Home of the Eagles

Carson City-Crystal Middle School Student/Parent Handbook

2012 - 2013

GO EAGLES!

Carson City/Crystal School Colors

Blue and Gold

Carson City/Crystal Fight Song

Onward Carson – Onward Carson

Run right down that field

Run the ball clear around the end

For a touchdown this time sure

RAH – RAH – RAH

Onward Carson – Onward Carson

Fight fellas Fight

And we will win this game

FIGHT!

PURPOSE:

Equip all children with the knowledge and skills to ensure successful transitions and experience unlimited opportunities

TO THE PARENT/GUARDIAN:
This handbook has been prepared to explain the procedures, policies, and regulations. It is important that you and your child read and review the contents of this handbook. It contains notices of rights that you and your child have under law. Please sign and return the back page of this handbook to indicate that you have received and reviewed this handbook with your child. You are urged to contact your building principal if you have any questions.

TO THE STUDENT:
On behalf of the faculty, we would like to welcome you to the Carson City-Crystal Area Schools for the coming school year. We are looking forward to assisting you in fulfilling your educational goals. Our schools offer a complete and comprehensive program of academic and co-curricular activities. Students are encouraged to get involved in our program, take pride in their accomplishments, and recognize the fact that our staff is here to help students develop to maximum potential. Students and their parents should study and become familiar with this handbook, for it represents a way that is most reasonable and practical in operating our school. If this material does not answer your questions, ask for help from a teacher, counselor, or administrator. In an effort to get us off to a good start for the school year, the staff is going to emphasize the importance of sound and acceptable student behavior. The next several years of educational experience can be the most important years of your life. We encourage you to do all you can to make your school experience profitable.

ELASTIC CLAUSE
The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances requiring actions that are not covered in this handbook that may arise. These rules and policies apply to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

STUDENT BEHAVIOR EXPECTATIONS

We are CC-C! Courteous, Conscientious, and Cautious.

This is going to be a great year full of learning and fun. To ensure a safe and quality education for all students, we will be focusing on positive student behaviors and we expect all students to show good citizenship. Below you will find the specific behaviors that all teachers and staff expect to see.

ARRIVAL/ DEPARTURE • Arrive on time and go directly to the gym or cafeteria • Use appropriate language • Follow all adult directions • Remove hats • Dress Appropriately • Follow dismissal procedures	**HALLWAY** • Follow all adult directions • Use appropriate language • Talk quietly during passing time • Respect classes in session, and others' possessions and lockers • Get to class on time • Carry your planner with you • Use locker appropriately • Walk at a safe pace on the right side of hall and stairs
RESTROOMS • Clean up after yourself. • Respect others' privacy • Respect others' property • Report graffiti, damage, or disturbances to a staff member • Use the restroom during passing time; Get in and out quickly • Wash hands with soap • Talk quietly	**MAIN OFFICE** • Address the staff politely • Sit appropriately and wait patiently • Mind your own business • Use appropriate language • Follow office staff direction • Tell the truth • Sign in/show your pass • Follow adult instructions

CLASSROOM • Use appropriate language and volume • Raise your hand and wait to speak • Use kind words and actions • Respect the property of others • Be on time and prepared by bringing all supplies. • Follow directions the first time given • Stay in assigned seats • Use classroom materials and equipment appropriately • Keep book bags in your locker	**MS COMPUTER LAB** • Adult supervision required • Treat computers with care • Use computers for school work only • Use only teacher approved websites/programs • No food or drink in lab. • Keep hands, feet, and objects to yourself • Sit at assigned computers • Push in chairs/turn off machines after use • Use appropriate language and volume
MEDIA CENTER • Sign in and out • Return all materials on time. • Put materials back in the appropriate place • Use library materials /computers appropriately • No food or drink in the media center • Use appropriate language and volume • Treat computers with care • Follow all adult directions	**GYM** • Follow all adult directions • Use appropriate language and volume • Respect the property of others • Use equipment appropriately; Only PE teachers in the storage room • Be on time and prepared by dressing each period • Practice good sportsmanship • Stay in assigned floor seats • No book bags or gum in the gym • Ask permission before climbing on the bleachers

GENERAL INFORMATION

ACCIDENTS
All accidents, injuries or serious illnesses which occur in the school building, on school property, at practice sessions or at events sponsored by the school must be reported immediately to the staff person in charge of the class or activity and to the main office. An accident or injury report must be completed for all occurrences.

ACTIVITIES ATTENDANCE ELIGIBILITY
A student must be in attendance for the entire school day in order to be eligible for participation in practices, contests, performances, or to attend ANY school activity (i.e. a school dance, game, etc.) on that date. Exceptions may be made due to extenuating circumstances which are acceptable to the administration.

AFTER SCHOOL TUTORING
After school tutoring may be available on certain days of the week. Some students will be assigned to the program based on their classroom performance. When a student is assigned, it is mandatory for them to attend.

AFTER SCHOOL/BEFORE SCHOOL USE OF THE FACILITY
Students are not to be in the school at night or during the weekend unless under the supervision of a faculty member, coach or another adult (21 years old or older) who receives school approval to supervise an activity on school property. All activities must have proper approval prior to the activity. *Doors open for students at 7:15 am, please plan accordingly.*

ASSEMBLIES
Educational, athletic, and entertaining assemblies are held throughout the school year. Please remember to be courteous at all assemblies. The proper and accepted form of appreciation or applause is hand clapping. Whistling, stomping of feet and booing are not considered acceptable. Students who do not conduct themselves properly will be excused from the assembly and could lose the privilege of attending assemblies for the remainder of the school year and/or receive appropriate disciplinary action.

CHANGE OF ADDRESS
If your last name, street address, or telephone number changes at any time during the school year, please notify the office as soon as possible.
This is very important in keeping our records up to date and also being able to contact a parent/guardian in the case of an emergency.

CLASS MONIES
Monies raised by classes must be used specifically for appropriate and pre-authorized school-related functions.

