



CHARLOTTE ORIOLES™

Charlotte Middle School

2018-2019 Student Handbook

As your principal, I am happy to welcome you to the 2018-2019 school year. This handbook, which outlines appropriate, responsible student behavior is intended to inform students of the expectations for behavior that will result in a school atmosphere that promotes excellence in teaching and learning.

The purpose of the handbook is four-fold:

1. To illustrate expected appropriate and respectful student behaviors,
2. To describe violations of the Student Code of Conduct and associated interventions and consequences that may be enforced,
3. To outline student rights, privileges, and responsibilities, and
4. To provide information about how to get help with appeal requests, processes and procedures, and resources available from school system personnel.

This handbook also includes a glossary of terms used throughout the document. Equally important to sharing what is expected of students is that school and district policies and practices support character development, the development of self-control, and positive behavior choices. Developing positive and effective student behaviors requires collaborative efforts from school, home, and community organizations and agencies. Some of the most important character traits we assist students in learning are: safety, respect, and responsibility.

Safety has to do with making your school and community a better place, obeying laws and rules, and respecting authority. Respect is shown by treating others the way you wish to be treated, using good manners and appropriate language, dealing peacefully with anger, insults, and disagreements, accepting differences among people and showing concern for the well-being of others around you. Responsibility is demonstrated by always doing your best, thinking about consequences, being accountable for choices, being reliable by doing what is expected, keeping promises and telling the truth.

Our schools support appropriate student behaviors that facilitate learning and minimize disruption in several ways. Positive Behavior Intervention Supports (PBIS) is a proactive approach to school-wide discipline. It focuses on creating and sustaining strategies for achieving positive social and learning outcomes while preventing problem behaviors through a collaborative team approach analyzing and responding to discipline-related behavioral patterns.

The focus of this handbook is to guide student behavior, to link interventions to improve student behavior, and inform others that will assist school staff in creating safe and orderly environments. The rules and expectations outlined have been developed so that a combination of consistent, fair, proactive, corrective, and instructive strategies will be implemented in every classroom and every school, and opportunities for teachers to teach and students to learn will be achieved. As a result, students, staff, and parents all benefit.

Mr. Matthew Maitland
Principal

Mr. Jeff Finney
Dean of Students

I. DISTRICT APPEALS PROCESS

It is the goal of the staff and administration of Charlotte Public Schools to answer questions or deal with student/parent concerns as quickly and efficiently as possible. If a problem or concern arises, please contact the employee who is most directly involved with the issue. If you are not satisfied with the information received, please follow the “chain of concern” as listed below.

Question or Concern	Step # 1	Step # 2	Step #3	Step # 4	Step # 5
Instructional Classroom Issue	Teacher	Principal	Assistant Superintendent of Instruction	Superintendent	Board of Education
Student Disciplinary Issue	Teacher	Student Dean	Principal	Superintendent	Board of Education
Athletic Issue	Coach	Athletic Director	Principal	Superintendent	Board of Education
Transportation Issue	Bus Driver	Transportation Supervisor	Associate Superintendent for Operations	Superintendent	Board of Education
Business Issue	Business Department	Superintendent	Board of Education		
Policy Issue	Superintendent	Board of Education			
Employment Issue	Human Resources	Superintendent	Board of Education		

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A. COMPLIANCE WITH THE LAWS

II. ATTENDANCE

The Michigan School Code states that it is the responsibility of the parent(s) to see that their children between the ages of six and sixteen be in attendance at school. Good attendance is important in order for children to be successful in school. All students are expected to attend school regularly. It is important for students to be on time for classes in order to obtain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Chronic absence problems will be referred to the Eaton Intermediate School district with possible court involvement.

- Charlotte Public Schools promote high expectations and academic achievement for all students. It is important that children learn the value of prompt and regular attendance.
- Frequent absences from school disrupt the continuity of instruction that is lost and cannot be entirely regained. The process of education requires a continuity of instruction, classroom participation, learning experience and study in order to maximize each child's education opportunity. This is the well-established principle of education that underlies and gives purpose to the requirement of compulsory school in this state.
- Attendance and punctuality in class are proper educational values and are part of the behavior expected of the student both in his/her academic setting and his/her community at large.
- Parents are required to telephone the school (517-541-5710) on the day of the student's absence or tardiness. If that is not possible, the student should bring a note to the attendance office upon returning to school. The note must state exact date(s) of absence(s) or tardiness and a description of the reason for absence. If an excuse is not received by either of these ways within 48 hours after an absence, the absence will be unexcused.

District and School Schedules

2018-2019 Start/End Times

Building/Program	Full Days			Half Day		
	Start Time	Lunch*	End Time	Start Time	Lunch*	End Time
High School	7:30 AM	40 min	2:26 PM	7:30 AM	na	10:30 AM
Middle School	7:30 AM	40 min	2:26 PM	7:30 AM	na	10:30 AM
Upper Elementary	8:40 AM	40 min	3:36 PM	8:40 AM	na	11:40 AM
Lower Elementary	9:00 AM	40 min	3:56 PM	9:00 AM	na	12:00 PM

A. ABSENCES

EXCUSED

A student receives an excused absence whenever he/she is given permission by the school principal/school attendance officer to leave or be dismissed from one or more classes, school-sponsored program or school-related activities. A student receives an excused absence when he/she is absent from school for the following reasons:

1. Serious illness of a family member;
2. Death in the family;
3. Military Deployment;
4. Illness, injury, dental or medical services of the student;
5. A required appearance in court;
6. A required observance of a holiday or ceremony of the student's religion; or
7. Personal reasons that the principal or his/her designee may consider justifiable when requested in advance. Excused absences for justifiable personal reasons will be based on the student's current academic performance and a pattern of regular school attendance. The student's teachers may be asked to review the request, but the final decision will rest with the principal or his/her designee. If the student does not meet the above-mentioned criteria, the request will be denied, all days absent will be unexcused. Maintenance of a Level 2.5 on Power Standards or better will be considered an important criterion for favorable approval.

Absence for any reason other than the (6) above-listed categories will be unexcused unless the principal determines that extenuating circumstances exist.

UNEXCUSED

A student who is absent from class without proper verification is truant (unexcused). Truant students can expect disciplinary action to be taken. This action may include, but is not limited to, contracts by the school attendance officer, conferences with parent/guardian, legal notice sent to the home, contact by county attendance officials and court referral. Also, disciplinary action may include detentions and/or out-of-school suspension.

If a student has been absent from school because of illness and is at a school activity that day after school is dismissed, at a job, etc., he or she will receive an unexcused absence from school unless arrangements have been made to attend with the principal prior to the activity. Students who become ill should report to the office. Spending a class period in the restroom because of illness, without notifying the office will be considered an UNEXCUSED absence. Student suspension days are unexcused.

B. CLOSED CAMPUS

Students attending School will be required to remain upon school property during the entire school day. Example - when students arrive in the morning, by school bus, walking, or car, they will remain on school

property until the end of the day. Students may not go into the community before first hour begins, at lunchtime, or at the conclusion of the day before the school busses arrive. Special circumstances, which would warrant an exception to the policy, (students going home for lunch, dental appointments, funeral, etc.) may be handled by the parent either in writing or phoning the middle school office. Parents must sign-out students whenever leaving campus.

C. CLOSING SCHOOL

Due to Michigan’s unpredictable weather climate, such as snow, ice, or fog, school delays or cancellation of the school day, may be required. WATCH & LISTEN FOR – EATON COUNTY – CHARLOTTE PUBLIC SCHOOLS on the radio and watch the TV early in the morning if you feel weather may be inclement. Unless you have heard a statement on the radio or television, school IS scheduled to be open, even when it is foggy, snowing or other circumstances. Please DO NOT call the Transportation Office. If school is delayed or closed, the announcement will be on the following radio and television stations (at print time):

<u>TV</u> WLNS TV-6 WILX TV-10 WSYM TV-47 WLAJ TV ABC-53	<u>Radio</u> Z101.7 WXIK KIX 94 WUFN 96.7 WWKN 104.9
<u>Radio</u> WFMK 99.1 WJIM 97.5 WJXQ 106 WMMQ 94.9	<u>Radio</u> WBCK 930 AM WNWN 98.5 WSAE 104.7

D. MAKE-UP WORK

IT IS THE STUDENT'S DUTY TO FIND OUT MAKE-UP WORK ON THE DAY OF RETURN. Teachers will supply make-up work for absences.

E. MAKE-UP TESTS

Teachers will supply make-up tests for all absences. For the final exams at the end of the year a make-up date will be scheduled the week after final exams are complete.

F. HALL PASSES

When leaving the classroom for any reason, students will adhere to the following procedures:

1. When needing to leave the classroom for any reason, students will ask permission from the classroom teacher to leave the classroom.
2. Each teacher will be provided with three passes at the beginning of the school year (Hall Pass, Office Pass, Restroom Pass). Only one student is permitted to leave the classroom at a time. When out of the classroom, all students will willingly present their pass when requested by adults. If a student is in the hallway without a pass, they are to proceed back to the classroom and complete the hall pass procedures as mentioned previously.

G. SKIPPING CLASS

If a student leaves school or class before the end of the regular school day for any reason without checking out in the office, they will be unexcused for the time missed unless the principal determines that extenuating circumstances exist that warrant an excused absence. Skipping a class will result in a detention (Lunch, after school or Saturday: to be determined by Principal/Student Dean).

H. SIGNING OUT/LEAVING SCHOOL

Students needing to leave the building for legitimate reasons during the school day must sign out in the Main Office. No student will be permitted to sign out without parent permission. Students who fail to sign out properly will face disciplinary action. This will be considered skipping. When students arrive late in the morning, they are to report to the Main Office and will be issued a pass which will indicate arrival time and whether the tardiness is excused. Students will not be allowed to class without an office pass. Once students are on school grounds, they are not to leave without permission from the office.

Once school is dismissed, students are to be out of the hallways. If students have an activity after school, they are to be in their designated area with a supervisor.

As a courtesy to the teachers, we request all absences other than illness and family emergencies be planned for in advance. A parent or guardian's request for a student's absence should be presented to the Main Office and an advance excuse slip will be issued. This advance excuse slip should be signed by all of the student's teachers and returned to the Main Office before the date of the proposed absence.

I. TARDINESS

Students at Charlotte Middle School are expected to be on time for every class. Students are given four minutes between each class period to manage their personal habits and gather books and materials for their next class(es). It is not necessary for students to go to their locker after each class. Passing time is not a time for social gathering or other related activities. Students will be considered tardy to class if they are not physically present in the classroom when the expected time for the class is to begin. Students who

arrive late to school must report to the office first. Students that are tardy for four or more class periods in a week will receive an after school detention on the following Tuesday. **Continued tardiness may result in referral to Truancy Intervention Program.**

J. TRANSFERRING

Please report that you will be moving to another school district as soon as possible. You must secure a "Withdrawing from School" form from the Office and check out with each of your teachers. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed.

