



**2018-2019  
STUDENT HANDBOOK  
CHARLOTTE PUBLIC SCHOOLS  
PARKVIEW, WASHINGTON AND GALEWOOD ELEMENTARY  
SCHOOLS**

Dear Parent/Guardian: Please read and discuss this document with your child. You will find it very helpful in understanding the school and district policies.

Mark Rosekrans, Superintendent

378 State Street  
Charlotte, Michigan 48813  
(517) 541-5100

President	Lee Wheaton
Vice President	Julie Kimmer
Treasurer	Gary King
Secretary	Ron Schultheiss
Trustee	Stephanie Hale
Trustee	Caleb Buhs
Trustee	Jim Hoyt

**PARKVIEW ELEMENTARY SCHOOL: 541-5780**

**WASHINGTON ELEMENTARY: 541-5170**

**GALEWOOD ELEMENTARY: 541-5150**

Mrs. Kim Caudell, Parkview Principal  
Mr. Scott Martin, Washington Principal  
Mr. Steve Chartier, Galewood Principal

Parkview Elementary School  
301 East Kalamo Highway  
Charlotte, MI 48813  
Attendance Line: 541-5789

Washington Elementary School  
525 High Street  
Charlotte, MI 48813  
Attendance Line: 541-5179

Galewood Elementary School  
512 E. Lovett St.  
Charlotte, MI 48813

For recorded information regarding school activities, closings and delays,  
call: 541-5746.

Adopted by the Charlotte Public Schools Board of Education on June 11, 2018, for the  
2018-2019 school year

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## **FOREWORD**

We are delighted that you have a child or children enrolled at Parkview/Washington/Galewood Elementary Schools. The information in this handbook is designed to provide answers to some of the questions that arise about the elementary experience. You will find helpful information about many of our policies, procedures, and programs. Please keep this handbook as a reference throughout the school year. Don't hesitate to call your school if the question or concern you have is not addressed in this handbook.

The staff and administration are here to make your child's experience a successful and enjoyable one.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 11, 2018. If any of the policies or administrative guidelines referenced herein are revised after June 11, 2018 the language in the most current policy or administrative guideline prevails.

# **SECTION I: GENERAL INFORMATION**

## **EQUAL RIGHTS PROVISIONS**

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

Name: Eileen Grant-Ball

Position: Assistant Superintendent-Curriculum Director

Telephone Number: 517-541-5107

Email Address: [grantb@charlottenet.org](mailto:grantb@charlottenet.org)

The contact person for Section 504 violations relating to handicapped person(s) is the Director of Special Education, at 541-5130.

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

## **PARENT INFORMATION**

Parents are welcome and encouraged to visit school. To volunteer or observe, prior notification is required, as well as, a background check on file. Visitors and volunteers must sign in at the office and receive a visitor or volunteer badge. ***Preschoolers and visiting students may not attend due to the potential disruption to normal school routines.***

Parents are also encouraged to contact the school with any concerns or commendations. Communication is the key to a strong partnership. Parents are encouraged to contact teachers at any time through the email system or by leaving a voicemail message.

## **SCHOOL VOLUNTEERS**

Charlotte Public Schools has a practice of screening all volunteers who come into contact with students. A background check is required to attend a class party, all during-the-school-day activities, class events, field day, or field trips. A background check form must be completed and signed in the presence of authorized school personnel. This form cannot be sent home. It can take up to 7-10 business days for approval. Final decision for approval of volunteers is at the discretion of the school district. Please contact the building principal for further information on volunteering policies.

The elementary schools offer many avenues for involvement. Please join us for parent-teacher conferences, open house, carnivals, and any of the other activities available for your benefit and enjoyment.

With safety and security in mind, we have developed the following procedures:

The Elementary Schools' front 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.

- 1) You must sign your child out at the office when picking them up early from school.
- 2) If your child is late, an adult must stop with the student in the office to sign him/her in.
- 3) You must sign in and out in the office if you are coming into the school to volunteer in a classroom and get a badge.
- 4) We ask that you follow the school's safety procedures for picking up and/ or dropping off your child at the school. Please refrain from encouraging students to enter the flow of traffic in order to approach your parked car.
- 5) If you would like to meet with a teacher or administrator, please contact that person and set up an appointment. We ask that you refrain from entering into classrooms at any time unannounced.

If it becomes necessary to get an important telephone message to your child, every effort should be made to contact the school prior to 3:00 p.m. so there is time to get the message delivered before dismissal time. Calling after 3:00 may result in the inability to change the regular schedule.

Parent-teacher conferences are scheduled for the purpose of sharing information and planning together for your child's progress in school. Additional conferences may be scheduled as needed. If additional conferences are required, please contact the classroom teacher to set up an appointment. If you would like to speak with administrator, please contact the building secretary to set up an appointment as well.

Conferences are critical to the success of each student. Cooperation and teamwork are often crucial and are extremely beneficial to a child's progress in school.

## SCHOOL HOURS

	Start Time	End Time	Important Information
Regular Day (PK/Wash) Regular Day (Galewood)	8:55 AM 8:55 AM	3:51 PM 3:41 PM	
Half Day (PK/Wash) Half Day (Galewood)	8:55 AM 8:55 AM	11:55 AM 11:46 AM	Breakfast Provided/No lunch
Fog Day (PK/Wash) Fog Day (Galewood)	10:55 AM 10:55 AM	3:51 PM 3:41 PM	No Breakfast

FYI: School doors open 10 minutes prior to the start of the school day.

## STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.



Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help and communicate with campus administration.

## **STUDENT WELL-BEING**

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

State law requires that all students must have an emergency medical card completed, signed 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 a physician, to the School Office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, 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 the proper parental permission.

# **CONCUSSIONS**

## **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**

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

## 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.
- 4.**

### 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](http://www.cdc.gov/concussion).

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

## **HOMEBOUND INSTRUCTION**

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the District Special Education Director. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a 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.

## **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate).
- C. proof of residency
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **SCHEDULING AND ASSIGNMENT**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, a person whose signature is on file in the School office, or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **TRANSFER OUT OF DISTRICT**

If a student plans to transfer from an elementary building, the parent must notify the principal. 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. Parents are encouraged to contact campus administration for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without written consent from his/her parents or legal guardian.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with set deadline. This is for the safety of all students and in accordance with State Law.

## **MEDICATION POLICY**

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

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

1. The Medication Request and Authorization (Form 5330 F1) for prescription medication must be signed by the student's physician and filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

2. There must be a physician's prescription for the medication, and the medication must be brought to school in the prescription container. The original pharmaceutical container may be considered the prescription.
3. Medications must be brought to school by the parent/guardian. Other arrangements must be confirmed in advance with the building administrator or designee.
4. Except in an emergency that threatens the life or health of the student, medication must be administered by a school employee designated by the school administration in the presence of another adult.
5. Any change in dosage, or other medication procedures, must be accompanied by written instructions from the physician. Parental or guardian request/permission and physician's signed instructions must be renewed annually, or more often, if necessary.
6. Parents/guardians will pick up all medication at the end of the school year. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription expires or at the end of the school year.
7. Medication will be stored in a locked cabinet or container in a designated location.
8. Communication between the parent/guardian, school personnel, and physician, should be ongoing and according to need.
9. A written note from the doctor is required should the child
  - a) be required to stay indoors during outdoor activity for 3 days or more OR
  - b) have restrictions to participate in physical education class.

**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 office or administration building.

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

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

**CONTROL OF NON-CASUAL CONTACT WITH COMMUNICABLE DISEASES**

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

Non-Casual, contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, HAV, HBV, HCV, 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

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. The protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Laura Lezotte at 517-541-5130 to inquire about evaluation procedures and programs offered through the district.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular 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 extracurricular program offered by the district. Parents should contact Central Office at 517-541-5107 to inquire about evaluation procedures offered by the District.

## **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees 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 these 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.

