

CLINTONDALE MIDDLE SCHOOL

Home of the Dragons

35300 Little Mack Avenue
Clinton Township, Michigan 48035
586-791-6302



STUDENT HANDBOOK 2021-22

The Clintondale Board of Education has approved the contents of this handbook. Any waiver, alteration, amendment, or modification must be approved by the Superintendent of Schools and be subject to review of the Board of Education.

Clintondale Community Schools Board of Education

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LETTER TO PARENTS AND STUDENTS

Dear Parents and Students,

The State Board of Education of the Michigan State Department of Education adopted a resolution, which prompted all Michigan school districts to adopt a written Code of Student Conduct. As a result, all Michigan school districts have prepared for distribution to residents of their communities a publication outlining a Student Code of Conduct.

Most of the items included in the Student Code of Conduct have been a part of policies or rules and regulations of the Clintondale Community Schools in the past. The purpose of organizing the rules and regulations into a single booklet is to be sure that everyone is informed of the formal procedures involving student discipline, including suspensions.

The resolution of the State Board of Education has required local districts to expend considerable effort in organizing rules and regulations, which generally affect only a small percentage of our student body. However, discipline problems do occur, and, hopefully, this document will provide an orderly procedure for resolving those problems. It should be understood that the primary policy of the Board of Education is to solve problems for individual students whenever possible. The penalties in this document will be administered with that goal in mind. It should be understood that an atmosphere of learning, free from disruption, should be maintained for those students who sincerely pursue their education.

Sincerely,

Rodriguez F. Broadnax
Superintendent of Schools

Clintondale Middle School

35300 Little Mack Avenue
Clinton Township, Michigan 48035
Phone: 586-791-6302; Fax: 586-790-7642

Dear Parents/Guardians and Middle School Students,

It is with much enthusiasm that we welcome you to Clintondale Middle School for the 2021-22 school year. We are excited to work TOGETHER with you and the rest of the Middle School staff to provide your child with experiences that lead to an exciting, fun-filled, educational school year. We are delighted to have you as part of our middle school team.

So that you better understand our middle school, we have developed this handbook. We hope it gives you insight into CMS, the middle school child, our philosophy and beliefs, our policies and regulations, and your role as part of our team. We encourage you to read this handbook and to refer to it throughout the year. Feel free to suggest to us any areas that could be included in future handbooks to make you and your child more knowledgeable team members.

We hope you will recognize the strides that can be made when home, school, and community work as a team. We feel that communication is an essential factor in that team effort. Please feel free to communicate with us any successes, concerns, or ideas for the future. Together we can make this a successful year for everyone!

Respectfully,

Maurice Woods
Principal

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CMS STUDENTS

are considerate, courteous, and respectful of others...

are good sports and responsible citizens in our classrooms, within our building, at athletic events, concerts, and assemblies, around Clinton Township, and while representing Clintondale outside our community...

are on time for school and classes...

are prepared for class having needed materials and completed lessons...

are involved in school and community activities in an effort to improve themselves, their school, community, state, and nation...

are the best!

CMS FACTS

School Mascot
School Colors

Dragons
Navy Blue & Gold

BELL SCHEDULE – FULL DAY

Office opens	7:15 a.m.
Students enter building (to lockers)	7:30 a.m.
Classes begin	7:35 a.m.
<u>1st Hour</u>	<u>7:35 a.m. – 8:44 a.m.</u>
<u>2nd Hour</u>	<u>8:48 a.m. – 9:45 a.m.</u>
<u>Students to lockers</u>	<u>9:45 a.m. – 9:49 a.m.</u>
<u>3rd Hour</u>	<u>9:49 a.m. – 10:46 a.m.</u>
<u>4th Hour (including lunch)</u>	<u>10:50 a.m. – 12:28 p.m.</u>
<u>Students to lockers</u>	<u>12:28 p.m. – 12:32 p.m.</u>
<u>5th Hour</u>	<u>12:32 p.m. – 1:29 p.m.</u>
<u>6th Hour</u>	<u>1:33 p.m. – 2:30 p.m.</u>
<u>Dismissal</u>	<u>2:30 p.m.</u>
<u>Office closes</u>	<u>3:15 p.m.</u>
Lunch	11:58 a.m. – 12:28 p.m.

BELL SCHEDULE- ½ DAY

Office opens	7:15 a.m.
Students enter the building	7:30 a.m.
Classes begin	7:35 a.m.
1 st Hour through 6 th Hour	Times TBD
Dismissal	11:15 a.m.

BELL SCHEDULE – Late Start

We will start our school day late on **nine** designated days, listed on the school calendar. Please note that breakfast will still be provided on these days.

1 st Hour:	8:35 a.m. - 9:22 a.m.
2 nd Hour:	9:26 a.m. - 10:13 a.m.
3 rd Hour:	10:17 a.m. - 11:04 a.m.
4 th Hour (Including Lunch):	11:08 a.m. - 12:46 a.m.
5 th Hour:	12:52 a.m. - 1:39 p.m.
6 th Hour:	1:43 p.m. - 2:30 p.m.
Dismissal Bell	2:30 p.m.

OUR PURPOSE STATEMENT

Providing a safe, educational experience that develops skills for post-secondary success.



CMS Keys to Success HIGH FIVE PROGRAM

At CMS, we strive to ensure that staff and students abide by our High Five program. The ultimate goal of our High Five program is to have all of our students be positively acknowledged for their efforts in regard to:

- ★ BEING RESPECTFUL
- ★ BEING RESPONSIBLE
- ★ FOLLOWING DIRECTIONS
- ★ KEEPING HANDS/FEET TO SELF
- ★ BEING THERE/BEING READY

This school-wide positive behavior support system includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. In addition, research shows that school-wide positive behavior supports systems have increased student achievement and decreased school-wide discipline. We believe that this system is another effective way of increasing student achievement.

STUDENT BODY

Our student body is made up of:

- ★ Any student, sixth, seventh and eighth grade, living within the Clintondale Community Schools District or who has been accepted as a School of Choice student.
- ★ Any student new to the Clintondale Community Schools District. Proof of residency must be provided to the Clintondale Middle School Counseling Office. After residency is established, permission will be given to register at Clintondale Middle School.
- ★ Any student legally residing with relatives or friends living within the Clintondale Community Schools District. Legal residency means a student is residing with his/her parents, legal guardians, or a resident with Power of Attorney over the student.
- ★ Any student residing in the Clintondale Community Schools District as placed by the court or legal child-placing agency. The student is considered a resident of the district in which he resides.
- ★ Any special education student sent to the Clintondale Community Schools District from another district due to the decision of an Individualized Educational Planning Committee (I.E.P.C.)

WHAT IF...

- ★ You are late...
 - To school (before 8:00 a.m.)...Quickly report to class.
 - To school (after 8:00 a.m.)...Report to the main office for a pass to class...
 - Quickly report to that class.
 - If a teacher delays you...Obtain a pass from that teacher.
- ★ You must leave early...
 - Have a parent/guardian phone the attendance office before school that day.
 - Have a parent/guardian sign for release in the attendance office when you leave.
- ★ You are ill...
 - With teacher approval, report to the main office.
- ★ You are caught violating the Student Code of Conduct/*K-12 Discipline Policy*...

Be prepared to accept the consequences of your actions!

- ★ You stay after school...
Remain under the supervision of a staff member at all times.
- ★ Your locker won't open...
Check the combination and locker number, summon a nearby teacher or inform the counselor.
- ★ You have a problem with a friend, teacher or another student...
Sign up to see the counselor.
- ★ You are cut or injured...
Report the incident to a teacher immediately. With teacher permission, report to the main office.
- ★ You are missing a possession...
Retrace your steps. Check the Lost and Found before or after school or between classes. Report all losses to the main office.

MIDDLE SCHOOL PHILOSOPHY

The Middle School Child

The middle school is home for the (10-14 years old) child. The maturation process is a natural challenge for this aged child to undergo. He/she is presented with a wide range of intellectual, physical, emotional, and social changes. These transitions occur at a rapid and variable rate.

Intellectual Development

- ★ There is a general increase in intellectual growth.
- ★ A plateau effect in intellectual growth is characteristic.
- ★ Many students can demonstrate logic and can classify ideas well.
- ★ Other students can think in abstract terms, apply information to problems, and can hypothesize well.
- ★ Attention spans are generally short but increase with age.
- ★ Great differences in creativity exist.
- ★ There is a wide range in reading ability.

Physical Development

- ★ This is a time of pronounced and accelerated physical growth.
- ★ Significant changes in glands and hormones are common.
- ★ Listlessness and restlessness are frequent.
- ★ Bones and muscles are incomplete in their development.
- ★ Poor posture, early fatigue and awkwardness are typical.

