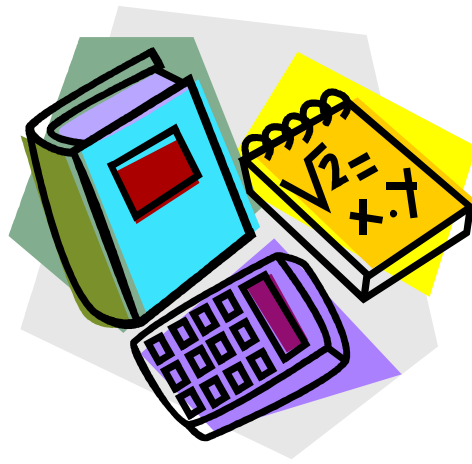


CLARENCEVILLE MIDDLE SCHOOL



STUDENT HANDBOOK

2014-15

Student/Parent Handbook

for the

Clarenceville Middle School

Welcome to the Clarenceville Middle School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

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FOREWORD

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. If any of the policies or administrative guidelines referenced herein are revised the language in the most current policy or administrative guideline prevails.

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CLARENCEVILLE MIDDLE SCHOOL

MISSION STATEMENT

Clarenceville Middle School is dedicated to student learning.

CLARENCEVILLE MIDDLE SCHOOL-LEVEL PARENT INVOLVEMENT POLICY

Clarenceville Middle School believes that parental involvement is a valuable component of student academic, social and behavioral growth. Its vision is to involve parents and the community in the educational process by creating shared learning experiences.

Decision making at the building:

- Members of school improvement team
- Parent organization
- Participants in school improvement survey
- Involved in the design, implementation, and annual evaluation of the CMS plan

Communication:

Communication between parents and the school will be maximized using a variety of resources.

These resources include but are not limited to the following:

- MIStar Gradebook
- Homework Connection
- Monthly parent newsletter
- Progress reports*
- Report Cards
- Monthly parent meetings
- Parent teacher conferences
- 6th grade orientation
- Open houses
- Awards Nights (fall and spring)
- Fun Fair
- Variety Show
- Parent Workshops sponsored by CMS social worker
- MEAP parent reports*
- Parent/Student/School Compact
- Staff email addresses are available on the district website and parents are encouraged by staff to utilize this service at their convenience.
- Each classroom is equipped with phone service, including voicemail
- CMS Student Handbook
- Curriculum/resource nights
- Many after school events are held throughout the year, giving parents an opportunity for informal communication.
- The principal is available for informal communication daily before and after school.

The parents of special education students also receive:

- A copy of IEP*
- IEP progress reports
- Woodcock Johnson three year re-evaluation academic achievement results*

Active involvement in student learning:

- Web-based tutorials are accessible from home to support student learning.
- Parent volunteers are encouraged to help in the media center, in the office, on field trips, and during evening programs.
- Parents are expected to monitor/assist in homework assignments and reading logs.
- SAT (student assistant team) meetings allow parents to have a voice in the issues that impact their child. The decisions made at these meetings are collaborative between staff and parents.

* The above individual student academic assessment results will be provided in a language the parents can understand. This includes an interpretation of these results as required by Section 1118 (b) (1).

EQUAL EDUCATION OPPORTUNITY

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. Ms. Kellehan, Principal
3. Mrs. Anthony, Curriculum Director
4. Mr. Shepich, 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.

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 administration. 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.

MEDICATION, COMMUNICABLE DISEASES, INJURY AND ILLNESS

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. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

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.

Control of Casual-Contact Communicable diseases and Pests

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

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified by the Oakland County Health Department.

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 proper parental permission.

SCHOOL HOURS

Classes begin at 8:00 a.m. and run until 2:56 p.m. Students should not be at school prior to 7:30 a.m. Any student eating breakfast may report to the cafeteria. If students are not eating breakfast, they should report to their designated location. Sixth graders stay in the gym on the stage, 7th graders in the gym on the bleachers and 8th graders in the cafeteria. When the bell rings at 7:50, students may go to their lockers. Students cannot be in the school or on school grounds later than 3:15 p.m. unless they are involved in a chaperoned after school activity, tutoring or athletics. Students must wait outside for their rides. They may not congregate in the vestibule.

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 education goals.

Students must arrive at school on time, prepared to learn and participate in the education program. If, for some reason, this is not possible, the student should seek help from the social worker and/or assistant principal.

STUDENT WELL BEING

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

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

SECTION I – GENERAL INFORMATION

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.

CHAIN OF COMMUNICATION

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 the assistant principal or principal. It is common practice at this level to hold a conference with the building administration, the employee, and the person bringing forth the complaint in an effort to resolve the issue amicably. Any unresolved issue should then be taken to the Superintendent's office.

COMMUNICATIONS

Clarenceville Middle School establishes general communication through the use of its school website, bi-monthly newsletter, and weekly and district calendar. The newsletter highlights important calendar events, student accomplishments, and school activities.

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.

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 local radio and television stations.

Parents and students are responsible for knowing about emergency closings and delays.

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:

1. Inspect and review their (or their children's) educational records;
2. Seek amendment of those educational records which you believe to be inaccurate.
3. 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. For additional information or explanation, please visit the website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

FIRE, LOCK DOWN AND TORANDO DRILLS

The school complies with all fire safety laws and will conduct five (5) 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.

Two (2) Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year.

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.

IMMUNIZATIONS

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

INDIVIDUALS WITH DISABILITIES

The American's 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. This 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 the special education director at 248-919-0291 to inquire about evaluation procedures and programs.

LOCKER POLICY

Student lockers remain the property of the school system. Lockers are issued to students at the beginning of the school year. Lockers and/or 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.

MATERIALS

Textbooks and other materials assigned to students are their responsibility. The students are responsible for safeguarding these items. Students will be responsible for materials not in their possession at the time of collection.

MEAL SERVICE

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.

MISTAR PARENT PORTAL

MISTAR Parent Portal is a secured web-based application that provides parents with direct access to their student's data from anywhere in the world with Internet access. Using a confidential pin (personal identification number) and password, parents can connect to the school district's database using a web browser, and view their student's data,

such as progress reports, attendance records, report cards, lunch account activity, and more. For information on how to get connected please contact the middle school office.

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.

PHOTOGRAPHY AND VIDEO TAPING OF STUDENTS

Parents may request that their child NOT be photographed or video taped during the school year. Throughout the year, staff members of the Clarenceville Schools may take still or video pictures of the children in school. Students frequently participate in quality concerts, plays, and other programs that the general public enjoys. The school or district newsletters, the district's cable station and the CMS website are media that broadcast the accomplishments of your youngsters. **Any parent or guardian who does NOT want their child's picture used in the school newsletter, on the district's cable channel, or on the internet, must exempt their child from being photographed by writing a letter to the school principal. Note: Children's names will not be attached to any pictures used on the internet.**

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.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled by the principal. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedule. Any variation should be approved with a pass or schedule change.

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.

SCHOOL MESSENGER SYSTEM

The school messenger system is an automated notification system used to inform parents/guardians of student absences and other important school announcements.

STUDENT FEES, FINES, AND SUPPLIES

Clarenceville Middle School charges specific fees for some noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

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 fund-raisers.

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- 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 the Principal.

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.

STUDENT VALUABLES

Students should not bring unnecessary amounts of money or other valuables such as electronic toys or radios to school. Gym and hall lockers are not a good place to house these items. Students bringing special materials to be used in class must have the permission of the instructor. The school is not responsible for any lost or stolen property.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Clarenceville Middle School, 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 the middle school secretary for specific details.

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

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 a student seeking permission to leave school.

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".

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.

WITHDRAWAL FROM SCHOOL

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

SECTION II – ACADEMICS

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.

FIELD TRIPS

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

GRADES

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:

- Excellent
- Good
- Fair
- Poor
- Conference Requested

HOMEWORK & LATE WORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

Late Homework

- Late work will receive no credit unless a student is absent.
- If a student is absent, he/she gets the same amount of days as the days absent to turn in the homework with no penalty. **Make-up work is the responsibility of the student.**
- Intervention staff may still have students do the homework if skill practice is needed.
- Students who continually miss homework assignments will be placed on the intervention ladder.