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 campus administration. 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 a part of the school program or the District's curriculum, without prior written consent of the student, to participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents.
- B. mental or psychological problems of the student or his/her family.
- C. sex behavior or attitudes.
- D. illegal, antisocial, 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).

## **STUDENT FUND RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- A. Students involved with the fundraiser must not interfere with students participating in other activities when soliciting funds.
- B. Students must not participate in a fund-raising activity for a group in which they are not members without approval from the student's counselor.
- C. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- D. Students may not engage in house-to-house canvassing for any fundraising activity.
- E. Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for.....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- F. Students may not participate in a fund raising activity conducted by a parent group, booster club, or community organization on school property without the approval of campus administration.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school shall not be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. If a student chooses to bring a valuable item to school to use on the bus or at child care, the item needs to remain in his/her backpack or locker



during the school day. Items brought to school, which are used inappropriately, will be taken from the student and parent/guardians will be notified for retrieval of the item.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

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

## **FREE AND REDUCED LUNCH/BREAKFAST INFORMATION**

Information regarding free and/or reduced lunches is sent home at the beginning of each year. This information is also available throughout the school year in the school office and published in the local media. Free/Reduced applications can be filled out throughout the school year. These are confidential applications and will not be shared with teachers or staff.

### **BREAKFAST**

Those students who are eligible for free or reduced priced lunches are also eligible for free or reduced priced breakfasts. Breakfast will be served every school day except fog delay days. Parents can request "no breakfast" to be added to the student family food service account.

### **LUNCH**

Charlotte Public Schools have a district-wide debit system for meals. All students have a food service account. These accounts are family accounts. This means that parents deposit meal money into the account and all students in that family draw from that account. When an account reaches \$0, your child will be served peanut butter and jelly. Parents can also request "no lunch" to their student's account.

Payment to your family account can be sent in to school with your child, mailed to the Food Service Office at 378 State Street, or taken to the your school office.

You can write one check for all members of your family regardless of which building they attend. Please, always write your child's name and school on the envelope if you choose to send cash to school. Please do not mail cash.

If you have questions about the status of your child's food service account or about the program in general, please call the Food Service Office at 541-5140. For Internet access to your food service account, please call 541-5754.

A printed menu is made for each month of school. Students will be given a choice of two main entrée selections, except for kindergarten and DK. A copy of the menu is given to all students.

## **LUNCHROOM BEHAVIOR**

It is a goal of our schools to maintain a comfortable eating environment. Students are expected to:

- A. remain seated until dismissed
- B. clean up their own litter
- C. use “inside voices” while in the lunchroom
- D. use good manners
- E. proceed to and from the cafeteria slowly and safely

We welcome parent involvement and understand that there may be times where you would like to visit your student during lunchtime. If you’d like to eat lunch with your child, please follow the district’s visitor policy and communicate in advance that you would like to visit your child.

If students follow these simple rules, their time in our cafeteria will be enjoyable for all. In the event that students do not follow established rules, the following precautions may be established to provide a comfortable eating environment.

- Individual assigned seats
- Class assigned seats
- Grade level assigned seats
- Restricted lunchroom privileges (i.e., certain students may not be permitted to eat lunch in the lunchroom due to behavioral issues).

## **EVACUATION DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the state.

Lockdown drills in which the students are restricted to the interior of the school building and the building security will occur a minimum of 2 times each school year.

When the district is notified by the Sheriff or Police Department that a Tornado WATCH is in effect, all buildings are notified. School will NOT be dismissed, except at normal dismissal times.

When a Tornado WARNING is in effect, students will NOT be dismissed from school. DISMISSAL TIME MAY BE DELAYED, as may bus departure times. Parents are discouraged from signing out their child during a Tornado Warning to preserve the safety of all. The Board discourages phone calls to school during these times in order to keep phone lines open for emergency use. Skylert calls will be provided to families for information.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

<b>TV</b>	<b>Radio</b>	<b>Radio</b>	<b>Radio</b>
WLNS TV-6	WFMK 99.1	Z 101.7	WBCK 930 AM
WILX TV-10	WJIM 97.5	WXIK KIX 94	WNWN 98.5
WSYM TV-47	WJXQ 106	WUFN 96.7	WSAE 104.7
WLAJ TV-53	WMMQ 94.9	WWKN 104.9	

## **LOST AND FOUND**

The Lost and Found area is in the hallway near the main office. Students who have lost items should check with the office and may retrieve their items if they give a proper description. Unclaimed items will be given to charity each semester of the school year.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

## **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of the students seeking permission to leave school. Students may not bring to school a pocket pager, cellular telephone, or other electronic communication device except for health or other unusual reasons approved in advance by campus administration. All calls to parents should be made from the school phone. Cell phones are to be left off and stored in the student's locker/backpack during the school day.

## **SOCIAL WORKER STAFF**

Each elementary school has a part-time social worker to support students, staff, and families with social, emotional, and academic concerns. This is accomplished through the delivery of classroom lessons, small educational support groups and individual counseling or consultation with students, staff, or parents. Parents, teacher, administrators, and students may request a meeting with a social work staff member in their elementary building by contacting the school office.

## **WEATHER CONDITIONS**

Outside activity will take place when wind chills are 5 degrees above zero or warmer. Coats are required outside unless the outside temperature is 55 degrees or above.

## **RIGHT TO OBJECT TO RELEASE OF INFORMATION**

Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without

consent, “directory” type information. The Board of Education of the Charlotte Public Schools has designated the following personally identifiable information contained in a student’s education record as “directory information”.

- A. A student’s name;
- B. Participation in officially recognized activities and sports; height and weight, if a member of an athletic team;
- C. Honor rolls; and
- D. Scholarships.

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

You have two weeks from the receipt of this notice to advise the District in writing of any or all of those types of information about the student which you refuse to permit the District to designate as directory information.

Your objections should be addressed to:

Human Resources  
Charlotte Public Schools  
378 State Street  
Charlotte, Michigan 48813

## **SCHOOL CELEBRATIONS**

Several school-wide parties are permitted throughout the school year (dates and times for each to be determined).

Student surprise parties and delivery of party invitations are not permitted.

Each teacher will determine a classroom practice for healthy/allergy free birthday treats. Please contact your child’s teacher if planning a treat.

School sponsored events will have food available that has been prepared by the public. The school district does not guarantee that food either prepared by or purchased by the public will always be safe for consumption. Event participants are advised that the school will not be responsible for injury or loss due to food illness from food products brought by the public.

## **PETS**

Pets may not be brought to school unless approved by the principal and teacher. When pets are brought to school, an adult must bring them in and take them home in a secured manner. Pets are not to be on the playground, dismissal, lunchroom, or kitchen areas.

## **STUDENT ACCIDENT INSURANCE**

Student safety is a high priority at Charlotte Public Schools. Parents are also concerned about the safety and well-being of their child throughout the 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 parent to purchase and maintain such coverage for their child. The school district does not purchase insurance coverage for this purpose and does not reimburse or pay for medical bills of students who sustain injuries while participating in school activities.

If, after reviewing your health insurance coverage, you find that you should have supplemental insurance coverage for accidents or injuries, you should contact your local Charlotte insurance agent.

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 or through the school office.

## **WEB PAGE PUBLISHING GUIDELINES**

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

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

## **CHARLOTTE PUBLIC SCHOOL DK-6 STUDENT LAB/CLASSROOM COMPUTERS/INTERNET USE POLICY**

The goal of using computers, the Internet, and/ or any type of equipment, is to locate information for educational purposes.

### *I WILL:*

1. Always follow my teacher's directions for using computers, equipment, and the Internet.
2. Not use the Internet unless I have my teacher's permission.
3. Use computers and equipment with respect.
4. Follow the rules about using the Internet.
5. Ask for help when I need it.
6. Not give out my name, address, or phone number on the Internet.
7. Tell my teacher if the computer or equipment isn't working.
8. Not copy or use someone else's files or software.