K. TRUANCY

1. When a student has accumulated eight (8) absences in a class, a letter will be forwarded to the parents/guardians from the principal's office.
2. The principal or the individual classroom teacher may wish to schedule a conference with a student and his/her parents/guardians to resolve sporadic absence or attendance problems.
3. If absences continue, the student will be referred to the truancy intervention program. The principal will make an assessment of the attendance problem, verify steps of intervention, ascertain whether due process has been followed, and determine if further opportunity for schooling should be provided. The student and his/her parents/guardians may sign a contract with the principal to assure that attendance will be corrected.

L. VACATIONS

Parents are urged to take vacations with their children during the normal school vacation periods. 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 attendance requirement absence limit. Vacations in excess of three (3) days are charged against the attendance requirement absence limit.
2. Vacations require the parent to have a pre-arranged absence form filled out and on file in the Attendance Office.
3. It will be the teachers' responsibility to inform parents and students of potential problems. Generally, these problems will raise a concern with the student's academic standing and attendance record prior to the vacation.

III. EXPECTATIONS

We believe everyone deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

 Charlotte Middle School			
<i>Go Orioles! Oriole Pride!</i>			
	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Classroom	Sit properly Hands and feet to self Follow all safety drill procedures Remain in assigned location	Listen to others Use a quiet voice and kind words Raise your hand Follow directions Bring necessary materials	Be on time Respond to quiet signal Use active listening Do your best Participate
Cafeteria	Walk Hands and feet to self	Wait your turn Clean up your eating area Use manners Be patient	Raise your hand to be dismissed Keep food on tray or in mouth Keep food in cafeteria
Assemblies	Maintain personal space Enter and exit in an orderly manner	Be a good listener Applaud politely Use performance etiquette	Sit on my bottom Respond immediately to quiet signal
Hallways	Walk on the right side Walk at all times Hands and feet to self	Place litter in trash cans Use your inside voice at all times Help pick up papers in the hallway	Close lockers and classroom doors quietly Watch where I'm going Be truthful about actions Go directly where I am supposed to go
Bathrooms	Wash hands using soap and water Keep electronic devices away	Respect privacy of others Clean up after yourself	Tend to your business quickly and quietly Flush the toilet Use bathroom when necessary Avoid pictures and recordings
Locker Rooms	Hands to yourself Keep your feet on the floor	Pick up after yourself	Close and lock lockers Avoid pictures and recordings
Buses	Walk Hands and feet to self Be seated	Inside Voices Listen to bus driver's directions	Be on time Respond to bus quiet signal
Outside	Report Problems using Incident Report	Be a good sport Hands and feet to self Respect school property	Use Equipment Responsibly

A. DRESS FOR SUCCESS

DRESS AND GROOMING (Board Policy 5511)

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty and good sense in attire and appearance;
- C. ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students and parents have the right to determine a student's dress, except when the school administration determines a student's dress is in conflict with state policy, is a danger to the students' health and safety, is obscene, or is disruptive to the teaching and/or learning environment by calling undue attention to one's self. Examples would include, but are not limited to the following:

ANY SCHOOL STAFF MEMBER CAN ENFORCE THIS DRESS CODE. THE SCHOOL DISTRICT OR BUILDING RESERVES THE RIGHT TO AMEND THIS DRESS CODE AT ANYTIME WITHOUT WARNING.

B. PERSONAL PROPERTY

All personal property is the responsibility of the student. At no time shall the district be responsible for preventing theft, loss or damage. Students are recommended not to carry valuables or large sums of money. Students are reminded that they should lock their hall and gym lockers at all times.

BACKPACKS AND PURSES

Backpacks, purses, duffle bags, totes, book bags, gym bags, etc. may be used to carry student items from home to school. However, backpacks, purses and duffle bags must be stored in student lockers and may not be taken into the classrooms.

BICYCLES

Students riding bicycles to and from school should exercise extreme caution. Racks are provided on school property (South of Building). Bicycles are to be placed in the racks, provided by the school, upon arrival at school. It is advisable to lock your bicycle.

MULTIMEDIA PLAYERS AND DEVICES

Personal Electronics such as Kindles, MP3 Players, etc. are prohibited for use during class-time. They are allowed during lunchtime and passing but must not contain or exhibit offensive or restricted materials. Under special circumstances these devices may be used during class-time to support education ONLY with permission from building principal. Any personal players visible during class-time may be confiscated.

RECORDERS

Tape Recorder, Video Recorder, Cameras, MP3 Recorder, etc. are prohibited for use during school hours or during school events. They are only allowed with permission from administration for educational or instructional purposes. Recorders visible during school hours may be confiscated.

SKATEBOARDS/ROLLER BLADES

Skateboards/Roller Blades/Scooters/Heely's/Wheely's/etc. are never allowed to be used in the school and are not to be used outside on the school campus during the school day.

WIRELESS/ELECTRONIC COMMUNICATION DEVICES (WCDs)

A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECD's) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during class-time use is not disruptive or distracting to the educational process, the scheduled activity, or other participants. During class-time the WCD or other ECD/ESD remains silenced or off.

The school prohibits the use of any video device from any restroom, locker room or other locations where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a suspension, loss of privileges, and may be recommended for expulsion.

Taking or transmitting images or messages during testing is prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive days of Alternate Day Assignment or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility,

even on the first offense

C. EXPRESSION/PUBLICATIONS

The school recognizes the right of students to self-expression. With the right of expression comes the responsibility to act appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing; banners; and audio and video materials. All items must meet the following school guidelines and need to be to the principal 48 hours prior to display or distribution for prior approval.

Material cannot be displayed if it:

- Is obscene, libelous, indecent or vulgar;
- Advertises any product or service not permitted or approved;
- Intends to be insulting or harassing;
- Intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods or during times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations as long as exits are not blocked and there is proper access and egress to the building. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations that interfere with the operation of school or classroom is inappropriate and prohibited.

D. LOST AND FOUND

Items of clothing, school materials and other personal belongings found in the school or on the grounds will be placed in the lost and found, located inside the detention room. Expensive items that are found should be turned in to the office. Many items go unclaimed each year because students fail to check. Unclaimed items are donated quarterly.

E. SCHOOL PROPERTY

CAFETERIA

1. Students who eat hot lunch are to go to the Cafeteria immediately after being released.
2. All food must be consumed in the Cafeteria and/or Cafetorium. Students are expected to clean up his/her eating area and return trays, silverware, dishes, etc. to the designated area. There will be waste receptacles conveniently located for food wrappers, food scraps, etc. Students who fail to clean up their lunch materials will be assigned cafeteria duties.
3. Families can apply for free or reduced breakfast and/or lunch. Please inquire at office for forms.

4. The Cafeteria, besides a lunchroom is also a place where good human relations are developed. Here each student is expected to practice the general rules of good manners, which one should find at home. Some simple rules of courteous behavior are:
 - a. Keep proper place in line. Be respectful to others by not cutting.
 - b. Be orderly and observe good table manners.
 - c. Remain seated at the table as much as possible.
 - d. Treat those serving courteously.
 - e. Leave table, chair, floor and the surrounding areas clean and orderly.
 - f. Return tray to proper places and deposit refuse in waste receptacle.
 - g. Any food item or beverage must be consumed in the cafeteria. The only beverage allowed in the halls or classrooms is bottled water.
 - h. Students are not permitted to leave school grounds during the lunch period.
5. Students who do not obey these rules may be required to clean and/or lose the privilege of eating in the cafeteria.

DROP-OFF AREA

The diagrams provided here show the expectations that we have. We encourage all students and parents to review these documents carefully in order to fully understand how to access the campus before, during, and after the school day.

Enter and Exit From The South Driveway the North Driveway is for School bus loading and un-loading. An area for the High School, Middle School and Upper Elementary students is designated on the connection road between the two buildings (by the stadium concessions building). Buses and emergency vehicles are the only vehicles that should access this area between 7:00 a.m. & 4:00 p.m. There is a speed table near the new bus loop area that reminds traffic of the restriction in that area during the school day. This creates a safer loading zone and allows traffic to pass over during non-school hours.

1. ***Obey All Signs.*** Directional signs have been installed at the Middle School and Upper Elementary building to assist in directing parents and visitors.
2. ***Always Pay Attention*** Outdoor cameras have been installed to ensure the safety of all students during these transitional times of the day so be safe as you are being recorded.
3. ***Park In The Designated Areas Only***

GYMNASIUM

1. Wear gym shoes when playing in the gym.
2. Keep drinks and food out of the gym.
3. Health is required at the middle school.
4. All students are to participate every day unless they have a doctor's excuse.

5. A student may be excused one day from physical education with a written excuse from the parent; all days thereafter will be UNEXCUSED without a doctor's excuse.
6. All students participating in physical education are to be properly dressed at all times.

LOCKERS

1. Each student is assigned a locker for the storage of books and equipment at the beginning of the year.
2. Keep your locker neat and orderly at all times. Stick-on decals or other inappropriate materials are not permitted.
3. Lockers, desks and other containers or storage areas assigned to students are owned by the Charlotte Public School System and 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.
4. Keep your locker locked at all times and put your combination in a safe place.
5. Do not change lockers without permission from the office.
6. No student will be allowed to go to his hall locker while classes are in session unless he receives special permission.
7. Do not give anyone your locker combination.
8. Students should not store large sums of money in their locker or at school.
9. Report locker problems to the Main Office. Damage will be assessed at the end of the year and students will be billed for any damage caused by inappropriate use of their locker.
10. Students may lose locker privileges for the following reasons:
 - a. Kicking/Punching any locker
 - b. Giving your combination to another student
 - c. Misuse or any form of vandalism
 - d. Accessing the locker during unauthorized times

MEDIA CENTER

1. No food or drink.
2. Return books and magazines on time.
3. Maintain a quiet atmosphere conducive to study at all times.
4. Avoid disfiguring library materials, books and magazines.

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 in school. Appropriate

loan forms must be filled out. Use of a video camera requires parental approval and signature.

OFFICE

1. The school secretary is on duty from 7:15 A.M. until 3:00 P.M.
2. All supplies and equipment borrowed from the office must be returned. The student will pay for any equipment not returned to the office. Office materials are not to be taken out of the building.
3. Articles found in the school should be turned into the secretary who handles the "lost and found".
4. Office phones may be used for emergency calls and school business only.
5. Work Permits are obtained from the office.
6. Announcements are read daily. An announcement will not be read unless a sponsor signs it.
7. At no time should a student go behind the counter without permission.

POSTERS

No posters, stickers, placards, or notices are to be posted anywhere in the building without prior approval of the building administration.

TEXTBOOKS

Textbooks are provided free for the use of students. Teachers record the number and the condition of the book issued to each student and holds the student responsible for the return of that book. If a student loses a book, he/she must pay for it before a second book is issued. Students will be charged for any damages to textbooks assigned to them. This includes library books and magazines. All lost books are paid for in the main office.

UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

F. EMERGENCY/MEDICAL

(EMERGENCY) CONTACT INFORMATION

State law requires that all students must have an emergency contact form completed, signed by a parent or guardian and filed in the office. Please inform the main office if there is a change in telephone number or address at any time during the school year or when the new forms are sent home at the beginning of the new school year. Failure to notify of a change may not allow the school to contact a parent/guardian when necessary. If you do not have a phone, please supply us with the phone number of someone who could be reached in case of an emergency or if student becomes ill.

CONTROL OF CASUAL 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.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Department. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL COMMUNICABLE 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 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 person in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HVC (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONCUSSION

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
Pressure in the Head
Nausea/Vomiting
Dizziness

Balance Problems
Double Vision
Blurry Vision
Sensitive to Light

Sensitive to Noise
Sluggishness
Haziness
Fogginess
Grogginess

Poor Concentration
Memory Problems
Confusion
"Feeling Down"

Not "Feeling Right"
Feeling Irritable
Slow Reaction Time
Sleep Problems

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 says they are okay to return to play.

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.
- 3. 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 confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

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 cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF 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.

Parents and Students Must Sign and Return the Educational Material Acknowledgement Form

EMERGENCY DRILLS

- FIRE DRILLS-Eight (8) fire drills will be held periodically during the school year. 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.
- SEVERE WEATHER DRILLS-The school will conduct two (2) tornado drills during the school year. A very serious attitude is expected from all students during a severe weather drill. Each of the students' teachers will give instructions as to where to go in case of a severe drill. WALK QUICKLY AND QUIETLY to your assigned places. There is to be no talking.
- LOCKDOWNS DRILLS-Two (2) Lockdown drills will be held during the school year. The signal will be a principal or designee announcing the Lockdown. Each of the students' teachers will give instructions as to where to go in case of a Lockdown drill. WALK QUICKLY AND QUIETLY to your assigned places. There is to be no talking.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. The district special education coordinator must approve all applications. The district will provide homebound instruction only for those confinements expected to last at least 5 days.

A physician licensed to practice in the State of Michigan, a parent, a student, or other caregiver shall make applications for individual instruction. A physician must: certify the nature and existence of medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

IMMUNIZATIONS

Michigan Department of Health regulations require that every child who is admitted to public school must present evidence of vaccinations for diphtheria, tetanus, whooping cough, hepatitis B, polio and measles (rubeola and rubella). Parents are notified by mail if there is need for further medical evaluation. Parents must report if child has had the chicken pox disease. If the child has not had the chicken pox, parents must show proof (month/yr) that the child has received the chicken pox vaccination (varicella, varifax).

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. The student will be treated and may return to class. If medical attention is required the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

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.

As in prior years, the safety of students is a high priority at Charlotte Public Schools. We are sure you are also concerned about the safety and well being of your children throughout their school experience. It is important that you understand that adequate health and accident insurance be in place in order to protect against any unforeseen health or accident claims which may arise. It is the responsibility of the parents to purchase and maintain such coverage for their children. The school district does not purchase insurance coverage and does not reimburse or pay for medical bills of 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 accidents or injuries, you should contact your local Charlotte insurance agent.

MEDICATIONS

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. Any student who has prescriptive medication may be eligible for supports and services under section 504. For further clarification please contact school guidance.

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. 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.

5. Parents/guardians will pick up all medication at the end of the school year. Any unused medication unclaimed by parent will be destroyed by administrative personnel when a prescription expires or at the end of the school year.
6. Medication is stored in a locked cabinet 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.
7. Communication between parent/guardian, school personnel, and physician, is ongoing and according to need.

School regulations for non-prescription (over the counter) medications are as follows:

- All of the above guidelines will apply except that a physician's written instructions will not be needed. However, parental written instructions will be required.
- If a student needs to self-administer medication, the parent-guardian must complete and sign Form 5330 F1a and submit it to the school office.
- All non-prescription medications must be in their original package/ container.
- If you have questions regarding the above procedures, please call the school or administration office.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, tornado and accident reporting. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical form completed, signed a by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by physician, to the School Office.

G. EVENTS/TRIPS

Events/trips are planned periodically and are open to CMS students only. Parents are welcome to attend and are many times needed as volunteers to ensure their operation. In order to participate in any school event, parents will be required to submit and pass a background check prior to approval to participate. Event/trip afternoons may need to be postponed or cancelled if enough parent volunteers are not available to assist.

The cost of the event/trip will be determined by the cost of total event. Refunds for cancellation by a student or their parents may result in full, partial, or no refund depending upon the circumstances and availability of refunds from transportation or other providers.

Parents will receive notice in advance of scheduled event/trip. At parent may deny participation by sending a note to the teacher. All students riding to any event/trip must also ride home on the bus. The only exception will be written permission from the parent in advance and principal approval. All handbook rules apply for all trips.

Students who have any of the following consequences maybe ineligible to go on that event/trip:

Students who are on suspension during the week of the event/trip

Students who have received one out of school suspension during the month of the event/trip

Students who have been suspended out of school for more than two times over the course of the year

ATHLETIC

Cheer the good plays and display good sportsmanship.

Consider those from other schools as guests.

Be considerate of other spectators.

Cooperate with cheerleaders.

Refrain from booing and rude remarks and discourage others from doing so.

Refrain from loitering in corridors or other parts of the building.

CLUBS AND ORGANIZATIONS

Clubs and organizations (Student Council, yearbook club, etc.) can be organized as the need arises. All clubs and organizations will come into being only if they are related to the school program in a positive manner as determined by the Principal. All major events must be cleared through the Principal. If an event is not approved by the Principal and placed on the school calendar it will not be held. All handbook rules apply for club and organizational meetings. Students who have been suspended out of school for more than two times over the course of the year maybe ineligible for clubs:

DANCES AND PARTIES

Following are the rules established to control the activities of those attending school functions so that the dance or party is an enjoyable event for all.

A committee of adults shall be responsible for the admission of those attending. They shall refuse admission to those students who are not allowed to attend.

1. Remember to conduct yourself as a lady or gentleman at all times. The committee shall refuse

admission to any or all persons under the following conditions:

- a. Dress properly using the guides established prior to the activity. (Dress for Success)
 - b. Students drinking, in possession of, or under the influence of alcoholic beverages or drugs.
 - c. Students' smoking/chewing tobacco.
 - d. Remember you are still in school and subject to school rules and regulations.
2. Students attending dances and activity nights must remain in the building. Loitering in the school parking lot will not be tolerated. If a student leaves the building, without permission, he must leave the school property and will not be allowed to return.
 3. At least one sponsor or teacher will be present at the event. Also, at least two parents shall be in attendance, acting as chaperones.

H. EIGHTH GRADE RECOGNITION

Participation in the Eighth Grade Recognition is a privilege, not a right. Students must be in good standing to be in the Ceremony. The receipt of a completion document does not in any way guarantee placement into the ninth grade. This is a ceremonial document only and all grades must meet the academic standards as identified by this handbook. Appropriate dress should be worn to the event and must follow all handbook guidelines.

Throughout the school year teams recognize and award deserving students for academic achievement and citizenship. In addition, the 8th grade has a special recognition at the end of the year where awards are given to students that have demonstrated exceptional talents in academic, extracurricular events and citizenship.

AWARDS CRITERIA

- Departmental Awards
 - Recognition of outstanding contributions to the specific departments.
- Perfect Attendance
 - Students with zero days absence in their eighth grade year.
- NJHS
 - Students who demonstrates character, scholarship, leadership, citizenship and service.
- Mentoring
 - Students who are role models and frequent contributors to community service.

I. PARENT INVOLVEMENT

Parents are always welcome at the middle school. The active involvement, cooperation and assistance from parents are essential to effectively educate children. Some different ways parents can become involved in our school are listed below. Please contact our office if you are interested in donating your time and service. A packet is available to further explain the process of helping out in our school.

VOLUNTEER ENTRANCE

The Middle School doors are equipped with a Visitor Notification System involving intercoms, security cameras, and buzzers at the main entrance. Upon arrival, visitors will be buzzed into the building where cameras will track their arrival from the main entrance to the main office. In the main office, visitors will have to sign in and get a visitor's sticker.

PARENT TEACHER ORGANIZATION

There is an active "Parent Group" at CMS. We encourage parents to become involved in our parent teacher organization. Some of the activities sponsored by this group are: school-wide fundraisers, Activity Afternoons, volunteer coordination, and arranging for speakers for parents, students, and the community.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled each year. Announcements as to specific dates and times will be made through the Weekly Announcements as well as the local news media and Social Media. Parents are urged to call the school to arrange a conference any time they have questions or concerns.

PARENT SPECTATOR/FANS

Parents have several opportunities to view their children in co-curricular and extra-curricular activities. Classroom plays, drama plays, athletic contests, band concerts, choral concerts, etc.

PARENT VISITOR (CLASS AND LUNCH)

Parents are welcome to visit. All visitors to Charlotte Middle School are required to sign in at the Main Office upon arriving on our campus. At the Middle School, we welcome parent involvement and understand that there may be times where you would like to visit your student during class time or lunchtime. If you'd like to visit your child in class or eat lunch with your child, please follow the district's visitor policy and communicate with the building principal at least 24 hours prior to visiting so that necessary arrangements can be made. Students from other schools are prohibited from visiting CMS.

PARENT VOLUNTEER

Some possible areas for volunteering are presenter, chaperone (field trip, activity night, dance), etc.

NON-CUSTODIAL PARENTS

1. We assume that both parents have equal rights relative to their children and the school unless we receive specific instructions to the contrary from the custodial parent.
2. If a parent is to be denied contact with a child or knowledge about the child, the school will need a copy of the court order.
3. In the absence of such restrictions, we will afford access to school records and confer with both parents.
4. If non-custodial parents wish to receive duplicate correspondence regarding school activities and functions, they will need to provide the office with self-addressed stamped envelopes.

IV. DISCIPLINE

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of legally sound procedures is developed with regard to the administration of discipline in the Charlotte School System. Prior to administration of traditional means of discipline, an administrator must consider restorative justice practices.

A. 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 (middle school principal). This should be initiated in writing within 24 hours. Any appeals beyond the middle school principal will be resolved by the superintendent or a designee.

B. BULLYING

Defined as any ongoing physical or verbal mistreatment where there is an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more other students. Examples of bullying behavior include but are not limited to verbal and written offensive name-calling and threats, aggressive personal contact, intimidating body language, invading personal space, and damage, destruction, and theft of property. The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

BULLYING– intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement;
- G. electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., my space.com, facebook.com) to harass through unpleasant or aggressive messages.

AGGRESSIVE BEHAVIOR

Defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent.

CONFIDENTIALITY

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

C. CODE OF CONDUCT

The primary objective of the Student Code of Conduct is to assist each student in developing responsible, self-controlled behavior. If it becomes apparent one mode of discipline is not effective, others may be tried. Major discipline problems will be dealt with immediately and contact with parents made after the fact (i.e. smoking, fighting, disrespectful conduct, etc.). Our philosophy is based on three general objectives:

1. To help students mature and learn acceptable behavior.
2. To provide a safe and effective learning environment for all students at Charlotte Middle School.
3. To have students show respect to all property and people at Charlotte Public Schools.

