



**Carter Middle School  
Student Handbook  
2018-2019**

**CARTER MIDDLE SCHOOL**  
**Student Handbook**  
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**2018-2019**

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### **DISTRICT MISSION AND VISION**

Mission: Clio Area Schools: Building a Solid Foundation for Success

Vision: Clio Area Schools: Leaders in Educational Excellence

### **MISSION AND VISION**

Mission: Our mission is to help all learners improve in academic achievement and to become college and career ready.

Vision: Carter Middle School will provide the opportunity and the means to prepare students to be positive, successful, and contributing members of a global society.

### **ACCREDITATION**

George Carter Middle School is accredited by the North Central Association of Colleges and Schools through AdvancEd by district accreditation. The standards and criteria of this agency determine minimum requirements for the school. Membership in the N.C.A. provides the highest accreditation standards.

### **SCHOOL HOURS**

School starts promptly at 7:45 a.m. and is dismissed at 2:30 p.m.

Students are expected to be in class at 7:45 a.m. Excessive tardiness to school and/or class may result in CARE Class/after school detention.

### **ARRIVAL AND DEPARTURE FROM SCHOOL**

Students are discouraged from arriving to school before **7:25 a.m.** Students eating breakfast at school will be allowed in the building at **7:25 a.m.** Breakfast lines will open at **7:25 a.m.** in both 5/6 and 7/8 cafeterias.

Students are to leave school premises immediately at **2:40 p.m.** at the end of the school day unless they are involved in a school activity or staying after school with a teacher. Students may not return to school property after school hours, unless participating in or attending an after school activity.

### **LEAVING SCHOOL GROUNDS**

Students are not permitted to leave the school grounds during the school day without the permission of their parent. They must be signed out in the office by a parent or person designated on the emergency card and who must provide a picture ID.

### **VISITORS**

Students may NOT have visitors from other school districts attend class with them.

### **FUNDRAISERS**

Only school sponsored fundraisers with prior approval of the principal are allowed on campus. Teacher, coach, or advisor must complete district fundraiser forms. District/community fundraisers must be approved by the superintendent.

### **COUNSELING DEPARTMENT**

The counseling department's goal is to create a safe environment for all students. This means assisting students individually and in groups, by listening, encouraging, guiding, and supporting. Counselors also facilitate the coordination of services with parents, teachers, and other outside agencies.

## TEACHER AND CLASS CHANGES

Team changes to accommodate a change of teacher are highly discouraged. Teacher changes are made only if a student has had the teacher previously or if the student has been placed incorrectly.

The only class that can be changed or dropped during the school year is 5<sup>th</sup> – 8<sup>th</sup> band. A request to drop band can be made at the beginning of a marking period. In order to drop band, a student must bring a note from parent, have it signed by the teacher of the class being dropped, and turn it into the counselors. All class changes are to go through the counseling office.

## TEXTBOOKS

The classroom teacher issues textbooks at the beginning of the school year. These books are loaned to the students. Students should not loan their books to other students! If a student loses a book, he/she should check with the teacher. If it cannot be located, the student will be required to pay the cost of the lost book in the office before another textbook will be issued. Books are to be covered to protect them from damage and wear. Students may be fined for damages caused by failure to cover the book.

## GRADING POLICIES

Teacher teams will inform students and parents of their grading policies, classroom responsibilities, expectations, and procedures at the beginning of the year. Students receive a final grade in each core subject. (math, science, social studies and language arts). **All final grades must be calculated on the following 4.0 scale:**

A	4.0	C+	2.5	D-	0.8
A-	3.8	C	2.0	F	0
B+	3.5	C-	1.8		
B	3.0	D+	1.5		
B-	2.8	D	1.0		

Students must have a final grade point average of 0.8 (D-) which is calculated from all three trimesters to earn passing grade for the year in the core subjects.

## STUDENT PROGRESS REPORTS AND REPORT CARDS

Report cards are distributed to students three times a year. Trimesters are 12 weeks. Progress reports will be issued midway through each marking period for all students. Report cards are sent home with students at the end of each trimester. Students and parents can view current grades in PowerSchool on the Internet each Thursday after 2:45 p.m. during the school year.

## RETENTION OF STUDENTS AT GRADE LEVEL

The following guidelines will be observed whenever there is a possibility of retention of a

student:

- A. Retention is based primarily on teachers' judgements (refer to Clio Area Administrative Guidelines 5410).
- B. By January 31, parents will be notified of the possibility of retention.
- C. By March 31, teachers will notify principal of the recommendation of students to be retained.
- D. By May 31, parents will be notified if their child will be retained.

### **Criteria Used To Determine Retentions**

- 1. Teachers determine if student is not meeting minimal grade level academic progress in core classes (ELA, Science, Math, and Social Studies) to be successful in next grade level.
- 2. The final decision for retentions is to be made by the principal based on information from the student's classroom teachers, special area teachers, and parents. The principal may "lift" a student if he/she believes it is in the best interest of the student.

### **Student May Be Lifted To Next Grade Level By:**

- 1. Successful completion of summer school
- 2. Recommendation from medical professional
- 3. Age

### **HONOR ROLL**

Honor Roll criteria for all students are listed below. CMS students will receive academic honors based upon the following grade point averages:

Highest Honors	3.75 – 4.00
High Honors	3.50 – 3.74
Honors	3.00 – 3.49

Students who have cumulative grade point average for the above criteria will be honored at the end of the year.

### **SPORTS ELIGIBILITY**

In order for a student to participate in Interscholastic Sports at C.M.S., he/she must meet eligibility requirements. Specific eligibility information is published in the Carter Middle School Athletic Handbook and is available in the front office.

### **HOMEWORK POLICY**

Homework is considered any work that must be finished outside the classroom.

Teacher Responsibility: The teacher will clearly state assignments. Assignments will be collected, graded, and homework will be returned to students.