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

Adopted by the District Technology Committee March 18, 2003

## **TEXTBOOKS**

Textbooks and workbooks are supplied by the school district without a service fee to the parents. Children are held responsible for the proper care of textbooks and will be assessed a fine for lost or damaged books.

## **LIBRARY BOOKS**

The Elementary Schools encourage students to check out books from the Media Center on a regular basis. All books are school property and students are expected to treat all media center materials with respect and care. Any student with materials that are overdue will lose borrowing privileges until materials are returned. Student families will be held accountable for any loss or damage.

At the end of the school year a date will be established when all books must be returned. Student families with lost books will be sent a notice and amount of the book.

## **TRANSPORTATION**

(Please refer to **Charlotte Public School Transportation Handbook** for Rules and Consequences.) Students are expected to follow the same school bus rules on field and sport trips as on regular bus runs. **When children are suspended from their regular bus, they are also ineligible for transportation to and from field trips or sporting events.**

## **EMERGENCY SCHOOL CLOSING**

It is possible that sometime this year the schools might close due to an emergency such as inclement weather or mechanical failure. If this should occur, notification will be given as early as possible over local radio and television stations or by calling the **Charlotte Activity Line at 541-5746**. A Skylert call would be made to all families in the event of a school emergency during the school day.

## **PERMISSION TO BOARD DIFFERENT BUS**

No child is allowed to ride a bus other than his/her normally assigned bus **WITHOUT ADVANCED PERMISSION** from the Transportation Office, (543-3400), from 7:00 a.m. - 4:00 p.m. All bus passes are based on the number of seating positions available on the bus. After a pass is granted, the student will go to the bus providing transportation to receive a bus pass.

## **CHARLOTTE PUBLIC SCHOOLS WEYMOUTH CHILD DEVELOPMENT CENTER CHILD CARE PROGRAM**

Charlotte Public Schools Child Care program is a licensed facility serving children ages 6 weeks to 12 years old. Our school age program offers a before and after school program for Developmental Kindergarten through 4<sup>th</sup> grade and Middle School age children up to the age of 12, at the Weymouth Child Development Center beginning at 5:30 a.m. Before school, we provide breakfast, planned activities and school bus transportation leaving at 8:25 a.m. (7:15a.m. for Middle School) to students' assigned schools.

After school we provide transportation back from all school buildings within the Charlotte School District, planned activities including homework time, science and nature, arts and crafts, outdoor or gym activities, weekly swimming (weather permitting to walk) at the Charlotte Aquatic Center and a snack. The program closes at 6:30 p.m.

Registration with a set weekly schedule is required. The school age child care program is available for half days, full days, school closings and school breaks. This is *NOT* a drop in program, children must be pre-registered. State assisted child care payments (DHS) are accepted. For more information and to enroll, contact Program Director Jennifer Radee, 517-541-5181 or by email at [radeej@charlottenet.org](mailto:radeej@charlottenet.org)

## **SECTION II: ACADEMICS**

### **ELEMENTARY PROGRESS REPORT**

The Elementary Progress Report is based on the following concepts:

Our grading is to inform students and parents about learning, growth, and end of year expectations

Our grading is consistent across the district

Life skills and academic standards are both important and need to be graded separately

The Progress Report uses a 1-4 numeric grading scale that allow the teacher to show your child's progress toward achievement at the end of year grade level expectations. This numeric scale shows both learning and growth. Here is the marking system:

#### Grade Mark Legend

- **4-** Above End of Year Grade Level Expectations
- **3-** At End of Year Grade Level Expectations
- **2-** Approaching End of Year Grade Level Expectations
- **1-** Below End of Year Grade Level Expectations

Typically, a student will receive a "2" at the end of first semester, indicating that he or she is approaching mastery of the content. A score of "2" at first semester indicates your child would be progressing as expected, and a "3" at the end of the year would show that your child has achieved the end of year grade level expectation.

For Life Skills we use this marking system on the Progress Report:

#### Grade Mark Legend

- **"+"** indicates a student demonstrates a Life Skill independently and consistently
- **"#"** indicates a student usually demonstrates a Life Skill
- **"-"** indicates a student inconsistently demonstrates a Life Skill

### **SUBSTITUTE TEACHERS**

Substitute teachers are guests in our schools 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 loss of recess, private dining, after school detention and/or a parent phone call. The substitute teacher will refer students who are significantly uncooperative or disrespectful, or have developed a pattern of being uncooperative or disrespectful, to the office.

**FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular programs.

Field trips are intended to enhance the learning experiences of the elementary curriculum. All student trips are on school-owned vehicle and students must ride to and from the field trip in the vehicle. Prior arrangements need to be made with administration if this practice cannot be followed for a student. Private transportation is not used.

Parents will be notified of any trips occurring within the school district and pre-trip information will be provided. For trips outside the district boundaries, a permission slip from parents will be necessary.

**SECTION III: STUDENT ACTIVITIES**

**SCHOOL SPONSORED CLUBS AND ACTIVITIES**

The elementary schools provide students the opportunity to broaden their learning through curricular and extra-curricular related activities. A curricular related activity maybe for credit, required for a particular course, or contain school subject matter. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

The board authorizes many student groups that are sponsored by a staff member. Authorized groups may include:

Student Council	Chess Club	Cribbage Club	Basketball Club
Game Club	Recycling Club	Math Club	Robotics Club
Drama/Theatre	Math Pentathlon	Art Club	Craft Club
Rubber Band Club	YugiOh Club	Spanish Club	Lego Club

**NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must



verify that the activity is being initiated by students, that attendance is voluntary, no school staff person is actively involved in the event, that the event will not interfere with school activities and non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

## **SECTION IV: STUDENT CONDUCT**

### **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 eighteen be in regular attendance at school.

Good attendance is important in order for children to be successful in school. When a child is absent, he/she misses up to six hours of instruction each day. While provisions can be made to make up assignments, ***nothing can replace all the instruction and learning that takes place during the school day.*** Late arrivals and early dismissals greatly inhibit your child's learning. Procedures have been established to deal with patterns of attendance that interfere with a child's learning. This may be deemed as "truancy" and may involve outside agencies (such as the truancy officer, intervention program and/or court system) to help the family and child correct this issue.

Absences other than those resulting from participation in school activities will be recorded on the student's permanent record. When children are absent, ***parents are required to telephone the school or send a note identifying the date of the absence and the reason.*** Each CPS building maintains a 24 hour attendance line for your convenience.

If a child arrives at school within one hour after the start of the day (AM or PM), he/she will be considered tardy. If a child is not here one hour after the start of the day (AM or PM), he/she will be considered absent. If a child leaves school more than one hour before the official end of the school day, he/she is considered an early departure and will be marked absent. When children arrive at school late, they are required to check in at the office before reporting to their classroom.

Since school is only in session for 36 weeks a year, parents are urged to arrange family vacations during the scheduled school vacation periods.

It is important to inform the school if the child's absence is going to be a long one or if the absence is due to a communicable disease such as measles, chickenpox, influenza, etc.

### **Excused Absences**

The following absences are considered to be excused and need to be verified by a written parental excuse or a phone call.

1. Illness or hospitalization. The school district reserves the right to require corroborative evidence when deemed necessary.
2. Serious illness or emergency in the immediate family.
3. Attendance at a funeral.
4. Religious instruction and/or obligations (arranged in advance).

5. Professional appointments which cannot be made after school (dentist, doctor, court appointments, etc.).

### **Guidelines Regarding Absences**

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

### **Non-Chargeable Absences**

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

1. Approved school activities
2. School-imposed suspensions. On days of suspension students do have the opportunity to make-up work missed. An appropriate time frame to complete missed work when suspended must be arranged between the teacher and student. However, when students are suspended and they have prior knowledge of certain classroom assignments (notebooks, reports, quizzes, tests) students are expected to have these requirements ready upon the date of return from suspension.