It is important that parents, staff and students work together to maintain a positive, educational atmosphere. Our goal is that each student learns to be responsible for his or her own actions. Every student and staff member has a right to personal safety and freedom to learn.

Discipline will be progressive. Repeat violations may increase the consequences. The school district reserves the right and discretion to impose more severe disciplinary action, up to and including expulsion for unacceptable behavior regardless of whether it is the first offense. The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in the handbook that may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and possible consequences for similar incidents.

The following is a list of unacceptable student behaviors and the consequences that will result for any student, regardless of age, who is under the schools' jurisdiction. Matters omitted from the final list should not be interpreted as a limitation to the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of the middle school. These policies are applicable to all school-related activities and also apply while the student is on school property, before or after school, en route to and from school on district provided transportation.

NOTICE TO STUDENTS AND PARENTS!!! MANDATORY SCHOOL EXPULSION RECOMMENDATIONS: The following offenses 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 1-10). Persistent disobedience, which constitutes the continuous disregard for repeated infractions of school regulations, may also lead to expulsion (#25).

Such immediate suspensions and recommendations for expulsion (#'s 1-3) 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.

Public Act No. 144 of 2018 - Under section 750.520o, As a part of an adjudication order of a juvenile and/or disposition, a Court SHALL order that an individual who is adjudicated as a juvenile for a violation of a section, 520b, 520c, 520d, 520e, or 520g and who is a student at a school in this state is prohibited from attending the same school building that is attended by the victim or utilizing the same school bus for transportation. Upon receiving the Court order which applies under this section, the student will be immediately suspended and brought in front of the school board for further disciplinary action.

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.

VIOLATION	OFFENSE	CONSEQUENCES
<i>VIOLATIONS 1-6 ARE CUMULATIVE OVER A STUDENTS' 4-12 grade SCHOOL CAREER</i>		
#1 – FIREARMS OR LOOK-A-LIKE FIREARMS: Possession or use of any firearm of any type (including shotguns, rifles, hand guns, pellet or BB guns, starter guns or look-a-like firearm weapons).	Any	Immediate suspension and recommendation for expulsion in accordance with Federal and State Laws and Board of Education Policies. A police report will be filed.
#2 – DANGEROUS WEAPONS OR LOOK-A-LIKE DANGEROUS WEAPONS OR ANY DESTRUCTIVE DEVICE: Possession or use of any weapon, knife with a blade of any length, or instrument capable of inflicting injury; include but are not limited to: BB guns, paintball guns, dagger, stiletto, pocket knife opened by a mechanical device, iron bar, or look-a-like weapons while on school property or at a school-sponsored event.	Any	Up to ten (10) days suspension with a possible recommendation to Superintendent/school board for immediate disciplinary action in accordance with Federal and State Laws and Board of Education Policies. A police report will be filed.
#3 – SEXUAL MISCONDUCT: Unlawful sexual touching by force or threat.	Any	Immediate suspension and recommendation to school board for immediate disciplinary action in accordance with Federal and State Laws and Board of Education Policies. A police report will be filed. NOTE: The State of Michigan prohibits a student convicted/adjudicated of sexual misconduct from attending the same school or riding the same bus as the victim (HB5330). A student who has committed criminal sexual conduct against another student & has a Personal Protection order against them may NOT attend the same school as the victim (HS 5332)

Violation	Offense	Consequence
<p>#4 – SALE AND/OR TRANSFER OF ILLEGAL DRUGS, PRESCRIPTION DRUGS, ALCOHOL, LOOK-A-LIKE OR ANY CONTROLLED SUBSTANCES IN SCHOOL, ON SCHOOL GROUNDS OR AT ANY SCHOOL SPONSORED ACTIVITY:</p> <p>Look-A-Like Drugs – It is against school policy to deliver attempt to deliver or cause to be delivered, a non-controlled substance which the person (a) represents to be a controlled substance; or (b) represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance. This includes K-2 or potpourri.</p> <p>NOTE: Refer to Board of Education Policy for more specific information. 5131.6R</p>	Any	<p>10 Days Out-Of-School suspensions with recommendation to the Superintendent/school board for immediate disciplinary action.</p> <p>A police report will be filed.</p>
<p>#5 – POSSESSION AND/OR USE OF ALCOHOL, ILLEGAL DRUGS, PRESCRIPTION DRUGS, LOOK-A-LIKE ILLEGAL DRUGS AND PARAPHERNALIA:</p> <p>Look-A-Like Drugs – It is against school policy to deliver attempt to deliver or cause to be delivered, a non-controlled substance which the person (a) represents to be a controlled substance; or (b) represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance. This includes K-2 or potpourri.</p>	<p>1st</p> <p>2nd</p>	<p>A recommendation to Superintendent/school board for immediate disciplinary action.</p> <p>May be reduced to a 5 -10 day suspension if student and parent agree to student substance abuse evaluation and complete any recommended treatment.</p> <p>NOTE: Suspension reduction opportunity is at the discretion of Administration and is based on individual cases and circumstance.</p> <p>Police report filed.</p> <p>Recommendation to Superintendent/School Board for expulsion will occur.</p> <p>Police report filed.</p> <p>*Failure to complete treatment will result in referral to Superintendent/school board for immediate disciplinary action.*</p>

<p>#6 - ARSON: The willful and malicious burning or an attempt to burn, any building or part of any property of the school system. No student shall use fire or the threat of fire in any form to cause damage or disruption (such as, but not limited to, firecrackers, smoke bombs, threats, or false alarms).</p>	<p>Any</p>	<p>Up to 10 days suspension, notification of parents or guardians, a police referral may be filed. Students may be recommended to Superintendent/school board for immediate disciplinary action depending on severity of offense.</p> <p>Loss of privileges double the length of suspension</p>
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VIOLATIONS 7-14 ARE CUMULATIVE OVER GRADES DK-8

<p align="center">VIOLATION</p>	<p align="center">OFFENSE</p>	<p align="center">CONSEQUENCES</p>
<p>#7 - LEWD ACTS Inappropriate sexual conduct that occurs by any student or students. Consensual sexual touching or any type of intercourse, indecent exposure, or any behavior of sexual nature is considered a lewd act.</p>	<p>Any</p>	<p>When this occurs a 1-5 day suspension will occur. Depending on circumstances possible recommendation to Superintendent/school board for immediate disciplinary action may occur and police report will be filed.</p>
<p>#8 - ASSAULTS: Assault is when a student initiates a fight without provocation. No student shall engage in an aggressive action upon another individual or individuals through verbal threat, either upon school property or on the way to and from school. A student may also be held responsible for statements and or actions, which directly provoked aggressive action, by another student.</p>	<p>Any</p>	<p>When this occurs a 1 – 10 day suspension will occur. Depending on the circumstances, the student may be recommended to Superintendent/school board for immediate disciplinary action. A police report will be filed on request of the victim.</p> <p>*Assault of a school employee is a mandatory 10 day suspension with recommendation to school board for immediate disciplinary action</p> <p>Loss of privileges double the length of suspension</p>
<p>#9 - ASSAULT & BATTERY (FIGHTING): Assault accompanied by the unwanted touching of another person. This includes pushing, punching, kicking, hitting with or throwing objects at an individual.</p> <p>*Any student who moves toward a fight, records/photographs or joins a fight may be suspended from CMS for a minimum of one school day.</p>	<p>Any</p>	<p>When this occurs a 3-10 day suspension will occur. Depending on the circumstances, the student may be recommended to Superintendent/school board for immediate disciplinary action. A police report will be filed on request of the victim.</p> <p>*Assault and Battery of a school employee is a mandatory 10 day suspension with recommendation for expulsion.</p> <p>Loss of privileges double the length of suspension.</p>

<p>#10 – THREATS OR ACTS OF VIOLENCE: No student shall engage in or use threats of violence, either written or verbal toward students, staff, and/or school buildings or property. Students who engage in such acts will be held responsible for statements and/or actions made outside of school or during the school day.</p>	Any	<p>Up to 10 days suspension, notification of parents or guardians, a police referral will be filed. Students may be recommended to Superintendent/school board for immediate disciplinary action depending on severity of offense.</p>
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VIOLATIONS 11-38 ARE CUMULATIVE OVER ALL CLASSES PER YEAR NOT JUST PER BLOCK

Violation	Offense	Consequence
<p>#11 – STEALING & EXTORTION: No student shall engage in a purposeful act of theft of school property or the property of other students/employees, this includes technology.</p>	1st	1-3 Days suspension Police Referral and loss of privileges
	2nd	3-5 Days Suspension Police Referral and loss of privileges
	3rd	5-10 Days Suspension Police Referral and loss of privileges
<p>#12 – VANDALISM: No student shall engage in a purposeful act of damage to school property, or the property of others to include fire extinguishers.</p>	1st	1-3 Days suspension, notification of parents and/or police officials and loss of privileges
	2nd	3-5 Days suspension, notification of parents and/or police officials and loss of privileges
	3rd	*5-10 Days suspension. Possible recommendation to Superintendent/school board for immediate disciplinary action and loss of privileges
<p>#13 – SEXUAL HARASSMENT: Sexual harassment may consist of unwelcome sexual advances or other inappropriate verbal, written or physical conduct of a sexual nature. Students who feel they may be the victims of sexual harassment instigated by other students or school employees should immediately communicate their concerns in writing to the principal for a prompt investigation and disposition of the incident.</p>	Any	<p>When this occurs a 5-10 day suspension will occur. Depending on the circumstances, the student may be recommended to Superintendent/school board for immediate disciplinary action and a police report may be filed.</p> <p>**Loss of privileges</p>

Violation	Offense	Consequence
<p>#14 – BULLYING /AGGRESSIVE BEHAVIOR at school during school hours, at school events or on the way to and from school.</p> <p>Including, written, physical, verbal, or psychological abuse that occurs repeatedly over a period of time to negatively impact educational, physical or emotional well being</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>1-2 Days suspension and loss of privileges</p> <p>3-5 days suspension, police referral and loss of privileges</p> <p>5-10 Days suspension police referral. Depending on the circumstances, the student may be recommended to Superintendent/school board for immediate disciplinary action</p> <p>*All incidents of bullying are also subject to a school suspension for up to 5 days depending on the seriousness of the offense. Severe bullying can lead to a 10 day suspension and/or recommendation to Superintendent/school board for immediate disciplinary action.</p>
<p>#15 – DISRESPECT/INSUBORDINATION:</p> <p>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.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>Up to 3 Days suspension and loss of privileges</p> <p>Up to 5 Days suspension and loss of privileges</p> <p>Up to 10 days suspension. Possible recommendation to Superintendent/school board for immediate disciplinary action.</p>
<p>#16 HARASSMENT INTIMIDATIONS --: 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)</p> <p><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.</p> <p><u>Non-Verbal:</u> Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.</p> <p><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.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>Saturday School and loss of privileges until served</p> <p>1 – 2 Days suspension and loss of school privileges for the remainder of the marking period or 5 weeks whichever is greater.</p> <p>3-5 Days suspension and loss of school privileges for the remainder of the marking period or 5 weeks whichever is greater.</p>

Violation	Offense	Consequence
#17 – SMOKING: 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 2nd 3rd	1 Saturday School and loss of privileges until served 1 Saturday School and 1 week of private dining and loss of privileges. Police report filed. 1 day suspension and loss of privileges for 2 weeks.
#18 – FORGERY: Fraudulent use of school documents, passes, etc. Students may not obtain or possess class or school passes.	Any	Depending on the severity of the offense, administration may impose consequences up to and including out of school suspension.
#19 – CHEATING & PLAGIARISM: The following violations & consequences are per class	Any	Depending on the severity of the offense, administration may impose consequences up to and including out of school suspension.