Student Responsibility: Students are to complete and turn in homework assignments on time. Students are responsible to ask for make-up work THE DAY FOLLOWING AN ABSENCE FROM SCHOOL. Students should ask questions to make sure the assignment is understood.

Parent Responsibility: Parents should provide a quiet place and time for each child to complete homework assignments. Parents should ask to see the homework before it is turned in and after it is checked and returned by the teacher.

Time Guidelines: Students in grades 5-8, all subjects included, could have 1-5 hours of homework per week, including weekends. The amount of homework will vary depending upon the difficulty of lesson or unit being studied.

### **LOCKERS**

Seventh and eighth grade students will be assigned a locker. Students are not to invite other students to move their belongings into their locker. Every student must keep his/her combination a SECRET and all lockers must be locked at all times!! Combinations will not be provided to other students.

### **SCHOOL TELEPHONES**

The telephone in the front office may be used during the school day (with a hall pass from a teacher) for the following reasons:

- To call home for sickness or injury
- To report a change in an after school schedule
- To call home for lunch money, books or other personal belongings needed for the day at school

The office telephone may NOT be used to make plans for after school. The office telephone may be used before and after school ONLY to call parents for a ride home. Calls home for a ride after school must be made by 2:35 p.m.

### **GYMNASIUM**

No one is to be in the gym unless a teacher/coach is in charge. Proper footwear is required that does not mark the floor. No food or drinks are allowed in the gym.

### **SCHOOL DANCES**

Dances held at the middle school are open to Carter Middle School 7th and 8th grade students ONLY. No guests or former students are allowed to attend. Students are only allowed to leave a dance early if picked up by a parent at the door. Middle school students are not permitted at any Clio High School dances.

### **LUNCH POLICY**

There is a two (2) charge limit for lunch accounts. After that limit has been reached, the student will be offered an alternative meal and the parent will be contacted. The alternative meal will consist of a cheese sandwich, fruit, and milk. Students will NOT be

denied a lunch nor will any lunch inadvertently provided to a student be taken back and discarded. Students will be notified with a note as soon as their account balance reaches \$5.20. As soon as an account balance hits \$5.20, kids may NOT charge lunches.

### **BOTTLES AND FOOD**

All food must be eaten in designated areas only. Beverages may be brought to school in UNOPENED NON-GLASS CONTAINERS ONLY. Beverages are to be consumed in the cafeteria during lunchtime only. No open containers are allowed in the hallways, lockers, etc.

### **ELECTRONIC DEVICES**

The use of any electronic devices will be restricted during school hours in order to create a safe, positive learning environment. Cell phone or any other Personal Communication Device (PCD) use must be in compliance with the school's PBIS PRIDE expectations. Use of PCD during class times must support educational goals directed by the teacher or principal. The times, places, and activities that PCDs are allowed will be identified by our Green Light posters. PCDs will not be allowed during times and in areas identified by our Red Light posters. Teachers and staff have the right to require students stop using a PCD as needed to assure PRIDE expectations are being met. Use of a PCD to violate school policies or refusal to comply with teacher/principal requests to stop use of a PCD may result in phone confiscation and/or discipline. A student cannot take pictures of other students during the school day unless approved by teacher or principal for educational purposes. Use of a PCD to embarrass, harass, or bully other people may result in discipline and/or legal action. Unauthorized photography or recordings, utilizing social media sites, possession of inappropriate pictures or video may result in disciplinary action. The school district is not responsible for any lost, damaged, or stolen PCD that is brought to school.

### **LIBRARY MEDIA CENTER**

All students have access to the school's multimedia collection, which is located in the library media center. The library media center is open from 7:35 A.M. until 2:45 P.M. every school day.

Each student will be issued a temporary I.D. card at the beginning of his/her fifth grade year and a permanent picture, media I.D. card at the beginning of the second semester each year. Each student will have the same I.D. number all four years. If the media I.D. card is lost, there is a replacement charge of \$2.00.

There is a limit of 3 items a student may check out from the library media center. He/she is responsible for the return of all items checked out on his/her I.D. card. In the event an



item is lost, the student will be asked to pay the replacement cost of the item after a search period of one month. Students with lost materials lose their borrowing of books and computer privileges from the media center until the item is returned or the replacement cost is paid. If lost materials are returned in good condition, the replacement charge will be refunded.

Students receive overdue notices every two weeks. Parents will receive a notice by mail, if materials are overdue for more than one month.

### **BICYCLES AND SKATEBOARDS**

Students may ride bicycles to school and park in the designated bike racks. Students are encouraged to keep bikes locked at all times. The school is not responsible for damaged or stolen bikes. Skateboards and Hoverboards are **not** permitted at school or on school property at any time.

### **EMERGENCY CARDS**

Each student is to have an emergency card on file in the office. Parents must list at least three adults that could be contacted in an emergency. Also, parents are requested to list a preferred daytime telephone number (home, work, or cell), and email address. Parents are responsible for informing the office of any changes or updates in student information throughout the school year. Only a person on the emergency card may speak to or sign a student out of school and must produce a picture ID.

### **SCHOOL INJURIES AND ILLNESS**

Students should follow these procedures:

1. Report the injury or illness to the adult in charge of the class or lunchroom.
2. Report to the front office.
3. The secretary will fill out an injury report.
4. In case of illness, the parent will be called. If the parent cannot be reached, a person on the emergency card will be called.
5. All students must be signed out in the office. Proper identification **will** be requested to sign a student out.
6. If parents cannot be contacted in an emergency, the student will be transported to the hospital listed on the emergency card.

### **MEDICATION**

The Clio Area School Board of Education requires a physician's written order and the parent or guardian's authorization for taking of any doctor prescribed or over the counter medicine. Only medication in the original container labeled with the date, student name, and exact dosage will be administered. Medications will be kept in a designated location. Students are not permitted to carry prescription or non-prescription medication in school.