### **Truancy and Unexcused Absences**

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

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

## **POSITIVE BEHAVIOR SYSTEM**

At Charlotte Elementary Schools, we believe in having high expectations for our students to follow. It is our goal to help children understand the reasons behind these rules and why they are enforced. We want ALL children to have the opportunity to learn, and to recognize their role in creating an environment conducive to learning. We strive to provide a safe and comfortable learning environment, in which we work and live, as a school family.

Our school will be using a positive behavior system to visually remind children to make positive choices throughout the school day. This system will be used by every teacher with the expectation that classroom and school-wide rules will be consistently followed. This program will instill continuity from one year to the next, thus

decreasing behavior conflicts. This system includes incentives such as treats, assemblies, events, and other all school activities. These incentives will be considered privileges and will need to be earned through positive behavior among all students in elementary schools.

The positive behavior system has levels. All children will begin each day on the scale score of "3" (green) which signifies they are making positive behavior choices. If a child repeatedly demonstrates the need for teacher assistance to make positive behavior choices, then they will move their clip to the scale score "2" (yellow). If the child continues to disrupt the class, then they will move their clip to the scale score "1" (red). When a child moves their clip to red, the teacher will put in an office referral and the administration will assign further consequences if they are necessary. Additional levels may be added to highlight "above and beyond" behavioral expectations.

#### Green - "Scale Score 3"

This is where the child will begin every day. A scale score 3 is the expected behavior we have for all students. We expect that our students act safely, respectfully, and responsibly. We have worked as individual classrooms to define safe, respectful and responsible so that we all have a common understanding of the expectations. You will receive in the communication folders a copy of what our scale score 3 expectations are.

#### Yellow - "Scale Score 2"

If a child repeatedly needs special teacher help and reminders in order to meet scale score 3 expectations, they will move their clip to the yellow. There are minimal consequences for this level, such as 10 minutes off their recess. It will also include a gentle reminder that scale score 3 behaviors are expected without teacher reminders and help.

#### Red - "Scale Score 1"

If a child continues to struggle making good choices, they will be asked to move their clip to red. Moving the clip to scale score 1 means that even with teacher guidance a student is unsuccessful in meeting the scale score 3 expectations. When this happens, the classroom teacher fills out an office referral and the administration will assign further consequences if they are necessary.

**Automatic Red:** There are a few infractions that will take a student right to red bypassing all other clip moves. Some of these infractions are, but are not limited to, assault, threats, sexual harassment, and leaving a classroom without permission.

**Office Referral-** This is the teacher's way of quickly communicating with the office about the behavior of a student.

**Phone Call -** A teacher may elect to call or email the parent to let them know about the choices being made at school. This keeps the lines of clear consistent information open between the home and school.

**Positive Recognition:** One part of this behavior program is positive reinforcement. The administration will also be making positive phone calls to homes of children that are doing the right thing. The classroom teacher will fill out an office referral for positive recognition and then the administration speaks with the child and then calls home.

**Parent Meetings:** If a child has more than 3 office referrals, then a parent meeting with the administration, the classroom teacher, the parents, and the child will be scheduled. An open line of communication and everyone working together is what will make our year successful for everyone.

**Privileges:** Throughout the year, different behavioral goals will be set by the PBIS team. Once the entire school has reached the established goal the elementary will host a privilege for all children. It is usually approximately 30

minutes long and is a fun way to celebrate the hard work and good choices of our students. Some examples of privileges in the past are grade level bingo, disc golf, cookie decorating, movie and popcorn, minute to win it, game day, and sledding. We try to plan fun activities that everyone can participate in.

If you have any questions or concerns about this school-wide behavior system, please feel free to contact campus administration, or your child’s teacher.

## CODE OF CONDUCT

The major component of the educational program at the elementary schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

## EXPECTED BEHAVIORS

Each student shall be expected to:

1. Abide by national, state, and local laws as well as the rules of the school
2. Respect the Civil Rights of others
3. Act courteously to adults and fellow students
4. Be prompt to school and attentive to class
5. Work cooperatively with others when involved in accomplishing a common goal, regardless of the others ability, gender, race, religion, height, weight, disability, or ethnic background
6. Complete assigned tasks on time and as directed
7. Help maintain a school environment that is safe, friendly, and productive
8. Act at all times in a manner that reflects pride in self, family, and in the school.

The Elementary Handbook for Students and Parents is the guide and defines specific behaviors expected in Charlotte Public Schools. To build consistency among all DK-12 schools in the CPS district, more specific language is included for your information. School administrators reserve the right to use professional discretion in making decisions related to discipline. Administration shall first consider Restorative Justice Practices in lieu of or in combination with listed consequences. Students suspended are not allowed to attend any school sponsored events until they resume their attendance in school.

Behavior		Consequences
<b>VIOLATIONS 1 - 6 ARE CUMULATIVE OVER GRADES DK - 12</b>		
1	<b>Firearms or Look-A-Like Firearms</b> 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)	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	<b>Dangerous Weapons or Look-A-Like Dangerous Weapons:</b> 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	Up to 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.

	<p>opened by a mechanical device, iron bar, any destructive device or look-a-like weapons while on school property or at a school-sponsored event.</p>	<p><b>Note:</b> The State of Michigan requires expulsion under the Weapons Free School Act for possession of certain weapons or knives if blade is over 3”s or longer. A weapon or knife under 3” brought to school without intent may be referred to the Superintendent for resolution.</p>
3	<p><b>Sexual Misconduct:</b>  <b>Unlawful sexual touching by force or coercion or threat.</b></p>	<p>Immediate recommendation to school board for Expulsion in accordance with Federal and State Laws (HB 5331) and Board of Education Policies. A police report will be filed.</p> <p>Note: The State of Michigan prohibits a student <b>convicted</b> of sexual misconduct from attending the same school or riding the same bus as the victim (HM5330). A student who has committed criminal sexual conduct against another student &amp; has a Personal Protection order against them may NOT attend the same school as the victim (HS 5332)</p>
4	<p><b>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:</b></p> <p><b>Look-a-Like Drugs</b> - 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 designer substances such as, but not limited to, K2 or potpourri.</p> <p><b>Note:</b> Refer to Board of Education Policy for more specific information. 5131.6R</p>	<p>10 Days Out of School Suspension with recommendation to the superintendent/school board for immediate disciplinary action.</p> <p>A police report will be filed.</p>

5	<p><b>Possession and/or Use of Alcohol, Illegal Drugs, Prescription Drugs, Look-A-Like Illegal Drugs and Paraphernalia</b></p> <p><b>Look-a-Like Drugs:</b> 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 designer substances such as, but not limited to, K-2 or potpourri.</p>	<p>A recommendation to superintendent/school board for immediate disciplinary action. 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><b>Note:</b> 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>*Failure to complete treatment will result in referral to school board for immediate disciplinary action.</p>
6	<p><b>Arson:</b> 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>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>
<p><b>VIOLATIONS 7 - 14 ARE CUMULATIVE OVER GRADES DK - 8</b></p>		
7	<p><b>Lewd Acts:</b> 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>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>
8	<p><b>Assaults:</b> 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 on school property. A student may also be held responsible for statements and or actions, which directly provoked aggressive action, by another student.</p>	<p><b>1<sup>st</sup> offense:</b> 1 - 3 day suspension, possible police referral</p> <p><b>2<sup>nd</sup> offense:</b> Up to 5 day suspension, possible police referral</p> <p><b>3<sup>rd</sup> offense:</b> Up to 10 day suspension, possible long term suspension or expulsion and referral to police.</p> <p>*Assault of a school employee is a mandatory 10 day suspension with recommendation to superintendent/school board for immediate disciplinary action. (Cumulative over grades K - 12th)</p>
9	<p><b>Assault &amp; Battery (Fighting):</b> Assault accompanied by the unwanted touching of another person. This</p>	<p><b>1<sup>st</sup> offense:</b> Up to 3 day suspension, possible police referral</p>