CLOSED CAMPUS/CAFETERIA
1. Once arriving at school, students are on a "closed campus." Students must be given special permission to leave school property if the administration feels the reason given justifies making the exception.

2. Students may not be in areas where classes are in session during lunch hours **without a pass**, with the exception of the media center.
3. All food items must be consumed in the cafeteria during the school day. (Unless classroom teacher has obtained prior administrative approval). The exception to this is the 4th/5th grade breakfasts. Glass containers are not permitted for safety reasons. Students with any open food or beverages in their possession anywhere in the building outside of the cafeteria will have the items confiscated. Students who persist in eating or drinking items where it is not permitted will receive the appropriate consequences.
4. Students must return their trays and utensils and discard all trash in the proper containers.

CLOSING OF SCHOOL

When it is necessary to close school due to weather or building utility problems, the district will contact area radio/television stations. Parents are asked to PLEASE make plans ahead of time so students know exactly what is expected for them in the event of severe weather or a building utility problem occurs that makes it necessary to close school.

CO-CURRICULAR

Anytime a student violates a school rule while at a co-curricular event, he/she will lose the privilege of attending co-curricular events for a period of time to be determined by the degree of the infraction. Students must be in attendance the full day of school in order to participate. Administrative approval is required for exceptions.

COMPLAINT OR CONCERN

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:
1. Contact the person with whom there is a complaint to discuss the issue.
2. If the problem still is not resolved, contact the principal.
3. If the problem is not resolved by the principal, contact the superintendent, (989) 584-3138.

CR—CREDENTIALS

Under provisions in the Freedom of Information Act and No Child Left Behind: parents and guardians of children in the Carson City-Crystal Area School District may request proof of teaching/working credentials. Carson City-Crystal Area Schools strives to employ the highest quality and qualified personnel available. It is a requirement of our Board of Education policy that our teachers and para-pro staff be highly qualified. Please submit your request for proof of credentials in writing to the superintendent's office. Your request will be answered within five working days.

DANCE RULES FOR 6TH-8TH GRADE

Guests are welcome at school dances but permission slips from the parent of the guest and the parent of the Carson City-Crystal student responsible for the guest must be provided one week prior to the dance. A guest pass will be issued.
High school students may not attend a middle school dance.
3. Middle school students who wish to leave a dance or activity early must have the approval of a parent/guardian before being allowed to leave.
4. Sixth grade students must have parent permission slips to attend Middle School dances.

DRESS CODE

Our main expectation is that dress should not distract from the educational program. General modesty, safety, health, and good taste should be basic principles in selecting what to wear to school. The following clothing will be considered to be inappropriate during the school day:

That which advertises or promotes items felt to be inappropriate and inconsistent with our school philosophy. Including but not limited to: advertises or promotes alcohol, tobacco products, drugs and is provocative.

Skirts and/or shorts (anything) whose length comes above mid-thigh. A measure of mid-thigh is to reach down with both hands, if skin is touched, it is too short.

Running tights regardless of their length. Exceptions would be if they were worn under clothing that is, itself, proper to wear. Sheer see- through clothing is prohibited.

Tank tops or halter-tops. Any top, or any combination of a top and slacks or pants that shows a bare midriff, low cut neckline, or deep cut underarm.

Hats, anywhere in the building during the school day (physical education classes can be an exception).

Clothing that is ripped or torn in an inappropriate manner may not be worn.

Outdoor jackets, coats, etc. in classes unless approved by the teacher when necessary for comfort.

Wearing clothing, accessories, and tattoos in such a way as to symbolize gang association.

Low riding pants if they become a safety issue or question of modesty (underwear or flesh showing).

Wearing or carrying a "chain" or similar item that can be used as a weapon. Heavy chains, wallet chains, dog chains, etc. are not allowed on school property at any time. The final judgment as to the appropriateness of clothing worn by students lies with the building principal. (See Discipline Code).

ELECTRONIC COMMUNICATION DEVICES

A student in grades 4-8 may possess a cellular telephone or other electronic communication device (ECD) such as but not limited to iPod, MP3 players, CD players, etc. on school property, at after school activities and at school-related functions, provided that during school hours and on a school vehicle (TO AND FROM SCHOOL) the cell phone or other ECD remains off.

During school cellular phones or other electronic communication devices are to remain in student lockers, **turned off**.

The use of cell phones and other ECDs in classrooms, locker rooms or restrooms is strictly prohibited. Violations of this portion of the policy will result in suspension, possible expulsion, and possible police referral.

Possession of a cellular telephone or other ECD by a student is a privilege. Any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege will be subject to discipline as outlined in the student handbook and may have this privilege forfeited.

Violations of this policy may result in disciplinary action against the student and will result in confiscation of the cellular telephone or ECD. Non-video/picture phones will be returned to the student at the end of the day. Video/picture phones will need to be picked up by a parent/legal guardian and are subject to a review of video/pictures.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones, or ECDs brought onto its property.

*Use of image taking equipment in restrooms and locker rooms may be subject to criminal prosecution.

EMERGENCY DRILLS

Emergency drills are usually conducted at unannounced times throughout the school year. Emergency drill directions are posted in each classroom throughout the building, as well as, in each teacher's

handbook. Teachers will explain these regulations early in the school year. During these drills, students are expected to follow directions.

GANG BEHAVIOR (See Gang Behavior under Acts of Student Misconduct)

Students are not allowed to participate in known gang activities. Board policy prohibits all student organizations other than those approved by the Board under policy 2430. In order to prevent the development of any type of youth gang, the following administrative guidelines will be followed:

A. Definition

A youth gang is defined as any non-school-sponsored group of students with secret and/or exclusive membership, whose purposes or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others. Staff members will be alert to the following indicators of youth gang activity:

1. Covert recruitment and/or initiation rites.
2. Grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang.
3. Gang tattoos and/or displaying gang markings or slogans on school or personal property or clothing,
4. Possessing literature that indicates gang membership.
5. Fighting, assault, hazing, extortion, establishing turf, use of hand signals, etc.
6. Gang vocabulary and nicknames.
7. Possession of weapons or explosives.
8. Possession of alcohol, drugs, and drug paraphernalia.
9. Attendance at functions sponsored by a gang or known members.
10. Exhibiting behavior fitting police profiles of gang-related drug dealing.
11. Being arrested or stopped by police for gang-type activities.
12. Selling or distributing drugs for a known gang member.

Helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

B. Types of Incidents

1. Incidents of Violent Crime such as assault, fighting, or imminent danger.
2. Incidents of Other Illegal Activity such as intimidation, extortion, possession weapons; arrest or detainment by police in company of known gang member(s).
3. Suspicion of Gang Involvement and/or Activity. Such as: Any manner of grooming, hair style, clothing, jewelry, or other accessories that may indicate membership; use of gang slogans, hand signals, nicknames, gang symbols written on hands or body, etc. indicating affiliation or association; graffiti on school or personal property; reasonable suspicion of the above.

C. Initial Actions by School Officials

1. Immediately contact the Carson City-Crystal Police Department if the incident is violent or illegal.
2. Summon the involved student(s) to the principal's office and call the superintendent, principal, and parents in the more serious incidents.
3. Begin documenting the incident in the student(s) disciplinary file(s).
4. To prevent escalation, student(s) may be isolated from the student body until further direction from the principal.

D. Follow-Up

1. If the incident is determined to be gang-related, the school administration will immediately exercise the right to search individual locker(s) and/or desk(s) and/or personal effects for evidence of gang involvement.
2. Copies and/or photographs may be made of any evidence of gang membership or involvement, e.g. symbols, graffiti, etc. Additionally, any suspicious contraband will be confiscated immediately.
3. Appropriate disciplinary procedures will be taken and contacts made to one or more of the following:

a. Youth gang services
b. Department of Human Services
c. Other appropriate personal and/or family counseling services. This referral may be predicated on parent/guardian(s) agreement to a behavior contact which will specifically outline the conditions for the student's continued attendance at school.

GRADING POLICY

Marking periods for 4th-8th grade are quarter (9-weeks) in length. Weekly progress reports will be computer-generated for all students and sent home with the students. Weight for marking periods and exams will be 40% - 40% - 20%.

Teachers will be in steady contact with parents and administration regarding struggling students. After school tutoring may be required or recommended by the principal.

Late Work/Incomplete (I)

Students are expected to complete all assignments. Late work is accepted until the end of the marking period, but it can be reduced by up to 25% by the instructor. At the discretion of the teacher, an Incomplete can be given until all assignments are completed. *See "attendance" for attendance related make up policy. Making up tests is to be done on the students time before school, after school, or during lunch/seminar. *All incompletes must be finished by the end of the next semester.*

Grade Point Averages

Grade point averages are computed (by computer) using the plus (+) and the minus (-), and are computed at the end of each semester. Grade point averages are computed using point values for each letter grade, divided by the number of attempts into the total amount of points.

Point Value	Grade	Point Value	Grade
4.00	A	2.00	C
3.67	A-	1.67	C-
3.33	B+	1.33	D+
3.00	B	1.00	D
2.67	B-	0.67	D-
2.33	C+	0.00	F (E)

Withdrawal From School

Any student withdrawing from school or transferring to another school district during the school year must secure a withdrawal form from the Attendance Office and proceed as follows:

1. Return all textbooks and school materials to the teacher who issued them and be credited on the withdrawal form for having done so.
2. Pay all lunch account balances, fines and school obligations along with returning all library books, materials, equipment, and any other school property.
3. Clean out hall and gym lockers assigned to the student.

4. The student should leave his/her new address with the Attendance Office.
5. Have an administrator sign the completed withdrawal form and receive any refund from the property deposit.

HALL PASSES

The teacher, at the teacher's discretion, will issue a pass for a student to leave class and return within a reasonable time*, students MUST have a pass during class time!*

HARASSMENT (also see Harassment under Acts of Student Misconduct)

Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

The superintendent is to ensure that the Student Code of Conduct (this document) includes language prohibiting any form of sexual harassment and any use of racial, ethnic, or other verbal or physical harassment. A student should report to a teacher, counselor, administrator, or parent any incidence of harassing behavior from a fellow student, staff member, or a school visitor. Complaints will be treated as confidential as possible. Complete confidentiality cannot be guaranteed, recognizing the need to notify the perpetrator of the facts, notify parents, make reports required by law, comply with the police, etc.

All such reports are to be investigated by the superintendent promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from CC-C Schools.

A student and/or parent may obtain a copy of the CC-C policy on "Harassment" by contacting the superintendent's office.

HOT LUNCH PROGRAM

The cafeteria has a wide assortment of food available for students. Students may choose to eat in the cafeteria style Type "A" lunch (meat, vegetable, salad and/or dessert, and milk) for a fixed daily rate or eat from the Ala Carte where items are individually priced. Parents need to be aware of the tendency for most children to spend more money eating from the Ala Carte than from the Type "A" program. Our advice to parents is to send checks payable to the Carson City-Crystal Food Service Program for the amount you want them to spend. Please have money in by 10:00 am each day you deposit.

IDENTIFICATION CARDS

All students will receive a multi-use ID card. This card, in addition to being an ID card, can be used as a lunch debit card and a library card. Every student should have his/her ID card in his/her possession while attending school or school activities. Any student who does not have an ID card should see the secretary in the main office. As its name indicates, the identification card is for the purpose of identifying the holder of the card - in this case you, the student. *Replacement fee is $5.00.*

ILLNESSES AND MEDICINE

The administration of medication by school personnel shall be authorized and performed in those circumstances, which render the administration of the medication at home impossible. Medication will

be administered only by such school personnel as are specifically authorized by the building principal or his/her designated representative. This authorization to administer medication shall be issued only in compliance with the following conditions:

1. The "Request for Administration of Medication" form must be signed by the student's parent/guardian and filed with the building principal.
2. Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:

a. student's name, address, telephone number
b. physician's name, address, telephone number
c. date
d. pharmacy name, address, telephone number
e. name of medication
f. prescribed dosage and frequency
g. possible side effects
h. termination date for administering the medication
i. special handling and storage instructions

3. The medication must be brought to school in a container appropriately labeled by the pharmacy by the parents. **Students are not allowed to bring in medications.** Refill of the medication is the sole responsibility of the student's parent/guardian.
4. Designated school personnel will:

a. inform appropriate school personnel of the medication
b. keep a record of the administration of the medication
c. keep the medication in a locked cabinet, work room, or storage area
d. returns the unused medication only to the student's parent/guardian

5. The student's parent/guardian assumes responsibility to immediately inform the building administrator or his/her designated representative of any change in the child's health or change in the medication, including the discontinuation or modification of the medication.
6. The student's parent/guardian assumes sole responsibility to instruct their child to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and taking the prescribed medication.
7. A record shall be maintained which indicates the time/date of medication, the amount of medication and the adult witness present. This form shall be signed by the adult designated to administer medication.

INSURANCE

The school is not responsible for hospital or doctor bills contracted due to accidents that happen on school premises.

LAW ENFORCEMENT AUTHORITIES - NOTIFICATION OF

A. Law enforcement authorities shall be notified in cases of certain misconduct, which will include but not be limited to:

1. The sale of, or supplying of, controlled substances or look-alike drugs, this also includes drug paraphernalia.
2. Larceny other than petty theft; repeated petty theft.
3. Possession or use of a dangerous weapon.
4. Possession of, or use of, explosives or incendiary devices that have the potential to do great bodily harm.
5. Bomb threats.

6. Setting off a false fire alarm / false 911 calls.
7. Assault.
8. Battery.
9. Arson.
10. Extortion.
11. Maliciously defacing school property.
12. Trespassing.
13. Gang fighting.
14. Gang behaviors and/or practices.
15. Threats against the person or property of school personnel.
16. Disorderly conduct.
17. Ammunition
18. Other criminal violations.

B. Procedures for Notifying Law Enforcement Authorities:

1. Law enforcement authorities may be contacted when deemed advisable by the administration for the protection of a student, other persons, private property, and to report cases of student misconduct as outlined. All violations of law must be reported to the proper agencies.
2. Law enforcement authorities may be initially notified by telephone; however, such notification, when necessary, will be reported in writing with a copy of the notification distributed to the appropriate school officials, the parents/guardians of the offending student, and placed in the student's disciplinary file.
3. A reasonable attempt shall be made to contact the student's parents/guardians or representative prior to questioning by law enforcement authorities. Interrogation of students by police is to take place in the presence of school personnel. A parent/guardian must give consent for questioning of a student by police if the student's age is less than 17 years of age.

LOCKERS

Students in 6th-8th grade are issued an individual hall locker; students in 4th-5th grade may share. Student lockers are school property and remain at all times under the control of the Carson City-Crystal Area Schools; however, students are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. The following guidelines will help students ensure security of their locker and minimize theft and vandalism:

1. Students are responsible for the care of their lockers and must bear the cost of any damage which they inflict. Damage to lockers by others must be reported immediately to the office.
2. Lockers should be kept locked at all times to prevent the loss of student property and school-issued property.
3. For sanitation and health reasons, students should not leave food in their lockers for more than a day.
4. All lockers must be completely cleaned out at the end of the school year. The school is not responsible for items left in lockers at the end of the school year.

LOST AND FOUND

~~The lost and found department is located in the main office~~. If you have any lost articles, lose anything, or find anything, check with office staff in the office. Remember, items belonging to someone else that are discovered in a student's possession may be grounds for theft or possession of stolen items. To be

safe, found items should be immediately turned into the office. This is especially true of items found in your locker that DO NOT belong to you. Items left in lost and found are regularly taken to Goodwill or otherwise disposed of.

MAKE-UP WORK

All work missed due to any excused or approved absence must be completed to the satisfaction of the teacher to receive full credit**.** Doing assignments/homework in advance of planned absences is encouraged whenever possible. **Pre-approval forms are available in the office.** In the case of pre-approved family vacations, the process MUST be worked out in advance with each classroom teacher. It will be the teacher's prerogative as to whether the work is to be done prior to leaving or on their return. This may be a combination of both. It is the student's responsibility to contact each teacher to arrange for all work missed. Upon the return of the student, *one* day for each day absent is granted for the student to complete the required make-up work for full credit.

MEDIA CENTER

1. Scheduled classes and individual or small groups of students whose teachers have made contact with the media center director have use priority.
2. Students should converse with others at their table in a quiet manner.
3. Appropriate behavior is expected of all students.

MONEY AND VALUABLE ARTICLES

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles.

NEW STUDENTS

All new students transferring to Carson City-Crystal Schools will complete registration in the office and get their class and locker assignments along with other supplies needed for regular schoolwork. All new students are required to have a birth certificate and immunization records in order to register. Classroom teachers will complete individual class orientation and issue textbooks in the classroom. Applicants for admission and employment, students, parents, employees, sources of referral of applicant and admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Carson City-Crystal Area Schools are notified that the Carson City-Crystal Area Schools does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission or access to, or treatment or employment in any of its programs, activities or policies. Any person having inquires concerning the Carson City-Crystal Area School's compliance with the regulations implementing Title VI, IX, the ADA or Section 504 is directed to contact: The Superintendent, Carson City-Crystal Area Schools, 115 E. Main Street, Carson City, Michigan 48811. The telephone number is (517) 584-3138.

PARENT-TEACHER CONFERENCES

Conferences will be held during the first marking period. Parents will be notified of these days. In some cases, conferences will be held whenever a parent/guardian, a teacher, or the principal deem it necessary.