Emotional Development

- ★ This is a period of significant emotional changes.
- ★ This is a time of marked emotional intensity.
- ★ Vacillating behaviors (happy one minute, sad the next) often occur.
- ★ Increased anxiety with feelings of insecurity is common.
- ★ Changes in idealism, introspection, and enthusiasm are prevalent.

Social Development

- ★ This is a time of numerous social changes.
- ★ Sexual differences in behavior begin to occur.
- ★ There is a move toward greater independence from adults.
- ★ Peer approval becomes extremely important.
- ★ A desire for greater sophistication by some students is common.

School Climate

We, as middle school educators, wish to provide a climate of success that addresses the whole child. We recognize the need for middle school students to grow intellectually, physically, emotionally, and socially. We each see our role as instructor, mentor, and counselor, working in conjunction with the home and community in assisting the child to meet these needs. During these critical years, we hope to equip the child with the necessary skills to allow him/her to become an independent thinker and a positive influence in his/her community, state, and nation.

Curriculum

The middle school curriculum is being aligned with the Common Core Standards.

Teaching Methods/Instructional Strategies

Classroom experiences for the middle school student vary and may offer many different approaches to learning. Large group, small group, and individualized instruction, along with multimedia techniques and hands-on instruction, may be used to develop and expand thinking, problem-solving, and creativity.

Student Activities

Student activities are an integral part of the educational program. These activities should provide students with an opportunity to develop intellectually, physically, emotionally, and socially. Student activities should promote a positive attitude toward work and the appropriate use of leisure time. Student activities should:

- ★ provide opportunities for participation by the student body, but also allow opportunities for smaller interest groups
- ★ provide opportunities to develop responsibility, initiative, leadership, and cooperation.
- ★ provide students with activities that have value for both the present and the future.
- ★ provide interscholastic and extracurricular events.
- ★ provide activities that are designed to reward positive behavior.

TO/FROM SCHOOL

Arrival to School

The entrance bell rings at 7:28 am. Students are allowed in the building prior to 7:28 for breakfast in the cafeteria. **All** students who arrive prior to 7:28 am must report to the cafeteria, even if they do not eat breakfast. **Once students arrive on school grounds, they must not leave! If students leave campus, they may be subject to disciplinary action.**

Student Behavior To/From School

It is expected that all students walking to or from school follow rules of good behavior, safety, and common sense. We urge parents/guardians to discuss with students our arrival times and the following regulations:

- ★ Students should use sidewalks, respect private property, and honor the rights of other walkers.
- ★ **While traveling to or from school, district/school rules shall be enforced. These include, but are not limited to: damage to property, respect shown to other students, smoking, theft, drugs, fighting, use of vulgar language or gestures, and throwing harmful objects at an individual or property.**

Driving Students To/From School

Parents/guardians transporting students should load and unload students abiding by parking lot rules. Any parent/guardian visiting CMS during school hours must park in an appropriate parking space avoiding loading/unloading areas.

Leaving School

Students must vacate the building immediately upon dismissal unless they are attending an athletic event/practice, club activities, or an after-school program. Students who walk down 15 mile toward Gratiot must exit the building using the back doors. All other students should exit the front doors.

It is important for students and parents/guardians to be aware that from the time students leave home for school until the time they return home following school, they are under the jurisdiction of the school and are subject to the policies, rules, and regulations of Clintondale Middle School and Clintondale Community Schools. Disciplinary action for any violation of policies, rules, and regulations may be administered.

SCHOOL INFORMATION & EXPECTED STUDENT BEHAVIORS

Violations of Expected Student Behaviors may result in parental contact, loss of privileges, disciplinary action, and/or placement on the Disciplinary Step System of the *Clintondale Community Schools District-Wide K-12 Discipline Policy.*

Accidents During School

Any accident resulting in injury to a student should be reported to a staff member and the main office immediately. In the case of serious injury, especially to the head or back, a parent/guardian will be promptly notified. Accident reports will be on file in the main office.

Assemblies

Appropriate behavior includes:

- ★ Prompt arrival and seating in area designated by staff member.
- ★ Showing courtesy towards participants and fellow audience members.
- ★ Attention to speaker and presentation.
- ★ Exit from designated area when directed by staff member.
- ★ Prompt return and seating in designated classroom.
- ★ No cell phones allowed

Agenda Book

All students will be issued an Agenda Book. This book is the property of Clintondale Middle School. **Pages are not to be torn, folded, or ripped out of the Agenda Book.** If this book is lost or damaged, the student will be subject to replacement cost of \$5 and may be subject to disciplinary action and/or loss of privileges. Appropriate Assignment Book use includes:

- ★ Taking your book with you **EVERYWHERE** while in school.
- ★ Reading and referring to the book on a routine basis.
- ★ **Logging all of your assignments, for all of your classes, in your book on a daily basis in order to be eligible for High Five Events.**
- ★ **Students who are absent are responsible for copying assignments in their agendas upon return.**

Pertinent information regarding academic performance, citizenship, or other comments may be expressed through the Agenda Book. **ACTIVE AND ACCURATE COPYING OF THE AGENDA WILL HELP DETERMINE STUDENT PARTICIPATION IN HIGH FIVE EVENTS!**

Athletic Events

CMS "spirit" must be shown in appropriate ways and reflect the guidelines of the Michigan High School Athletic Association, Inc. **Students must have their High Five privileges to enter CMS athletic events.** Appropriate behavior includes:

- ★ Remaining inside the gym and seated in the bleachers during gameplay.
- ★ Staying away from the athletes and the opposing team's locker room.
- ★ Commenting only in a sportsmanlike manner, while not interfering with the game.
- ★ Being respectful and courteous to visitors and referees/officials.
- ★ No cell phones allowed

Athletics

School athletic teams are open to a limited number of 7th and 8th graders. **THERE ARE 6TH GRADE SPOTS AVAILABLE ON A LIMITED BASIS.** Team member selection is determined by a student's performance during the tryout period prior to that sport's season. Eligibility will be based on the guidelines established by the Michigan High School Athletic Association and those of Clintondale Middle School. Academic and behavioral requirements must be

maintained in order for a student to try out or remain on a team. Sports seasons are as follows: Fall – Boys Football and Girls Volleyball; Winter - Boys Basketball and Girls Basketball; Spring - Boys/Girls Track.

Physicals are required of all students participating in Clintondale Middle School athletics programs.

Physicals must be obtained prior to the start of tryouts. Students may not participate in tryouts without a completed physical card on file with the Department of Athletics. Attempts will be made to secure the services of a physician for low-cost physicals to be given at Clintondale in the fall. Students who might be interested in trying out for a sport during the school year are urged to take advantage of this opportunity.

Eligibility guidelines can be found in the CMS Student-Athlete Handbook.

CMS administration has the right to prohibit a student-athlete from participation in league play/practices due to disciplinary reasons or any violation of the Student Code of Conduct/ *Clintondale Community Schools District-Wide K-12 Discipline Policy*.

Additional information regarding athletics can be found in the CMS Student-Athlete Handbook.

Backpacks/Bookbags

Students are permitted to carry backpacks and/or book bags throughout the school day. **ONLY ITEMS NEEDED FOR CLASS SHOULD BE STORED IN BACKPACKS AND/OR BOOK BAGS.** Students will be given ample time between classes to store and retrieve necessary materials for class.

Bathrooms

Students are **NOT** allowed to use the bathrooms unless they have an approved hall pass **signed by a staff member as part of their own agenda book**. In the best interest of the child's education, bathrooms should be used for emergency purposes only. Please contact the counseling office if your child needs special bathroom privileges due to medical reasons. **When there is a guest teacher, students who are given permission to use the restroom must use the restrooms in the main office.**

Bicycles

Appropriate behavior includes:

- ★ Placing bicycles in designated racks only and locking bicycles securely.
- ★ CMS is not responsible for lost or stolen bikes.
- ★ Following safety rules and guidelines.
- ★ Staying away from cars, garbage, etc.
- ★ **Not riding bikes on campus.**

Breakfast

- ★ **Breakfast is available in the cafeteria before school to all students free of charge.**

Classrooms

Appropriate behavior includes:

- ★ Being in the assigned area of the classroom on time.
- ★ Being prepared to work with necessary materials and completed assignments.
- ★ Being attentive in class and asking needed questions to clarify concepts.
- ★ Responding to teachers and guest teachers in an appropriate manner and following instructions and directions.
- ★ Following teacher, class, and school rules.
- ★ Completing all assignments on time.
- ★ Treating all individuals in a respectful, courteous manner.
- ★ Treating school facilities with respect, including sitting properly in desks and chairs, keeping feet on the floor,

keeping floor and desk areas free of trash and debris, keeping textbooks free of writing and excessive papers.