Late Assessments (tests, quizzes, projects, lab reports, essays, etc.)

- Late assessments will be penalized 10% unless a student is absent.
- If a student is absent, he/she gets the same amount of days as the days absent to turn in the assessment with no penalty. **Make-up work is the responsibility of the student.**
- Teacher must enter one point into MIStar on the due date for each assessment turned in – this will indicate to parents and intervention staff which students have missing assessments.
- Late assessments will be turned in within a week of the due date.
- Students with missing assessments will be taken out of advisory, lunch and possibly enrichment classes to finish assessments. They may also be assigned before or after school work detentions.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the ESL coordinator to inquire about evaluation procedures and programs offered by the District.

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.

SUMMER ACADEMIC RECOVERY

The CMS Academic Recovery Opportunity is for students who do not demonstrate success in reading and math during the school year. The purpose is to prevent students from being retained by allowing them the opportunity to demonstrate they can be successful in their grade level reading and math.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the administration.

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.

At the end of 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.

SECTION III – STUDENT ACTIVITIES

ATHLETICS

Students who participate in interscholastic sports must meet the eligibility standards for Clarenceville Middle School. A student must pass 4 out of 6 of his/her classes with a 2.0 overall grade point average of the marking period before the season begins in order to be eligible to participate in play during the season. All athletes must pass 4 out of 6 classes and 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 or pass 4 out of 6 classes; 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 two weeks. 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.

ATHLETIC PROGRAM

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

Boys' Options: Football, Basketball and Track

Girls' Options: Basketball, Track, Volleyball

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

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Clarenceville Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

STUDENT CONDUCT EXPECTATIONS FOR SPORTING EVENTS

- Students attending sporting events are to leave the building after school and not reenter until 15 minutes before game time.
- 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.

SECTION IV – STUDENT CONDUCT, STUDENT DISCIPLINARY CODE, DISCIPLINARY ACTIONS

STUDENT CONDUCT

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.

AFTER-SCHOOL ACTIVITIES

A student must be in attendance at least half of the school day to attend any after-school activities.

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.

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.

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.

Vacations during the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It **MAY** be possible for the student to receive certain assignments that are to be completed during the trip.

SUSPENSION FROM SCHOOL

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from school office. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

BACKPACKS

Backpacks, of any type, including purses that resemble backpacks, must be kept in lockers during the school day.

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, gangs, drugs, weapons, 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.

EXPECTED BEHAVIORS

Each student shall be expected to:

- Abide by national, State, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the school.

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.

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.
- **CELL PHONES** - 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 students' last class in the afternoon. Such devices must be turned off and out of sight from 7:50 a.m. until 2:55 p.m.. 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.

OBSCENE/PROFANE LANGUAGE

Students will not use obscene/profane language. This includes verbal, written, drawings or gestures.

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.

SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the locks's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

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, she/he 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 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 she/he 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.

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, nonsponsored, noncommercial 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 material cannot be displayed if it:

- Is obscene to minors, libelous, indecent and pervasively or vulgar,
- Advertises any product or service not permitted to minors by law,
- Intends to be insulting or harassing,
- Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- Prevents 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 and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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 the administration twenty-four (24) hours prior to display.

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.

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 and ½ Day ISS
8	11 or more	1 Day ISS

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.

STUDENT DISCIPLINE CODE

SEXUAL HARASSMENT, DISCRIMINATION, INTIMIDATION AND BULLYING POLICIES

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 and bullying. Any incident of discriminatory and/or sexual insult, intimidation, harassment or bullying, 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, harassment or bullying 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:

- Submission to such conduct is made whether explicitly or implicitly a term or condition of a person's employment or education development.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individuals; and
- 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.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board member, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student of employee is at any school-sponsored, school-approved or school-related activity or function, such a field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes she/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, she/he should report it immediately and allow the administration to determine the appropriate course of action.

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

DISCIPLINARY ACTIONS

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 him/her, 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.