Violation	Offense	Consequence
<p>#20 - INAPPROPRIATE USE OF TECHNOLOGY. No student shall engage in inappropriate use of the internet. This includes unauthorized computer activity (including but not limited to the improper use of the internet accessing inappropriate web site. Also this includes using district technology to engage in Cyber-bullying (sending e-mails posting harmful or cruel text or images via the internet).</p>	<p>1st</p> <p>2nd</p>	<p>1 Saturday School and loss of privileges until served</p> <p>Administrator may impose immediate suspension and/or recommendation to Superintendent/school board for immediate disciplinary action based on severity of the incident.</p> <p>*Violation of district computer/software guidelines could mean the loss of computer privileges for that class and for the rest of the student's high school career, in addition to the above prescribed consequences.</p>
<p>#21 – FALSE ALARMS/BOMB THREATS:</p> <p>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 Superintendent/school board for immediate disciplinary action</p> <p>*Police and Fire Marshall will be notified.</p>
<p>#22 – POSSESSION OR USE OF ANY MISCELLANEOUS DISRUPTIVE ITEMS – PROHIBITED AT SCHOOL:</p> <p>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 Middle School Code of Conduct.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>Private Dining</p> <p>Saturday School</p> <p>Saturday School</p> <p>*Serious violations of this standard may also be met by a school suspension if appropriate.</p>
<p>#23– INAPPROPRIATE PHOTOGRAPHS OR VIDEO ON ELECTRONIC DEVICES (CELL PHONE, IPODS, ETC.)</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>Any</p>	<p>When this occurs a 1-10 day suspension will occur. Depending on the ages and circumstances possible recommendation to Superintendent/school board for immediate disciplinary action and police report will be filed.</p>

#24- 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. Excessively baggy or intentionally torn pants are not considered appropriate dress for school.

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.

Any OFFENSE: Student will be required to change clothing in question.

Violation	Offense	Consequence
<p># 25- GROSS MISDEMEANOR AND/OR PERSISTENT DISOBEDIENCE:</p> <p>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>1st</p> <p>2nd</p> <p>3rd</p>	<p>Saturday School and loss of privileges until served</p> <p>1 Day suspension and loss of privileges for 2 days</p> <p>3 Days suspension and loss of privileges for 6 days</p> <p>*Administrator may skip to level 2 or 3 consequences or make a recommendation to Superintendent/school board for immediate disciplinary action, depending on the severity of the offense.</p>

Violation	Offense	Consequence
<p>#26 – DISORDERLY CONDUCT:</p> <p>Any inappropriate behavior that disturbs the school environment which includes: making any noise, or causing a disturbance of any kind.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>Saturday School and loss of privileges until served</p> <p>1 Day suspension and loss of privileges for 2 days</p> <p>3 Days suspension and loss of privileges for 6 days</p> <p>*Administrator may skip to level 2 or 3 punishments depending on the severity of the offense.</p>

Violation
<p>#27–Disruptive Classroom Behavior:</p> <p>Cell Phone/electronic communications, inappropriate displays of affection, profanity, and failure to report/follow directions are all covered under our PBIS Matrix. These matrices represent expectations for the students at Charlotte Middle School. Students who choose not to follow or adhere to these expectations are subject to the following process.</p> <ol style="list-style-type: none"> 1. Low level intervention (i.e., proximity, eye contact, redirection, reminder) by staff or peer. Oriole Pride Points deducted. 2. Reminder or reteach of the expectation by staff. Oriole Pride Points deducted. 3. Student fills out Oriole Pride Success Sheet to ID issue and ways to change the issue. 4. Teacher assigned consequence appropriate to the offense. This could include a detention or a restorative justice practice. 5. For students who frequently struggle, Office Referral may be filled out in order to send student to office for further consequences as determined by student's dean or principal. <p>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.</p>

FAILURE TO ATTEND ADMINISTRATIVE OR TEACHER ASSIGNED DETENTIONS WILL RESULT IN SATURDAY SCHOOL. FAILURE TO ATTEND SATURDAY SCHOOL WILL RESULT IN LOSS OF PRIVILEGES AND UP TO A DAY SUSPENSION. STUDENTS ARE EXPECTED TO FOLLOW ALL REASONABLE DIRECTIONS/REQUESTS GIVEN BY SCHOOL PERSONNEL. FAILURE TO COMPLY WITH REQUESTS OR DIRECTIONS GIVEN BY SCHOOL PERSONNEL IS A SERIOUS OFFENSE AND IS PUNISHABLE BY SATURDAY SCHOOL, LOSS OF PRIVILEGES, AND/OR OUT-OF-SCHOOL SUSPENSION UP TO 5 DAYS DEPENDING ON THE SERIOUSNESS/SEVERITY OF THE INCIDENT

D. DISCIPLINARY ACTIONS

Students spend the majority of their time in classroom environments where behavior is expected to meet the high standards set by Charlotte Public Schools. While most discipline matters are managed in the classroom, some student behavior is managed by the office through an office referral that may result in interventions or consequences based on the nature of the violation. Parent/guardian involvement is critical to the creation of safe and orderly environments. Parent/guardian notification is *desired* at all levels of interventions and consequences, but it is *required* whenever there is the possibility that a student might be removed from the regular school environment.

DISCUSSION WITH STUDENT

Discussion with the students regarding the behavior and possibly develop an action plan to support the student.

TIME-OUT

Time-out refers to a large array of techniques that varies from classroom to classroom. Students who demonstrate an inability to control themselves are asked to sit in a time-out where they are not permitted to interact with other members of the class.

HOME CONTACT WITH PARENTS

A letter mailed, email or phone call to parents may be made by a staff member to explain the detail of events for use of home contingency.

COMMUNITY SERVICE

Community Service involves engaging students in activities of menial tasks for restitution for inappropriate behavior. Community Service may be employed by administrators when a student has done something listed in code of conduct requiring consequences. In such cases, the administrator may work with parents to compensate for behaviors. The following are a few examples of overcorrection:

- Removing the black marks off the floors with a tennis ball on a stick.
- Washing the exteriors of lockers with soap and water.
- Cleaning playground of litter.

OVERCORRECTION

Overcorrection involves engaging students in activities that overcompensate for inappropriate behavior. Administrators may employ overcorrection when a student has done something damaging. In such cases,

the student must not only restore or return something to its original state but also over compensate by making things better than they were before. The following are a few examples of overcorrection:

- A student has ripped the pages of a book and is required to repair the pages of all of the books in the class.
- A student has drawn on the classroom desk and is required to clean the marks on all the desks in the classroom not just the one he vandalized.
- A student throws food across the lunchroom and is required to clean up all the food thrown as well as sweep the floor of the entire cafeteria.

CONFERENCE WITH PARENTS AND STUDENT

Meeting at school to discuss with parents the student's problem behaviors and creating home consequences for inappropriate school behavior. Development of a behavior plan may be required to outline steps in an overall plan for resolving conflicts with students and staff to improve disciplinary behavior.

LUNCH DETENTIONS

Lunch detentions are served for minor offenses and tardies. A student is assigned a lunch detention to be served for the entire time of the lunch period including recess (40 min). Students can bring a lunch form home or will be provided a sack lunch through the lunch program. Student expectations for lunch detention:

1. Enter room quietly
2. No Talking.
3. Students must remain in seats.
4. No sleeping.
5. No electronic devices
6. Failing to attend or are removed from Lunch Detention will receive an After School.

AFTER SCHOOL DETENTIONS

After school behavioral detentions may be given to any student who fails to comply with school rules.

1. After School is for one hour after school.
2. Students not reporting ten minutes after final bell are marked absent and considered unexcused with disciplinary action.
3. Students should come prepared with homework assignments and the required books and materials to complete them. If no work is brought, work may be given and student will be required to complete and submit the work.
4. Enter room quietly.
5. No Talking.
6. Students must remain in seats.
7. No sleeping.
8. No electronic devices.
9. Students that are disruptive or uncooperative will be removed with subsequent disciplinary action.
10. Failing to attend or being removed from After School Detention will lose privileges and receive a Saturday School.

SATURDAY SCHOOL

Saturday School Rules and Regulations:

1. Saturday School is assigned by the student dean or building principal for violations of discipline code of conduct, exceeding the attendance requirement, truancy, dress code violations or Private Dining.
2. Saturday School runs from 8a.m. until 10a.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 and 7:50.m. to be admitted into the building. Students that do not report by 8:00 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 receive one (1) day suspension the following Tuesday.
9. Students that have a Saturday School will not be allowed to attend evening sporting events 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. This action by a teacher is subject to review by the Principal, which will include consultation with the teacher.

1. The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him or her.
2. The student will have the right to present to the school administration any relevant information that will support his or her defense.
3. If the student is suspended by the school administrator, the administrator will:
 - a. Notify the parents or guardian as soon as possible of the suspension, the reasons for it, and the steps necessary for the student's return.
 - b. A student is suspended from attendance at or participation in a school district sponsored activity.

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.

REFUSING TO ACCEPT DISCIPLINE

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion

EXPULSION

Expulsion means the removal of a student from school for more than sixty (60) 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.

PROCEDURES

The following procedural guidelines will govern the expulsion process:

- Written notice of charges against a student shall be supplied to the parent or guardian.
- Parent or guardian shall be present at the hearing.
- Legal counsel may represent the student, parent or guardian.
- The student shall be allowed to observe all evidence offered against him. In addition he shall be allowed to question any witness.
- The student shall be given an opportunity to give his version of the facts and their implications. He should be allowed to offer the testimony of other witnesses and other evidence.
- The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
- A record shall be kept of the hearing.
- The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion.
- The findings of the hearing authority shall be reduced to writing and sent to the student and his parent or guardian.

- The student and his parent or guardian shall be made aware of their appropriate appellate authority.
- A Student expelled from Charlotte may be allowed to apply for reinstatement after 180 school days.