- ★ Handling instructional and audio-visual equipment only with teacher permission.
- ★ **Copying agendas and bell work as soon as students enter the classroom.**

Communicable Diseases

If your child shows signs of any communicable disease during school hours, you will be contacted. In the event that he/she has a contagious disease, you are requested to inform the school office. Parents/guardians are advised not to return their children to school until at least a day after the communicable period has passed. This will help in preventing the spread of disease to other children. The Macomb County Health Department dictates when students may be readmitted to school.

Student immunizations must be kept up to date. Files are reviewed periodically. Failure to update required immunizations may result in exclusion from school until an update has taken place or a waiver of immunization is signed by the parent/guardian. If you have any additional questions regarding communicable diseases, contact the counseling department, your family physician, or the Macomb County Health Department at (586) 469-5235.

Detention

Lunch detentions assigned by CMS staff will be served during the student's lunch period. During detention, students will be isolated from their peers. Students will have the right to eat a bagged lunch or an available hot lunch. **Some serving lines will not be available to students who are serving a detention.** While in detention, students are to remain quiet. Failure to serve detention by the assigned date or failure to follow detention rules may result in further disciplinary action. After school detention may be assigned by the school administration. Failure to serve detention when assigned may result in further disciplinary action.

- ★ 1st – 3rd Lunch detentions per card marking - Lunch detention
- ★ 4th lunch detentions per card marking – Saturday School
- ★ 5th lunch detention per card marking and above- 1-day suspension and progressive discipline.

Early Dismissal

In the case of early dismissal due to inclement weather or evacuation:

- ★ Inform your child where to report when you are not at home if the school is dismissed early.
- ★ Make arrangements for neighbors to keep your child and vice versa should an emergency situation arise.
- ★ Make certain you have given the school updated information as to home, work, or emergency phone numbers.

Situation updates can be obtained by contacting Central Administration at 586-791-6300, ext. 3010.

Emergency Drills – Fire/Evacuation & Tornado

Fire/Evacuation

In the event of a fire/evacuation drill, building fire, or impending explosion, the entire student body and faculty must exit the building immediately. The following procedures will be followed:

- ★ The sounding of the fire/evacuation alarm alerts that the building must be cleared quickly and quietly.
- ★ Students, accompanied by their teacher, will exit the building and proceed to an assigned area of the grounds as indicated by the classroom map located in each room.
- ★ Teachers will take attendance once the assigned area is reached.
- ★ Students and teachers will return inside the building only when directed to do so by administration.
- ★ A student sounding a false alarm is considered in direct violation of the Student Code of Conduct. Such

actions will result in appropriate disciplinary action including police and/or fire involvement.

- ★ **Misconduct during the drill will result in appropriate disciplinary action.**

Tornado

In the event of a tornado watch (forecast of the possibility of a tornado in a surrounding area), the administration will be alerted to watch for severe weather conditions. If the watch continues through dismissal times, regular hours will be observed. In the event of a tornado drill or tornado warning (tornado sighted), the entire student body and faculty will take cover according to the school's tornado drill plan. If the warning remains in effect at dismissal time, students and teachers will remain until an "all clear" is given. For the safety of our students, parents/guardians are encouraged not to pick up students during a tornado warning. The following procedures will be followed in the event of a tornado drill or tornado warning:

- ★ Ten short rings of the school bell will signal a tornado alert.
- ★ Students follow their teacher to an assigned area and sit facing lockers awaiting the "all clear." A textbook should be taken by each student and placed over the back of his/her neck for protection.
- ★ If time permits, classroom windows and doors should be closed.
- ★ No talking is allowed so that directions can be readily heard.
- ★ Students and teachers will return to the classrooms only when directed to do so by administration.
- ★ Misconduct during the drill will result in appropriate disciplinary action.

Extracurricular Activities/Field Trips/School Organizations

It should be noted that eligibility for participation in extracurricular activities, field trips, and school organizations, (e.g., school dances, athletic teams, Student Council, 7th & 8th Grade Washington, D.C. trip, Cedar Point, etc.) is linked to the Student Code of Conduct. **Criteria, (e.g., attendance, citizenship, discipline history, outstanding fines, High Five privileges) may be used to determine the eligibility of such activities, trips, and organizations.** Proper permission slips must be filled out and turned in on time when deemed necessary.

Fees/Fines

Students will be liable for any fees/fines owed for the property of Clintondale Middle School. Until fees/fines are paid in full, report cards, discipline records, academic records and schedules may be held. In addition, any unpaid fees/fines may result in a loss of privileges (field trips, athletic events, extracurricular activities, High Five activities, etc.) until fees/fines are paid in full.

Field Trips

A teacher or group of teachers may plan field trips when an excursion enhances the educational program. Communication will be sent to parents/guardians prior to the event. Notes granting permission will be required of each student making the trip. Chaperones are required to fill out a volunteer form so that a Michigan State Police background check may be done. The cost of a field trip covers transportation, admission fees, guest teacher(s), and, perhaps, a meal. **Criteria, (e.g., attendance, discipline history, outstanding fines, High Five privileges) may be used to determine the eligibility of field trips.**

Food

Absolutely no food or drink is to be taken out of the lunchroom unless permission is granted by CMS administration.

Hall Passes

Students are not allowed to be in the hallways without a signed agenda book or a pass from a staff member. Misuse of hall passes will result in parent contact and/or further disciplinary action.

Halls

Appropriate behavior includes:

- ★ Orderly movement to classes. No running or yelling is allowed in the hallways. **Right side, two wide in the hallway.**
- ★ Use of lockers **ONLY between designated class periods.** Use of restrooms ONLY with an approved hall pass.
- ★ Possession of approved hall pass when in halls during the class period.
- ★ Careful, respectful treatment of buildings and facilities.
- ★ Appropriate disposal of debris, wrappers, etc.
- ★ No food or drinks visible in the hallway. Food and drinks must be in bags or lockers.

Identification Cards/High Five Cards

School I.D. cards will be issued to all CMS students shortly after school pictures. These cards are to be kept in the students' possession at all times. School I.D. cards may be required to purchase lunch, check out media center materials, issue textbooks, purchase event tickets, and enter school events/activities. Loss or damage to a School I.D. card may result in loss of privileges and/or replacement costs.

All CMS students will be issued a High Five card at the beginning of the school year. The purpose of the High Five card is to reward students for positive behavior. Therefore, students may forfeit the rights and privileges of their High Five card for a period of time due to inappropriate behavior, irresponsibility, insubordination, etc. The High Five card may be required to enter special school events or purchase school event tickets. Loss or damage to a High Five card may result in loss of privileges and/or replacement costs.

Lockers

Students are granted the privilege of using a locker to store materials, backpacks, and/or book bags, clothing, and personal items (abiding by the CMS Student Code of Conduct). Students are responsible for their lockers and their contents. **Clintondale Community Schools is not responsible for any lost/missing materials and/or items.** Students are allowed to go to their lockers before school, between designated class periods, and after school. Students may also go to their lockers with an approved hall pass. Appropriate locker use includes:

- ★ Learning your combination quickly. Ask for staff assistance if needed.
- ★ Telling **NO ONE** your locker combination, except staff members.
- ★ Respecting the space of nearby students.
- ★ **Not sharing your locker combination with any other person.**
- ★ **Not sharing your locker with another student.**
- ★ Not storing food in your locker after lunch.
- ★ Not keeping valuables (purse, money, jewelry, etc.) in your locker.
- ★ Reporting to one of your teachers the name of anyone opening or damaging your (or someone else's) locker.
- ★ **Not putting items on top of lockers.**

Lockers are property of Clintondale Community Schools. CMS administration has the right to open and enter any locker in the event of a situation that is believed to be a violation of school or board policy, or for the purpose of the safety, health, and welfare of the staff and student body.

Lost and Found

A central location near the main office is the drop-off spot for found articles. Anyone missing items should look in the Lost and Found after checking classrooms. Parents/Guardians are encouraged to check the Lost and Found for items belonging to their child during conference days or when visiting the school. Any items remaining after the end of each card marking or after a designated time will be donated to charity.

Lunchroom Procedures

CMS students may purchase hot lunches, a la carte items, and milk on a daily basis. Students may also bring lunches from home. Free or reduced lunches are available to those who qualify. Students receiving free or reduced lunches may not sell, trade, or share. Free/Reduced Application forms are available in the main office. School I.D. cards/pins may be required to purchase lunch. Hot lunch menus are available each month on the district's website. Expected student behavior includes:

- ★ No more than 6 (six) students per table.
- ★ Sitting and remaining in assigned areas/seats.
- ★ Respecting and obeying lunchroom supervisors.
- ★ Respecting school property and property of other students.
- ★ Walking, not running, to and from lunch and in the lunchroom.
- ★ Timely arrival to lines or seats.
- ★ Standing in single file lines, neither taking nor giving cuts.
- ★ Purchasing items for your own consumption; NOT purchasing items for others.
- ★ Prompt seating once food is obtained - remaining seated until the food is consumed.
- ★ Using good table manners.
- ★ Refraining from throwing or tossing anything.
- ★ Using proper language and volume.
- ★ Being responsible for the cleanliness of your assigned table.
- ★ Observing any school rules regarding rough play, fighting, etc.
- ★ **NOT taking food and/or drink out of the lunchroom**
- ★ Requesting permission to use the bathroom and/or leave the lunchroom

Media Center

Students must be accompanied by a teacher to visit the media center.

Medication Dispensed During School

We recognize that some medication (prescription and non-prescription, i.e. aspirin, Tylenol, or antacid) may be needed while the individual is in attendance at school. The following procedure will be followed in order to protect the student and the adult administering all medication:

- ★ Written directions from the physician must detail the name of all (prescription and non-prescription) drugs, dosage, and the time interval medication is to be taken. Directions must be renewed annually. Authorization forms may be picked up in the main office.
- ★ Written permission from the parent/guardian requesting that the school district comply with the physician's order must be submitted with the physician's written directions.
- ★ All medications (prescription and non-prescription) must be brought to the school in the original container appropriately labeled by the pharmacy or physician.
- ★ No more than a monthly supply of all medication should be received from home. This will be stored in a locked cabinet and dispensed under the supervision of a building administrator.
- ★ No medication will be kept for more than one school year. At the end of the school year, if the medication is not picked up by a parent/guardian, it will be destroyed.
- ★ A written record of the administering of all prescription and non-prescription medication will be maintained in the main office.

Pictures

Each fall, traditional student pictures are taken for school records and yearbook purposes. Information regarding student pictures will be sent home prior to Picture Day. Picture Day is tentatively scheduled for September 10.

School Closing

In the case of inclement weather, pay attention to Clintondale Schools social media and website, listen to radio stations WWJ and WJR, or watch the news on Channels 2, 4, or 7, or the Educational Access Channel Cable Station. These stations are notified by the Superintendent's office when schools are closed. Do not call the main office or the Clinton Township Police Department. School is in session unless otherwise reported.

School Improvement

The CMS School Improvement Team is made up of administration, staff members, and parents. The School Improvement Team focuses on using data from assessments and stakeholder surveys to determine areas of strengths and areas that need upgrading that drive the school improvement process. Please see the main office if you are interested in taking part in improving our school.

Skateboards/Rollerblades

For safety and security reasons, skateboards, rollerblades, shoes with wheels, and scooters cannot be used on school grounds. Failure to obey this policy may result in disciplinary action including temporary loss of equipment.

Special Education

Educational services will be provided to children identified with special needs on the decision of an Individualized Educational Planning Committee (I.E.P.C.). The type and severity of the student's needs may dictate programming in Clintondale Community Schools, a nearby district, or the Macomb Intermediate School District. Special education transportation may be provided for those students whose disability makes it impossible for them to reach school on their own or for those being serviced in buildings other than their home school. Clintondale Community Schools may provide social work services, school psychological testing, speech services, and/or physical therapy is based on the current I.E.P.C. of the student. Services at the Macomb Intermediate School District offices may be available upon referral of Clintondale Community School's Director of Special Education.

Student Council

CMS Student Council (StuCo) is a service organization. CMS StuCo plans and organizes events for middle school students. It provides opportunities for members to develop leadership skills as they organize service projects for the school and community, and coordinate social activities to promote school spirit and pride. StuCo also provides for an exchange of ideas among the faculty and student body through its elected officials and representatives.

Student Enrollment/Emergency Cards

Each year we require that students and parents/guardians complete and return student enrollment/emergency cards. It is essential for us to have this information in the event of an emergency situation at school. Please include any pertinent contact information on these forms. A minimum of two emergency contact persons with phone numbers must be listed on these cards. **To help assure the safety of your child, it is imperative that updates (phone number and email address changes, etc.) are made as changes occur. Please contact the main office with any changes.** Students will not be released to individuals not named on the emergency card.

Student Possessions

Caring for personal possessions is each student's responsibility. Clintondale Community Schools is not responsible for any student item brought to school from home.

Student Support Services

The school counselor's main concerns are the development of student academic achievement, self-esteem, personal abilities, and social skills needed in daily living. Our school counselor is involved with the following:

- ★ Small group and individual counseling and support.
- ★ Assisting students with class changes when appropriate.
- ★ Assistance to students beginning or leaving Clintondale Community Schools.
- ★ Coordination of teacher concerns, individual needs, possible testing, response to intervention, and potential referral to special education.
- ★ Standardized student testing
- ★ Special group or individual meetings on such topics as death, divorce, substance abuse, or child abuse.
- ★ Informing teachers as necessary for the special needs of students.
- ★ Involvement with follow-up of progress reports and report cards and related parental/guardian concerns.
- ★ Involvement with school attendance, homework completion following absence or suspension, or start of homebound services.
- ★ Working with parents/guardians to coordinate efforts of home and school.
- ★ Facilitating meetings between teachers and parents/guardians.
- ★ Referrals to outside counseling or other agencies.
- ★ Career-life goal setting for students entering Clintondale High School.
- ★ Liaison to outside agencies & community resources.

The school counselor helps students to understand and deal with social, behavioral, and personal problems. In addition, the school counselor helps students evaluate their abilities, interests, talents, and personality characteristics in order to develop realistic academic and career goals. Counseling assistance is available to all students throughout the year. Students are to sign up in the counseling office indicating the desire for a conference. Parents/guardians desiring to speak to a counselor regarding personal issues, scheduling, or academic concerns may contact the counseling department at 586-791-6302, ext. 1017.

Telephone Use

Phones in school offices and classrooms are for school business and may **ONLY** be used by with the approval of a CMS staff member.

Testing

Tests are administered to all Clintondale Middle School students at different times throughout the school year. While no testing instrument can provide a total picture of the child's academic ability or school achievement, the testing program is designed to provide:

- ★ A means of effective counseling and guidance to help students understand their capacities and limitations, interests and achievements, and personal and social growth leading to effective life choices.
- ★ A means of understanding for parents/guardians in the areas of student capabilities and limitations, interests, and achievements, as well as personal and social growth.
- ★ An aid to teachers in understanding individual capabilities and needs so as to program more adequately.
- ★ A review of present curriculum and direction for the future.

Parents/guardians are urged to discuss their child's test results with the teachers and counselor during parent/teacher conferences, or by special appointment.

Textbooks and Other School Property

Students will be issued textbooks at the beginning of the school year. Lost or damaged textbooks will result in fines to pay for damage and/or replacement costs. New textbooks may not be issued until all outstanding fees/fines are paid in full. Misuse of textbooks, school equipment, supplies, or software may result in disciplinary action, fines for damages, and/or loss of privileges. Appropriate behavior includes:

- ★ Refraining from writing in any Clintondale Community Schools textbooks or on equipment.
- ★ Refraining from loaning books or equipment to other students.
- ★ Storing any books or equipment in lockers when not in use.
- ★ Accepting responsibility by paying for the damage or loss of books or equipment.]

Visitors

CMS is considered a “closed campus.” This means that only CMS students may attend school during the school day and during extracurricular activities/events. Exceptions to this may be granted only by CMS administration. CMS administration maintains the right to deny any visitation. Appropriate visitation rules include:

- ★ Visitors during the school day must sign in at the main office and receive a “Visitor’s Pass.” Security concerns prohibit parents or guardians from going directly to classrooms or other areas of the building.
- ★ Appointments with teachers must be arranged beforehand.
- ★ If an adult wishes to deliver money, clothing, lunches, etc. to a child, these items must be brought in to the main office.
- ★ CMS staff reserves the right to ask for picture identification.
- ★ CMS administration reserves the right to limit the visits of parents/guardians that disregard visitor procedures.
- ★ Student visitors must seek approval from CMS administration at least one day prior to visiting.

Volunteers

Volunteers are always welcome at CMS! School volunteers must complete a volunteer consent form before supervising or assisting in any school activity. Consent forms are available in the main office.

Yearbooks

Yearbook orders will be taken in May and will be delivered in June. Information regarding yearbook sales will be sent home with students and posted in the school. Parents are not obligated to purchase a yearbook, although students greatly enjoy this publication. Students purchasing yearbooks are strongly advised to place names in them upon receipt. CMS will not be held responsible for guaranteeing availability beyond the reservation/purchase dates. **There will be a “golden ticket” placed inside one yearbook that guarantees the winner a free ticket to Cedar Point if they qualify.**

HOME/SCHOOL COMMUNICATION & GRADE REPORTING

To ensure the best possible school experience, it is imperative that students, parents/guardians, and teachers keep the lines of communication open. Below are some of the ways for parents/guardians and the school to communicate.

Agenda Book

Pertinent information regarding academic performance, citizenship, or other comments may be expressed through the Agenda Book. You are encouraged to take the time to refer to your child’s Assignment Book on a regular basis to keep current in regard to your child’s academic performance and citizenship. Also, do not hesitate to write a message to your child’s teacher in the book. However, remind your child to let your teacher know of the message.

Parent/Teacher Communication

If a special conference needs to be scheduled, a mutually agreeable time can be arranged with one or more teachers, the counselor, and/or CMS administration. These can be scheduled through the main office or the counseling office. Phone or email contacts can also be made if situations are not serious enough to warrant a personal visit. Staff email addresses may be accessed through the district’s website at ClintondaleSchools.net.

Please contact the main office to request to leave a message on a staff member's voicemail box.

Parent/Teacher Conferences

Tentatively, Parent/Teacher Conferences will be held on the following dates for the 2021-22 school year:

Fall Conferences: Thursday, October 14 12:30-2:30 p.m. and 6-8 p.m.

Spring Conferences: Thursday, March 10 12:30-2:30 p.m. and 6-8 p.m.

Phone Blasts

Occasionally, administration and staff may reach out to your family via phone blast. The purpose of the blast is to keep you informed regarding special events and information related to CMS or our district as a whole.

Progress Reports

At the midpoint of each card marking (approximately five weeks into each card marking), progress reports will be sent home with students, if they are not collected at conferences. Progress reports show academic and/or behavioral performance over the first half of the card marking.

Report Cards

At the conclusion of each card marking, report cards will be sent home with students. The final report card will be mailed home. Report cards show academic and/or behavioral performance over the entire card marking. Information contained in the report card includes:

- ★ Academic grades
- ★ Citizenship marks
- ★ Comments by teachers
- ★ Attendance records

School Calendar

Our school calendar can be accessed through the district's website at ClintondaleSchools.net. Please note that all times and dates are tentative.

School Communications

Throughout the school year, students are asked to deliver communications to parents/guardians. These may address attendance issues, changes in policy, fundraising information, or other pertinent information related to school. Periodically, ask your child if any information has been sent home.

Website

CMS information may be accessed through the district's website at ClintondaleSchools.net.

GENERAL POLICIES & STUDENT CODE OF CONDUCT

Violations of General Policies and the Student Code of Conduct may result in parental contact, loss of privileges, disciplinary action, and/or placement on the Disciplinary Step System of the *Clintondale Community Schools District-Wide K-12 Discipline Policy*.

Attendance – The Law

The sections of the *Revised School Code, Act 451 of 1976*, that address compulsory school attendance and attendance policy and grades are contained in the Michigan Compiled Laws under MCL 380.1147, 380.1284, 380.1284b, 380.1561 – 380.1599.

Age of Attendance

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to sixteen to send the child to school during the entire school year, except under the limited circumstances specified in subsection (3) of section 380.1561. The exceptions include, but are not limited to, sending the child to a state-approved, nonpublic school or educating the child at home in an organized educational program.

Enforcement and the Attendance Officer

Attendance officers are employed by an intermediate school district or local school district. The attendance officer has the powers of an assistant sheriff within the school district while performing official duties and pursues cases of nonattendance, which are reported to him or her by the proper authority. The attendance officer, upon receiving notice of that fact, must give written notice either in person or by registered mail requiring the child to appear at school on the next regular school day following receipt of notice and to continue in regular and consecutive attendance in school. If the parent or legal guardian fails to comply with the notice, the attendance officer must make a complaint against the individual in the proper court for refusal or neglect to send the child to school. The court then issues a warrant and proceeds to hear and make a determination in the case. The law also states that a parent or legal guardian who fails to comply with the compulsory school attendance section of the *Revised School Code, Act 451 of 1976*, is guilty of a misdemeanor [MCL 380.1571 – 380.1599].

Attendance and Grades

In a matter related to school attendance and grades, the Michigan Attorney General issued an opinion cited as *1978 OAG 5414* that states that the compulsory school attendance law recognizes an educational value in regular attendance at school. The opinion states that classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. Based on these considerations, the Attorney General concluded that a school district may consider attendance in determining a student's grade in a course. Clintondale Middle School fully endorses and enforces the opinion of the Attorney General.

Attendance Policy

Procedure for Reporting Absences

To report a student's absence, a parent/guardian must contact the attendance office at 586-791-6302, ext. 1000. After regular school hours (between 3:00 p.m. – 7:15 a.m.) a voice message may be left. Please make sure to state your child's full name, grade, length of an absence, and reason for being absent.

Prearranged Absences

In order to request class assignments ahead of time, the attendance office must receive notification five (5) school days prior to the first day of the prearranged absence.

Excused Absences

To **EXCUSE** a child's absence, a parent/guardian should contact the attendance office at 586-791-6302, ext. 1001, by no later than 10:00 a.m. on the day of the student's absence. Failure to report the **EXCUSED** absence will result in the absence of being marked as **UNEXCUSED/UNVERIFIED**.

Exempt Absences

CMS administration understands that special circumstances may arise from time to time. Communication between school and home is extremely important. To report an **EXEMPT** absence, please contact the attendance office at 586-791-6302, ext. 1000. An **EXEMPT** absence will be granted for the following reasons, pending a parent/guardian has contacted the attendance office to verify the absence and provides appropriate documentation (if needed):

- ★ Illness ¹
- ★ Emergency medical/dental appointment ¹
- ★ Religious holiday
- ★ Death in the family
- ★ School-sponsored or sanctioned activity
- ★ Court appearances ²
- ★ Prearranged family trip (one per school year) ³
- ★ Approved absences by CMS administration ⁴

¹ To count as an exempt absence, a physician's note *MUST* be presented within three (3) days of the student returning to school.

² To count as an exempt absence, proper court documentation *MUST* be presented within three (3) days of the student returning to school.

³ The notification *MUST* be received five (5) school days prior to trip departure if the parent/guardian intends to request class assignments.

⁴ CMS administration has the right to approve any absences as exempt absences due to reasonable circumstances provided by a parent/guardian. To request this change, contact with CMS administration must be made within three (3) days of the absence.

Unexcused/Unverified Absences

All absences not meeting the criteria for **EXCUSED** or **EXEMPT** absences will be considered **UNEXCUSED/UNVERIFIED** absences.

Tardies

Students are expected to be in class and ready to learn when the bell rings. If a student is not in class and ready to learn when the bell rings, the student will be marked **TARDY**. Our tardy policy is designed to promote better student achievement by:

- ★ Encouraging students to be on time to class.
- ★ Reducing the amount of instructional time lost to interruptions caused by students who arrive late to class.
- ★ Involving students, parents, and staff as partners in finding solutions to student punctuality problems.

Our tardy policy reinforces the propositions that regular attendance and punctuality to class are important factors that will improve student achievement. Students need to understand that it does matter if they are on time for class. Tardies will be monitored each card marking.

Tardies to School

Excessive tardiness to school will result in a referral to the MISD attendance officer (refer to Truancy). A student, who arrives in 1st Hour after the first 30 minutes of the class period (8:00 a.m.), without staff member approval, will be considered **ABSENT (UNEXCUSED)** for that class period.

- ★ 10th Tardy Per Marking Period – Letter of warning sent home with students.
- ★ 30th Tardy Per Semester- Referral to MISD attendance officer. **Loss of High Five Cards for thirty (30) school days.**

Tardies to Class

A student who arrives at hours 2 through 6 after the first 5 minutes of the class period, without staff member approval, will be considered **ABSENT (UNEXCUSED)** for that class period. Students who are tardy to hours 2 through 6 will be subject to the following consequences:

- ★ 5th Tardy Per Marking Period – Letter of warning sent home with students.
- ★ 10th Tardy Per Marking Period- Loss of High Five Card- 10 school days. Lunch detention
- ★ 15th Tardy Per Marking Period- Loss of High Five Card- 15 school days. Saturday School.

Absences Due to School-Sponsored Activities

All students participating in a school-sponsored activity must have proper permission slips filled out and turned in to the sponsoring teacher prior to the departure of the school-sponsored activity. For attendance purposes, all students participating in a school-sponsored activity will be marked as **SCHOOL ACTIVITY** (exempt absence) for the duration of the activity. The sponsors assume responsibility for the attendance of these students. Under no condition should the student be denied permission to make up work missed during a school-sponsored activity.

Attendance for School-Sponsored/Extracurricular Activities and Athletic Events

A student must be in attendance for a minimum of 3 full class periods to participate in or attend a school-sponsored/extracurricular activity or athletic event.

Truancy

A child is considered truant when the student has no valid reason for missing class or school. In accordance with the law, records will be forwarded to a truancy officer for review. This includes:

- ★ Excessive tardiness. – See Tardies
- ★ Excessive out-of-school suspensions.
- ★ An excessive amount of days absent due to illness without medical documentation.
- ★ Excessive non-exempt absences.