	<p>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 will be suspended from school for a minimum of one school day. (Cumulative over one school year)</p>	<p><b>2<sup>nd</sup> offense:</b> Up to 5 day suspension, possible police referral</p> <p><b>3<sup>rd</sup> offense:</b> Up to 10 day suspension, possible long term suspension or expulsion and referral to police.</p> <p>*Depending on circumstances, the student may be recommended to school board for immediate disciplinary action.</p> <p>*Assault of a school employee is a mandatory 10 day suspension with recommendation to superintendent/school board for immediate disciplinary action. (Cumulative over grades 4th - 12th)</p>
10	<p><b>Threats or Acts of Violence:</b> 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>	<p>Up to 10 day 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 doubled the length of suspension.</p>
11	<p><b>Stealing &amp; Extortion:</b> No student shall engage in a purposeful act of theft of school property or the property of others, this includes technology. (Item to be returned in same condition or restitution may be required)</p>	<p><b>1<sup>st</sup> offense:</b> Up to 3 day suspension, police referral, and loss of privileges</p> <p><b>2<sup>nd</sup> offense:</b> Up to 5 day suspension, police referral, and loss of privileges</p> <p><b>3<sup>rd</sup> offense:</b> Up to 10 day suspension, police referral, and loss of privileges</p>
12	<p><b>Vandalism:</b> The act of willful or ignorant destruction of school property or property belonging to others. Restitution is required. Expulsion in extreme cases.</p>	<p><b>Range of Response:</b> community service, restore property, notify police, Up to 10 days of suspension or possible recommendation to superintendent/school board for immediate disciplinary action and loss of privileges.</p>
13	<p><b>Sexual Harassment:</b> 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 administration for a prompt investigation and disposition of the incident.</p>	<p>When this occurs up to a 10 day suspension will occur. Depending on the circumstances, the student may be recommended to the superintendent/school board for immediate disciplinary action and a police report may be filed.</p>

14	<p><b>Bullying:</b> 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.</p>	<p><b>1<sup>st</sup> offense:</b> Principal Contacts Parents, Up to 3 day suspension.</p> <p><b>2<sup>nd</sup> offense:</b> Principal contacts parents. Up to 5 day suspension. Possible referral to police. Parent meeting with administrator.</p> <p><b>3<sup>rd</sup> offense:</b> Up to 10 day suspension. Possible referral to police. Parent meeting with administrator. Possible recommendation for expulsion.</p>
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**VIOLATIONS BELOW ARE CUMULATIVE OVER ONE ACADEMIC YEAR**

15	<p><b>Disrespect / Insubordination:</b> Students must cooperate with and respect staff and other students. Rude, inappropriate, and unwanted words or gestures directed at staff, visiting parents, or students. Defiance of authority, attitudes, or behavior insulting or contemptuous. Students must identify themselves when asked to 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. These include teachers, paraprofessionals, administration, lunch room supervisors, office staff, and visiting parents.</p>	<p><b>1<sup>st</sup> offense:</b> Notify parent, loss of school privileges</p> <p><b>2<sup>nd</sup> offense:</b> 1-3 days suspension, loss of privileges</p> <p><b>3<sup>rd</sup> offense:</b> 3-5 suspension, loss of privileges</p> <p><b>Continued repeated offenses:</b> Up to 10 day suspension, referral to police and recommendation to superintendent/school board for immediate disciplinary action.</p> <p>*Administrator may skip to level 3 consequence or make a recommendation to school board for immediate disciplinary action, depending on the severity of the offense.</p>
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16	<p><b>Gross Misdemeanor and/or Persistent Disobedience:</b> A serious inappropriate action and/or repeated actions of incorrigible behavior and/or noncompliance 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><b>1<sup>st</sup> offense:</b> Notify parent, loss of school privileges</p> <p><b>2<sup>nd</sup> offense:</b> 1-3 days suspension, loss of privileges</p> <p><b>3<sup>rd</sup> offense:</b> 3-5 suspension, loss of privileges</p> <p><b>Continued repeated offenses:</b> Up to 10 day suspension, referral to police and recommendation to school board for immediate disciplinary action.</p> <p>*Administrator may skip to level 3 consequence or make a recommendation to school board for immediate disciplinary action, depending on the severity of the offense.</p>
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17	<p><b>Harassment:</b> Including gender, ethnic, religious, disability, height, weight or other teasing, harassment and or ethnic intimidation. (Intimidation or harassment of ethnic nature will result in automatically moving to level 2 or 3)</p> <p><b>Written or spoken:</b> 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><b>Non-Verbal:</b> Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.</p> <p><b>Physical:</b> 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><b>1<sup>st</sup> offense:</b> Up to 3 day suspension</p> <p><b>2<sup>nd</sup> offense:</b> Up to 5 day suspension</p> <p><b>3<sup>rd</sup> offense:</b> Up to 10 day suspension; possible referral to police; recommendation for board action</p>
18	<p><b>Aggressive Misbehavior:</b> The act of purposeful aggressive misbehavior.</p>	<p><b>1<sup>st</sup> offense:</b> Up to 3 day suspension potential expulsion and possible referral to police.</p> <p><b>2<sup>nd</sup> offense:</b> Up to 5 day suspension and potential expulsion and possible referral to police.</p> <p><b>3<sup>rd</sup> offense:</b> Up to 10 day suspension and potential recommendation for expulsion and possible referral to police</p>
19	<p><b>Horseplay:</b> The act of non-compliance with reasonable school procedures and routines in classrooms or common areas.</p>	<p>Range of Responses: Processing with teacher, administrator, and parent contact. Possible suspension.</p>
20	<p><b>Disorderly Conduct:</b> Any inappropriate behavior that disturbs the school environment which includes: making any noise, or causing a disturbance of any kind.</p>	<p><b>1<sup>st</sup> offense:</b> Notify parent, loss of school privileges</p> <p><b>2<sup>nd</sup> offense:</b> 1-3 days suspension, loss of privileges</p> <p><b>3<sup>rd</sup> offense:</b> 3-5 suspension, loss of privileges</p>
21	<p><b>Smoking:</b> Use of or possession of tobacco products, Nicotine products or cigarette devices on school grounds, visible from any area from school grounds, or at school events home or away is prohibited at all times.</p>	<p><b>1<sup>st</sup> offense:</b> Up to 2-5 day suspension and loss of school privileges for up to 5 weeks.</p> <p><b>2<sup>nd</sup> offense:</b> Up to 3- 10 day suspension and loss of school privileges for up to 5 weeks.</p>
22	<p><b>Forgery:</b> Fraudulent use of school related documents or equipment, including false phone calls to the attendance office, forging parent’s signature.</p>	<p><b>1<sup>st</sup> offense:</b> loss of privileges and principal contacts parent,</p> <p><b>2<sup>nd</sup> offense:</b> 1 day suspension</p> <p><b>3<sup>rd</sup> offense:</b> 3 day suspension, possible police referral</p>