Any section of this document, or portion thereof, found by adjudication to be contrary to law or constitutional rights shall be stricken without effect to the remainder.

E. DUE PROCESS RIGHTS (BOARD POLICY 5611)

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

- A. Students subject to short-term suspension: Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.
- B. Students subject to long-term suspension and expulsion: A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being expelled from another district (Policy 5610.01).

F. GETTING HELP

SCHOOL PROBLEMS

If students have a problem related to discipline, security, personal safety or welfare, or vandalism, the student should:

- Tell the nearest teacher or adult staff member. Tell him/her exactly what has happened to the student or what the student has observed happening to someone else. Problems of discipline, security, and personal safety are considered very serious.
- Talk to the principal or student dean right away.
- Express feelings. It is natural to feel worried and upset. Talk to someone who will listen and understand—perhaps teacher, school counselor, school psychologist, social worker, or an adult mentor. It is important to talk to a trusted adult.
- Ask to talk to a school counselor, school psychologist, or social worker who can help students learn

ways to deal with problems so that they may feel safer and more comfortable when faced with similar problems in the future.

- In addition to alerting school personnel, a student should tell his/her parents about the problem.
- It is important for students to know that when a report is made to the school about an incident of this nature, every effort will be made to keep the information and identity confidential.

PERSONAL PROBLEMS

For help with personal problems which may affect a student's school life or activities:

- If possible, discuss the problem with parents/guardians.
- If a student and his/her parents/guardians cannot solve the problem, there are a number of people in the school who may be able to offer additional help. The student may speak to a teacher with whom he/she feels comfortable.
- School counselor, psychologists, and social workers at the school are trained to offer help with personal problems. Peer counselors are available in many of the county's secondary schools to help fellow students with problems. They can also lead the student to other resources he/she may not be aware of.
- The academic dean, behavioral specialist, and the principal will also be able to discuss the problem with the student and attempt to work on a solution. If they are unable to do so, they will seek assistance.

ACADEMIC PROBLEMS

For help with an academic problem, the student should:

- See the teacher who teaches the subject. Students may seek out the teachers on a personal basis. Teachers routinely work with individual students who are having academic problems. The teacher may recommend help sessions or mentoring, or may make a referral for additional assistance. The teacher may ask for a conference with the student and his/her parents /guardians.
- If the teacher is unable to help the student resolve the problem to the student's satisfaction, the student should go next to the department chairperson or lead teacher.
- Further help can be obtained through the school counselor.
- For problems that are still not resolved after the student has talked with the school counselor, the student should discuss the matter with his/her parents/guardians and with the principal or assistant principal. Parents/guardians may wish to join the student in discussions with the principal.
- Solving an academic problem requires the student's help, along with the help from teachers and sometimes parents/guardians, school counselor, and other school professionals.

EXTRACURRICULAR ACTIVITIES

For help with problems involving extracurricular activities, the student should:

- See the advisor assigned to the activity at a time when he/she can give you his/her undivided attention. Try not to discuss the problem during the activity period itself.
- If the activity involves athletics or cheerleading, see the athletic director.
- If the student does not know who is assigned as advisor to the activity, the student should see an administrator.
- If the student is unable to get help in solving the problem by doing the above, discuss the matter with parents/ guardian and with the principal. Parents/guardians may wish to join the student in

discussions with the principal.

BULLYING, HARASSMENT, INTIMIDATION, HAZING, & BIAS BEHAVIOR

Bullying and cyberbullying, harassment and intimidation, hazing, and bias behaviors are unsafe and do not reflect respect for others as defined by the Code of Student Conduct. If you or someone you know is a target of one of these behaviors, you can report it using the *Bullying, Harassment, or Intimidation Reporting Form*, available on the school website or from the main office or the school counseling office. You can also tell a staff member, who will respond quickly and provide a practical, private, and safe place to report.

If you are being bullied...

- Tell someone — a parent, a teacher, a social worker
- Try not to show anger or fear
- Calmly tell the student to stop...or say nothing and walk away
- Try to avoid situations where bullying is likely

If you know someone who is being bullied and you feel safe, tell the bully to stop

If you know someone who is being bullied and you don't feel safe...

- Say kind words to the student being bullied— Be a friend!
- Don't encourage the bully by laughing or joining in
- Tell other bystanders how to help stop bullying
- Tell an adult encourage the bullied student to talk to someone.

If an administrator determines that one of these behaviors has occurred, the students involved may receive support from a school counselor, school social worker, to be sure everyone involved feels safe and supported and understands how to avoid these situations in the future.

CONFIDENTIALITY IN COUNSELING

- When a student indicates that he or she is thinking about hurting himself or herself or other students, school personnel are required to take action to ensure the safety of the student or other students. This action will include sharing of information with the school principal, parents, and may include other outside agencies.
- No statement, oral or written, made by a student seeking counseling for any form of drug abuse may be used as admissible evidence against him/her in any proceedings.

WHERE TO GET HELP

You may seek assistance through the following staff members or programs, which may be available at schools:

- Peer Helpers
- Tutors/Mentors
- Teachers

- School Counselor
- School Social Worker
- Principals
- School Resource Officer
- School Psychologist

F. HARASSMENT

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal, or assistant principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow

the administration to determine the appropriate course of action.

HARASSMENT

- A. Submission to such un-welcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

G. POLICE INVOLVEMENT

School officials have the option to notify the police authorities, and in cases of major violations, may press charges. If police authorities are notified, legal guardians will be contacted. Any action taken by police authorities will be in addition to action by the school. School officials, guided by district procedures, will cooperate with police authorities during investigations.

H. POSITIVE BEHAVIOR INTERVENTION & SUPPORT

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional, and academic success.

As a Response to Intervention model, PBIS applies a three-tiered system of support, and a problem-solving process to enhance the capacity of schools to effectively educate all students. The three Levels of Intervention are:

Level 1—All Students are included in this level with the general curriculum enhanced by acknowledgments of positive behaviors, and clearly stated expectations that are applied to all students

Level 2—Targeted Interventions level deals with specific interventions for students who do not respond to universal efforts. This often requires targeted groups of students who require more support using interventions that are part of a continuum of behavioral supports needed in schools.

Level 3—Intensive Individualized Interventions at this level the needs of individual students who exhibit a pattern of problem behaviors in hopes of diminishing problem behaviors and increasing the student's social skills and functioning. This level often requires interventions involving behavioral assessments and behavioral intervention plans

I. SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. The District with or without the student's knowledge or permission may do review of such information. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

J. STUDENT ASSISTANCE PROGRAMS (BOARD POLICY 5531)

In keeping with its concern for the safety and well-being of both students and staff and for maintaining a school environment that is conducive to learning, the Board of Education has adopted policies related to student conduct in the school setting and has authorized disciplinary measures for the violation of these policies.

The Board seeks to maintain a balance between maintaining a proper educational environment and a compassion for students who suffer from or are victims of intemperate, immoral, or illegal behavior. Educational programs have been established to promote healthful, productive living and discipline shall be maintained to protect students and staff from actions that disrupt teaching and learning. However, the Board recognizes that students may experience difficulties that educational programs and sound discipline may not prevent, and that other forms of assistance need to be available through the school.

The Superintendent is authorized to establish one (1) or more assistance programs for students which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations

which impact on students' emotional, mental, or social well-being and affect their ability to benefit from the District's educational program.

K. USE OF DRUG DOGS

We believe our students want to go to schools, which are safe, and drug free. In this pursuit we have involved ourselves with a trained canine (drug dog) to periodically sweep our middle school building. These actions are intended to give our middle school students a clear message that drugs in school will not be tolerated. Should the dog find any illegal substance, the school would take the appropriate action.

L. USE, POSSESSION OR SALE OF ALCOHOL AND DRUGS

The use, possession or sale of drugs on school property carries serious penalties. Any student participating in the use, sale, possession, or purchase of alcohol, (including nonalcoholic malt beverage) illegal drugs, narcotics, inhalants, or substances that are unidentified or are represented as ("look-alike" drugs) being illegal drugs, or alcohol in any form on school property or at a school-related activity, or being on school grounds or at a school-related activity while under the influence of such substance, will initially be suspended from school for one to ten days during which time the school administration will conduct a further investigation. The length of suspension and recommendation for the ultimate disposition of the case, beyond the initial suspension period will be determined by the school administration, depending upon the circumstances surrounding each individual case, and based upon:

1. The school disciplinary record of the individual involved.
2. The seriousness of the offense.
3. The effect of the individual's continued presence in the school.
4. The attitude of the student and the parents.
5. Willingness to participate in an outside assessment

In cases when the suspension is to exceed ten days, or when a recommendation is made for expulsion, the case will be presented to the Board of Education for action.

M. WEAPONS/FIREARMS

Public Act 211 prohibits students from possessing a dangerous weapon. A weapon free school zone includes all public and private K-12 school buildings, school grounds and school vehicles used to transport K-12 students. Dangerous weapon is defined by state or federal law as a gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade 3 inches or over in length, pocket knife opened by a mechanical device, pepper spray, tazer, iron bar, or brass knuckles. In addition, a firearm, as defined by federal law, is prohibited. This policy shall also encompass such actions as look alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Students in possession of a dangerous weapon/firearm, and/or who commit arson or rape on/in district property or at district or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

A student acting in an aggressive or belligerent manner with any object will be administratively judged to be in possession of a weapon and disciplinary action will be taken. A student using a weapon in a fight or altercation will be administratively judged to be a danger to others and self and will be subject to disciplinary action as outlined in the student code of conduct.

Students subject to expulsion shall have their situation reviewed by the superintendent on a case-by-case basis. This is the board's assurance that the district is in compliance with both PL 103-382 and MCL - 380.1311.

N. SOLICITATION

Except as approved by the building principal, commercial firms shall not be permitted to solicit students during school hours in attendance centers or on school grounds. Solicitations from organizations outside the school are forbidden. All special sales projects by students are subject to the approval of the board. This policy shall include sale of advertising, magazines and merchandise.

Commercial schools, colleges or other agencies shall be permitted to meet with seniors or solicit prospective students only when the building principal approves the invitation and arrangements. Counseling of students relative to continuation of their schooling or to job placement by outside organizations shall be handled through the guidance department under the supervision of the guidance counselor.

Solicitation of students by anyone within the schools or on school grounds for any cause is prohibited. This prohibition includes the selling of tickets to students for any purpose or cause other than for a school sponsored activity.

Solicitation by Students

Solicitations by students within the schools or on school grounds for any cause is prohibited except as they relate to school-sponsored activities. LEGAL REF: MCL, 380.1300

O. TECHNOLOGY/ACCEPTABLE USE POLICY

Electronic Information Access and Use For Educational Purposes Policy

Charlotte Public Schools encourages the use of electronic information technologies in its educational endeavors so that Users can access current and relevant resources, develop information management skills, communicate in a technologically rich environment, and become responsible, self-directed, life-long learners.

