

CLARENCEVILLE MIDDLE SCHOOL STUDENT HANDBOOK

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CLARENCEVILLE MIDDLE SCHOOL

MISSION STATEMENT

Clarenceville Middle School is dedicated to student learning.

BOARD OF EDUCATION POLICIES

The Clarenceville Board of Education has approved several policies, which directly relate to the behavior of middle school students. It is the responsibility of all students to become aware of the major concerns in these policies and to adhere to them at all times. Some of the policies which students need to be aware of are listed below.

VISITORS

- All visitors must report to the middle school office when they enter the building. Visitors are expected to sign in when they arrive and sign out when they leave the building.
- Students may not have visitors or guests in class or at “activity nights”.

ATTENDANCE/TRUANCY POLICY

The Clarenceville School District believes that daily and timely attendance in classes is necessary for all students to obtain a quality education. Daily attendance prepares students for future expectations in higher education and in the world of work. In order to assist students to meet their educational goals, the following regulations have been developed:

Students are expected to be in school except in cases of emergency or for reasons as explained below. The Michigan School Code states that a student should not be absent in excess of ten school days. Excessive absences are considered truancy. Students absent more than ten days not verified by a doctor, will be evaluated for a court referral. If a student is skipping school or classes, the parent will be notified as soon as possible. If the student is missing from the building without a parent’s knowledge, a police contact may be made. The term excused will refer to any absence from class based on the following:

- personal illness of the student or of an immediate family member where the student’s presence is needed.
- death of a family member or close friend of the family or student.
- medical or dental care.
- legal business.
- out-of-school suspension.
- pre-planned absences only when administrator approval has been obtained in advance.

Any other type of absence will not be considered excused. In the event of an absence, it is the student’s responsibility to keep all schoolwork current.

1. Steps to follow to report an absence

- A parent or guardian should call the school before 9:00 a.m. on the day of the absence at (248) 919-0272.
- If no phone contact has been made, a parent or guardian must send a signed, dated note with the student’s name, date(s) and reason for absence. The student must bring the note to the attendance office before 8:00 a.m. on the day he/she returns to school.
- If the absence is pre-planned a parent or guardian must notify the school prior to the absence.
- Missing more than 10 minutes of class is considered an absence.

Students must be in attendance more than half of the school day to attend any extracurricular activities. This includes, but is not limited to, athletics, activity nights, and the school musical. Special consideration may be given if a doctor’s excuse is provided to the school.

LEAVING SCHOOL GROUNDS

If it is necessary for a student to leave school, he or she must have written permission or phone permission from a parent. In case of unavoidable medical appointments, which could not be scheduled outside of school hours, the student must bring the written excuse to the attendance office prior to class in the morning to secure a pass to leave at the appropriate time. Before leaving school property a student must sign out at the office.

MEDICATION AND COMMUNICABLE DISEASES

Dispensing medication to students - School personnel are not permitted to give medication of any kind without a completed medical authorization form, which has been signed by a physician. This prohibition includes cough medicine, aspirin, or any over-the-counter medication, as well as prescription medication. All medication should be in the original container (with the correct dosage indicated) provided by the pharmacy. If a change occurs, a new form must be completed. Authorization is good for one year only and a new form must be completed each year.

Health Conditions/Communicable Diseases - The school needs to be informed of any medical conditions which could affect the student's progress at school. Such conditions as diabetes, heart problems, emotional disturbances, epilepsy, severe allergic reactions, etc. can occur at school. These conditions should be clearly indicated on the emergency card parents complete for each child, and should be discussed with the classroom teacher early in the year. Communicable diseases, such as chickenpox, pink eye, etc. also need to be reported to the school.

COMPUTER POLICY

The Board of Education believes the benefits of computer technology to learning will be numerous. However, there is the potential for misuse. The policy guidelines indicate:

1. Temporary suspension of privileges for violation of user privacy provisions (including using the log on and pass codes of others).
2. Cancellation of privileges for repeated offenses of #1 and acts of vandalism against the network (including, but not limited to, willful introduction of viruses to the network, attempts to access unauthorized files on the network, attempts to alter the function or structure of the network).
3. Payment of replacement or repair costs in the instance of malicious destruction or vandalism.

RESIDENCY POLICY

In order to attend Clarenceville Middle School, the student must reside in the district boundaries with a parent or legal guardian. If a student's parents or legal guardian moves out of the district following the official state membership count day, he or she may be considered as a non-resident student until the end of the current semester. Proof of residency must be provided if requested by the principal.

WEAPONS AND GROSS MISCONDUCT POLICY

Students in possession of a dangerous weapon or firearm or students who commit arson or rape on district property or at a school-sponsored event shall be permanently expelled from school and referred to the criminal justice system.

GANG POLICY

The Clarenceville Board of Education prohibits the presence of any apparel, jewelry, accessory, notebook, manner of grooming, gestures, or other action, which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs.

Clarenceville Middle School has a zero tolerance policy on gangs or gang-like behaviors. A parent-principal conference will be required if a student is suspected of behavior associated with gang membership or gang-like behaviors.

LOCKER POLICY

Student lockers remain the property of the school system. Lockers are issued to students at the beginning of the school year. Locker combinations are not to be shared with other students. Sharing combinations increases the risk of theft. Each student has his/her own locker assignment and students must use only their assigned locker. Lockers are to be kept clean at all times. Students should not write on or attach anything to the inside of the locker (no decorating). Damage to a locker will be considered vandalism. Any locker malfunction should be reported to the office. Students should not keep money or other valuables in their lockers. When necessary, a school administrator has the right to inspect a locker.

CHAIN OF COMMUNICATION POLICY

Complaints should be brought first to the level most directly related to the issue. A complaint about a class, for example, should be brought to the teacher of that class. The second step would be to bring the complaint to the supervisor such as the principal. It is common practice at this level to hold a conference with the principal, the employee, and the person bringing forth the complaint in an effort to resolve the issue amicably.

For a complaint about disciplinary action, the chain is as follows:

- 1 Kevin Murphy, Assistant Principal
2. Mrs. Guntzviller, Principal
3. Ms. Kellehan, Curriculum Director
4. Mrs. Swert, Superintendent

Our desire at Clarenceville Middle School is to resolve all complaints in an amicable and objective manner at the level most closely related to the complaint.

PROMOTION/RETENTION POLICY

Grade level assignments, including promotion and retention, rests with the building principal and the child study team. Grade level assignments shall be made in the best interest of the individual student. A student who is certified as a special education student shall be evaluated under an individualized education plan.

AWARDS

Each year students in grades seven and eight shall be evaluated for consideration of membership in the National Junior Honor Society. Students who qualify will be formally inducted into the society.

Each year faculty nominates students for special recognition for academic, citizenship, attendance, and leadership honors. These awards are formally presented at an award ceremony near the end of the school year.

ATHLETIC ELIGIBILITY

Students who participate in interscholastic sports must meet the eligibility standards for Clarenceville Middle School. A student must pass his/her classes with a 2.0 overall grade point average the marking period before the season begins in order to be eligible to participate in play during the season. All athletes must have a GPA of 2.0 for all classes including their enrichment classes. Any time an athlete does not earn a GPA of 2.0, they must take around a progress report every week to show improvement in their classes before they are eligible to participate. If an athlete has 2 E's in any of their classes, they will not be eligible for the next week. Failure to show improvement may result in the athlete being removed from both practice and any scheduled contest(s). (Teachers of any athlete who is experiencing difficulty will be asked to be part of the process that determines ability to play and/or to practice.) Students must have a physical before they may participate in a sport. The physical is good for the entire school year.

A student must be in attendance in school at least 1/2 the day of athletic contests and days of regular practice in order to participate.

All of the rules and policies established by the Clarenceville School District and by the Michigan High School Athletic Association for interscholastic sports will be applied to the athletic program at Clarenceville Middle School.

SEXUAL HARASSMENT, DISCRIMINATION AND INTIMIDATION POLICY

The board shall endeavor to maintain an environment in the district for all employees and students that is free from discriminatory and/or sexual insult, intimidation, or harassment.

Any incident of discriminatory and/or sexual insult, intimidation, or harassment, in any form, shall promptly be reported by the employee or student to the superintendent or the employee's immediate supervisor, or the building's principal or social worker in the case of students.

Any employee or student who engages in discriminatory and/or sexual insults, intimidation, or harassment shall be disciplined and counseled to refrain from such conduct.

Definitions of Sexual Harassment

Sexual harassment can be unwelcome sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individuals; and
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance or creating an intimidating, hostile, or offensive working or educational environment.

Reprisal

The school district will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

TRANSPORTATION POLICY

Riding a bus to school and/or from an activity is a privilege. All rules and regulations posted in the buses must be observed. Violations of rules when presented by the driver will result in action from a warning to suspension from the bus. Students may only ride their assigned bus. Bus passes will be given only on an emergency basis and must be cleared through the middle school office. If a student will be taking the bus with another student, a note with a contact phone number, from both students' parents needs to be brought to the office by 12:00 p.m. Appropriate behavior must be maintained. Please remember the following:

1. The driver is in full charge of the bus and his/her passengers.
2. Students must obey the driver.
3. Stand off the roadway while awaiting a bus.
4. Keep your seat at all times while a bus is moving.
5. Keep your arms and head inside windows.
6. Unnecessary conversation with the driver is dangerous.
7. Outside of ordinary conversation, classroom conduct is to be observed.
8. The driver has the right to assign seats.
9. No eating or drinking is allowed on the bus.
10. Students must be on time. The bus will not wait for those who are late.
11. All students who ride a bus to an activity must return by the same bus.