The following policy will be enforced each **semester** regarding excessive non-exempt absences:

- ★ At ten (10) non-exempt absences, the 1st letter of warning will be carried home to the student's parent/guardian regarding the number of non-exempt absences. Contact will be documented and kept as part of the student's permanent records.
- ★ At fifteen (15) non-exempt absences, a 2nd letter will be mailed to the student's parent/guardian regarding the number of non-exempt absences. This will be documented and kept as part of the student's permanent records.
- ★ At twenty (20) non-exempt, a referral will be made to the MISD attendance officer. This will be documented and kept as part of the student's permanent records.

****If there is a pattern of excessive absences from the previous year, this process may be expedited.***

Parents play a key role in the education of their children. Enforcing truancy laws starts an intervention process that helps identify causes and helps families in crisis. It also underlines the importance of parental and child responsibility

and accountability.

Work Missed During an Absence

A student will be given one (1) school day for each day of absence to make up any missed work. For example, if a student is absent for two school days, he/she will have two (2) school days to make up the work. The work must be turned in to his/her teachers at the beginning of the class period on the third school day. **It is the student's responsibility to meet with all of his/her teachers to obtain any missed work due to absences.** Failure to complete any work missed during an absence within the appropriate time frame will result in a failing grade.

Sign-In/Sign-Out Procedure

Students arriving at school after 8:00 a.m. must sign in by reporting to the attendance office. Students are expected to remain in school for the entire school day. Exceptions to this policy will be made only if a parent/guardian contacts the attendance office to sign a student out. If a student becomes ill or injured during the school day, contact will be made with a parent/guardian or a person listed on the student's emergency card. **Students will not be released to individuals not named on the emergency card.**

Homebound Students

Students who are forced to miss school for extended periods of time due to physical or emotional disability or long term illness should receive the services of a homebound teacher. Homebound students are not subject to the penalties of the attendance policy. Efforts will be made to coordinate instruction with the student's teachers so that the student can be given credit and make an adequate adjustment upon return to Clintondale Middle School. Parents/guardians should contact the counseling office for this service.

Award Recognition

Awards Day is scheduled for the high school auditorium. **All family members of award recipients are invited.**

Honor Society Award

A student must have at least a 3.50 GPA or above for the first three card markings

Honor Roll Award

A student must have at least a 3.499 – 3.0 GPA for the first three card markings.

Scholarship Award

A average or better for the first 3 card markings in 4 core classes.

Academic Award

A average or better for the first 3 card markings in 3 core classes.

Achievement Award

A average or better for the first 3 card markings in 2 core classes.

Core Subject Award

A average or better for 3 card markings in a specific subject area.

Bus Transportation Policy

It is the responsibility of the building principal, teachers, bus drivers, and students to maintain a safe, convenient, and economical transportation system. At times, infractions of rules do occur which require action. Bussed students may be denied transportation (temporarily or permanently) depending upon the seriousness of the act. The following instances will be considered serious: insubordination, throwing objects, smoking, fighting, profane or foul language, destruction of property, and repeated offenses. The revocation of bus privileges is not an action to be taken lightly. Our mutual goal is to develop student self-discipline which leads to mature responsibility.

Students riding Clintondale Community Schools' transportation shall be under the jurisdiction of the school and are subject to the policies, rules, and regulations of Clintondale Middle School and Clintondale Community Schools.

The following disciplinary action will be administered for minor violations of transportation policies, rules, and regulations:

- ★ 1st Offense: Warning. Parent/guardian contacted by the administration.
- ★ 2nd Offense: Suspension of bus riding privileges for five (5) school days. Loss of High Five privileges for ten (10) school days.
- ★ 3rd Offense: Suspension of bus riding privileges for ten (10) school days. Loss of High Five privileges for fifteen (15) school days. Administrative/parent meeting required to discuss future consequences.
- ★ 4th Offense: Indefinite loss of bus riding privileges. Loss of High Five privileges for twenty (20) school days. Administrative/parent meeting required discussing future consequences/bus riding status.

Cell Phones/Electronic Device (ED) Policy

Students may possess cell phones or other electronic devices (ED) in school, on school grounds, at after school activities/school-related functions (when permitted), and on a school, vehicle provided that the device is turned **OFF** and is **OUT OF SIGHT** while inside the building.

Possession of a cell phone or other device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the privilege. The student who possesses a cell phone or a device shall assume responsibility for its care. At no time shall Clintondale Community Schools be responsible for theft, loss, or damage to cell phones or ED while on school grounds.

Violations of this policy will result in the following:

- ★ 1st Offense: Confiscation of cellular telephone/ED until the end of the school day.
- ★ 2nd Offense: Confiscation of cellular telephone/ED. Cellular phone/ED will not be returned until parent/administrator contact is made. Lunch Detention. Loss of High Five privileges for ten (10) school days.
- ★ 3rd Offense: Confiscation of cellular telephone/ED until parent/guardian and administrator meeting is held. Saturday School. Loss of High Five privileges for fifteen (15) school days.
- ★ 4th Offense: Confiscation of cellular telephone/ED until parent/guardian and administrator meeting is held. One (1) day out-of-school suspension. Loss of High Five privileges for twenty (20) school days.
- ★ 5th Offense: Confiscation of cellular telephone/ED until parent/guardian and administrator meeting is held. Three (3) day out of school suspension. Loss of High Five Privileges for thirty (30) school days.

Clintondale Community Schools

Statement of Assurance of Compliance with Federal Law and the Michigan Department of Education

The Clintondale Community Schools Board of Education hereby agrees to comply with Federal laws prohibiting discrimination and with all requirements imposed by or pursuant to regulations of the United States Department of Education and the Michigan Department of Education.

District policy requires non-discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, English proficiency, disability, height or weight; in its programs, services, activities, employment, or admissions policies. The following person has been designated to handle complaints, questions, etc.: Mrs. Lee Walmsley– The Age Act, Title VI, Title IX, 35100 Little Mack, Clinton Township, MI, 586-791-6300; Mrs. Lee Walmsley – Title II and Section 504, 35200 Little Mack, Clinton Township, MI 586-791-6300.

Computer/Technology – Acceptable Use Policy

Clintondale Community Schools provides technology resources to its students and staff for educational and administrative purposes. The goal of providing these resources is to promote educational excellence in the Clintondale Community Schools by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. At the beginning of the school year, students and parents will be required to sign an Acceptable Use Policy agreeing to adhere to all user responsibilities and technology use guidelines. Students will not be allowed to use the district's technology until this document is signed.

Website Violations

Students are ONLY allowed to be on teacher-approved websites. Violations of this policy will result in:

- ★ 1st Offense: Warning. Parent/guardian contacted by the teacher.
- ★ 2nd Offense: Parent/guardian contacted by the administration. Loss of High Five privileges for ten (10) school days.
- ★ 3rd Offense: Parent/guardian contacted by the administration. Indefinite loss of computer privileges until parent/guardian and administrator meeting is held. Loss of High Five privileges for fifteen (15) school days.
- ★ 4th Offense: Indefinite out-of-school suspension until parent/guardian and administrator meeting is held and/or loss of computer privileges. Loss of High Five privileges for twenty (20) school days.

Dress Code Policy

Standards of school dress should promote good habits of cleanliness and modesty while allowing comfort and self-expression. The school requests that the parents/guardians assume responsibility for maintaining the high standard of dress that is expected by the Clintondale Community Schools Community. Repeated violation of the CMS dress code will result in disciplinary action. The CMS Dress Code policy is as follows:

- ★ **Short shorts and short skirts are prohibited. If hands are placed at your side, fingertips extended, the hem of your shorts/skirts must be at or below your fingertips. If the shorts or skirt has slits or openings, the top of the slit must meet the length requirement above.**
- ★ **Undergarments, including shorts, should not be visible at any time.**
- ★ **No bare midriff (if you can't tuck it in, don't wear it).**
- ★ **No underwear and tank tops as outerwear. Shoulders must be covered at all times.**
- ★ **No shirts, buttons, jewelry, or other items with inappropriate, indecent words or symbols,**

- including those promoting gangs, drugs, and alcohol or tobacco products.
- ★ **No hats or caps. Scarves or bandanas must NOT have a paisley print.**
- ★ **No coats or jackets are to be worn inside the building. Students are encouraged to keep a sweatshirt, hoodie, or sweater in their locker so that they can wear it if they are cold.**
- ★ **No pajamas, slippers, or house shoes.**
- ★ **No low necklines. If you hold your neck with your right hand placing the first finger and thumb of the right hand over your collarbones, the bottom of your hand MUST touch the border of the garment you are wearing.**
- ★ **No sagging pants.**
- ★ **All hats must be kept in lockers while in the building**
- ★ **No holes in shorts or pants above fingertip length without a garment underneath.**
- ★ **Leggings, jeggings, stretch pants, tights or yoga pants MUST NOT be see-through.**

End of the Year Activities:

Cedar Point (7th & 8th Grades): In order for students to be eligible for Cedar Point, they must adhere to the following:

- No more than **thirty (30)** combined tardies and absences to 1st hour.
- No more than **ten (10)** disciplinary log entries for the year.
- No time spent on low citizenship (a **combination of 3 Ns or 1 U and 1 N**) during the school year.
- No suspensions **one month prior to the trip.**

Stoney Creek (8th Grade): In order for students to be eligible for Stoney Creek, they must adhere to the following:

- No more than **ten (10)** disciplinary entries for the year.
- No more than one time on low citizenship** (a **combination of 3 Ns or 1 U and 1 N**) during the school year.
- No suspensions **one month prior to the trip.**

Pinning Ceremony (8th Grade): The 8th-grade pinning ceremony is for students who meet the academic requirements for promotion. The ceremony will be held in the middle school auditorium in June.