LUNCH/BEFORE/AFTER-SCHOOL DETENTION

Detention will be assigned to students for minor infractions of school policy. Students will be given a 24-hour notice through a written or verbal referral. After School transportation will be the responsibility of the student and/or parent. Failure to serve a detention also will result in additional detentions or suspension.

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.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

DUE PROCESS RIGHTS/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.

IN-SCHOOL SUSPENSIONS (ISS)

Students who are assigned an ISS will be expected to complete all work given to them while they are in ISS. Assignments will be given to students based on their student schedules. Failure to follow the ISS rules and/or directions of the ISS facilitator will lead to an out-of-school suspension.

Student athletes who are in ISS on the day of a game are expected to participate in their game. Students in ISS on non-game days are expected to attend and participate in practices.

MAJOR VIOLATIONS

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.

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.

CHEATING/PLAGIARISM - Loss of credit for specific academic works, assignment or test. Teacher will notify parent. Possible day in school suspension.

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.

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.

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.

EXTORTION - Suspension up to 5 days.

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.

FALSE FIRE ALARMS - Individual will be subject to up to 10 days suspension and possible referral to authorities and payment of fine.

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 ten days pending a parent conference with all parties involved in fight. Repeated offenses will involve longer suspensions.

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.

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.

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.

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.

PHYSICAL ASSAULT/RAPE OF A STAFF MEMBER – Is a mandatory suspension and expulsion as required by law and district policy.

POSSESSION OF A CONTROLLED SUBSTANCE – The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. 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 and possible recommendation to the Superintendent for long-term suspension and/or expulsion. 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.

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.

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.

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.

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.

POSSESSION OF A WEAPON - Is a mandatory suspension and expulsion as required by law and district policy.

REFUSAL TO COMPLY WITH ADMINISTRATOR’S DISCIPLINARY DECISION - Up to 5 days of suspension.

REPEATED VIOLATION OF SCHOOL RULES - Suspension of up to 10 days. Repeated violations may result in recommendation for long term suspension or expulsion.

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.

THREATS of violence, personal harm, verbal assault or property damage made to students or school employees. Suspension of up to 10 days and possible long-term suspension or recommendation for expulsion. Possible referral to law enforcement.

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.

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.

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.

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.

SECTION V – TRANSPORTATION

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.

Students traveling in district school buses will:

- Exhibit good behavior and behavior that will not distract the bus driver from operating the bus safely.
- Refrain from loud conversation, singing, boisterous conduct, unnecessary noise, or profanity.
- Respect and obey the driver as he/she is in full charge of the bus and its pupils.
- Stand off roadway while awaiting a bus.
- Keep their seat at all times while a bus is moving.
- Keep arms and head inside windows.
- Not throw items in or out of the bus windows or at buses.
- Avoid unnecessary conversation with the driver
- Sit in assigned seats if the driver has assigned them.
- Not smoke or drink on the bus
- Be on time. **The bus cannot wait for those who are late.**
- Must ride the same bus to and from an activity.
- Abide by CHS Student Handbook.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal Law.