PHYSICAL EXAMS

No athlete shall participate in any phase of the athletic program that does not have on file in the Athletic Director's Office a physical examination card for the current school year. This card must be signed by a physician, nurse practitioner or physician assistant, indicating that the student has passed a physical

examination and is able to compete in athletic practices and contests. For the card to be valid, the physical examination must be given after April 15 of the previous school year. As a further condition of participation, an unemancipated minor's parent/guardian must also consent to such participation. In cases of serious injury or extended illness, school officials reserve the right to require an athlete to be re-examined by a physician before being allowed to participate in interscholastic athletics.

RESIDENCY

Students attending Carson City-Crystal Area Schools must meet certain residency requirements.

1. First, the student must reside within the Carson City-Crystal School District.
2. Secondly, students under 18 years of age must be living with their parent(s) or legal guardian.

Non-resident students wishing to attend Carson City-Crystal Area Schools must obtain permission from the Carson City-Crystal Board of Education or superintendent. Montcalm County has adopted "Schools of Choice" meaning students from any of the seven school districts in Montcalm County may apply to attend another Montcalm County school. Special Intermediate School District programs and agencies of the court also place non-resident students in schools outside of their resident district. Except as provided in section 1711 (special education), a child placed under the order or direction of a court or child placing agency in a licensed home, or a child whose parents or legal guardians are unable to provide a home for the child and who is placed in a licensed home or in a home of relatives in the school district for the purpose of securing a suitable home for the child and not for an educational purpose, shall be considered a resident for the educational purposes of the school district where the home in which the child is living is located. The child shall be admitted to the school in the district.

RIGHT TO ACCESS AND PRIVACY OF RECORDS

Parents and guardians of each student under 18 years of age have certain rights respecting the student's records kept by Carson City-Crystal Area Schools. These rights are governed by the Family Educational Rights and Privacy Act of 1974. These rights include:

1. The right to examine the student's records. Requests for inspections can be made by calling the school office.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading, or violates a student's privacy or other rights; to have the record changed if the administration agrees with the applicant's evidence; and to insert an explanation in the record if the administration disagrees.
3. The right to have records which personally refer to a student kept confidential except either by consent of the parent/student, or when being used by school personnel for school business. Certain official agencies may also request records. These are listed in the Board of Education Policy on Privacy of Student Records.
4. The following information will be made available for publication in directories and sports programs:
   a. name, address, telephone number
   b. date and place of birth
   c. major field of study
   d. participation in school activities
   e. date of school attendance
   f. honors and awards
   g. other similar information; e.g. alumni associations, height and weight of athlete, honor roll members, information generally found in yearbooks.

If a parent or student does not wish the information to be available for publication, notice must be given to the building office at 584-3903.

5. The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the Superintendent's Office may be exercised by calling 584-3138.
6. The right to protest to the Family Policy and Regulations Office, Office of Management, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202, if the school is not complying with the Family Rights and Privacy Act.

SALES AND SOLICITATIONS

All sales and solicitations within the school by individuals, groups, or businesses must have the approval of the building administrator. Forms are available in the office.
All school club or group fund raisers must have previously completed the fund raising request form and received administrative approval. A student may not sell any item(s) to school personnel or another student for individual profit.

SATURDAY DETENTION

Saturday Detention affords students an opportunity to serve their discipline obligations for violations of school rules and regulations that would normally result in a suspension. This alternative to suspensions allows students to still attend school full time and take advantage of the educational opportunities regular school attendance affords. It also gives students an opportunity to complete work usually done at home (homework). All school rules in this student handbook apply to students while attending Saturday Detention. When a Saturday Detention is assigned, a date will be chosen by the administrator and student. The parent will be given the option of keeping that date, or a one-day out-of-school suspension.
In addition, the following rules must be obeyed:
1. Students may not leave their seats or talk to other students without the permission of the Saturday Detention supervisor.
2. All students must bring enough school work (including paper and pencil) to keep them occupied for the duration of their detention.
3. Students are not allowed to lie down or sleep.
4. No radios, tape players, cards, or other recreational or entertaining articles will be allowed in the room.
5. No food or beverages
6. There will be one, five-minute break during a full 4-hour Saturday Detention. At 10:00 a.m., students will be given five minutes to go to the restrooms and stretch out. Leaving the building during break is not permitted, and students who are tardy returning from break will be assigned another Saturday Detention.
7. Students may be asked to leave Saturday Detention by the supervisor for violation of any of the above rules or for unacceptable behavior/attitude.
8. Students will be allowed to leave Saturday Detention at 10:00 a.m. for an 8:00 - 10:00 a.m. detention or at 12:00 p.m. for a 10:00 - 12:00 p.m. detention or an 8:00 - 12:00 p.m. detention
9. Saturday School will NOT be held if school is canceled the Friday prior, it will not be made up.

SCHEDULING OF SCHOOL FACILITIES

Arrangements for the use of school facilities by school organizations or community groups must be scheduled through that building's office, forms are available in the office. Student organizations/activities must be properly supervised.

SEARCH AND SEIZURE

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, students possessions, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the Carson City-Crystal Area Schools; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without consent and without warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

SEVERE WEATHER

A **tornado watch** means that weather conditions are favorable for the formation of a tornado. A **tornado warning** means that a tornado has been sighted in the area. In a tornado warning, students and staff will seek shelter in designated areas. Students should assume a sitting position with their heads down and hands over their head. Staff will be present to assist students. Students will not be allowed to leave school under a tornado warning with anyone except their own parent(s) or legal guardian for obvious safety and liability reasons.

SPORTSMANSHIP FOR STUDENT SPECTATORS

Carson City-Crystal Area Schools continue to pride itself in demanding and maintaining the highest standards in sportsmanship from our student body at all athletic and other extra curricular events. Should students demonstrate unacceptable behavior at any extra curricular event, either as a participant or as a spectator, that student (or students) may be immediately removed from the event by 1). an official of the game or 2). the game managing personnel. Further, students who behave in an unsportsman-like manner may be denied admission to school events for up to one year in addition to any other penalties prescribed in the student handbook.

SPORTS SPONSORED BY CARSON CITY-CRYSTAL SCHOOLS

Middle School:

Fall	**Winter**	**Spring**
Cross Country	Boys Basketball	Track
Cheerleading	Wrestling	
Volleyball	Girls Basketball	
Football	Cheerleading	
	Pom Pons	

STUDENT PICTURES

A school-approved photographer comes early in the school year to take pictures of all students. The pictures provide each student with an identification (I.D.) card and an opportunity to purchase a packet of pictures from several package options. Payment for this packet of pictures must be made when the picture is taken. If the pictures are unsatisfactory, the parent has the option of having a "retake" or receiving a refund of his/her money, upon **instruction of the photographer.**

STUDENT RECORDS

Student records are filed in the building office. Grades and attendance records are permanently kept for each student. Review of student records can be accomplished by signing the "Confidential Release Form." The signing of this form permits the office to forward student records to prospective employers, credit bureaus, and other educational institutions.

SUMMER SCHOOL

If summer school is available, it may be required in order to keep your child on track for promotion. Please make arrangements to have your child there if it is assigned as mandatory.

SUSPENSION - CLASSROOM

Teachers may request of the administration that a student be suspended from their class when the seriousness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. Students sent to the office out of a classroom must report directly to the office. A full documentation of the incident will be sent to the office by the student's teacher to give the administration the information necessary to appropriately discipline the student.

OUT-OF-SCHOOL (or In-School Suspension, if available)

On the basis of present school law, the administration is delegated the authority by the Board of Education to suspend students from school until a contact with the parent/legal guardian can be arranged to plan for the satisfactory return of the student to school. However, should the student's misbehavior continue, suspension of up to ten days will be administered.

TELEPHONE USE - CALLS AND DELIVERIES

The use of the school telephones, except in emergency cases or on school business, is NOT permitted. Necessary messages will be taken by the office staff and delivered at the end of the class period. No student will be called from class to answer the telephone unless the call is of a serious or urgent nature. Deliveries will be made at the end of the school day. False 911 calls will be treated as a serious offense and a 3-day suspension will result.

TRANSPORTATION - GENERAL

Bus Transportation:

All area radio stations and television channels will announce school closings (see Closing of School). If you should have a bus problem, call the Transportation Office at (989) 584-3649.
Students are reminded that the bus driver is in charge at all times. The safety of all students on the bus is a great responsibility; therefore, disruptive conduct on the bus will not be tolerated. Students who continually create disturbances on the bus will lose their privilege of riding the bus, as determined by the driver and the transportation supervisor. The following are rules for riding the bus safely.

Basic Rules for Bus Stop Contact

1. Stay in your seat while the bus is moving.
2. Seated students shall allow others to share the seat with them until there is a capacity of three students to a seat.
3. Keep arms, legs and head inside the bus at all times.
4. Do not engage in shouting, loud talk or whistling. Talk to the driver only when necessary.
5. The use of fire, tobacco, alcohol and drugs on the bus are strictly prohibited.
6. The driver is in full charge of the bus and has the right to assign seats.
7. There is to be no fighting, pushing or roughhousing on the bus.
8. Be courteous and considerate of others. Profane or vulgar language and obscene signs or gestures will not be tolerated.
9. No pets or animals will be transported on the bus.
10. Boxes, packages and instruments are to be held on the rider's lap or placed on the floor under their seat. The aisle must be kept clear.
11. The taking of another person's property is strictly prohibited.
12. Broken windows, cut or damaged seats or other equipment broken must be reimbursed. There is to be no writing or marking on seats or bus parts.
13. Enter and depart from the bus only through the front door, except in an emergency.
14. Do not throw anything inside the bus or out the bus windows. Help to keep your bus neat and clean.
15. Keep absolutely quiet when the bus is approaching a railroad-crossing stop.

Basic Rules for Bus Stop Conduct

The prime responsibility for the application of these rules is with the parent. The school will assist parents in any way possible.

1. Leave home in time to arrive at the bus stop about five (5) minutes before the bus is due.
2. Conduct yourself with courtesy and consideration for others while waiting for your bus. Be especially considerate of small children, especially when boarding or disembarking.
3. Cross the road in front of the bus, not behind it. Be alert to the danger signal from the driver.
4. Board the bus from a single file line. Do not push, shove or cut in line. Wait until the bus has come to a complete stop before approaching it to board. When returning home, leave the bus in an orderly manner and proceed from your stop with the same kind of conduct that is expected at the morning boarding.

Rules Posted in the Front of All Buses

1- Follow rules the 1st time given
2- Stay in your seat
3- Do not write on, litter, or damage the bus
4- Keep hands, feet, and objects to yourself.
5- No pushing, shoving, fighting, swearing or loud noises.

Action Initiated by the Driver for Minor and Most First Offenses

First Ticket Notice (ticket sent home with the student for parent signature).
Second Ticket Automatic two (2) day bus suspension (copy of the ticket sent to parent).
Third Ticket Automatic five (5) day bus suspension (copy of the ticket sent to parent).
Fourth Ticket Automatic ten (10) day bus suspension (copy of the ticket sent to parent).
Fifth Ticket Indefinite bus suspension (copy of the ticket sent to parent).

Severe Clause: The order of consequence may be skipped and school suspension may occur according to severity of the offense.

Remember: All notices must be returned before the student is allowed to ride.

Student, parent, driver and bus transportation supervisor conferences are welcomed any time, scheduled by the school or requested by the parent. The goal of our Transportation Department is a SAFE RIDE TO SCHOOL, and we will do all in our power to reach that goal for all our students and drivers.

Spectator Bus:

Students who ride a spectator bus to activities must return on the same bus back to the school unless prior arrangements have been made with a parent/guardian, chaperon, advisor, or administrator.

To and From Co-Curricular Events:

Students are required to travel to and from school activities and the by the transportation provided by the Carson City-Crystal Schools. This requirement may be waived for extenuating circumstances by the parents submitting, in writing, a request to the administrator. Students may be transported to and from events and the Career Center without parental consent by any school employee when necessary. (i.e., coach, teacher, administrator, etc.).

VISITORS (GUESTS)

Carson City-Crystal Area Schools generally do not allow student visitors during the school day. The rare exception would be the returning student or a potential new student (arrangements made by a parent/guardian) considering moving into the district. All visitors must report directly to the office. Unauthorized visitors seen in the building should be reported immediately to the office. Students are not to bring visitors to school without prior approval of the administration. Parents/guardians are always welcomed in their school; however, for the general safety and welfare of our students, they must request authorization to visit a classroom by contacting the building principal.

ATTENDANCE PROCEDURES

I. Compulsory Attendance Law

State law requires students to attend school until their sixteenth birthday. Violation of this law is brought to the attention of the county attendance officer (truant officer).

II. Attendance Expectations

To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline. The purpose of the attendance procedures is to help students develop these responsibilities and to maintain academic standards. Students are expected to remain in their class at all times unless given permission and a proper pass by the teacher to leave. When passing in the halls, students should move to their next class promptly. Students should plan their day well; know when it is advisable to return to your locker to exchange books and materials for others.

ATTENDANCE

Reporting Illness during the day

The parent/guardian shall report an absence that occurs during the day to the school office. If a student must leave after arriving, they must sign out in the office with parental permission. If a student returns,

they must sign back in at the office. Students who arrive at school and fail to attend a scheduled class will be subject to discipline.

Procedure for absence

The responsibility for school attendance lies directly with the student. They must ensure that a parent calls or the student is to bring in a signed note. Students have the responsibility to make up work whenever they have an absence. Students with an unexcused absence may not receive full credit for make up work. Each 9 week term a student is allowed six absences in each class (both excused and unexcused). Absences not excused within 48 hours will be considered unexcused. Absences arranged with administration for school related activities, religious observances, suspensions, or waived absences will not count towards this total.

Parents may request an attendance waiver if their child has extenuating circumstances (long term illness, family emergency, etc.) effecting attendance. (Documentation may be required) All absences approved under this waiver will not count towards the students total absences.

If a middle school student has seven or more absences at the end of the term in a class, the truancy system will be started.

Truancy

Once you arrive at school you are expected to remain in the building and in class for the full day, unless you have been approved and signed out. Skipping classes after arrival will result in a 2 hour Saturday detention.

Tardy Policy

Students need to make arrangements to arrive to class on time. Students who acquire more than 2 tardies in a class (per 9 weeks) will receive a 2 hour Saturday detention. After 5 minutes, a tardy is considered an absence.

CODE OF CONDUCT

I. Purpose and Intent:

This regulation has been formulated in compliance with the State Department of Education Code of Conduct Guidelines. It has as its purpose to define categories of conduct and penalties for violation as defined by the Carson City-Crystal Board of Education. They will be applied on all property and at all functions of Carson City-Crystal Area Schools. They will serve as a guide for disciplinary decisions at Carson City-Crystal Area Schools. Discipline is cumulative for the entire year. It is our intent that:

1. Advance knowledge of disciplinary action to be taken is clearly stated to all concerned;
2. A progressive discipline program (moderate to severe) is provided;
3. A student will be given opportunity to modify negative behavior;
4. Administration of discipline will be as consistent as possible realized that there are many variables that enter into any disciplinary action.

II. Categories of Student Conduct and Penalties:

A. Conduct related to public/private property: The state of Michigan has passed legislation which makes parents financially liable for property damaged by vandalism. This includes all school property, furniture and textbooks.

1. Destruction/defacing of school property and/or personal property:

Parental contact, one to ten days suspension, restitution, possible police contact and possible recommended expulsion.
2. Theft of school property and/or personal property:
Parental contact, one to ten days suspension, restitution, possible police contact and possible recommended expulsion.
3. Misuse of books, materials, equipment, passes and attendance records:
Parental contact, one to ten days suspension, restitution, possible police contact and possible recommended expulsion.

B. Conduct related to citizenship:
1. Possession, use, sale or furnishing of tobacco/look alike products, i.e., smoking, chewing, etc. on all Carson City-Crystal School's property (or in sight of school building) and at school sponsored activities. Also possession of a lighter:
a. First offense: parental contact, two days suspension and possible police contact.
b. Repeated offenses: parental contact, *minimum* five days suspension and possible police contact.
2. Consumption; possession; or under the influence of alcoholic beverages, or substances represented as such, on all Carson City-Crystal school property (or in sight of school building) or at school sponsored activities:
a. First offense: parental contact, five days suspension, possible police contact, possible expulsion.
b. Repeated offenses: parental contact, possible police contact, recommended expulsion.
3. Distribution and/or selling of alcoholic beverages or substances represented as such, on all Carson City-Crystal School's property (or in sight of school building) or at school sponsored activities:
a. Each offense: parental contact, 10 day suspension, possible police contact, recommended expulsion.
4. Unauthorized use, possession, or under the influence of an illegal or prescription medication, drug (marijuana, barbiturate, amphetamine, etc.) or ersatz (substitute) drug or drug paraphernalia on all Carson City-Crystal School's property (or in sight of school building) or at school sponsored **a**ctivities. The use of drug sniffing dogs will occur, possibly without previous notice, in the building and /or parking lot.
a. First offense: parental contact, ten days suspension, police contact, possible expulsion.
b. Repeated offenses: parental contact, police contact, recommended expulsion.
5. Distribution and/or selling of an illegal substance, prescription medication, drug or ersatz (substitute) drug, this includes but is not limited to over-the-counter medications (such as aspirin, Motrin, Tylenol and Ibuprofen.) or drug paraphernalia on all Carson City-Crystal School's property (or in sight of school building) or at school sponsored activities:
a. Each offense: parental contact, 10 day suspension, police contact, recommended expulsion.
6. Verbal abuse of school employees and students:
a. First offense: parental contact, one to five days suspension.
b. Subsequent offenses: all other offenses will be treated as persistent disobedience under the Student Code of Conduct.
7. Unauthorized leaving of school property and/or event:
a. First through third offense: parental contact, 4 hour Saturday school
b. Fourth offense: parental contact, 3 days suspension.
c. Fifth offense: 3 days suspension and mandatory parental meeting before return. All other offenses will be treated as persistent disobedience under the Student Code of Conduct
*All placements that leave the building must have a clear, written understanding of how to deal with lunch and transportation.
8. Cheating on a homework assignment: (i.e. copying)
a. First offense: student will receive no credit for that assignment; the instructor will make parent contact.