Family Educational Rights and Privacy Act (FERPA)

Clintondale Community Schools shall not disclose the information contained in a student's educational record without the proper written consent of the parent/guardian or adult student except as permitted by law.

Written requests for student records or directory information shall be kept on file in the student's records and are available for review by parents or adult students. Parents/guardians and adult students also have, under his law, certain rights regarding records.

- ★ Student's educational records may be inspected and reviewed.
- ★ Amendments in regard to inaccurate, misleading, or information otherwise in violation of a student's rights may be requested.
- ★ Personally, identifiable information must have the consent of the parent/guardian or adult student.
- ★ A complaint of non-compliance may be filed with the Department of Education.
- ★ A copy of the district's policy and administrative guidelines on student records may be obtained.

All records are housed in the school office and may be reviewed upon written request by the parent/guardian or adult student. If copies are requested, a copying fee may be assessed.

School officials (administrators, teachers, counselors, and professional support personnel) have access to student records for legitimate educational interests. These interests include academic, disciplinary, social, and/or emotional growth of the student.

School records must be sent directly to a new school upon the request of the receiving school when a student transfers.

Grading Policy

Teachers maintain their own systems for calculating students' grades. These grading systems are presented at the beginning of the year in the teachers' course syllabus. For grade reporting purposes, letter grades will be issued for all courses. Grades of **NC** (No Credit), **CR** (Credit), and **I** (Incomplete) may also be issued. The following grading scale will be used for all courses at CMS:

%	Letter Grade	GPA Equivalent	12 pt. Scale Equivalent	%	Letter Grade	GPA Equivalent	12 pt. Scale Equivalent
100 - 97	A+	4.33	12	76 - 73	C	2.00	5
96 - 93	A	4.00	11	72 - 70	C-	1.67	4
92 - 90	A-	3.67	10	69 - 67	D+	1.33	3
89 - 87	B+	3.33	9	66 - 63	D	1.00	2
86 - 83	B	3.00	8	62 - 60	D-	0.67	1
82 - 80	B-	2.67	7	59 - 0	F	0.00	0
79 - 77	C+	2.33	6				

GPA

A student's grade point average (GPA) will be calculated each card marking. To calculate a GPA:

1. Add up the GPA equivalents for each letter grade received.
2. Divide that total by the number of addends.
3. Round to the nearest hundredth.

* Grades of **NC** (No Credit) and **I** (Incomplete) will be counted as **F**'s when calculating a GPA.

The example below illustrates a student with a 3.28 GPA for the 1st Card Marking.

Report Card - 1 st Card Marking	
Subject	Grade
ELA	B
Math	A
Phys. Ed/Swim	C+
Science	A-
Social Studies	B
Art	B+

$$\begin{aligned}
 &B = 3.00; A = 4.00; B- = 2.33; A- = 3.67; B = 3.00; B+ = 3.33 \\
 &3.00 + 4.00 + 2.33 + 3.67 + 3.00 + 3.33 = 19.67 \\
 &19.67 \div 6 = 3.278333333 = 3.28
 \end{aligned}$$

3.28 GPA for the 1st Card Marking

Pass/Fail

The 12 pt. Scale will be used to determine final (semester) grades and will be the basis of the CMS Pass/Fail policy. The Pass/Fail policy is as follows:

- ★ Fail one (1) academic class – Summer school is recommended. The student will be PROMOTED to the next grade level for the following school year.
- ★ Fail two (2) academic classes – Summer school is mandatory. One class must be taken and passed for the student to be PROMOTED to the next grade level for the following school year.
- ★ Fail more than two (2) academic classes – The student will be RETAINED for the following school year.

CMS counseling/administration has the right to PLACE a failing student to the next grade level because of age appropriateness and/or previous RETENTION.

Citizenship Scale

An **OUTSTANDING (O)** student **regularly** demonstrates the following characteristics:

- ★ It does not need to be reminded about behavior and can be depended upon to obey the classroom rules no matter what others do.
- ★ Is ready to begin work with supplies and homework in class.
- ★ Uses class time to complete assigned work.
- ★ Communicates with teachers and peers in a positive, cooperative manner at the appropriate time.
- ★ Contributes to a class by reading, answering questions, and/or participating in class discussions.
- ★ Works independently, but knows when and how to seek guidance and help from the teacher.

A **SATISFACTORY (S)** student **usually** demonstrates the following characteristics:

- ★ Sometimes needs to be reminded about behavior like talking, writing notes, or paying attention.
- ★ Is usually prepared for class with supplies and homework.
- ★ Usually uses class time to complete assigned work, but may need to be reminded to stay on task.
- ★ Is usually courteous and cooperative, but may occasionally get carried away.

A student who **NEEDS IMPROVEMENT (N)**:

- ★ May need frequent reminders about proper classroom behavior, including distracting other students, excessive talking, writing notes, failure to stay in the correct seat during class, or misuse of school property.
- ★ Frequently arrives to class without books or supplies.
- ★ Is inconsistent about using class time to complete assigned work.
- ★ Sometimes communicates with teachers and peers in a defiant or negative manner.

A student who is **UNSATISFACTORY (U)**:

- ★ Is often uncooperative and mischievous and needs constant supervision and reminders about classroom rules and expected behaviors.
- ★ Rarely comes to class with books and supplies.
- ★ Consistently creates disruptions, drawing attention away from learning activities and classwork time.
- ★ Regularly communicates with teachers and peers in a defiant or negative manner.

Low Citizenship List

A student who receives a combination of at least 3 N's or 1 N and 1 U on Progress Reports or Report Cards will be placed on the Low Cit List and will lose their High 5 Card and Privileges for five (5) weeks unless they attend and complete the High Five Training Program.

Pathways to Potential (Department of Health and Human Services)

Pathways work to improve attendance, connect families, and build partnerships. Our success coaches work in the schools to remove barriers to attendance early on before they result in truancy and negatively impact learning. Success coaches are then better equipped to connect families when barriers come up that impact attendance by quickly forging relationships with parents -- forming a collaboration to show everyone is working together. Through these connections, success coaches, community school coordinators, and schools have seen an increase in parental involvement. Lastly (although this is not where we end our involvement with the students, families, and schools), DHS partners with schools, bringing a network of businesses and community partners to the table to strategize on how to best help students and families. These partnerships ultimately build and strengthen the community as a whole.

Public Act 521

Public Act 521, school persons shall not inflict, threaten to inflict, nor cause to be inflicted any form of physical punishment, as a penalty for student misconduct. Public Act 521 permits the use of reasonable force, in order to protect people from harm, to take possession of dangerous objects, or to protect school property. Board members are permitted to discipline school persons who violate this law.

Rights and Responsibilities – Expression of Opinions

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.

All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.

Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school are inappropriate and prohibited.

Search and Seizure

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

- ★ There should be reasonable cause for school authorities to suspect that a student may possess articles constituting as crime or rule violation.
- ★ General searches of school property may be conducted at any time.
- ★ The search of an area assigned to a student should be for a specific item and be conducted in his/her presence whenever reasonably possible.
- ★ Illegal items (firearms, weapons, etc.) or other possessions that are reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
- ★ Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from student possession.

Sexual Harassment – Of and by Students

The Clintondale Board of Education prohibits sexual harassment by or toward any student. This policy applies to

conduct during and relating to the school and school-sponsored activities. Sexual harassment is inappropriate and offensive. All students have a right to be educated in an environment free from sexual harassment. All school district employees have a right to work in an environment free from sexual harassment.

Definition of Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:

- ★ Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
- ★ Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
- ★ The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for students or school district employees.
- ★ Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

Examples of conduct that may constitute sexual harassment and would, therefore, be prohibited include:

- ★ Unwelcome leering, sexual flirtation, propositions, accosting, or soliciting.
- ★ Unwelcome sexual slurs, epithets, threats, derogatory comments, or sexually degrading descriptions.
- ★ Unwelcome graphic verbal comments about one's body.
- ★ Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
- ★ Unwelcome spreading sexual rumors about a student, teacher, administrator, board member, or school employee.
- ★ Unwelcome touching of an individual's body or clothes or the covering or blocking of said individual's normal movement for the purpose of the sexual flirtation, sexual advancement, or sexual intimidation.
- ★ Conditioning academic and/or student activity privileges on submission to unwanted sexual conduct from students or staff.
- ★ Displaying sexually suggestive objects, pictures, or graphics in the educational environment.