It is the STUDENT'S responsibility to report to the designated location for his/her

prescribed medication. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid the administration of medication during school hours. Medication authorization forms are available in the office. The exact number of pills (dosage) must be designated on the medication authorization form.

### **FIRE DRILL REGULATIONS**

Fire drills are conducted at unannounced times during the school year. Fire escape routes are posted in each classroom. The teacher will review fire drill procedures with each class. Students should be familiar with emergency exit doors from all areas of the building.

### **CLOSING OF SCHOOL**

School may be closed due to an emergency. Check any local radio or TV station between 6:00 A.M. and 7:00 A.M. for information. PLEASE DO NOT CALL THE SCHOOL MAIN OFFICE, THE SUPERINTENDENT OR THE PRINCIPAL. Parents should make a plan with their student(s) for early dismissal as the school year begins and before any closing may happen. Parents are encouraged to sign up for "Remind 101", CELLY, and/or visit the Carter Middle School Facebook page to get the most updated school information.

### **TORNADO AND EMERGENCY REGULATIONS**

A tornado watch means there is a chance of dangerous or severe weather.

A tornado warning means a tornado has been sighted nearby and everyone should go to their designated area.

Teachers will explain the procedures to follow. Should school officials receive a tornado warning during the school day, students will NOT be sent home by bus until the warning is lifted. No student will be dismissed without being signed out in the office by a parent, or designated persons listed on the emergency card. Photo ID will be required before students will be released.

### **DISRUPTION OF INSTRUCTIONAL TIME**

The administrative, secretarial, and maintenance staffs make every effort not to interrupt instructional time. Parents are asked to help us minimize interruptions in the classroom by coming directly to the office to have messages or materials delivered to the classrooms. Flowers and other gifts will not be delivered to students.

***For the safety and protection of our students, the exterior doors will be locked after the school day begins. Photo ID will be required before students are called to the office.***

### **DRESS CODE**

Carter Middle School, in carrying out its responsibility for creating a quality learning environment, encourages and expects **P. R. I. D. E.** (P=positive R=respectful I=Independent D=dependable E=engaged) in dress and grooming. While fashions change, the reason for being in school does not. Students are in school to learn. Moreover, it is the school's intent to help students learn how to "dress for success."

**Head fashions** including hats, hoods, bandanas, and sunglasses are not to be worn in the classroom or building while school is in session unless approved by the building administration. These items must be **left at home or in the locker, not carried throughout the day.**

**Shirt and dress fashions** must appropriately cover chest, waist, and undergarments. This includes during all typical movements i.e. sitting down or bending over. (Examples: no strapless fashions or visible undergarments.)

**Pant and short fashions** must have a minimum of a 3 inch inseam with no holes at or above the 3 inch inseam and no visible undergarments. Fashions must not be skin tight as to be revealing.

**Dresses and skirt fashions** must be fingertip length and comply with the pant and short fashion guidelines.

**Coats** must remain in lockers during class time unless approved by the classroom teacher.

**Alterations:** If a student alters his/her dress in a way that violates the dress code (i.e. hiking up, rolling up, or tearing holes in tops or legwear), it will be considered insubordination and consequences may include, but not limited to suspension.

**Footwear** must be worn at all times.

**Inappropriate fashions include:**

Pajamas and slippers

Fashions with profane or obscene suggestions

Fashions which are sexually suggestive.

Fashions which are representative of hate and/or a lack of tolerance or are inflammatory.

Fashions which advocate the use of illegal substances, or that advertise drug, alcohol, or tobacco related messages.

Fashions which display illegal activities or those that are prohibited for minors.

Fashions which cause excessive wear or damage to the school (wheel shoes, chain wallets, etc.).

Fashions which incite violence, advocate the use of force, are discriminatory toward protected classes, or urge violation of the law.

Fashions or personal grooming habits which interfere with or disrupt the educational process.

The judgment of the building administration will be final in determining inappropriate dress.

The above guidelines also apply to physical education classes and at all school functions, which include evening school activities and events such as Honors Night, 8th Grade Promotion and athletic games.

**Consequences**

**1st offense:**

Student will correct the offense and the offense will be documented including parent contact.

**2nd offense:**

Student will correct the offense and the offense will be documented including parent contact. Additional student consequences may include up to one (1) assigned Care Class (Wednesday after school).

**3rd offense (and subsequent violations):**

Student will correct the offense and the offense will be documented including parent contact. Student consequences will be handled at the discretion of the administration up to, and including, suspension from school.

Clio Area School reserves the right to update the dress code without prior notification.

**ATTENDANCE**

The Clio Board of Education, as an agency of the State of Michigan, is required to enforce regular attendance of students. The Board recognizes that regular attendance and promptness are marks of a good student and a good citizen.

Vacations during actual school days are discouraged. Carter Middle School expects students to be in attendance, on time, and ready to learn each day. Our goal is that all students will attend school at least 95% of the time. Student attendance will be monitored according to the following format:

<b>Number of Unauthorized or Unexcused Absences</b>	<b>ACTION (Attendance from the previous school year may be included in the number of absences)</b>
<b>1-7</b>	<b>Teacher Contact</b> Contact will be made with parents during the first seven days that a student is absent.
	<b>LETTER #1                      SEND REGULAR MAIL</b>

<b>7</b>	At seven (7) absences, the attendance secretary will send a letter home. Teachers may assign after school detention.
<b>10</b>	<b>LETTER #2                      SEND REGULAR MAIL</b> At ten (10) absences, the attendance secretary will send a second letter home. The counselor will initiate a contact with the student and/or parents.
<b>10 - 14</b>	At ten (10) to fourteen (14) absences, students and parents <u>may</u> be required to meet with the Genesee County Attendance Liaison Officer to discuss attendance issues. Students that have accumulated ten (10) unexcused <u>and/or</u> discipline problems absences <u>may</u> be referred to the Probate Court.
<b>15</b>	At fifteen (15) absences, parents will be informed that truancy/educational neglect charges <u>may</u> be filed with the Probate Court.