In accordance with the Children’s Internet Protection Act (CIPA), the District has implemented this policy, in part, to:

- A. promote the safe, ethical, responsible, and legal use of the Internet;
- B. support the effective use of the Internet for educational purposes;
- C. protect students against potential dangers in their use of the Internet; and
- D. ensure accountability.

As property of the Charlotte Public Schools, the district’s electronic information technologies are intended for educational purposes and are neither a public access service nor a public forum. Only Charlotte Public Schools students, faculty, and staff who agree to the terms of this policy may be granted a network/charlottenet account. Users have no expectation of privacy as to information or activity on the District’s electronic information technologies. The District retains the right to monitor all use, including but not limited to personal e-mail and voice mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed through the District’s electronic information technologies. The District’s electronic information technologies are provided on an “as is, as available” basis and are provided without warranties (either express or implied) of any kind for any reason.

Policy Definitions

- Equipment includes, but is not limited to computers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones, and other related electronic resources.
- Software includes, but is not limited to computer software, print and non-print resources.
- Networks include, but are not limited to all voice and data systems.
- User includes anyone who is accessing or using District equipment, software, or networks.
- Educational purposes include but are not limited to the use of the District’s electronic information technologies for classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.
- Harmful to minors means “any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic political, or scientific value as to minors. 47 USC § 254(h)(7)
- Inappropriate material includes but is not limited to materials that are harmful or inappropriate to minors, obscene, pornographic, profane, vulgar, harassing, threatening, defamatory, or otherwise prohibited by law. The determination of a materials’ “appropriateness” is based on both the materials’ content and intended use.
- Vandalism is any attempt to harm, destroy, disrupt, or hack the operation of the District’s electronic informational technologies, including but not limited to the creation or intentional receipt or transmission of computer viruses.

District Responsibilities In managing the structure, hardware, and software that the Charlotte Public Schools use to allow access to electronic information technologies for educational purposes, the District has responsibilities to:

1. Provide resources to support the District's mission for electronic information technologies.
2. Purchase, maintain, and repair network equipment, hardware, and software.
3. Provide training and information on new technologies, software, and media as they are put into District use.
4. Develop and implement an Electronic Information Access and Use Policy, which defines the User's rights and responsibilities and complies with the Children's Internet Protection Act.
5. Develop and enforce use regulations at each network site.
6. Set quota limits for disk usage by Users of the District's servers.
7. Designate a System Administrator to manage the District's electronic information technologies and implement the Electronic Information Access and Use Policy.
8. Implement procedures to: monitor the online activities of minors; protect the safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications; address unauthorized access including "hacking" and other unlawful online activities by minors; address unauthorized disclosure, use and dissemination of personal information about minors; restrict minors' access to material which is harmful to minors. [Note: These provisions are required by CIPA.]
9. Implement filtering and blocking software that has a technology protection measure which will protect against Internet access by adults to visual depictions that are obscene or child pornography and by minors to visual depictions that are obscene, child pornography, harmful to minors, or that the District determines is inappropriate for minors.
 - a. The determination of a material's "appropriateness" is based on both the material's content and intended use, not solely on the actions of the technology protection measure.
 - b. If a User believes that a technology protection measure has prevented access to otherwise appropriate material, the User may request the System Administrator to review the material and unblock the material consistent with District procedures.
 - c. The filtering software operates only within the District wide area network (WAN) or local area network (LAN), and does not operate through dial-up access.
10. Establish procedures for the System Administrator to disable or modify any technology protection measure under specified circumstances.
11. Exercise editorial control over all web pages created through the District's electronic information technologies, which will be subject to treatment as District-sponsored publications.

User Privileges User has the privilege to:

1. Use the District's electronic information technologies for which they have received training to facilitate learning and enhance educational information exchange.
2. Access information from district networks, the Internet, and outside resources to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities Users have the responsibility to:

1. Use the District's electronic information technologies only to facilitate learning and enhance information exchange consistent with educational purposes.

2. Attend appropriate training sessions in the use and care of hardware, software, and network peripherals.
3. Seek instruction for the use of any available technology for which the User is not familiar.
4. Comply with the rules set forth in this policy, as well as the rules established for using hardware, software, labs, and networks.
5. Maintain the privacy of passwords, which shall not be published, shared, or otherwise disclosed.
6. Promptly notify a school official if you identify a possible security problem.
7. Access only the network account for which the User is authorized.
8. Use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
9. Promptly notify a school employee about any electronic message you receive that is inappropriate or makes you feel uncomfortable.
10. Scan all electronic media for virus, dirt, damage, or other contamination before using in District systems.
11. Maintain the integrity of the electronic messaging systems by deleting files/messages which have exceeded their established limit, reporting any security violations, and making only those contacts which facilitate learning and enhance educational information exchange.
12. Keep inappropriate material from entering the district's network or from being reproduced or distributed in visual, digital, or written format.
13. Comply with all applicable state and federal laws, including copyright, trademark laws and applicable licensing agreements, in using the District's electronic information technologies.
14. Exercise caution when considering the purchase of goods and services over the Internet. The User, not the Charlotte Public Schools, accepts full responsibility for any financial obligations made or personal information provided while using the District's electronic information technologies.
15. Make financial restitution for unauthorized expenditures or for damages caused by inappropriate use or access.
16. Protect any personal equipment that is used to access Charlotte Public Schools information technologies.
17. Comply with the rules set forth in this policy, general District rules, and additional rules as established by the District, Board of Education policies, staff manuals, department procedures and student handbooks.

Users Prohibitions:

1. Users shall not:
2. Post or disclose personal identification information about yourself or others over the Internet, even if this information is solicited by a web site that solicits such information.
3. Use technology to advertise, offer, or provide goods or services for financial gain.
4. Use technology for political lobbying: although Users may communicate opinions with elected representatives.
5. Use District electronic information technologies to draft, send, or receive inappropriate materials or to engage in behavior which violates District policy, including the student code of conduct.
6. Vandalize District or other electronic information technologies.

Consequences of Inappropriate Behavior

Because access to the District's electronic informational technologies is a privilege and not a right, any

User who does not comply with the Information Access and Use Policy will lose access privileges. Repeated or severe infractions may result in permanent termination of access privileges. Violators may also face additional disciplinary consequences consistent with district policy.

Challenges

Challenges to District information technologies and resources shall be made in writing and shall state the reasons for the challenge. A District appointed panel shall review the challenge and determine its appropriateness.

P. CHROMEBOOK ACCEPTABLE USE

The following policies refer to the use of an individual student-computing device, a Google Chromebook. Students are also required to follow all the guidelines outlined in the Charlotte Public School's current "Acceptable Use Policy." As Charlotte's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this set of policies updated. Teachers may set additional requirements for their courses.

Distribution of Chromebooks

1. Each teacher will have a class set of 30 Google Chromebooks formatted by Charlotte Public Schools. **Settings may not be changed.**

Care and Maintenance of the Chromebook

1. Do not attempt to gain access to the internal electronics or repair the Chromebooks. If your Chromebook fails to work or is damaged, report the problem to your school's main office as soon as possible. Chromebook repair/replacement options will be determined by school's administration.
2. Never leave a Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks will be collected and turned in to the school's main office.
3. Never expose a Chromebook to long-term extremes in temperature or direct sunlight.
4. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.
5. While the Chromebook is scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.

6. Avoid placing weight on the Chromebook, including placing it in between books in your backpack
7. Never throw or slide a Chromebook.
8. Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
9. Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed.
10. The Chromebook is an electronic device and care must be exercised when handling the Chromebook. Never throw a book bag that contains a Chromebook. Never place Chromebook in a book bag that contains food, liquids, heavy, or sharp objects.
11. Students may not use outside data disks or external attachments without prior approval from the administration.
12. Students may not change any settings on the Chromebook without approval from the administration (exceptions include font size, brightness, screen background, etc).

Student Responsibilities: Use at School

1. The Chromebook is the property of Charlotte Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
2. Chromebooks are prohibited to be on or out in the locker room or bathroom. Use of the Chromebook in this capacity may result in immediate disciplinary action
3. The Chromebook comes equipped with both a front and rear-facing camera and video capacities. As with all recording devices, it is school policy to ask permission before recording an individual or group. Any recording that is not discussed ahead of time may be subject to disciplinary action. Students must obtain school permission to publish a photograph or video of any school related activity.
4. While at school, the use of the Internet and the Chromebook must be in support of the Charlotte Public Schools curriculum and will be used within the Charlotte Public Schools Acceptable Use Policy.
5. A Middle School student may not download music and apps. You must maintain the apps that are installed for Middle School. When you reach the High School individual user rights will change.
6. The district issued Chromebook is designed as a tool for learning; misuse of the Chromebook may result in disciplinary action.
7. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students. This includes setting up accounts for chatrooms, Ebay, email, etc.
8. If a student receives an online transmission containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to take a screen shot and report it to the office.
9. Teachers will develop a "Chromebook Expectations and Use" section within their syllabus.

10. District issued software applications (apps) are needed for student learning and must not be deleted.
11. Modifying the settings of the district issued Chromebook or deleting district issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

Backup and file storage

1. The Chromebook affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. Google Docs provides a good location to upload and keep files.
2. Charlotte Public Schools makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise.

Ethical and Appropriate Use of the Internet

1. Students may not illegally install or transmit copyrighted materials.
2. Students may not send/access/upload/download/distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. Cyber bullying will not be tolerated.
3. Students may not use the Internet for plagiarism including accessing sites selling term papers, book reports, and other forms of student work. Students must give credit to all sources use whether quoted or summarized. This includes graphics, movies, music, and text.
4. Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, check with a teacher or parent
5. Students may not partake in spamming-sending mass or inappropriate emails.
6. Students may not use the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
7. Students may not use anonymous or false communications such as MSN or Yahoo Messenger
8. Students may not use or possess hacking software
9. Students may not participate in credit card fraud, electronic forgery, or other forms of illegal behavior online.
10. Students may not participate in vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) or school equipment.
11. Students may not bypass the CPS web filter through a web proxy.

*Participation in any of the above offenses will result in punishment ranging from loss of iPad privileges to expulsion and/or criminal prosecution.

Email and Other Electronic Communication

1. Accessing any non-CPS provided email while using the district's technology is not a violation; however, the user must understand that his or her use will be monitored/filtered.
2. The district reserves the right to monitor each and every email and electronic correspondence and its contents.
3. Examples of appropriate email/social networking/chatting are:
 - o Communication with teachers

- o Communication with parents
 - o Communication with a user or other users to support approved projects by the staff member
 - o Communication with outside parties as approved by the staff
4. Examples of inappropriate e-mail/social networking/chatting use are, but not limited to:
- o Communication with anyone that includes harassment, profanity (and other offensive language), vulgar statements, pornography, threats of physical harm, threats of harm to property, or discriminatory remarks.
 - o Disclosing personal information, location, and identity with anyone you do not know.
 - o Accessing personal e-mail/accounts when it is not allowed by a staff member.
 - o Accessing non-educational chat rooms, listservs, or other inappropriate material.
- *Participation in any of the above offenses will result in punishment ranging from loss of iPad privileges to expulsion and/or criminal prosecution.