MESSAGE FROM THE PRINCIPAL AND ASSISTANT PRINCIPAL

The staff of Clarenceville Middle School has made a commitment to excellence. We invite you, the Clarenceville Middle School students, to join us in this commitment. Excellence is our goal.

The purpose of the rules and regulations in this handbook is to promote a positive atmosphere and provide a safe environment for all who attend. Our primary purpose is to educate, not to discipline. However, when the behavior of individuals conflicts with the rights of others, corrective action is indicated both for the benefit of the individual and the school as a whole.

In establishing disciplinary procedures, it is the intent of the administration to view discipline in terms of helping the student to grow rather than as punishment to help the student change unacceptable conduct. Respect, both for the individual rights and the rights of the group, are basic to sound discipline. In all disciplinary matters, the administration will determine whether it is necessary to request intervention from our social worker, school psychologist, or recommend to parents that they seek outside assistance.

The following list is not an attempt to state a rule for every situation. The school functions on the belief that students have developed a sense of self-respect and dignity suitable to conduct themselves in most situations. Should any student act in such a manner that is detrimental to himself/herself, or others, even though a specific rule has not been written for that action, appropriate corrective measures will be taken.

Please keep the following points in mind:

1. Administrators may invoke any or all of the corrective measures listed for each offense.
2. The administrator has the right and responsibility to reprimand according to the student's disciplinary history.
3. Off campus student behaviors which have a negative impact on the school and/or school program are subject to discipline.
4. As in society, ignorance of the rules is no excuse for non-enforcement.
5. The administration will have the discretion as to an in-school or out-of-school suspension.
6. Parent contact is defined as a phone call, sending a referral or any other written communication.

Disciplinary records are placed in student's permanent records.

STUDENT EXPECTATIONS

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 | 4 | Phone call to parent by teacher |
| 2 | 5 | Conference with administrator |
| 3 | 6 | One lunch hour detention |
| 4 | 7 | Parent contact by administration & two lunch hour detentions |
| 5 | 8 | 1 before/after school detention |
| 6 | 9 | 2 before/after school detentions |
| 7 | 10 | Parent Conference – Saturday School |
| 8 | 11 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.
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 to two hours 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 1 day before/after school detention. Repeat offenders will also be assigned Saturday school and/or OSS.

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.
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 may not contain holes that reveal skin at or above fingertip length.
- 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, do rags, hoods, sweatbands, gloves, 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 and lip rings.
- Undershirts, boxer shorts, tights/leggings and sleepwear worn as outer garments are prohibited. No pajama pants or slippers.

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

7. **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.

8. **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. 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.

9. **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. Such devices must be turned off, out of sight, and shall not be used during instructional time or in the passing time between classes. The school/district 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 must

be turned off and out of sight from 7:50 until 2:55. In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet. The school/district is not responsible for broken, lost or stolen devices.

- When students violate the policy, items will be confiscated. The second time an item is confiscated, the parent must pick it up from the office and before/after school detention will be assigned. Subsequent violations of this rule may result in up to a three-day suspension for insubordination or Saturday school.
 - **WARNING:** The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries as well as the full weight of district discipline under the student code of conduct.
10. **OBSCENE/PROFANE LANGUAGE** - Students will not use obscene/profane language. This includes verbal, written, drawings or gestures.
 11. **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 a conference with administration to suspension.
 12. **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.
 13. **TELEPHONES** - Students will not use the office phone(s) for personal calls except in cases of emergency and then only with permission.
 14. **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.

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 any intentional, unlawful threat or offer to do bodily harm or injury to another by force, under circumstances that create a well-founded fear of imminent peril coupled with the actor's apparent present ability to carry out the act, if not prevented. Battery is the consummation of the assault and is defined as a willful or intentional touching of a person or something close to that person against that person's will by another or by an object or substance put in motion by another. 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. One day in school suspension.
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, horseplay, scratching, slapping, locker slamming and cologne spraying. Throwing snowballs or any other objects in school, on school property or at school bus stops is also considered dangerous behavior. 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 6 and 7. 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. Repeated offenses may have consequences up to and including suspension.
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 up to 10 days suspension and possible referral to authorities and payment of fine.
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 offenses 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 10 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 5 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.
29. **MISBEHAVIOR FOR A SUBSTITUTE TEACHER** – If after warnings, a student continues to misbehave for a substitute teacher, the student will serve one before/after school detention. Repeat offenders will also be assigned Saturday school and/or OSS.

