or a phone call. If you are unable to contact the Attendance Office during working hours (7:15 a.m. until 3:45 p.m.), voice mail is available from 3:45 p.m. until 7:15 a.m. by calling 541-5640.

1. Illness or hospitalization. The school district reserves the right to require corroborative evidence when deemed necessary.
2. Serious illness or emergency in the immediate family.
3. Attendance at a funeral.
4. Religious instruction and/or obligations (arranged in advance).
5. Professional appointments which cannot be made after school (dentist, doctor, court appointments, etc.).

**NOTE:** Passes from the Main, Attendance, Student Services or Athletic Offices will be clearly marked "excused", "unexcused", or "non-chargeable".

### **GUIDELINES REGARDING ABSENCES**

1. If at any time a student's absence pattern is deemed questionable, an assistant principal will review his/her attendance record. If there is any question about the absences, a student/parent conference will be arranged with the assistant principal. Further action may be taken such as:
  - a. Requiring a doctor's statement for any future absences related to personal illness. Thereafter, absences not excused by a doctor will be considered as unexcused/truant.
  - b. Submitting a referral to the court for students under 18 years of age who are continually marked unexcused/truant. (Reference: Compulsory school attendance provisions of the Michigan School Code, MCL 380.1561-1599).

## NON-CHARGEABLE ABSENCES

Certain school-related absences will not be charged toward the attendance requirement or outstanding attendance incentive, such as:

1. Approved school activities.
2. Class absence due to an appointment with school personnel.
3. Arrangements for college visitations made through the Main Office.
4. School-imposed suspensions. On days of suspension students do have the opportunity to make-up work missed. An appropriate time frame to complete missed work when suspended must be arranged between the teacher and student. However, when students are suspended and they have prior knowledge of certain classroom assignments (notebooks, reports, quizzes, tests, speeches, etc.) students are expected to have these requirements ready upon the date of return from suspension.

## SENIOR OUTSTANDING ATTENDANCE INCENTIVE

Seniors who meet the following criteria second semester will be given the opportunity of selecting not to take one (1) of their final exams (a class of their choice) at end of fourth term only.

1. Zero (0) unexcused/truant absences.
2. Zero (0) to three (3) total absences per class. **No exceptions.**
3. Zero (0) to three (3) total tardies (cumulative over all classes). **No exceptions.**
4. A "3" or better on all standards in the class the student chooses to opt out of the final exam.
5. When students are suspended from school, they cannot opt out of a final exam.

**NOTE A:** It is the student's responsibility at the end of 4<sup>th</sup> term to make sure all the above criteria are met and to verify through the assistant principal's office which final exam is being selected to omit.

**NOTE B:** During the final three (3) days of 4<sup>TH</sup> term, attendance records are stopped and completed in order to verify which seniors are eligible for the incentive. At this point the Attendance Office will put together a list of seniors that meet the requirements.

## REPORTING PROCEDURES

Parents are expected to contact the Attendance Office (541-5640) on the day of the absence. Voice mail is available from 3:45 p.m. until 7:15 a.m. for the purpose of excusing your child's absence if you are unable to call during school hours **OR** the student is expected to bring a note to excuse the absence on the day he/she returns to school. The note should include:

- |                       |                       |
|-----------------------|-----------------------|
| 1. Student name       | 3. Reason for absence |
| 2. Date(s) of absence | 4. Parent signature   |

## TARDY POLICY

Tardiness is disruptive to the smooth functioning of a classroom. Students are considered tardy if they are not inside the classroom when the tardy bell sounds. Students will be marked tardy when late to class between 1-10 minutes late. Students will be marked **L-AL** if 20 or more minutes late to class. Tardies are recorded in the teacher record book.

Tardiness (unless detained by a staff member) is defined as an unexcused absence of a student after time that the class was scheduled to begin. **L-AL** is defined as an unexcused absence of a student from class when a student arrives to class 20 or more minutes late. **L-AL may not be excused, unless a student is late due to a medical, dental, or counseling appointment, a family medical reason, a funeral, or other cause as validated by the attendance secretary.** Staff members who detain students from reporting to class on time (not due to time make-up policy) will issue a pass to enter the next class. Staff members will honor these passes.

## TRUANCY AND UNEXCUSED ABSENCES

The following absences are considered to be unexcused and/or truant:

1. Failure on the part of the parent to properly report an absence by telephone or note within a reasonable time frame.
2. Being absent without parental approval.
3. Being absent from an individual class period without teacher permission.
4. Oversleeping.
5. Transportation problems not caused by the school (i.e. car trouble, missing bus).
6. Students that leave class without teacher permission will be marked unexcused and will receive a Saturday School.

**NOTE:** All unexcused/truant absences will be recorded per class hour per nine (9) week marking period. Also, parents can request conferences at any time when concerns arise.

**The consequences for truancy and unexcused absences in any class are as follows:**

For any unexcused absence that occurs, the student forgoes any right to any work or assignments missed.