School Responsibilities

1. Provide Internet and Email access to students
2. Provide Internet Blocking of inappropriate materials as required by the Children's Internet Protection Act while on campus.
3. Provide network data storage areas. These will be treated similar to school lockers. CPS reserves the rights to review, monitor, and restrict information stored on or transmitted via CPS owned equipment and to investigate inappropriate use of resources.
4. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

V. GUIDANCE

Counseling is a service provided to students whereby, with the assistance of a trained counselor, he/she is able to explore problems and arrive at a solution to the problems or a course of action to take related to the problem. Students may obtain an interview with the counselor by coming into the main office before school in the morning, between classes, after school. A student will need a pass from the counselor to be excused from class to go to the office. A student usually contacts the counselor for assistance with problems that fall into three categories:

1. Personal problems;
2. Questions on classes and subjects;
3. Vocational or job plans.

A. ACADEMIC INTEGRITY

Students should conduct themselves with academic integrity within the school community. School is a place of high integrity, and stealing, cheating, and plagiarism are unacceptable. In keeping with the philosophy of the school, any breach of integrity may result in serious consequences, which may include failure of the assignment, test, or exam.

- Cheating is any form of academic dishonesty or act that involves trickery or fraud. It occurs when one uses and takes credit for the work of another person, whether the material be directly copied or superficially disguised. Cheating also includes divulgence of the contents of a graded evaluation.
- Plagiarism is the act of using and passing off the ideas or writing from another as one's own.

B. EXPECTATIONS FOR TESTING

Charlotte Middle School students will participate in state mandated assessments and accountability standards as required under the state law.

C. EXPECTATIONS FOR HOMEWORK

Any assignments given in a particular class are to be completed in accordance to the classroom guidelines as set by the teacher. Students are responsible for meeting those guidelines.

Homework is a necessary extension of class work used to enhance everyday teaching. Learning is not limited to the school day or time in the classroom. These are guidelines, meant to be flexible enough so that specific classes can be adjusted to meet the needs of the students.

1. An assignment book/handbook is issued to all students and it is their responsibility to record assignments.
2. Students can expect homework daily. The assignments will vary according to the type of class.
3. The resources needed to complete an assignment are considered when making a homework assignment.
4. Students having multiple tests, reports and/or assignments due at the same time will have to manage their time accordingly.
5. Teachers will notify students when homework assignments are due.
6. Reviewing notes, research, and studying for test are types of homework.

D. GRADING

Charlotte Middle School has a standard marking period grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon performance in Daily Work, Quizzes, Projects, Labs, Experiments, Spelling Tests, Accelerated Reader Tests, and Art Work. This work is used to assess student progress and assigned grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. If

a student is not sure how his/her grade will be determined in these courses, he/she should ask the teacher. Your grades are accessible through the Charlotte Public Schools website: www.charlottenet.org

REPORT CARDS

There will be four reporting periods. Report cards showing academic achievement and citizenship (Life Skill) performance.

EXAM POLICY

All classes at Charlotte Middle School have a final exam or a cumulative assessment/project, etc. Students that fail to take their final exams have not completed the course and risk failing the entire class. Students that are unexcused on exam days may not be allowed to make-up the exam. Requests to take exams later are granted sparingly and must be approved by the principal.

STUDENT RECORDS

You have a cumulative school record referred to as a CA-60. This was started when you entered school at the elementary level. This record contains your grades received each year, your academic average, standardized test scores, teacher recommendations, health records, and information pertinent to your education. Besides getting an education, you will want to establish a record that is the best possible indication of what you can do and what you have accomplished during your school career. Make it the best possible recommendation for yourself that you can. This record will be used many times in the years to come.

E. PROMOTION/PLACEMENT

The Middle School recognizes that the intellectual, academic, physical and social/emotional development of children will vary and that students should be placed in the educational setting most appropriate to meet their needs at the various stages of growth and development. Students can and should learn the essential outcomes of each course. Achievement of these outcomes will result in a student earning credits for passing core/encore classes during each marking period.

F. HONOR SOCIETY (NJHS)

A staff member will maintain national Junior Honors Society and the functions in which they take part. The qualifying factors for student nomination will be made available the fall of each year.

G. SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the building principal. Students may be denied course enrollment

due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

If it becomes necessary to change your schedule during the school year due to some unforeseen circumstances, go to the guidance office to request a schedule change. No schedule change can be made without a written request from the parents and a consultation with the counselor. The principal must approve all schedule changes.

H. SEX EDUCATION

Your child is about to begin, or may have already begun, a period of rapid growth called puberty. Many children wonder if they are normal as they notice themselves and their friends changing emotionally and physically. As your partners in education, the Charlotte Board of Education has approved a series of lessons concerning these changes of puberty for 5th through 8th grade as part of the health curriculum. These lessons were selected after careful scrutiny by parents, teachers, clergy, and medical personnel from our community. The Physical Education/Health teachers will begin teaching these lessons during the health/PE or core classes in grades 7th through 8th. Our goals are two-fold:

To promote appreciation and respect for the amazing changes experienced by self and others between the ages of 10 and 15.

To equip children with the skills they need to postpone sexual activity, choose abstinence, and avoid high-risk behaviors or situations.

By teaching children about the wonderful ways they are maturing, adults can promote a positive attitude that helps children grow into healthy, responsible adults. Children who have talked to their parents and other trusted adults are more likely to understand the changes they are going through and are able to avoid risky behavior. Too many young people get involved in premature sexual activity that can result in serious problems, such as heartbreak, sexually transmitted diseases, HIV infection, or pregnancy.

Your child will be encouraged to talk to you about growing up and to ask you questions. Interviews with a parent or another trusted adult will be assigned as homework in order to promote open communication. By state law teachers are not allowed to answer questions regarding homosexuality, abortion, and masturbation and will be directed to ask those questions of a parent or trusted adult caregiver. Also, issues of birth control and oral/ anal sex will not be addressed by teachers at the middle school level and these issues, therefore, can be addressed at your at your discretion. Please contact your building health teacher if you have any questions or would like to discuss this information further.

I. STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is the liaison between Charlotte Public Schools and our community. Students are referred to the student assistance program by concerns from school personnel, friends, or family members. Those students with problems in the area of drugs and alcohol may be referred to Eaton County Substance Abuse for an assessment. Those students who are found in the possession of drugs and/or alcohol are suspended from school, and may have the length of their suspension reduced if

they agree to attend an assessment at Eaton County Substance Abuse. Recommendations from the referring agency could include in or out of school counseling, in or out patient treatment, support groups, tutoring, or family education seminars.

J. STUDENT WITH 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.

K. SUBSTITUTE TEACHERS

Substitute teachers are guests in our school and are here to assist us when the regular teacher is unable to be here. The following guidelines have been developed for substitute teachers in our school and to promote a safe, orderly environment conducive to learning. Substitute teachers will be asked to leave the names of students who are uncooperative or disrespectful. Teachers will assign a consequence for uncooperative or disrespectful students. Examples include lunch detentions, after-school detentions, Saturday school detentions, and calls home. The substitute teacher will refer students who are significantly uncooperative or disrespectful, or have developed a pattern of being uncooperative or disrespectful, to the Student Dean.

L. REVIEW OF INSTRUCTIONAL MATERIALS

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.

M. CAREER PATHWAYS

What are Career Pathways?

Career Pathways are broad groupings of careers that share similar characteristics and whose employment requirements call for many common interests, strengths and competencies.

- Arts & Communications – Careers related to humanities and the performing, visual, literary and media arts. Sample careers include artists, journalists and graphic designers. These careers are interesting to people who value creativity and seek opportunities to express themselves.
- Business, Management, Marketing & Technology – Careers related to all aspects of business including accounting, business administration, finance, information processing and marketing. Sample careers include accountants, business managers and auto salespersons. These careers are interesting to people who are good in math, feel comfortable using computer programs, and enjoy being the leader of a group.

- Engineering/Manufacturing & Industrial Technology – Careers related to technologies necessary to design, develop, install or maintain physical systems. Sample careers include mechanics, airplane pilots and engineers. These careers are interesting to people who enjoy working with tools, equipment and other kinds of machinery.
- Health Sciences – Careers related to the promotion of health as well as the treatment of injuries and disease. Sample careers include physicians, nurses and veterinarians. These careers are interesting to people how like to know how the body works and care about the well being of people and animals.
- Human Services – Careers related to childcare, civil service, education, hospitality and the social services. Sample careers include counselors, teachers, law enforcement officers, and religious leaders. These careers are interesting to people who enjoy interacting with people and helping them solve their problems.
- Natural Resources and Agriscience – Careers related to natural resources, agriculture and the environment. Sample careers include fish and game wardens, marine biologists and farmers. These careers are interesting to people who enjoy working outdoors and are interested in nature and animals.

VI. RIGHTS

A. COMPLIANCE WITH THE LAWS

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:

Director of Instruction

378 State Street, Charlotte MI 48813

517-541-5106

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:

Director of Instruction

378 State Street, Charlotte, MI 48813

517-541-5106

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

517-541-5132

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.

CHILD ABUSE/NEGLECT

Schools and other institutions shall cooperate with the Family Independence Agency department during an investigation of a report of child abuse or neglect. Cooperation includes allowing access to the child without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child. However, the department shall notify the person responsible for the child's health or welfare about the department's contact with the child at the time or as soon afterward as the person can ensure the safety of the child or child's siblings or the integrity of the investigation, but only for the time those condition's exists.

RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION

Generally, school officials must have written permission from the parent of a student or eligible student before releasing any information from a student's record. However, Federal law allows school districts to disclose, without consent, "directory" type information. The school has designated the following personally identifiable information contained in a student's educational record as "directory information": Student name and participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees and awards received.

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information that it has designated as directory information. Upon such objections, this information will not be released without the prior consent of the parent or eligible student.

FAMILY EDUCATION RIGHTS & PRIVACY ACT

Confidential records contain educational and behavior information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and the Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the

parent only with the permission of the originator. Such records shall be placed in the student's file only with knowledge to the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to record, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the building principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

RIGHT TO PARTICIPATE IN PATRIOTIC EXERCISES

The Governor Rick Snyder signed legislation that requires every schoolroom to display a U.S. flag, and give children the opportunity to recite the Pledge of Allegiance. The new law says time must be set aside for the pledge in every public school classroom every school day. Michigan hopes that the love of freedom and democracy, shown in the devotion of all patriotic Americans to their flag and country, shall be instilled in the hearts and minds of the youth of America. Any student or teacher who wishes to be excused from the participation in a flag salute shall be excused.

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.

Directory information includes:

- student's name;
- participation in officially recognized activities and sports; height and weight, if a member of an athletic team;
- honor rolls; and
- scholarships.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on

how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

SPECIAL EDUCATION

Charlotte Public Schools provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant.