

CLARENCEVILLE MIDDLE SCHOOL 06-07
ATTENDANCE & CODE OF CONDUCT
(Taken From CMS Student Handbook)

TARDINESS

Promptness to school is extremely important. Oversleeping is the most common cause of tardiness and is NOT an excused tardy. Students are to be in their seats and ready to work when the bell sounds. CMS has a progressive tardy policy as follows:

STEP	NUMBER OF DAYS TARDY	CONSEQUENCE
1	5	Phone call to parent by teacher
2	6	Conference with administrator
3	7	One lunch hour detention
4	8	Two lunch hour detentions
5	9	Parent contact by administration
6	10	½ day Opportunity Center
7	11	1 day Opportunity Center
8	12	Parent Conference – Two days Opportunity Center
9	13 or more	Out of School Suspension (OSS)

CLASSROOM BEHAVIOR

1. We will not tolerate a student preventing a teacher from teaching and/or a student from learning.
2. Students are expected to come to school and to class on time and fully prepared with paper, books, pens, pencils, and all other items appropriate for learning.
3. Students are expected to complete all assignments on time. Students should maintain an assignment book that is provided to each student by the school. They should complete all assignments and should expect to have approximately one hour of homework nightly.
4. Students must have permission if they speak or leave their assigned seat. Off-task talking and moving about in the room is NOT to be tolerated. We expect ALL students to work quietly without disturbing others.
5. Students are to treat guest teachers with the same courtesy and respect as their regular teachers. Any student receiving a referral from a substitute will have the consequence of an automatic ISS.

GENERAL SCHOOL BEHAVIOR

1. **ACTIVITY NIGHTS** - Only currently enrolled Clarenceville Middle School students may attend activity nights. Students who misbehave or are disrespectful to the chaperones will be banned from activity nights for the rest of the year. The middle school dress code remains in effect for all school sponsored activities. Students who are dressed inappropriately will not be admitted to activity nights.
2. **AFTER-SCHOOL ACTIVITIES** - **A student must be in attendance at least half of the school day to attend after-school activities.**
3. **AGENDA BOOKS - STUDENTS WILL NEED TO HAVE THEIR AGENDA BOOKS EVERY DAY IN CLASS.** Students will be subject to disciplinary action if they do not have their agenda in class and in the hallways. Bathroom passes will be printed inside the agenda. Handbooks are provided free of charge in September. Teachers will be checking these daily. Students who lose their agenda books will be able to purchase another in the office until the supply runs out.
4. **ASSEMBLIES/FIELD TRIPS** - Concerts, special evening assemblies and field trips are provided throughout the year for students. These activities extend students' learning experiences. At any of these events, student behavior should be exemplary. Students who misbehave will face consequences according to the Code of Conduct. Students who have been suspended may not attend the field trip following the suspension unless accompanied by a parent or guardian.

5. **BACKPACKS** – Backpacks, including purses that resemble backpacks, must be kept in lockers during the school day.
6. **DRESS CODE** - Students will be expected to keep themselves well-groomed and neatly dressed at all times. Students are not required to wear a uniform standard of dress but may not call undesirable attention to themselves by an immodest appearance, exaggerated clothing, accessories, or hairdos.
 - All students will exercise sound hygienic practices--clean body, hair and clothing.
 - Cologne bottles are not allowed in school.
 - Halter tops, tank tops, or any other shirt or blouse that leaves the top of the shoulders, midriff, back, cleavage, or chest bare are not to be worn.
 - Straps on tank tops and undershirts cannot be any thinner than three digits (“three-finger” rule).
 - No see-through type of clothing is to be worn as a single piece of clothing or over another piece of clothing that is in violation of the dress code.
 - Clothing with inappropriate slogans, illustrations or advertisements is not to be worn. Any article of clothing that promotes violence, death, drugs, sex, tobacco, or alcohol is prohibited.
 - Clothing that is excessively tight (form fitting) or excessively loose may not be worn. Pants and shorts must be worn at the waistline.
 - Shorts and skirts must be fingertip length.
 - Hats, bandannas, scarves, dew rags, wave rags, hoods, sweatbands, etc. are not to be worn in school.
 - Coats or jackets will not be worn to class except during a school energy crisis.
 - Sunglasses will not be worn in school (including on the head). Sunglasses may be worn for outside recess.
 - Students are not to write anything on their clothing, their person, or anyone else’s clothing or person.
 - No unusual display and/or use of accessories will be allowed including nose rings.
 - Undershirts, boxer shorts and sleepwear worn as outer garments are prohibited. No pajama pants.

The school administration has the authority to make the final interpretation of the dress code guidelines. If a child is dressed inappropriately, the parent will be notified and student may be sent home.

7. GUM IS NOT ALLOWED IN SCHOOL.

8. HALL PROCEDURES

- Running or shouting in the halls is prohibited.
 - Pushing or shoving is not allowed.
 - Food or beverages may not be consumed outside of the cafeteria.
 - Any student in the halls during classes must have **AN AGENDA BOOK** with an appropriate pass from the assigned teacher.
9. **LUNCH/RECESS - We operate a closed campus. Hot lunches are provided daily. Students may bring a lunch from home and purchase a beverage if they so desire. STUDENTS ARE NOT ALLOWED TO PURCHASE POP DURING SCHOOL HOURS. Drinking pop during school hours is strongly discouraged due to the district wellness policy. The bringing in of foods from restaurants to the school cafeteria is discouraged. Each student will have a lunch account number. Students may not charge lunches nor may they let other students use his/her lunch account number.**
 - Appropriate table manners are expected with no misuse of food or beverages.
 - Students are responsible for leaving their table, chairs and surrounding floor clean.
 - Students may not sit on tables, windowsills, heat registers or the backs of chairs.
 - Students may not be in the halls during lunch/recess time. Since classes are still in session during the lunch hours, students are expected to move quietly along the north driveway to the playground. Students may not go to their locker during lunch.
 - Once students are outside they may not enter the building during the recess period without permission.
 - The school will provide recess equipment.
 - Students may not play tackle football or other body contact sports/games on school property.
 - There will be no throwing of objects of any kind other than a game ball. Throwing snowballs or stones is prohibited.
 - **NO FOOD OR BEVERAGES MAY BE TAKEN OUT OF THE CAFETERIA.**

10. NUISANCE ITEMS

- Laser pointers/pens are not permitted anywhere on school grounds and will be confiscated. Laser pointer/pens can cause permanent eye damage. Any student using a laser pointer/pen in this manner may be disciplined up to three days suspension.
 - **ELECTRONIC EQUIPMENT** – MP3 players, IPODS, CD players, radios, electronic games, cameras, and other similar items are prohibited during school hours unless they are being used for a classroom presentation. The school is not responsible for broken, lost, or stolen equipment.
 - Students may be in possession of a cellular telephone, pager/beeper, or other electronic communications device subject to the terms of this policy and the administrative rules of the district. Use of the device shall be limited to the period before classes begin in the morning and after the student's last class in the afternoon. Such devices shall not be used during instructional time or in the passing time between classes **unless permission is given by an administrator for a bona fide health or safety emergency. Cell phones must be turned off during the school day.** In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet. Students violating this policy may be subject to disciplinary action, I.E., detention, suspension and/or expulsion. The district is not responsible for lost devices.
 - Items will be confiscated. Subsequent violations of this rule may result in up to a three-day suspension for insubordination.
11. **OBSCENE/PROFANE LANGUAGE** - Students will not use obscene/profane language. This includes verbal, written, drawings or gestures.
 12. **PUBLIC DISPLAYS OF AFFECTION** - Students will keep displays of affection consistent with what is expected in a place of business or learning institution. Overt displays of affection are considered inappropriate. Discipline will range from parent contact through suspension.
 13. **STUDENTS WILL FOLLOW STAFF DIRECTIVES** - Staff members will clearly explain to students that refusing to follow a reasonable request is insubordination and will result in consequences.
 14. **TELEPHONES** - Students will not use the office phone(s) for personal calls except in cases of emergency and then only with permission.
 15. **TEXTBOOKS** - Students will take proper care of textbooks, supplies and furniture. Writing on textbooks or furniture is considered vandalism and students will be disciplined and/or fined accordingly. Students are required to pay a deposit before any textbooks or locker combination will be issued. Lost or stolen books become the financial obligation of the student to whom the book was assigned.

CODE OF CONDUCT

AFTER-SCHOOL DETENTION will be assigned to students for some infractions of school policy. Parents will be called or given a 24-hour notice through a written referral. Transportation will be the responsibility of the parent. Failure to serve a detention will result in additional consequences.