The administrators will determine whether or not papers are filed with the court. School sponsored field trips and activities do not count as absences from school. The only absences that are considered “excused” and do not count toward the totals that are shown in attendance letters are those due to bereavement, court appearances or absences excused by a physician. Parents need to provide documentation of these absences.

**LEAVING SCHOOL EARLY**

It is important for the child’s education that they are in attendance for the full school day as every teacher presents educational material or assists students with their academics from 7:45AM – 2:30PM. If compelling circumstances require a student to be late to school, or be dismissed before the end of the school day, a parent must notify the school, stating the reason for the request. Your child will be released only to you or to a person authorized by you on your emergency forms. You must come to the office and provide photo ID to pick up your child. A child will be marked as “Left Early” in attendance markings.

**Attendance Policy:**

- Student in between 7:46AM and 8:15AM .....TARDY
- Student out after 2:00PM ..... LEFT EARLY

- ❖ Excessive “tardiness” or “Left Early” marks may result in a parent/guardian being notified by letter.
- ❖ Chronic “tardiness” or “Left Early” marks will result in either a parent/student conference with an administrator or a meeting with a truancy officer.
- ❖ Six “Tardy” or “Left Early” attendance marks will be assessed one absence.

**REPORTING ABSENCES**

When a student is to be absent from school the parent/guardian should call the Carter Middle School office, **591– 0503**, or send a note to excuse the student’s absence.

### **PERFECT ATTENDANCE**

Perfect attendance awards are given at the end of the school year to any student who has not missed more than 3 hours of school for the entire year. Bereavement, court appearances and school sponsored field trips and activities do not affect perfect attendance.

### **TARDY POLICY**

Being tardy to school or class is disruptive to other students. After a student accumulates 4 (four) tardies to school or class, he/she will receive an CARE Class/After School Detention from the classroom teacher (to make-up the time missed). **Parents will be notified by teacher the date of CARE Class/After School Detention.** If tardy problems continue, the student will be referred to the office for disciplinary action. Individual teachers reserve the right to set their own policy for tardiness.

## **DISTRICT DISCIPLINE CODE OF CONDUCT**

**Before suspending or expelling a student, CMS building administration will consider the following:**

- \* **Student’s age**
- \* **Disciplinary history**
- \* **Disability status**
- \* **Seriousness of behavior**
- \* **Whether the behavior threatens the safety of others**
- \* **Use of restorative practices**
- \* **Whether or not a lesser intervention would address behavior**

The primary responsibility for student discipline rests with the parents. The school is responsible for maintaining a safe and orderly environment to allow all students to learn. Parents need to emphasize with their child the reason for rules and why we must follow rules. The teachers are to provide an environment that supports and promotes good discipline in their classroom. The foundation for good discipline at home and school is RESPECT:

- Respect for self
- Respect for others
- Respect for property

The rules and regulations that students are expected to follow are outlined in the District Code of Conduct and Discipline Policy booklet. This code was adopted by the Clio Board of Education and is available in the office. Also, before consequences are administered, the building administrated shall consider several factors Offenses subject

to disciplinary action include:

- A. Alcohol Possession use and/or transfer of alcoholic beverages.
- B. Arson - The willful and malicious burning of or attempt to burn any building or any property of the Clio Area School District.
- C. Bullying – Intimidation of others by acts, such as:
  - 1. Threatened or actual physical harm
  - 2. Unwelcome physical contact
  - 3. Threatening, taunting verbal, written/electronic communication
  - 4. Taking or extorting money or property
  - 5. Damaging or destroying property
  - 6. Blocking or impeding student movement
- D. Closed Campus - Leaving the school premises without authorization during the student's scheduled class hours and/or lunch hours.
- E. Continued Classroom Disruption - To be repeatedly involved in behavior that disrupts the educational process for other students.
- F. Disrespect - To insult, call derogatory names, dishonor, or in other manner abuse verbally any member of the school staff.
- G. Distribution of Unauthorized Printed Matter - The act of distributing unauthorized materials on school property, including petitions.
- H. Dress Code - The wearing of apparel that offends or disrupts the learning process.
- J. Drugs - Possession, use or transfer of narcotic drugs, hallucinogens, marijuana or other similar substances that may be harmful or have not been approved by school officials. Also, included are "look-alike" drugs.
- K. False Alarms - The act of initiating a report warning of a fire, bomb or other catastrophe without just cause.
- L. False Reports/Forgery - The act of falsely reporting incidents, making false accusations, or giving false testimony to school personnel that would affect the welfare of others.
- M. Fighting/Physical Attack - Fighting is hostile bodily contact. Physical attack is the act of physically assaulting any person. Fighting/physical attacks are prohibited on school property, on buses, at bus stops, going to and from school.
- N. Fireworks or Explosives - The act of possessing, using or threatening to use any firework, explosives or other such instruments capable of inflicting bodily injury.
- O. Gambling - The act of gambling for money or valuables.
- P. Habitual Offender - Students who continually violate rules and disrupt the educational process. These students may be considered for appearance before a Board of Education review committee.
- Q. Harassment - In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment also includes any speech or action, which creates a hostile, intimidating or offensive learning environment.

This includes annoying someone continually, disturbing or tormenting him or her persistently.