In addition, the Attendance Office and/or the assistant principal will contact parents to inform them of their students' absence problems. During the contact parents will be encouraged to speak with their child and outline the importance of school attendance and how non-attendance has a negative effect on their learning and overall grades. At the discretion of the assistant principal, students may not be allowed to return to school after an unexcused absence until a parent/school conference has occurred. Ultimately, students being personally responsible for their attendance actions are of critical importance.

**NOTE:** Students that are persistently truant/unexcused absent will be in jeopardy of: 1) if they are 18 years of age being dropped entirely from school or 2) if they are not 18 years of age being continually suspended from school at the 1-10 days out-of-school levels or 3) be given the option to apply for enrollment in an alternative education school.

An absence without the knowledge or permission of a parent/guardian or school authority will be considered truancy and students may not attend any school related activity the day they are considered truant.

**VACATIONS:** Parents are urged to take vacations with their children during the normal school vacation periods. With the implementation of the block schedule, vacations scheduled during school time are not recommended. When this is not possible, the following criteria will be applied:

1. A three (3) day maximum family vacation per school year is allowed and is **not counted** against the five (5) day attendance requirement absence limit. Vacations in **excess** of three (3) days are charged against the five (5) day attendance requirement absence limit. Example: A family vacation of five (5) days, three (3) of those days are non-chargeable, the remaining two (2) days count against the attendance requirement. In addition, vacations in excess of three (3) days **count against** the outstanding attendance incentive plan for seniors.
2. Vacations require the student/parent to have a pre-arranged absence form filled out and on file in the Attendance Office.
3. The assistant principal must be contacted for prior approval, arrangements must be made for necessary assignments and materials, and make-up work is to be completed as arranged between the student and teacher.
4. It will be the school's responsibility to inform parents and students of potential problems. Generally, these problems will be a concern with the student's academic standing and attendance record prior to the vacation.

## Web Page Publishing Guidelines

Charlotte Public Schools supports and encourages its teaching staff and administration to use the Charlotte Public School Web Page ([www.charlottenet.org](http://www.charlottenet.org)) to publish information consistent with the school's purpose that reflects well on the District. On occasion it may contain student work, included but not limited to: projects, materials, artwork, and assignments (which might include a student's picture), identified using only a student's first name. *(For a copy of the complete policy, please contact the building Media Center or visit the district web site at [www.charlottenet.org](http://www.charlottenet.org))*

Parents not wishing to authorize posting of a student's work or information should contact the school office and request a Permission Denied to Publish Student Materials and/or Information form.

## COMPUTER/EQUIPMENT/INTERNET USE POLICY

The goal of using computers and/or the Internet is to locate information for educational purposes that support specific curriculum objectives. Students using computers and/or the Internet will increase their technological skills, communication skills and information gathering skills as they work with data and other people. Students using computers/Internet agree to follow these guidelines:

1. I will not use the Internet unless I have a CharlotteNet account and/or Instructor's permission.
2. I will follow the Instructor's directions on the Internet and use it only for school purposes.
3. I will not abuse any policies, procedures or computer hardware, software, and/or other technology equipment.
4. I will not give out any personal information (*name, address, phone number*) about others or myself on the Internet without my Instructor's permission.
5. I understand that the Web Sites I access and the language I use on the Internet must be respectful, responsible, and educational. If I have any doubts as to the appropriateness of a Site, I will contact my Instructor **BEFORE** accessing that Site.
6. I will notify my Instructor immediately if a problem exists with hardware, software or Internet use.
7. I will not copy, alter, install, download or give out files unless I get permission from my Instructor.
8. Class accounts are to be used **ONLY** during that class period with permission from my Instructor (*no other time is allowed unless special permission is granted and supervision is provided by the classroom teacher in charge*)

A full version of the District's Policy for Electronic Information Access and Use for Educational Purposes can be located at: [www.charlottenet.org/technology.htm](http://www.charlottenet.org/technology.htm)

## CHARLOTTE PUBLIC SCHOOLS BOARD OF EDUCATION STATEMENT OF ASSURANCE OF COMPLIANCE WITH STATE AND FEDERAL LAW

The following information is provided for the protection of your civil rights.

The Charlotte Public Schools Board of Education complies with all State and Federal laws and Regulations prohibiting discrimination, and with all requirements and regulations of the Michigan and U.S. Departments of Education. It is the policy of the Charlotte Public Schools Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the Michigan or U.S. Departments of Education.



## TITLE VI

No person(s) shall, on the basis of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination.

Coordinator/Grievance Officer:  
Associate Superintendent for Curriculum  
378 State Street, Charlotte MI 48813  
517-541-5100

## TITLE IX

No person(s) shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity for which Charlotte Public Schools is responsible.

Coordinator/Grievance officer:  
Associate Superintendent for Curriculum  
378 State Street, Charlotte, MI 48813  
517-541-5100

## SECTION 504

No otherwise qualified handicapped person(s) shall, solely by reason of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which Charlotte Public Schools is responsible.