23	<b>Academic Dishonesty/Cheating:</b> Students found to be guilty of “cheating” or plagiarism on assignments, quizzes, and/or tests	<b>1<sup>st</sup> offense:</b> Teacher contacts parent, Alternate make up assignment <b>2<sup>nd</sup> offense:</b> Principal contacts parent, Alternate make up assignment <b>3<sup>rd</sup> offense:</b> Parent Meeting, Alternate make up assignment
24	<b>Disruptive classroom behaviors:</b> The act of persistent disobedience in conduct complying with a reasonable request from authorized school personnel. Behavior that prevents a teacher from presenting lessons or material in an atmosphere that is conducive for learning to take place.	<b>Range of Responses:</b> Conversation with Administrator, Restorative Justice Practices, parent communication, loss of school privileges, after school detention, suspension.
25	<b>Failure to report / Follow Directions:</b> Students are expected to report to the office or any other destination when directed by any school employee. Likewise it is expected that students will follow reasonable directions given to them by any school employee.	<b>1<sup>st</sup> offense:</b> Loss of school privileges <b>2<sup>nd</sup> offense:</b> Up to 3 day suspension, loss of school privileges <b>Continued offenses:</b> After school detention, loss of school privileges until served.
26	<b>Profanity, Obscenity, or Disrespectful Comment:</b> The act of using obscene, vulgar, or profane language or gestures by pupils, in verbal, non-verbal or written form or in pictures or caricatures in or on any school property.	<b>1<sup>st</sup> offense:</b> Teacher contacts parent <b>2<sup>nd</sup> offense:</b> Referral to principal, loss of privileges; after school detention. <b>3<sup>rd</sup> offense:</b> Range of consequences including, after school detention, 1 day suspension. <b>Continued Offenses:</b> After school detention, up to 3 day suspension and loss of privileges until served.
27	<b>Possession or use of any Miscellaneous Nuisance Items:</b> Possession or use of any item that is disruptive to the educational process will not be allowed; Examples: squirt guns, spit wads, eggs, pea shooters, lighters, matches, shaving cream, smoke bombs, snowballs, water balloons, hats, pocket pagers, pornography, rubber bands, paper clips, laser pointers, toys, trading cards, play look alike weapon, etc.	<b>1<sup>st</sup> offense:</b> Item confiscated and held in the office for parent pick up. Range of response from loss of privileges, after school detention, or up to 3 day suspension. Parent contact. <b>2<sup>nd</sup> offense:</b> Item confiscated and held in the office for parent pick up. Up to 5 day suspension. Parent contact.
28	<b>Students are subject to disciplinary action</b> by school authorities for inappropriate behavior that takes place off school property during the time they are coming to and from school, including bus stops, field trips and school activities.	
29	<b>Indecency:</b> The act of offending against commonly recognized standards of propriety or good taste.	<b>1<sup>st</sup> offense:</b> Notify parent, loss of privileges, possible in school suspension <b>2<sup>nd</sup> offense:</b> 1-3 day suspension
30	<b>Trespassing:</b> The act of violating the school trespass rule or the refusal to leave the classroom or school when directed to do so.	<b>1<sup>st</sup> offense:</b> Up to 1 day suspension <b>2<sup>nd</sup> offense:</b> Up to 3 day suspension <b>3<sup>rd</sup> offense:</b> Up to 5 day suspension, possible referral to police.

31	<b>Tardies:</b> It is the responsibility of the parent of an elementary student to attend school regularly and on time in order for the student to achieve success. For a complete description, refer to the Elementary Handbook for Students and Parents	<b>Range of Response</b> will include contact to parent, parent to receive Letter of Concern, final recourse will be a referral to the Truancy Intervention Program
32	<b>Truancy:</b> The act of unauthorized absence from school or classes for a period of time. Chronic tardiness can be considered truancy.	Referral to the Truancy Intervention Program (T.I.P.) ERESA provides a program to avoid court involvement
33	<b>Unauthorized Leaving of School Property:</b> Students may not leave school grounds without authorization	Notify parent, Up to 3 day suspension, police will be contacted when student leaves campus.
34	<b>Habits or Bodily Conditions Detrimental to the School:</b> Conditions under which the pupil persistently neglects personal hygiene to the point where it is disruptive to the educational process	Notify the parent, student may be sent home until the condition is corrected
35	<b>Publications:</b> Libel, obscenity, and personal attacks are prohibited in all publications. Unauthorized commercial solicitation will not be allowed on school property at any time. The distribution by students in school buildings or on school grounds of unlawful or political material whose content reflects the special interest of a political organization is prohibited. All student published newspapers or the like will receive approval before finalization and distribution.	<b>1<sup>st</sup> offense:</b> Teacher contacts parents, referral to principal <b>2<sup>nd</sup> offense:</b> Up to 3 day suspension <b>3<sup>rd</sup> offense:</b> Up to 5 day suspension
36	<b>Inappropriate Public Display of Affection:</b> i.e. kissing, holding hands, etc. Students are expected to conduct themselves as ladies and gentlemen. Such is prohibited on school grounds or school related activities.	Principal/designee contacts parent, loss of privileges, or possible suspension.
37	<b>Computer Misuse:</b> Circumventing security software, destruction of files (deletion, and modification), unauthorized access (network, network modems and computer stations), and physical destruction of computer equipment, disassembling of computer, peripherals or network cables (from any location).	Range of response: parent contact, loss of technology privileges, or suspension according to the degree of the offense
38	<b>Wireless Communication Devices:</b> Any student found to be in possession of WCD's (ex. iPod, iPad, cell phone, pager, tablet) outside of their locker or backpack	<b>1<sup>st</sup> offense:</b> item confiscated and held in the office for student pick up at dismissal. <b>2<sup>nd</sup> offense:</b> item confiscated and held in the office for parent pick up at dismissal. <b>3<sup>rd</sup> offense:</b> item confiscated and held in the office until parent meeting. Following meeting, device will be held in school office each day. Failure to comply may result in Insubordination consequence.
39	Cell phones or any type of digital device, including school iPads, shall not contain any sexually inappropriate photos. These devices will not be used	Range of response: parent contact, loss of technology privileges, or suspension according to the degree of the offense.

	to take any unauthorized photographs of other students or adults.	
40	<b>Dress for Success:</b> Complete dress code policy found on page 40 of the Student/Parent Handbook	The school administration reserves the right to send students home if they come to school inappropriately attired.

**STUDENT DISCIPLINE**

It is important to remember that the school’s rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. Ultimately, it is the principal’s responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline takes place within the school. It includes:

- A. Writing assignments
- B. Change of seating or location
- C. Lunch detention (Private Dining)
- D. After School Detention
- E. Lunch Restrictions
- F. Recess Restrictions
- G. Transition Restrictions- when other students are in the hallways transitioning, certain students may not be permitted due to behavioral issues.
- H. Community Service
- I. Restitution

**DETENTION**

A student may be detained after school, asked to come to school early by a teacher after giving the student and his/her parents one (1) day notice. The student or his/her parents are responsible for transportation.

A student missing any of his/her assigned time in private dining may be given an additional lunch detention. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to lunch detention (private dining)

- A. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- B. Students shall not be allowed to put their heads down or sleep.
- C. No radios, cards, magazines, electronic devices, or other recreational articles shall be allowed in the room.

## Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension may not be appealed. Suspension and expulsion can be appealed. A student who is suspended and picked up before 12:00 noon, will have that day counted towards the suspension.

Students considered for suspension or expulsion are entitled to an informal hearing with campus administration, prior to removal, at which time the student will be notified of the charges against him/her and given the opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to central office administration and a formal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The hearing officer then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of the school during the appeal period. Work missed during an expulsion cannot be made up and usually results in loss of credit. Students involved in co-curricular and extracurricular activities such as after school clubs or athletics can lose their eligibility for violation of the School rules, as well as, transportation.

If a student commits a crime while at a school or school related event, he/she may be subject to disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

## **DUE PROCESS RIGHTS**

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. The student will be given the

opportunity to explain his/her side and the administrator will then provide the student with evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend.

**B. Students subject to long-term suspension:**

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 charges. When a student is being considered for long term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- A. the charge and related evidence
- B. the time and place of the board meeting
- C. the length of the recommended suspension or a recommendation for expulsion.
- D. a statement that the student may bring parents, guardians, and counsel.
- E. a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.
- F. the ability of the student and or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

The elementary schools make a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact Central Office Administration.

## **INTERROGATION OF STUDENTS**

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with Law Enforcement and public children services agencies. When Law Enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. The building administrator will then contact the parent or guardian about this request.

## **SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property in accordance with Board Policy. Search of a student and his/her possessions, 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 by administration or police. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment 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 a student has violated the law or school rules.

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. Review of such information may be done with or without the student's knowledge or permission. 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 teacher. A student's refusal to permit such access may be grounds for disciplinary action.

### **SMOKE FREE SCHOOL ZONE**

The use of tobacco will not be allowed under any circumstances, at any time on Charlotte Public School property or school owned vehicles, or at school-sponsored activities. This includes the parking lot area. Smoking on school property is a violation of State law and is punishable by fine.