- R. Hazing – Any type of initiation procedure for any school related activity, which involves conduct such as:
  - 1. Illegal activity, such as drinking or drugs
  - 2. Physical punishment or infliction of pain
  - 3. Intentional humiliation or embarrassment
  - 4. Dangerous activity
  - 5. Activity like to cause mental or psychological stress
  - 6. Forced detention or kidnapping
  - 7. Undressing or otherwise exposing oneself or another student.
- S. Inciting Violence or Disobedience – To take a role of leadership or give overt encouragement to demonstrations of protest that disrupts the normal educational process of the school.
- T. Indecency in Behavior – The act of offending against commonly recognized standards of propriety, health or safety that is disruptive to the educational process.
- U. Insubordination – The failure to respond or carry out a reasonable request by authorized school personnel.
- V. Littering – The act of willfully littering on school property or on private property to and from school in an extreme or repetitious manner.
- W. Loitering – The act of being in or about any school building or in specifically restricted areas of a school building at unauthorized times or without the specific authorization of the school's personnel following directives to leave the premises.
- X. Obscenity – The act of using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property.
- Y. Shake Down and/or Strong Arm – The act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.
- Z. Stealing – The act of taking or acquiring the property of others without their consent.
- AA. Technology Misuse – Seek to gain unauthorized access to information resources such as electronic mail, databases, CD – ROM's and other digitized information.
- BB. Tobacco – The use and/or possession of tobacco products on school property. This includes e-cigarettes, chewing tobacco, and vaporizers.
- CC. Truancy and Tardiness – The act of unauthorized absence or lateness to school or classes.
- DD. Unauthorized Sale – The act of selling or attempting to sell any object or substance that has not been authorized for sale by the building principal



- to any person on school property.
- EE. Vandalism – The act of willful destruction or conspiring to destruct school property or property belonging to others.
- FF. Weapons – The act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

Unlawful Acts on School Property - the above examples are not the only acts or conditions for which punishment is warranted, nor do they in any way limit this code of Student Conduct. Any unlawful act not included in the above list may result in disciplinary action.

### **POSITIVE BEHAVIOR SUPPORT SYSTEM**

Carter Middle School adheres to a district Positive Behavior Interventions and Support (PBIS) system. All staff teach, model, encourage and expect positive student behaviors in classrooms, hallways, cafeteria, lunch/recess, on buses, and during after school activities. Respect for self and others, striving for high levels of achievement, and “doing the right thing” (honor) fosters positive behavior. Carter Middle School continually celebrates students showing -

**\*\*\* P.R.I.D.E - Positive-Respectful-Independent-Dependable-Engaged.\*\*\***

Based on the PBIS system, teachers will take proactive steps to establish a positive climate by clearly defining expectations and motivating students with positive reinforcement. Teachers will handle most typical classroom behavioral problems with appropriate interventions within the classroom in order to minimize disruption of instructional time. Typical interventions may include, but not limited to: quiet redirection, teacher/student conferences, loss of privilege, etc. **Classroom teachers will notify parents depending on the severity of the misbehavior and if assigning CARE Class/after school detention.** Teachers will also report serious infractions to the principal's' office. Principal's office referrals include behaviors that infringe of the rights and safety of others. *See District Code of Discipline, pp. 10-12.*

**Behaviors typically handled by classroom teacher:**

<p>Tardies Class Disruption completion Failure to bring books/materials</p>	<p>Disrespect to teacher or student(s) Class work/homework Failure to follow classroom rules</p>
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**Behaviors handled by building administrators:**

<p>Fighting or provoking a fight Threats (bullying) Physical contact (unwanted contact) Harassment (bullying) Persistent classroom disruption Persistent disobedience Public Display of Affection (examples: holding hands, kissing)</p>	<p>Gross disrespect/Insubordination Physical attack Skipping school or class Theft Obscene language or behavior Smoking or possession of cigarettes</p>
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**Use, possession, sale of alcohol, vaporizers, illegal or non-prescribed drugs**  
**Use or possession of any dangerous materials (i.e. lighters, firecrackers, matches)**  
**Use or possession of items that may cause disruption**  
**Possession of illegal or dangerous weapons**

Students referred to office may receive School Suspension (OSS), CARE class/after school detention or lunch detention based on the severity and/or frequency of the offence. Severe and/or frequent misbehavior may result in up to 10 days of OSS and referral to the Clio School Board for expulsion.

### **Major Infractions:**

Smoking or Possession of Cigarettes or use or Possession of alcohol, Vaporizers (Vape Pens), illegal or non-illegal or non-prescription drugs

Fighting or physical attack may result in three (3) to ten (10) day out of school suspensions and possible referral to law enforcement, depending on severity.

Students will be referred to Clio Board of Education for gross misconduct\* such as, but not limited to:

- Distribution of illegal or non-prescribed drugs
- Possession of illegal or dangerous weapons (example: knife)
- Habitual disobedience

\*Authority to expel belongs solely to the Clio Board of Education, which is vested with final authority in all cases of expulsion. See District Code of Discipline, pp. 10-12.

### **DRUG FREE SCHOOLS**

The use of drugs is wrong and harmful. A quality education is not possible in an environment affected by drugs. Students involved in the possession, use, and/or distribution of controlled substances may be suspended from school and may be referred to the Board of Education for expulsion.

Students who suspect they may have a drug or alcohol problem may contact intake services at Intake Assessment Referral Center (810) 235-9555.

### **SEARCH OF LOCKERS, DESKS, AND PERSONS**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, or student lockers under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. "Unauthorized," means anything dangerous to the health or safety of students or school personnel, disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules. A student's failure to permit searches and seizure as provided in this policy may be considered grounds for disciplinary action.

A student's person and/or personal effects (i.e., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion of illegal or unauthorized materials. Under no circumstances will a student be strip searched by school personnel.

Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. School authorities may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. This includes the use of dogs in locker searches.

From time to time, weapon searches may be conducted using metal detectors. Such searches will be done according to pre-established procedures so as to protect the constitutional rights of individuals.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition, and will be used in school disciplinary proceedings.

### **DUE PROCESS RIGHTS**

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

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

#### Students subject to short-term suspension

A student must be given notice of his/her suspension, the reasons for the suspension, and the opportunity to respond to the charges against him/her prior to the suspension.

#### Students subject to long-term suspension and expulsion

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons, and an opportunity to appear with a representative before the board to answer any charges. The student and/or parent must also be provided a brief description of the student's rights and of the hearing procedure. The hearing may be private, but the board must act publicly.