Coordinator/Grievance Officer:  
Director of Special Education  
378 State Street, Charlotte, MI 48813  
517-541-5130

## CIVIL RIGHTS COMPLAINT/GRIEVANCE PROCEDURE

1. If any person believes that Charlotte Public School District has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972 and/or (3) Section of the Rehabilitation Act of 1973, they may initiate a complaint/grievance to the local Civil Rights Coordinator at the following address:  
  
Title VI: Associate Superintendent for Curriculum, 378 State Street, Charlotte, MI 48813, 517-541-5100  
Title IX: Associate Superintendent for Curriculum, 378 State Street, Charlotte, MI 48813, 517-541-5100  
Section 504: Director of Special Education, 378 State Street, Charlotte, MI 48813, 517-541-5130
2. The person who believes they have a valid basis for grievance shall discuss the complaint/grievance informally and on a verbal basis with the local Civil Rights Coordinator who shall investigate the complaint and reply with an answer to the complaint. They may initiate formal procedures according to the following steps.
  - a. A written statement of the complaint/grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days. The coordinator shall further investigate the matters of complaint/grievance and reply in writing to the complainant within five (5) business days.
  - b. If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, they may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
  - c. If the complainant remains unsatisfied, they may appeal through a signed, written statement to the Board of Education within five (5) business days of this complaint/grievance. The Board of Education shall meet with the concerned parties and their representative within forty (40) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.
  - d. If at this point the complaint/grievance has not been satisfactorily sealed, further appeal may be made to the Michigan Department of Civil Rights

## Como se presenta una queja

Si el Charlotte Public School District no ha aplicado correctamente los principios y/o regulaciones de (1) Título VI del Education Amendment Act de 1972, (2) Título IX del Education Act de 1972 y/o (3) sección 405 del Rehabilitation Act de 1973, una queja será recibida por el Asesor (Mediador) local por derechos civiles a las direcciones siguientes:

Título VI: Associate Superintendent for Curriculum, 378 State Street, Charlotte, MI 48813, 517-541-5100

Título IX: Associate for Curriculum, 378 State Street, Charlotte, MI 48813, 517-541-5100

Sección 504: Director of Support Services, 378 State Street, Charlotte, MI 48813, 517-541-5100

Se presenta una queja con mérito en una manera informal y oral al Asesor (Mediador) local. Éste investigará la queja y responderá. Se hacen cargos formales de acuerdo con los procedimientos siguientes:

1. Se presenta una declaración escrita y firmada por el demandante al Asesor (Mediador) dentro de los cinco (5) días de trabajo después de recibir una respuesta a la queja informal. El Asesor (Mediador) investigará las circunstancias de la queja y responderá con una solución escrita dentro de cinco (5) días de trabajo.
2. Se apela la decisión del Asesor (Medidor) local por presentar una declaración de apelación firmada al Superintendent of Schools dentro de los cinco (5) días de trabajo después de recibir la solución del Asesor (Mediador). El Superintendent invitará a los interesados a una conferencia conciliadora. El Superintendent formulará una conclusión y mandará una respuesta escrita al demandante dentro de diez (10) días de trabajo.
3. Si no se ha llegado a una solución, se puede presentar la queja al Board of Education dentro de los cinco (5) días de trabajo después de recibir la conclusión del Superintendent (vea parte dos más arriba).

Para resolver la queja, el Board of Education se reunirá con los interesados y su representante dentro de los cuarenta (40) días de trabajo después de recibir la apelación. Se mandará una copia de la solución del Board a cada individuo dentro de los diez (10) días de trabajo partiendo de la fecha de esta conferencia.

4. Si se queda sin resolución satisfactoria, se puede presentar la queja al Departamento de Derechos Civiles de Michigan.

### **Declaración de confirmación con la ley estatal y federal**

El Charlotte Public Schools Board of Education se conforma con todas las leyes y regulaciones estatales y federales que prohíben la discriminación y con todos los requisitos y regulaciones de los Departamentos de Education de Michigan y de Los Estados Unidos. Es la política del Charlotte Public Schools Board of Education que a ninguna persona por razones de su raza, color de la piel, religión, origen nacional o antepasados, edad, sexo, estado civil o incapacidad física, se le será discriminada, excluida de participación, negada los beneficios, o de otra manera sometida a la discriminación en cualquier programa o actividad por lo cual sea responsable o por cual recibe la ayuda financiera de los Departamentos de Educación de Michigan o de Los Estados Unidos.

### **Título VI**

A ninguna persona, por razones de su raza, color de la piel, o origen nacional se le será excluida de participación, negada los beneficios, o sometida a la discriminación.

Asesor (Mediador) Especial  
Associate Superintendent for Curriculum  
378 State Street, Charlotte, MI 48813  
517-541-5100

### **Título IX**

A ninguna persona, por razones de sexo, se le será excluida de participación, negada los beneficios, o sometida a la discriminación en cualquier programa de educación o actividad por lo cual Charlotte Public Schools sea responsable.

Asesor (Mediador) Especial  
Associate Superintendent for Curriculum  
378 State Street, Charlotte, MI 48813  
517-541-5100

### **Sección 504**

A ninguna persona calificada con incapacidad física se le será, solamente, por razón de inhabilidad, excluida de participación, negada los beneficios, o sometida a la discriminación en cualquier actividad por lo cual Charlotte Public Schools sea responsable.

Asesor (Mediador) Especial  
Director of Special Education  
378 State Street, Charlotte, MI 48813  
517-541-5130