### **SUBSTANCE ABUSE**

Charlotte Elementary Schools educate students through the curriculum of Michigan Health Model and the Just Say No Program that illicit drugs and alcohol are harmful to the development of youth. We support and instill education that teaches a healthy lifestyle and the development of good decision making skills. Therefore, the use of and/or possession of illicit drugs and alcohol will not be permitted on school property or at school functions.

### **DRESS FOR SUCCESS**

The appearance of any student is primarily the responsibility of that individual and his/her parents. 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 or shoes that are distracting or cause classroom disruptions, contain questionable slogans, display profanity, are sexually suggestive, promote the use of controlled substances (such as alcohol and tobacco), or promote gang activity. Chains, other than necklaces, are not to be worn. Hats or hoods are not to be worn inside the school building.

Students are allowed to wear shorts, but they must be of appropriate length. A guideline is that the bottom of the shorts should be of middle finger length with arms extended downward at the side or a 3" inseam.

Shirts or blouses must cover the stomach area and provide coverage with an appropriate neckline. Shirt and pants/skirts must meet or overlap at all times. Spaghetti straps and tank shirts are not permissible. Shoulder straps must be the width of three fingers or at least three inches.

Excessively baggy or intentionally torn shirts or pants are not considered appropriate dress for school. Excessively tight or suggestive articles should not be worn.

Undergarments (i.e., Underwear, Bras, Bra Straps) must be completely covered by outer clothing.

- Offense:**
- 1st** Warning, contact with home informing of inappropriate clothing, and cover with school provided clothing
  - 2nd** Students will be required to immediately change out of inappropriate clothing or cover the clothing with school provided clothing
  - 3rd** Students must change clothes immediately and parents must pick up clothes from office. After school detention may be assigned.

The school administration reserves the right to send students home if they repeatedly come to school inappropriately attired.

## **WEAPON FREE SCHOOL ZONE**

In order to ensure a safe, orderly environment for quality learning to occur, the Michigan Legislature enacted Public Act 328 which requires each Board of Education throughout the State to expel any student for 90 school days who possesses a dangerous weapon or who commits arson or rape in a school building or on school ground. A “dangerous weapon” is defined as a firearm, dagger, dirk, stiletto, explosive, and knife with a blade over three inches in length, pocket knife operated by a mechanical device, iron bar, or brass knuckles. This law went into effect January 1, 1995. In addition, the Charlotte Board of Education will consider expulsion for a student who possesses a look-alike firearm or weapon, such as a paint gun or B-B gun. This law and local board policy have been developed to protect each student’s right to the fullest educational opportunity available with the school system.

Students will also be subject to disciplinary measures when in possession of an object in a school building or on school grounds which can cause harm but does not fit the legal definition of a weapon in Public Act 328.

The following disciplinary measures will be followed if a student is in possession of, or uses to intimidate, an object which can cause harm but does not fit the legal definition of a weapon:

### Possession:

1. If a student turns such an object in voluntarily, the administration will issue a warning and call his/her parent/guardian.
2. If a student knowingly is in possession of an object but does not volunteer this information:
  - 1st offense - 3 day suspension
  - 2nd offense - 5 day suspension



- 3rd offense - 10 day suspension with possible expulsion recommendation

### Threatening Weapons:

If a student possesses such an object with the potential to do significant bodily harm, a three to ten day suspension with a possible recommendation for expulsion will be issued.

If there exists the potential for minor bodily harm to occur, the administration will use discretion in determining the length of a suspension to be issued.

## **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. Is obscene to minors, libelous, indecent and pervasively or vulgar,
2. Advertises any product or service not permitted to minors by law,
3. Intends to be insulting or harassing,
4. Intends to incite fighting or presents a likelihood of disrupting school or a school event
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material or substantial disruption of school or school activities, a violation of school regulations, for the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing 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 who are unsure whether or not materials they wish to display meet school guidelines may present them to campus administration 24 hours prior to display.

## **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he or she should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear of reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes he or she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

# Parkview/Washington/Galewood Elementary Parent Involvement Plan

*In accordance with The No Child Left Behind Act of 2001*

Parkview/Washington Elementary encourages parents to be involved in their child’s education and recognizes that parents are the most important teacher in the child’s life. We know that when the school and parents work cooperatively, positive results are seen in many areas. These areas include academics, attendance and behavior.

Parents, staff, and the building administrator have developed this Parent Involvement Plan in accordance with NCLB Section 1118 activities which are accomplished at Parkview Elementary in the ways listed in each section.

<b>NCLB Section</b>	<b>Ways in Which Parkview/Washington/Galewood Elementary Staff Accomplish these Activities</b>
<b>1118 (c) (1)</b> Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved	An annual meeting is held which includes information for parents on: <ul style="list-style-type: none"> <li>• Eligibility for Title I</li> <li>• Services that students will receive</li> <li>• Parent Involvement Policy</li> </ul>
<b>1118 (c) (2)</b> Offer flexible number of meetings at times convenient to parents and provide transportation, child care, or home visits as it relates to parent involvement	Meetings are offered at times convenient for parents and if needed, transportation, child care, and home visits can be arranged: <ul style="list-style-type: none"> <li>• Conferences are held twice a year as well as by request</li> <li>• Home visits or phone conferences can be arranged as necessary</li> <li>• Curriculum Nights</li> <li>• PTO Activities</li> <li>• Flexible IEP times</li> </ul>
<b>1118 (c) (3)</b> Involve parents in an ongoing and timely way in the planning, reviewing, and improvement programs under Title I, including the development of the Parent Involvement Plan and schoolwide Plan	Parents are involved in the development of the school improvement plan and Title I Program development in the following ways: <ul style="list-style-type: none"> <li>• Review the Parent Involvement Policy and Compact during fall conferences</li> <li>• Allow parents to make suggestions during conferences</li> <li>• Ask parents to complete a survey during conferences</li> <li>• Hold discussions during PTO meetings</li> <li>• Identify barriers (limited English proficiency, disabilities, economic disadvantage, etc) and develop strategies to improve parent involvement</li> </ul>
<b>1118 (c) (4) (A)</b> Provide parents of Title I children timely information	Parents are provided information regarding the school programs in the following ways: <ul style="list-style-type: none"> <li>• Classroom and school newsletters</li> <li>• Written notices for upcoming events</li> <li>• School website</li> <li>• Regularly scheduled PTO meetings</li> <li>• Automated dialer calls</li> </ul>
<b>1118 (c) (4) (B)</b> Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the proficiency levels students are expected to meet	Parents are provided information about the school’s curriculum, assessments, and proficiency level expectations in the following ways: <ul style="list-style-type: none"> <li>• Student handbook located on the school website and available in print</li> <li>• Classroom and school newsletters that include curriculum components and activities for parents to complete</li> <li>• Curriculum nights</li> <li>• Parent conferences</li> <li>• Website</li> </ul>