### **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

“Bullying” is 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 is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function or in a school vehicle.

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, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"Bullying" is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the schools district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- D. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

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 building principal or assistant principal, or the Superintendent. 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.

### **INVESTIGATION PROCESS FOR ALL ALLEGATIONS OF HARASSMENT**

- 1) Students, staff and parents should report all incidents of harassment.
- 2) All complaints of harassment will be investigated.
- 3) Assistant principals assigned to grade level will investigate the complaint
  - Complaints against the building assistant principals should be filed with the building principal
  - Complaints against the building principal should be filed with the superintendent
  - Complaints against the superintendent should be filed with the school board president.
- 4) Students will be asked to complete bullying/harassment report sheets in order to provide detailed information to assist in the investigation.
- 5) Parents are encouraged to report incidents of bullying/harassment if they believe staff may be unaware of the problem.
- 6) Administration will notify the parent of student making the complaint and the student's parent whom the complaint is against.

7) To the extent appropriate and/or other 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.

8) When the investigation is completed, the administrator will record the action taken based on the investigation. All release of individual students information will be restricted to the Family Educational Rights and Privacy Act. (F.E.R.P.A.)

9) Employees who fail to report harassment will be subject to discipline based on the Clio Board Policy.

## **DEFINITIONS:**

**“Bullying”** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual or group by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

**“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 (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

**“Intimidation”** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color religion, national origin or sexual orientation.

**“Menacing”** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear or imminent serious physical injury.

**“Harassment, intimidation, menacing, or bullying”** means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

“**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 other not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

“**Expel**” means to exclude a pupil from school for disciplinary reasons for a period of 60 or more school days.

“**Suspend**” means to exclude a pupil for disciplinary reasons for a period of fewer than 60 school days.”

### **NOTICE MCH P.A. 165 & 166**

Having sex or sexual contact with an individual under the age of 16 is a crime punishable by imprisonment and one of the results of being convicted of this crime is to be listed on the sex offender registry on the Internet for at least 25 years.

Any questions concerning harassment, policies and procedures should be directed to our Assistant Superintendent, Steve Keskes or Director of Special Services, Jessica McCallum.

Mr. Steve Keskes  
Clio Area Schools  
430 N. Mill St  
Clio, MI 48420  
Phone 810-591-7481

Mrs. Jessica McCallum  
Clio Area Schools  
430 N. Mill St.  
Clio, MI 48420  
Phone 810-591-7487

## **TRANSPORTATION POLICY OF CLIO AREA SCHOOLS**

General rules and regulations for safe conduct on Clio Area School buses - The school is interested in safe, efficient transportation of all students in our district.

1. Respect the driver and follow all directions.
2. Be orderly, keep the bus clean, and do not litter.
3. Remain in your assigned seat.
4. Do not eat or drink on the bus.
5. Yelling, improper language, or gestures will not be tolerated.
6. No pushing, hitting, fighting of any kind.
7. Use or possession of tobacco, alcohol or drugs is not allowed.
8. Always pass in front of the bus when crossing the road.
9. Do not put any part of your body out of the bus windows.
10. Objects or behavior causing injury or disruption are not permitted.
11. Animals are not allowed on the bus (without prior permission of the driver).

12. You and your parents are responsible for your vandalism.

FAILURE TO FOLLOW THESE RULES WILL RESULT IN DISCIPLINARY ACTION that could result in student suspension from the bus. If a student is suspended from the bus for an act of physical violence, the student will be considered under the school policy and receive a school suspension.

### **EQUAL EDUCATIONAL OPPORTUNITY**

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, sex, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

### **AMERICANS WITH DISABILITIES ACT-SECTION 504**

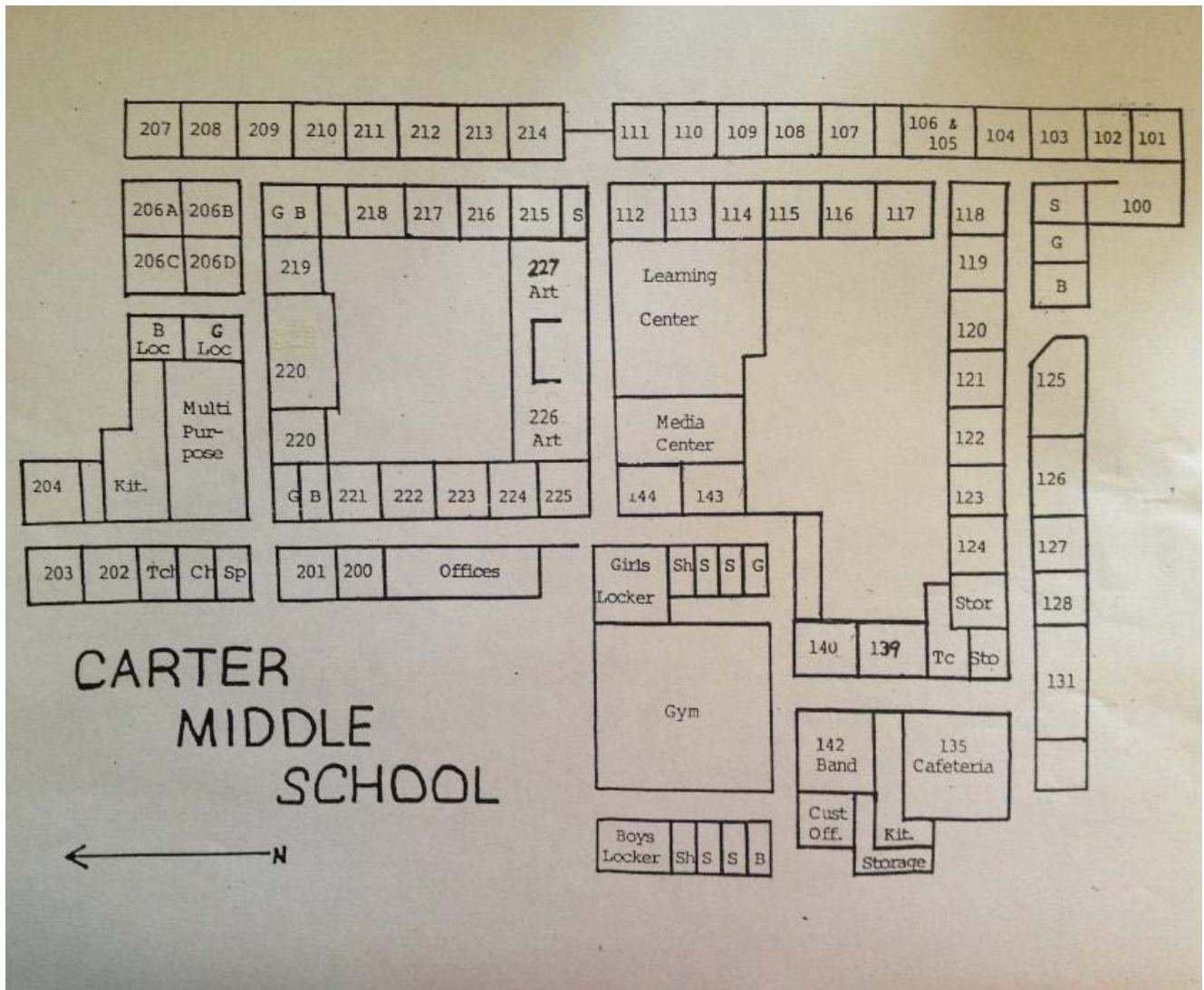
The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities. Students with disabilities and Limited English Proficient students may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the building principal.