The Three Be's of Expectations– Clarenceville Middle School

Area/Rule	Be Responsible	Be Respectful	Be Safe
Classroom Expectations	<ul style="list-style-type: none"> • Be Prepared • Be on time • Pay attention • Follow instructions • Leave no trace 	<ul style="list-style-type: none"> • Use kind words and actions • Use appropriate volume 	<ul style="list-style-type: none"> • Keep hands, feet and objects to your self • Only move around the room as directed
Cafeteria	<ul style="list-style-type: none"> • Clean up your area • Student ID ready • Deposit money in the morning • Keep all food and drink in cafeteria • Keep chairs at the correct tables. 	<ul style="list-style-type: none"> • Wait in line patiently • Take only needed items • Use good manners • Eat only your food 	<ul style="list-style-type: none"> • Walk • Keep hands, feet, and objects to yourself
Playground/ Recess	<ul style="list-style-type: none"> • Use equipment appropriately • Return equipment to designated area 	<ul style="list-style-type: none"> • Appropriate language • Show good sportsmanship • Use kind words and actions 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • No throwing objects
Hallways/ Lockers	<ul style="list-style-type: none"> • Carry agenda at all times • Keep hallway clean • Use assigned locker only • Keep combination confidential 	<ul style="list-style-type: none"> • Use appropriate language • Use inside voice • Respect locker 	<ul style="list-style-type: none"> • Walk at all times on the right side of hall • Use drinking fountain appropriately • Keep hands, feet, and objects to yourself
Restrooms	<ul style="list-style-type: none"> • Place paper in trash • Respect other's privacy • Flush toilets 	<ul style="list-style-type: none"> • Wash and dry hands • Practice good hygiene • Return to class promptly 	<ul style="list-style-type: none"> • Report problems to an adult • Respect school property (soap, toilet, stalls) • Keep hands, feet, and objects to yourself
Arrival/ Dismissal From School	<ul style="list-style-type: none"> • Arrive on time • Use designated doors • No loitering 	<ul style="list-style-type: none"> • Follow school and classroom procedures • Use inside voice • Use kind words and actions 	<ul style="list-style-type: none"> • Do not block doors • Walk at all time • Wait in designated area • Keep hands, feet, and objects to yourself
Gymnasium/ Locker rooms	<ul style="list-style-type: none"> • Wear appropriate shoes and clothes 	<ul style="list-style-type: none"> • Appropriate language • Show good sportsmanship • Use kind words and actions 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Use equipment safely
Media Center/ Computer Labs	<ul style="list-style-type: none"> • Return materials on time • Use equipment properly • Use internet appropriately • Print only what is needed • No Food, beverage, gum 	<ul style="list-style-type: none"> • Respect property, yours and others • Use appropriate voice level • Push chairs in 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Keep passwords confidential
Assemblies/ Large Group	<ul style="list-style-type: none"> • Applaud appropriately • Sit quietly during presentation 	<ul style="list-style-type: none"> • Respect speaker/presenters • Listen responsibly 	<ul style="list-style-type: none"> • Wait for dismissal instructions • Keep hands, feet, and objects to self
Office	<ul style="list-style-type: none"> • State your purpose politely • Obtain permission to use phone • Sit quietly 	<ul style="list-style-type: none"> • Use kind words and actions • Use appropriate volume. • Mind your own business 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self
Bus	<ul style="list-style-type: none"> • Ride your assigned bus • Be on time • Follow the driver's directions w/o argument 	<ul style="list-style-type: none"> • Use indoor voice • Kind words and actions 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself and in the bus window • Stay seated in your seat

CMS

6-8

**Mission Statement: CMS is dedicated to student learning
School - Parent - Student Compact 2014-15**

The CMS compact focuses on developing strong school-family partnerships. This compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved academic achievement and behavior.

School Responsibilities:

- Provide an emotionally and physically safe, supporting environment.
- Create a welcoming and positive learning environment for students and parents.
- Utilize the Positive Behavior Support (PBS) program's expectations for all students. (in handbook)
- Provide courses that meet the needs of our diverse learners.
- Continually monitor and reflect on student growth through varied classroom and standardized assessments.
- Help students achieve academic success in order to reach their potential by promoting high expectations for quality work.
- Involve parents and the community in the educational process by creating shared learning experiences. (reading during DEAR, shared homework, curriculum meetings)
- Provide opportunities for parents to participate in decisions about the education and behavior of their child. (as in conferences and parent meetings)

Parent Responsibilities:

- See that my child attends school regularly and is punctual.
- Remind my child of the importance of following all PBS Expectations.
- Help my child organize for success. Check binders, backpacks and agendas.
- Encourage my child to do quality work.
- Establish a time _____ and place _____ for homework and work with my child to get assignments handed in on time.
- Continue to be involved in school activities and my child's academic and behavioral progress. (Parent Connect/Homework Connection)
- Support my child's outside reading, a requirement of the ELA class.

Student Responsibilities:

- Come to school and be on time for all classes.
- Be ready to learn and do quality work.
- Complete my assignments and hand them in on time.
- Follow all PBS Expectations.
- Read every day outside of school time.
- Give my parents (or guardian) all papers and information sent home with me from school.
- Ask for help when I don't understand.