INFORMATION ABOUT LIFE AT CMS

REPORT CARDS

The student school year is broken into six marking periods with report cards issued at the conclusion of each one. The Clarenceville Middle School Grading Policy states that the purpose of any report card grading system must be to provide accurate quality information about what the students have learned, what they can do, and whether this learning status is in line with the curricular objectives and performance criteria for the grade or course. Teachers have the right to develop their particular grading procedure within the following guidelines:

- All teachers will provide marking period and semester grades using A = excellent, B = good, C = satisfactory, D = poor, E = failure. An I = for incomplete may only be given with the approval of the principal and only in special cases such as medical absences.
- All teachers must develop written grading criteria, have it approved by the building principal or designee, and present it to all students in the first week of the course.

Within this grading criteria:

Seventy-five percent of the marking period grade (at least 75%) must be based on the student's level of performance as compared to the curricular objectives and performance standards taught during the marking period. The remainder of the grade may be used to assess homework and participation.

- If an incomplete is given for a semester grade it must be made up by the end of the first three weeks (15 school days) of the ensuing semester or be deferred by the principal or designee.

Citizenship grades are also given by the teacher. The marking system is as follows:

Outstanding examples of excellence--makes a positive contribution.

Behavior is very acceptable but the student is not giving his or her very best efforts at excellence.

Needs Improvement--Behavior is acceptable but needs to improve more consistently.

Behavior is NOT acceptable--Student needs to make dramatic improvements.

Very Poor Behavior--Student cannot achieve success in school unless behavior changes radically.

MAKE-UP WORK IS THE RESPONSIBILITY OF THE STUDENT.

SCHEDULE CHANGES

Requests for schedule adjustments must be made by the parent IN WRITING to the principal's office stating the specific reasons for the adjustment. Scheduling requires a balance so requests will be considered but not automatically granted.

ATHLETIC PROGRAM

Students in grade seven or eight may participate in interscholastic activities.

Boys' Options: Football, Basketball and Track

Girls' Options: Basketball, Track, Volleyball
and Cheerleading

Sixth grade students may participate in non-league sports as offered in the district.

STUDENT CONDUCT EXPECTATIONS FOR SPORTS GAMES

- Students attending sporting events are to leave the building and not reenter until 4:15 p.m.
- Students are to stay in the gym once they have entered.
- No students are allowed to wander in the halls during games.
- Students may use the restrooms or get a drink during half time or breaks, but are not allowed to loiter in the halls.
- Students are expected to sit on the benches in the stands. Students should not be standing on the court level, on the stage, in the aisles, or leaning over the rails.
- Students are expected to refrain from throwing objects on to the gym floor or yelling or shouting at opposing players.
- Students are expected to follow the guidelines set forth in the student expectations and handbook in regard to appropriate behavior and language.
- Students are not allowed on the court before, during, or after games or during any breaks in the game.

- When players line up to shake hands at the end of the game it is intended for players, coaches, and cheerleaders. Students not participating in this manner should not participate in this ritual.
- Students are to leave the building promptly when the game is over.
- Students are not to interfere with the transportation of the other team.

PARENT ORGANIZATION

Clarenceville Middle School has a Parent Organization. The purpose of the group is to provide parents with an opportunity to discuss questions and concerns regarding our program, to assist with extracurricular and enrichment programs, and to offer suggestions and ideas from the community. Meetings are held on a monthly basis and all parents are welcome to join.

COMMUNICATIONS

The Clarenceville Middle School parent newsletter is published by the school and mailed to all parents bi-monthly. Important calendar events, student accomplishments, and school activities are highlighted in the newsletter. The Clarenceville website posts calendar events and a weekly schedule.

APPOINTMENTS

Because teachers are scheduled into various meetings on their conference hour, parents are encouraged to call for an appointment in order to assure teacher availability for a conference.

ANNUAL NOTIFICATION UNDER THE FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents of students (under age 18) and eligible students (18 years of age and over) are notified, in accordance with the requirements of FERPA that they have the right to:

Inspect and review their (or their children's) educational records;

Seek amendment of those educational records which you believe to be inaccurate.

Consent to the disclosure of certain personally identifiable information, such ("directory information") contained in a student's educational records, unless the school district, under FERPA is authorized to disclose the information without first obtaining consent.

Requests for inspection and review of student records, and requests for amendment of educational records must be made in writing as follows:

To the building principal for any student currently enrolled in that school; or

To the superintendent for those students no longer enrolled in the school district.

The school district may disclose directory information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. This directory information may be provided in yearbooks, or other periodic publications of the school district as well as school safety reporting requirements that the school district is required to periodically provide to local law enforcement agencies and the Superintendent of Public Instruction.

Parents of students and eligible students who wish to have directory information omitted from school district directories, yearbooks and similar publications must make a request in writing on or before September 1 to the student's building principal. If no request is made, directory information may be included in school district publications, and reported, to the extent necessary to local law enforcement and the Superintendent of Public Instruction.