### **CIVIL RIGHTS**

It is the policy of the Clio School District that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

Any questions concerning Title IX of the Education Amendment of 1972, which prohibits discrimination on the basis of sex, and inquiries related to section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

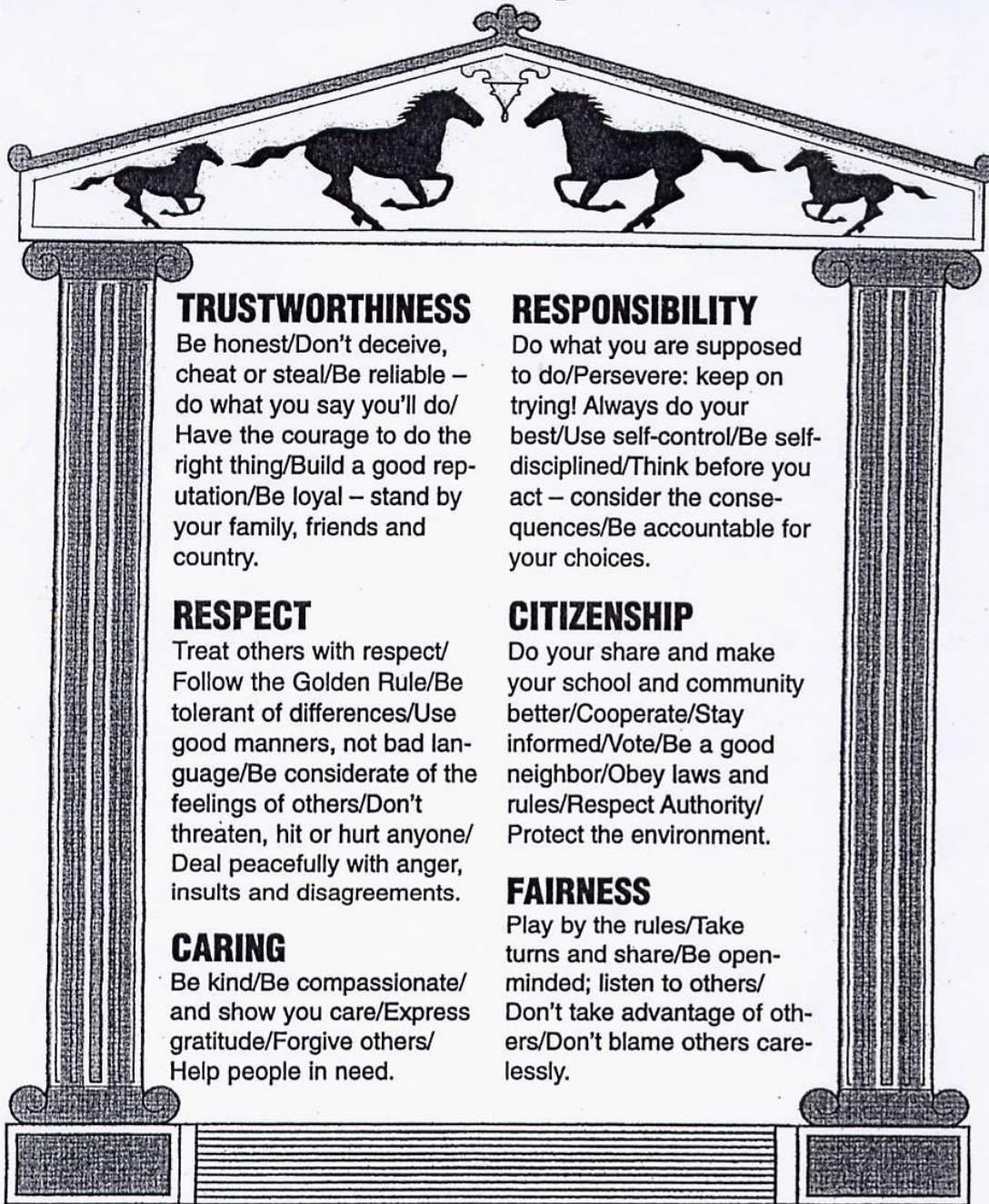
Mr. Fletcher Spears III, Superintendent  
Clio Area Schools  
430 N. Mill Street  
Clio, MI 48420  
Phone: (810) 591-7490