(Return Bottom Portion)

CMS School – Parent – Student Compact 2014-15

Teacher

Parent/Guardian

Student

Date

Date

Date

PARENT & STUDENT CONCUSSION ACKNOWLEDGEMENT

Each student's parent or guardian must sign this statement for their son or daughter to participate in any sports or physical activity (either during the day or before/after school).

I hereby acknowledge that Clarenceville School District has warned me that my child, by participating in any sports or physical activity may be injured. Injuries might include, but are not limited to concussions, injuries to the eyes, nose, and other parts of the face, contusions, sprains, fractures, ligament or cartilage damage which could result in partial, complete, temporary, or permanent impairment in the use of limbs. These and other injuries could also result in brain damage, paralysis, or even death.

Even though these injuries occur, I give my consent to my child, who is named on this form, to participate in any/all sports or physical activity (either during the day or before/after school). I understand and accept that there is no school insurance for participants in this program and agree to assume personal responsibility for any injuries that my child may suffer as a participant in this program. I also realize that there will not always be trained medical personnel on-site at the school events/physical activity.

In accordance with the State of Michigan's concussion legislation, Clarenceville School District is required to provide concussion education materials from the Michigan Dept. of Community Health to parents and their participating child. This information is available here http://www.michigan.gov/mdch/0,4612,7-132-54783_63943---,00.html. Please sign below to acknowledge that you have received and read this important information. Your son or daughter will not be allowed to participate in any sports or physical activity (either during the day or before/after school) until this form has been signed and returned to the school office.

Student Name

Signed

Date

Parent or Guardian Name

Signed

Date

Michigan Concussion Law

A concussion is a mild brain injury, caused by a blow, bump or jolt to the head that can have serious consequences. It can occur in any sport or recreational activity.

Michigan was the 39th U.S. state to enact a law that regulates sports concussions and return to athletic activity. The law goes into full effect on June 30th, 2013.

The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.

The organizing entity must provide educational materials on the signs/symptoms and consequences of concussions to each youth athlete and their parents/guardians and obtain a signed statement acknowledging receipt of the information for the organizing entity to keep on record.

The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance from an appropriate health professional before he or she can return to physical activity.

Provided by the Michigan Department of Community Health

[Press Release - Announcing Education Website for Sports Concussions](#)

[Public Acts 342 & 343 of 2012 - Michigan Sports Concussion Awareness Laws](#)

[Zack's Law - "YouTube" Video - "Zack's Law, "the First Sports Concussion Law - State of Washington](#)

[MDCH & CDC "Heads Up" Educational Materials - Fact Sheets in English and Spanish and Quiz for Athletes and Parents](#)

[Youth Sports Training - CDC "Heads Up" Concussion in Youth Sports](#)

[High School Sports Training - The National Federation of State High School Associations \(NFHS\) Training](#)

CLARENCEVILLE MIDDLE SCHOOL COMPUTER USERS' RESPONSIBILITIES

I understand and agree that my use of the District's computer network is a privilege, not a right and that my use of the network will be for educational purposes, only. I understand and agree to the following conditions to permit me to use the District's computer network:

1. My use of the District's network will be for educational purposes, only.
2. I will access only resources on the network that are approved or specifically assigned to me by my teacher.
3. I will not attempt to bypass security to access files, Internet sites or resources.
4. I will use only network accounts assigned to me, or for which my teacher has given me access.
5. I will keep my own passwords safe and known only to me.
 - a. If my password becomes known to anyone else I will immediately tell my teacher.
6. I will not copy or download software from outside of the network to any network computer. This may violate a copyright which may be a crime.
7. I will not access or create pornographic material, inappropriate data files, or files dangerous to the District's network.
8. I will not use the technology resources, including the Internet, for projects other than those related directly to school or assigned to me by my teacher.
9. I will not use disks, drives or other media from outside the school, or otherwise approved by the District, without my teacher's permission.
 - a. Special arrangements must be made to transfer files from such media to District computers.
10. I will report all violations of privacy and inappropriate use of the District's computers and network.
11. If I receive inappropriate e-mail, I will immediately report it to the network administrator(s) or my teacher.
12. I understand that my activity on the District's computer network, including my use of e-mail, is not private, nor is it secret. I may be monitored at any time during my computer use. This monitoring will most likely happen without my knowledge.
13. I understand that my space on the server is limited and I am responsible for deleting old or unwanted files. If I fail to do so, files may be deleted by my teacher or the system administrator.
14. For e-mail, I will use only the District provided e-mail account. I will not use any other e-mail program or account.
15. I am responsible for my individual e-mail account.
16. I will not allow others to use my e-mail account.
17. I will not provide my password to any other person other than my teacher, the principal or the system administrator(s).
18. Under no circumstances will I use a District provided e-mail account to engage in any illegal act or conduct that is prohibited by any District rule.
19. I will use the District provided e-mail system solely for authorized educational purposes. Use of the District provided e-mail system for personal "chat" use or "random" messages of any type is prohibited.
20. I understand that playing "games" online is prohibited, but that educational game sites may be used with the prior express consent of my teacher.
21. I will not visit, or attempt to visit, any sites blocked by the District, or seek to bypass any block put in place by the District.
22. I will not download any third party applications such as music, video or photos.
23. I will not reveal to anyone my personal address or phone number, or those of any other student or District personnel, while using the District's computer network.
24. I will not use the District provided e-mail system in such a way as to disrupt, or attempt to disrupt the system use by others.

25. I will not post anywhere personal contact information about myself or others, or any other inappropriate information, while using the District computer network.
26. I will not agree to meet, after school hours, anyone I encountered while using the District's computer network or e-mail system.
27. I will disclose to my teacher or other school employee any message received that would reasonably be deemed inappropriate or violative of this policy or users' responsibilities.
28. If I participate in vandalism on the District's network, including any software files or hardware equipment, I am responsible for the consequences. Such consequences may include, but are not limited to:
 - a. suspension from computer privileges,
 - b. suspension or expulsion from school,
 - c. the requirement that I or my parents or guardians pay damages to the District or those I damage,
 - d. and/or referral to the authorities for possible criminal prosecution
29. I understand that the District makes no warranties of any kind, whether expressed or implied, concerning the computer or the computer use provided to me.
30. I understand that the District is not responsible for any damages I may suffer through the use of the District provided computer network, including any e-mail system.
31. I understand that the District is not responsible for the loss by me of any data, any delays, any nondeliveries, misdeliveries, or service interruptions caused by any reason.
32. I understand that the use by me of any information obtained on the Internet is at my own risk.
33. I understand that the District is not responsible for the accuracy or quality of any information I obtain through use of the District provided computer network.
34. I understand that if I act in a manner that is detrimental to myself or to others, even though a specific rule has not been written for that action, appropriate disciplinary measures will be taken against me, including that listed in paragraph 28 above.
35. I understand that any violation of the District's Use Policy or these Users' Responsibilities that do not result in damage to the District or to another person will result in the loss of my use privileges as follows:
 - a. First Offense: Loss of all computer privileges for 2 weeks. Teachers, administrators and parents will be notified.
 - b. Second Offense: Loss of all computer privileges for 1 month. Teachers, administrators and parents will be notified. My privileges will not be reinstated until after my parents/guardian(s) and I have met with the school's administrator and in the administrator's discretion I am deemed worthy to have my privileges reinstated.
 - c. Third Offense: Loss of all computer privileges for the remainder of the school year. Teachers, administrators and parents will be notified.
36. The violation of this Policy that results in damage to the District or to any other person or entity may also result in further District disciplinary procedures, including my suspension or expulsion and/or the referral for criminal prosecution.

**CLARENCEVILLE MIDDLE SCHOOL
COMPUTER USERS' RESPONSIBILITIES
2014 - 2015**

Please sign and return this page to the school office.

I have read, understand and agree that I (my child) will abide by the Clarenceville Computer Use Policy and the Users' Responsibilities. I also understand that no computer use will be permitted unless this acknowledgment is signed and on file at the school.

Student's Name _____

Student's Signature _____

Parent's Signature _____

Date _____

**PLEASE SIGN AND RETURN TO
YOUR ADVISORY TEACHER**