	<ul style="list-style-type: none"> <li>• Weekly take home folders</li> </ul>
<p><b>1118 (c) (4) (C)</b> Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision making as it relates to their child’s education, and to respond to any suggestions as soon as possible</p>	<p>Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways:</p> <ul style="list-style-type: none"> <li>• Parent surveys completed during fall conferences</li> <li>• Parent Perception survey in the spring</li> <li>• Feedback after parent nights collected and discussed with teachers and parent representatives at PTO meetings</li> </ul>
<p><b>1118 (c) (5)</b> Ensure that if the schoolwide program plan is not satisfactory to parents of participating students, submit any parent comments on the plan when the school makes the plan available to the Local Education Agency</p>	<p>If parents are not satisfied with the school improvement plan or programs, they have opportunities to make comments by:</p> <ul style="list-style-type: none"> <li>• Completing surveys in fall and spring</li> <li>• Contacting the school office at any time to provide feedback</li> <li>• Participate on committees and attend PTO meetings</li> </ul>
<p><b>1118 (d) (1)</b> Jointly, with parents, develop a compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement</p>	<p>The Parent/School Compact was developed with input of our parents and staff and is reviewed annually. Revisions are made based on the feedback obtained through surveys and suggestions given through discussions. The compact is discussed during conferences held in the fall.</p>
<p><b>1118 (d) (2) (A)</b> Include a schedule for Elementary Parent/Teacher Conferences, at least annually, during which the Compact will be discussed with parents as it relates to the individual child’s achievement</p>	<p>The Parent/School Compact will be shared annually at Parent/Teacher Conferences each fall. This is an opportunity for parents and teachers to share ways in which they can jointly support the child’s learning at home and school. This helps solidify a strong home/school connection and allows all stakeholders to have a voice.</p>
<p><b>1118 (d) (2) (B)</b> Provide frequent reports to parents on their child’s progress</p>	<p>Student progress is reported to parents in several different ways at a variety of times throughout the school year including:</p> <ul style="list-style-type: none"> <li>• Weekly take home folders</li> <li>• Standards based progress reports sent in January and June</li> <li>• IEP progress reports</li> <li>• Parent Teacher Conferences held twice a year and as requested</li> </ul>
<p><b>1118 (d) (2) (C)</b> Afford parents of children receiving Title I services, reasonable access to staff, opportunities to volunteer, and participate in their child’s class, and observation of classroom activities</p>	<p>School staff ensure parents have access to communicate with them about their child’s education in a variety of ways including:</p> <ul style="list-style-type: none"> <li>• Email, phone and face to face contact</li> <li>• Volunteering in the school and during various activities</li> <li>• PTO</li> </ul>
<p><b>1118 (e) (1)</b> Shall provide assistance to parents served by the school in understanding the State’s academic content standards, the State and Local assessments, and how to monitor their child’s progress</p>	<p>School staff annually shares the State’s content expectations with parents, the state’s annual assessment (MEAP) with parents, and how to monitor their child’s progress.</p> <ul style="list-style-type: none"> <li>• Parent Teacher conferences held twice a year as well as upon request</li> <li>• MEAP results sent home</li> <li>• Website</li> <li>• Local assessment information shared with parents</li> <li>• Progress monitoring of students</li> <li>• School policies shared with parents</li> </ul>

	<ul style="list-style-type: none"> <li>• Kindergarten transition meetings and Round Up</li> </ul>
<b>1118 (e) (2)</b> Shall provide materials and training to help parents work with their children at home to improve their children’s achievement	<p>Staff will provide parents with appropriate materials and offer training in our school to enable them to support their child’s academic progress. These include:</p> <ul style="list-style-type: none"> <li>• Open House</li> <li>• Kindergarten Round Up</li> <li>• Parent Workshops provided by the ISD</li> <li>• List of community resources</li> </ul>
<b>1118 (e) (3)</b> Shall educate staff in the value and utility of parents’ contributions. Staff shall receive guidance in ways to reach out to parents, to communicate with parents, to coordinate and implement parent involvement programs, and to build relationships between the parents and the school	<p>On-going professional development for staff on effective ways to increase parent involvement occurs annually.</p> <ul style="list-style-type: none"> <li>• Invitations to all meetings</li> <li>• Invitations to serve on committees</li> <li>• Provide meeting times during the day as well as after school</li> <li>• Monthly PTO meetings</li> <li>• Monthly family events in conjunction with PTO</li> <li>• Inviting parents to volunteer in multiple capacities</li> </ul>
<b>1118 (e) (4)</b> Shall coordinate and integrate parent involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children	<p>Coordination with other programs for parent involvement includes:</p> <ul style="list-style-type: none"> <li>• Having ECSE and GSRP within the school district</li> <li>• Keeping open lines of communication with Head Start</li> <li>• Inviting preschool parents to be a part of the school throughout the year prior to them coming</li> <li>• Holding preschool visitations</li> <li>• Curriculum based family nights</li> </ul>
<b>1118 (e) (5)</b> Shall ensure information is shared with parents in a language and format they can understand	<p>Information is shared with parents in a language and format they can understand. Examples include:</p> <ul style="list-style-type: none"> <li>• Utilizing weekly take home folders</li> <li>• Providing fliers for upcoming events</li> <li>• Update the school website regularly</li> <li>• Automated dialer calls</li> <li>• All things are made available in a language the parent can understand</li> <li>• Interpreter, as needed, is made available</li> </ul>
<b>1118 (e) (14)</b> Shall provide other reasonable support for parental involvement activities as parents may request	<p>Parents are provided with other reasonable support such as:</p> <ul style="list-style-type: none"> <li>• Ensuring that all concerns and suggestions are responded to in a timely manner</li> <li>• Utilizing information obtained through parent surveys</li> </ul>
<b>1118 (f)</b> Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children	<p>Staff provide opportunities for full parent participation by:</p> <ul style="list-style-type: none"> <li>• Having flexible meeting times</li> <li>• Having handicap accessible buildings</li> <li>• Home visits</li> <li>• Phone conferences (with an interpreter as needed)</li> <li>• Collaboration with community agencies</li> <li>• Items sent home made available in a language that parents can understand</li> <li>• Making any necessary accommodations for parents with limited English proficiency, parents with disabilities and parents of migratory children</li> </ul>



# **Parkview/Washington/Galewood Parent Compact**

## **TITLE I SUPPORT SERVICES - SCHOOL/PARENT/STUDENT COMPACT**

Education depends on the shared responsibilities of the student, parent(s), and the school. The compact creates a partnership for the education of \_\_\_\_\_. The compact sets out the duties, responsibilities and expectations of each partner in providing opportunities for success.

### **STUDENT AGREEMENT**

As a student, I promise to...

- cooperate with other students and the teacher,
- to do my best,
- to be on time and prepared for class,
- to think and participate in class.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **PARENT/GUARDIAN AGREEMENT**

As a parent (guardian), I promise to....

- help my child attend school regularly and be on time,
- find a quiet place for school work, help with school work, and make sure it is completed,
- monitor how much television is watched,
- read with my child,
- make sure my child gets enough rest and eats properly,
- communicate and work with teachers and school staff to support my child's continuing education.
- Other: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

### **SCHOOL AGREEMENT**

Parkview/Washington/Galewood Elementary School promises to....

- provide the student with high quality instruction,
- keep parent(s) informed about the student's progress and problems that require special attention,
- be available to parents for scheduled conferences and to set up conferences at the parent's' request,
- to provide parent(s) with lists of materials children can use and workshops that will help the parent(s) assist their child.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal Signature

\_\_\_\_\_  
Date

**PARKVIEW/WASHINGTON/GALEWOOD CONCUSSION AWARENESS  
EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM**

By my name and signature below, I acknowledge in accordance with Public acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Athletes provided by Parkview/Washington/Galewood Elementary School.

\_\_\_\_\_  
Participant Name Printed

\_\_\_\_\_  
Parent or Guardian Name Printed

\_\_\_\_\_  
Participant Name Signature

\_\_\_\_\_  
Parent or Guardian Name Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Return this signed form to the school that must keep on file for the duration of participation or age 18. Participants and parents please review and keep the educational materials available for future reference.

**PARKVIEW/WASHINGTON/GALEWOOD PARENT AND  
STUDENT ACKNOWLEDGEMENT FORM  
STUDENT HANDBOOK**

By my name and signature below, I have read and discussed the student handbook with my child. I will support and discuss with my child behaviors and expectations of Parkview/Washington Elementary School. I will keep this handbook as a further reference.

By my name and signature below, I as a student at Parkview/Washington/Galewood Elementary School acknowledge an awareness of the expectations of me, the Positive Behavior System, and the consequences of my actions if the need arises to implement them.

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Parent or Guardian Name Printed

\_\_\_\_\_  
Student Name Signature

\_\_\_\_\_  
Parent or Guardian Name Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date