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# Clio: A Community of Character



## The Six Pillars of Character



# CMS MATRIX




<b>CLIO STUDENT'S P.R.I.D.E.</b>	<b>C</b> lassroom	<b>L</b> unch	<b>I</b> nside The Building	<b>O</b> utside The Building
<b>P</b> ositive	*Encourage others	*Be a friend to someone that needs one	*Be proud of your school	*Display Clío PRIDE
<b>R</b> espectful	*Respect others	*Clean up after yourself	*Keep hallways clean *Safely enter/exit building	*Be kind to everyone
<b>I</b> ndependent	*Hold yourself to a high standard	*Make healthy food choices	*Maintain personal space in the hallway (PDA)	*Be aware of your surroundings
<b>D</b> ependable	*GRIT	*Use lunch time appropriately	*Follow safety procedures in given area	*Be active in the community *Do Homework/study
<b>E</b> ngaged	*Go above & beyond	*Stay seated until the Bell rings	*Be involved	*Encourage/Cheer for all teams and clubs


# OK 2 SAY



Stop the Silence. Help End the Violence.

**We're an OK2SAY School!**

 855-565-2729

 652729

 [www.mi.gov/ok2say](http://www.mi.gov/ok2say)

**Carter Middle School  
Student Handbook Signature Page**

I, the parent(s)/guardian(s) of \_\_\_\_\_ have read and  
(Child's Name-please print)

**discussed the Carter Middle School Student Handbook for the 2016-2017 school year with my child. My child has permission to use the computers and Internet at Carter Middle School.**

**\*Signing and returning this page to the school is an acknowledgement that the handbook has been read, is understood, and that the student agrees to comply with its provisions.**

\* \_\_\_\_\_  
Parent/Guardian Signature

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

\_\_\_\_\_  
Date

**PLEASE RETURN THIS COMPLETED PAGE TO YOUR CHILD'S  
TEACHER BY THE END OF THE FIRST WEEK OF SCHOOL  
OR BY THE END OF THE FIRST WEEK OF YOUR CHILD'S FIRST  
ENROLLMENT IN OUR SCHOOL.  
THANK YOU.**

**CLIO AREA SCHOOL DISTRICT  
COMPUTER NETWORK ACCEPTABLE USE POLICY**

It is the Clio Area School District's mission to provide educational opportunities for all our students to learn the skills needed for tomorrow's world. Using technology to communicate, collaborate and problem solve is a necessity in the fulfillment of our mission. District technology is designed to be used as a tool to facilitate learning consistent with legitimate educational and work-related purposes set forth by the Clio Board of Education. The use of these tools is a privilege, not a right, and should be used in a matter that conforms to the rules and regulations set forth by the Technology Department and Board of Education. Only Clio Area School District students, its faculty, and staff, who agree to the terms of this policy, and after the school has received a signed Technology Acceptable Use Policy, may be granted access to the use of the District's technologies.

Users have no expectation of privacy as to information or activity on the district's electronic information technologies. The district retains the right to monitor all use, including but not limited to personal e-mail and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed through the district's electronic information technologies. In accordance with CIPA (Children's Internet Protection Act) and PA212, Clio Area Schools uses a subscription-based firewall service, and for Internet filtering, a filtering service that allows the district to filter out sites that we deem objectionable. Email filtering is also provided. Student Internet use and email use may be monitored by the district as needs arise.

The use of Clio Area Schools' technologies, including but not limited to, local area network (LAN), wide area network (WAN), Internet, stand-alone and networked computer systems, and telecommunication equipment, is governed by the following rules:

- No excessive use of District bandwidth is allowed, except those services for which adequate bandwidth resources are available.
- Use of e-mail, chat, instant messaging, and other forms of two-way electronic communications may be used for educational purposes.
- Network storage is limited to educational and work-related material. No non-District software of any kind is to be stored on any personal or shared network drives without prior consent of the Technology Department.
- Only hardware approved by the Technology Department may be attached to the District network and equipment. This includes, but is not limited to printers, scanners, digital cameras, laptops computers, Personal Digital Assistant devices, storage devices, telephones, etc., whether they be physically or wirelessly connected. Nor shall any district owned hardware or software be moved or relocated without permission from the Technology Department.
- Only software purchased by the Clio Area Schools may be stored or installed on district hardware. No software programs may be downloaded off the Internet, or installed from any other media, without the permission of the Technology Department.
- It is the user's responsibility to make sure no hardware or software is destroyed, modified, or abused in any way. It is also the user's responsibility to keep inappropriate material from entering the district's network, such as viruses, pornographic material, malware, etc.
- Users are to comply with all Board Policies, State and Federal laws, including copyright and trademark laws, and acceptable use licensing agreements, in using the District's technology. Please, return this form after reading and signing. This agreement is valid for as long as the student/staff is in the District and/or the life of this AUP.

## **CLIO AREA SCHOOL DISTRICT COMPUTER NETWORK ACCEPTABLE USE POLICY**

Clio Area Schools is also committed to using its technology to share good news regarding student, team and group accomplishments and events throughout the community. To that end, the district and individual schools publish newsletters, photographs, videos, presentations, press releases, and other

documents and materials, both in print and on the Internet. Students participating in events, meetings, athletics, performances, and classroom activities, as participants or spectators, may be photographed or filmed. Local media also publish student images and work provided by the district. If you do not want Clio Area Schools and/or the individual schools to disclose your child's work, image or likeness, you must notify the District using the OPT-OUT FORM available at the District Office and each individual school office. The form must be signed and returned to the main office of your children's respective school(s). An OPT-OUT FORM must be submitted annually for each child within the first two weeks of school every school year.

\_\_\_\_\_I have read this document and agree to follow the rules stated in the Clio Area School District Computer Network Acceptable Use Policy (AUP).

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date : \_\_\_\_\_