DISCIPLINARY ACTION FOR MAJOR VIOLATIONS

The administration will have the discretion as to an in-school or out-of-school suspension. Periodically, morning Saturday school will be assigned as an administrative option. Failure to serve Saturday school will result in an out-of-school suspension. Disciplinary action for major violations is progressive and usually involves suspension from school at the discretion of the building administration for periods not to exceed 10 school days. Furthermore, certain disciplinary infractions may result in a referral to the local law enforcement agency. Examples of this type of behavior and the usual consequences include but are not limited to the behaviors listed in the code of conduct.

The Board authorizes the Superintendent to suspend or expel a student for up to 180 school days without Board action or approval. A suspension may be for a short-term not exceeding ten school days, or for a longer term, exceeding ten school days. Should a suspension be imposed for a number of days exceeding

the remaining days in a semester, the days remaining on the suspension will commence with the beginning of the next semester unless otherwise determined by the Superintendent.

A short-term suspension may be imposed immediately upon a student without first affording the student or the parents or guardians a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

SUSPENSION PROCEDURES

The following procedures, relating to suspension, are governed by Board Policy.

Whenever suspension is considered as a consequence for violating the Student Code of Conduct, a school administrator will afford the student a hearing. This hearing will include the following procedural due process requirements:

- the right to be present at the hearing;
- the right to a hearing (can be with the principal or dean of students) with the student present;
- the right to be informed of the basis for the accusation; and
- the right of the student to give statements in his or her own defense of the charges or accusations.

Parents will be notified as soon as possible of the reason for the suspension and what is required prior to the student's return to school.

Students who are placed on out-of-school suspension are not allowed in the building or on school property at anytime while on suspension. Students who are suspended (out-of-school or in-school) are not allowed to attend or participate in any after school activity. Parental appeals of suspension or any disciplinary action will be addressed according to the following process:

- if the suspension was written by the assistant principal, the first level of appeal for parents would be to contact the assistant principal to review the action taken;
- the next level would be to contact the principal to review the action taken; and if the parents are dissatisfied with the above, they may appeal to the Superintendent or his designate to review the decision.

MAJOR VIOLATIONS

1. **ARSON** – Arson is any act which involves the intentional setting of a fire. In accordance with district policy and state law, Public Act 328 of 1994, the student will be **recommended to the Board of Education for expulsion.**
2. **ASSAULT/ASSAULT AND BATTERY** – Assault is a violent attack, either physical or verbal, on another person with the intent to cause harm or fear of harm. **Suspension of up to 10 days. Possible referral to police and to the superintendent for further action.**
3. **CHEATING/PLAGIARISM** - **Loss of credit for specific academic works, assignment or test.** Teacher will notify parent.
4. **DANGEROUS BEHAVIOR TO SELF AND/OR OTHERS** – Behavior dangerous to self and/or others, including, but not limited to spitting, pushing, tripping, kicking, throwing objects, unnecessary physical conduct, running, and horseplay, scratching, slapping and cologne spraying. Throwing snowballs or any other objects in school, on school property or at school bus stops is also considered dangerous behavior. Spitting on a person may be considered assault. (See assault.) **Minimum consequence: after-school detention. Up to 5 days of suspension and possible suspension of bus privileges.**
5. **DISRUPTIVE/OUT-OF-CONTROL BEHAVIOR** – Any behavior (verbal or physical) that prevents teaching and/or learning. This may include verbal or physical outbursts in which the student has lost his/her ability to reason. **Minimum consequence: After school detention to partial or full-day suspension depending on the severity of the behavior. Suspension of up to 10 days. Possibility of recommendation to the superintendent for a long-term suspension or expulsion.**
6. **DRESS CODE** - Flagrant violations of appropriateness and modesty in dress. See pages 9 and 10. Use of clothing which depicts drugs, sex, obscene statement, or other distastefully portrayed references will result in parent notification. Students will need to change clothing.