Nature of Sexual Harassment

Sexual harassment may occur:

- ★ Student to student
- ★ Staff to student
- ★ Student to staff
- ★ Male to male
- ★ Female to female
- ★ Male to female
- ★ Female to male

Discipline/Consequences

Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Any employee who permits or engages in sexual harassment of students may be subject to disciplinary action up to and including dismissal.

Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the Principal and/or Assistant Superintendent shall be disciplined appropriately.

Reporting Procedure/Investigation

- ★ The Board encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.
- ★ Any teacher, counselor or administrator who has received a report verbally or in writing from any student

regarding sexual harassment of that student or another student, by a student or adult in the educational setting must forward that report to the Building Principal or Superintendent within twenty-four (24) hours, or within a reasonable extension of time thereafter for good cause.

- ★ All complaints of sexual harassment will be investigated and promptly resolved through the office of the Superintendent.
- ★ Upon receipt of an allegation of sexual harassment, the Principal and/or Superintendent will designate an investigator who will initiate an investigation into the complaint within forty-eight (48) hours.
- ★ Verbal reports of sexual harassment will be put in writing by the individual complaining or the person who receives the complaint and will be signed by the person complaining.
- ★ Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.
- ★ The complaint investigator will put his/her findings in writing and will forward a copy to the Superintendent within one week or a reasonable extension of time thereafter for good cause, after concluding the investigation.
- ★ Results may be indeterminate. If so, the matter will be recorded as unresolved and the record will be maintained by the school district separate and apart from any student or personnel file.

The above reporting/investigation procedures apply to an internal investigation by the school district of any sexual harassment complaint. Nothing in this reporting procedure shall relieve any employee at the school district from the reporting obligation imposed under the Child Abuse Neglect and Reporting Act.

Retaliation Prohibited

The School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student who initiates the complaint nor will it affect the student's academic standing, rights, or privileges.

Enforcement

The administration, including each Principal, has the responsibility of maintaining a work environment and/or educational environment free of sexual harassment. The Superintendent's office shall take appropriate actions to reinforce the school district's sexual harassment policy. These actions include:

- ★ Prompt removal of vulgar or sexually offensive graffiti.
- ★ Providing student instruction about sexual harassment through at least one assembly.
- ★ Taking appropriate disciplinary action as needed.
- ★ All homeroom teachers shall discuss this policy with their students during the first week of each school year. Discussion shall be carried out in age-appropriate ways and should assure students that they need not endure any form of sexual harassment.
- ★ In addition, all teachers, counselors, and administrators shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as-needed basis.

Notifications

A copy of this sexual harassment policy shall:

- ★ Be included in the School Code of Conduct that is sent to parents/guardians at the beginning of each school year.
- ★ Be displayed in a prominent location near each school Principal's office.
- ★ Appear in any school or school district publication that sets forth the school or school district's comprehensive rules, regulations, procedures, and standards of conduct.

Student Publications

Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process. The authors must sign such written expressions. Students who edit, publish, or distribute handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.

Libel, obscenity, and personal attacks are prohibited in all publications. The unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the sale of non-school sponsored student newspapers published by students of the school district at times and places as designated by the school authorities.

Severability Provision

In the event that any provision(s) herein shall be determined to be illegal or of no effect by a court of competent jurisdiction, such provision(s) shall be void and inoperative, but all other provisions hereof shall remain and continue in full force and effect.

Situations Not Covered

Situations may arise not expressly defined or referred to in this handbook. The administration shall provide for such situations and procedures keeping with the spirit of this handbook.

Whenever any provision in this handbook is not in accordance with the existing Board Policy, the Board's existing policy will be the prevailing and governing policy. Also, it is to be understood that at any time the Board of Education can amend or create new policies and rules and regulations. These also will prevail and become the governing policies and rules and regulations.

DISCIPLINE

Clintondale Middle School students shall adhere to the guidelines and policies set forth in this handbook and the *Clintondale Community Schools District-Wide K-12 Discipline Policy*. Copies of the *K-12 Discipline Policy* will be given to each student at the beginning of the school year and to each new enrollee. Additional copies are available in the main office. Following the guidelines set forth in this handbook and the *K-12 Discipline Policy* will allow each student an environment in which to learn, grow, and prosper.

Even with guidelines, school discipline is not always easy. We urge parents/guardians to support the guidelines and policies set forth in this handbook and the *Clintondale Community Schools District-Wide K-12 Discipline Policy* and to work along with the CMS staff in providing the best possible middle school experience for our students. Working together will improve the learning environment of our children. We ask that parents/guardians:

- ★ Review the CMS Handbook and *K-12 Discipline Policy* with your child regularly.
- ★ Discuss each rule thoroughly by explaining the purpose of the rule and by giving examples of poor choices that will get your child in trouble; draw from previous experiences and knowledge to make the discussion as meaningful as possible.
- ★ Discuss discipline at parent/teacher conferences.
- ★ Call teachers, the counselor, social worker, or administration any time there is a problem or question.
- ★ Stress with your child that family and school work together for the betterment of all students.

Clintondale Middle School students are expected to make choices each day that are going to benefit them. Our students are taught that when one makes a decision or takes an action that they then must accept responsibility for the action and the consequences of the choices they made. The CMS High Five program rewards wise choices and decisions through positive behavior incentives and a sense of school unity and pride. It is the duty of CMS students to report any violation of school rules/policies to a staff member in the building. CMS administration forbids retaliation for such an act of good citizenship. We emphasize that students should always be looking for positive

results in their decisions.

Disciplinary Step System

The disciplinary steps listed below shall be followed in the administration of disciplinary action. The steps are designed to:

1. Provide the student with a program that includes ample opportunity for modification of the negative behavior.
2. Provide consistency in the administration of disciplinary action – a fair program in that all students charged with the same level of misconduct will receive the same action.
3. Provide for clearly stated, advanced knowledge to all students, parents, and staff members of the course of action to be taken in handling disciplinary matters.
4. Provide a program that is progressive (least to most severe action).

The steps shall be administered under the following conditions:

1. That all appropriate corrective action shall be taken either prior to or concurrently with the administration of any disciplinary action. Placement on the step system will be proportionate to the severity of the misconduct.
2. That once a student is placed on the disciplinary steps, the student may, during the current school year, move to succeeding steps for each subsequent occurrence of misconduct at administrative discretion. Movement on the steps will be proportionate to the severity of the misconduct.
3. The student's placement on the step system may be reduced one step for each consecutive thirty (30) school days at the middle school level without misconduct requiring disciplinary action as described in this policy. (Step 7 or less)
4. With the start of a new school year, students who are placed on the step system in the prior year may return without any steps on their record based upon the discretion of the building administrator. Penalties to be served resulting from the prior school year step placement will be served within the first two-week period of the new school year. (Step 7 or less)

Disciplinary Steps

STEP 1	Parents notified by the teacher.
STEP 2	Lunch detention and parent notification.
STEP 3	One-day suspension (maximum).*
STEP 4	Three-day suspension (maximum).*
STEP 5	Five-day suspension (maximum).*
STEP 6	Ten-day suspension (maximum).*
STEP 7	Long-term suspension and/or recommendation for expulsion for misconduct, not including possession of a dangerous weapon, arson, criminal sexual conduct, or verbal/physical assault against district employees, students, volunteers, or contractors.

STEP 8 Expulsion for possession of a dangerous weapon, arson, criminal sexual conduct, or verbal/physical assault against district employees, students, volunteers, or contractors.

*** Days are school days, not calendar days**

*** Disciplinary steps are subject to change based on infraction or progressive discipline.**

Out-of-School Suspension

In cases of serious or repeated misconduct, as judged by the building administrator, it may be necessary to restrict school attendance. During out-of-school suspensions, the student remains at home under parent/guardian supervision. Students serving suspensions may not participate in CMS or district activities, and may not be on school grounds until the conclusion of the suspension. Work can be obtained through the counseling office and may be picked up by a parent/guardian. Credit will be given for work completed during this period.

It should be noted that detention or out-of-school suspension is intended to improve school behavior and reduce both the number and severity of behavioral incidents. Therefore, repeated misconduct may result in movement to succeeding steps (*K-12 Discipline Policy*) for each subsequent occurrence of misconduct at administrative discretion.

Students serving out-of-school suspensions will forfeit their High Five privileges for a minimum of ten (10) school days.

Students attending Clintondale Middle School and any school-sponsored events shall be under the jurisdiction of the school and are subject to the policies, rules, and regulations of Clintondale Middle School and Clintondale Community Schools. Disciplinary action for any violation of policies, rules, and regulations may be administered.