7. **EXTORTION - Suspension up to 5 days.**
8. **FAILURE TO USE THE OVERPASS** between Clarenceville Middle School and Clarenceville High School over Middlebelt Road. **Call to parents. Repeated offense up to 1 day of suspension.**
9. **FALSE FIRE ALARMS** Individual will be subject to payment of fine, suspension of up to 10 days and referral to authorities.
10. **FIGHTING** – Deliberate physical contact between two or more angry students with intent to do harm in school, on school property or at a school bus stop. **Minimum consequence: One-day out-of-school suspension. Suspension of up to five days pending a parent conference with all parties involved in fight. Repeated offenses will involve longer suspensions.**
11. **HARASSMENT/BULLYING/INTIMIDATION** may be defined as including, but not limited to, unwanted or inappropriate teasing or touching (sexual or otherwise); racial, ethnic or personal slurs; causing fear or discomfort for another person. **Minimum consequence: after-school detention. Up to 3 days of suspension or as referenced in the board policy on intimidation.**
12. **INSUBORDINATION** – Blatant, disrespectful refusal to follow an authorized adult’s reasonable request. **Minimum consequence: After school detention. Repeated offences will result in a suspension. Progressive discipline will be followed.**
13. **LOITERING** in the school building before the school opens at 7:45 a.m. or after it closes at 2:55 p.m. is strongly prohibited and **may result in a suspension of up to three days for repeat offenses.**
14. **PHYSICAL ASSAULT/RAPE OF A STAFF MEMBER** – Is a mandatory suspension and expulsion as required by law and district policy.
15. **POSSESSION OF A CONTROLLED SUBSTANCE** - Use or possession of alcohol, drug paraphernalia, drugs, look-a-likes or other substances which could be used in an abusive manner while on school property/at school functions. **Suspension of up to 10 days.** Suspension may be decreased with evidence of a drug and alcohol evaluation by a certified abuse counselor. Evidence of the evaluation must be presented during a conference with middle school administration. Refer to proper authorities.
16. **The sale or distribution of alcohol, drugs, look-a-likes or other substances that could be used in an abusive manner while on school property/at school functions. Suspension of up to 10 days and possible recommendation to the Superintendent for long-term suspension and/or expulsion.** Suspension/expulsion may be decreased with evidence of a drug and alcohol evaluation by a certified abuse counselor. Evidence of the evaluation must be presented during a conference with middle school administration. Refer to proper authorities.
17. **POSSESSION OF TOBACCO OR SMOKING PARAPHERNALIA** - Use or possession of tobacco in any form within the school building, during school activities, on school-owned vehicles or on or around school property. **First offense, suspension of 3 days; second offense, 4 day suspension; third offense, suspension of 5 days.**
18. **POSSESSION OR USE OF MATCHES, LIGHTERS, OR ANY OTHER ACCELERANTS ON SCHOOL PROPERTY.** **First offense, suspension of 2 days; second offense, 3 day suspension; third offense, suspension of 4 days.**
19. **POSSESSION OF DANGEROUS DEVICES/OBJECTS THAT DO NOT FALL INTO A CATEGORY AS DEFINED BY STATE CODE (Could be defined as fireworks or any type of sharp or bladed instrument.)** – Minimum suspension, 5 days out of school suspension pending an investigation that could lead to expulsion.
20. **POSSESSION OF A WEAPON** - Is a mandatory suspension and expulsion as required by law and district policy.
21. **REFUSAL TO COMPLY WITH ADMINISTRATOR’S DISCIPLINARY DECISION.** Up to 5 days of suspension.
22. **REPEATED VIOLATION OF SCHOOL RULES** Suspension of up to 10 days. **Repeated violations may result in recommendation for long term suspension or expulsion.**
23. **THEFT/STOLEN PROPERTY** – Theft is wrongful taking of another person’s property or property belonging to the school, including tampering with or taking the teacher’s grade or attendance book. Restitution of stolen property. **Minimum consequence, 1 day suspension. Maximum consequence, up to 5 day suspension.**

24. **THREATS** of violence, personal harm, verbal assault or property damage made to students or school employees. **Suspension of up to 10 days and possible recommendation for expulsion as referenced in the board policy on intimidation.**
25. **TRUANCY/CLOSED CAMPUS** - Students leaving the school building or missing class without permission from the office. This also includes students not attending school without permission of a parent/guardian. **First offense – after-school detention. Repeated offenses - suspension of up to 3 days. In some cases, law enforcement may be notified due to student safety concerns. The school may file a truancy complaint with the appropriate county as part of truancy process.**
26. **TRESPASSING** in an unauthorized place or refusing to leave when ordered to do so or being present anywhere on school property during a suspension **may result in a 1-day suspension and up to 3 days for repeated offenses.**
27. **UNACCEPTABLE LANGUAGE/GESTURES/DRAWINGS/PICTURES** – Use of obscene language/gestures (language which is insensitive or objectionable to others) either written, vocal or visual. **Minimum consequence: After school detention. Suspension of up to 3 days.**
28. **VANDALISM** – Vandalism, locker misconduct, defacing/trashing property, misuse of books or school-owned equipment destruction of school-owned and/or private property. Restitution, fine, and depending upon the seriousness of the damage to the building; suspension and possible prosecution. **Minimum: One-day suspension.**