b. Second offense: parental contact, 4 hour Saturday.
c. Subsequent offenses: all other offenses will be treated as persistent disobedience under the Student Code of Conduct.
9. Cheating on examinations, tests, quizzes or major projects and/or plagiarizing:
a. Students will receive no credit for that work; parental contact will be made by instructor and 4 hour Saturday schools will be given.
b. Subsequent offenses: all other offenses will be treated as persistent disobedience under the Student Conduct and Penalty Code.
10. Student assistants who are found abusing their responsibilities will be punished under disruptive behavior according to the Student Code of Conduct.
11. Inappropriate student behavior: dishonest behavior, disrespectful behavior, obscene gestures, pornography, indecent exposure, notes, offensive or profane language and gang related behavior including gestures, fights, confrontations, graffiti and dress which promotes gang activities. Parental contact, possible one to ten days out of-school suspension, possible police contact and possible recommended expulsion.
12. Sexual and Racial Harassment: sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, or other verbal, written or physical conduct of a sexual nature that is unwanted by or unwelcome to a student. Racial harassment includes, but is not limited to racial slurs, degrading remarks and comments of an insightful nature.
a. Either offense may result in parental contact, possible one to ten days' suspension, possible police contact, and possible recommended expulsion.
b. Subsequent offenses: parental contact, five to ten days suspension, possible police contact, possible recommended expulsion.
13. Insubordination: not complying with authority, disobedient.
a. First offense: parental contact, 2-4 hour Saturday school.
b. Second offense: parental contact, 4 hour Saturday school.
c. Subsequent offenses: all other offenses will be treated as persistent disobedience under the Student Code of Conduct.
14. Consumption of all food and beverage is allowed in the designated areas only.
First offense: 2 hour Saturday school.
Second offense: 4 hour Saturday school. Second offense: 4 hour Saturday school.
Subsequent offenses: parental contact, one to five days' suspension.
15. The building administration reserves the right to send students home or request they change their attire if they come to school inappropriately or disruptively attired. This policy applies during school hours and at school-sponsored activities and functions. Failure to comply with these guidelines will result in discipline for Insubordination. *See dress code
16. Trespassing/Loitering: The act of being in an unauthorized place or lingering aimlessly in or about school. Also refusing to leave when directed to do so by school personnel.
a. Two days suspension and authorities will be notified.
17. Inappropriate Horseplay - throwing snowballs on school property and areas adjacent to school property; use of possession of any propelling container (squirt guns, water balloons, bottles, etc.) On school property or from/on any vehicle to and from school.
First offense: 2 hour Saturday school
Second offense: 4 hour Saturday school
Third Offense: Persistent Disobedience
18. School Rules: Infraction of any school rules not covered in this limited list of infractions and disciplinary action.

a. Any disciplinary action taken by school personnel will depend upon the severity of the infraction and the recurrence of misbehavior on the part of the offender.
19. Inappropriate display of affection: Demonstration of one's affection toward another person has an appropriate time and place. However, inappropriate display of affection and/or physical contact is not considered acceptable behavior at Carson City-Crystal High School.
a. The disciplinary action taken will depend on the degree of inappropriateness on the part of the students and the number of previous infractions of a similar nature.
20. Extortion/Blackmail: Obtaining money, property, or favors as a result of intimidation.
a. One to ten days' suspension.
21. Disruptive behavior in school (classroom, hallways or school functions).
First through third offense: 2-4 hour Saturday school
Fourth offenses: Parental contact, two to five days' suspension.
Subsequent offenses: all other offenses will be treated as persistent disobedience under the Student Code of Conduct.
22. Failure to meet dress code (handled by administration).
a. First offense: Warning and correction
b. Second offense: 2 hour Saturday
c. Third offense: 4 hour Saturday
d. Persistent Disobedience
23. Dishonest student behavior, i.e. forgery, lying, etc.
a. First offense: 4 hour Saturday.
b. Repeated offenses: one to five days' suspension

C. Conduct related to the safety of others

1. Unsafe behavior, arson, unauthorized use and/or possession of over-the-counter medication(s) (such as aspirin, Motrin, Tylenol, and Ibuprofen) or criminal sexual conduct: parental contact, possible one to ten days suspension, possible police contact, and possible recommended expulsion.
2. Threats to persons or property, extortion, inciting a fight, fighting, battery or assault: parental contact, one to ten days suspension, possible police contact, and possible recommended expulsion. Due to the ongoing events in our nation's schools, we are establishing the following policy. Any statement directed at an individual(s) involving threats about killing or maiming them, jokingly or otherwise, will result in at least a ten days suspension. The possibilities for police contact and an expulsion also exist. A second offense will involve police contact and recommendation for expulsion.
3. Weapons: "Dangerous weapons" are defined in the State of Michigan School Code 1313 as a firearm, a dagger, dirk, stiletto, and knife with a blade over three inches in length, a knife opened by mechanical device, iron bar or brass knuckles. Students may not carry instruments of the above nature to and from school. Discovery of the instrument on the person or property will be considered prima facie evidence of possession. The act of possessing, using or threatening to use any weapon, and/or ammunition, or look-alike weapon, BB gun, air gun, wallet chains, dog chains or other instrument capable of inflicting bodily injury is prohibited. The intent of use and the type of weapon will be considered before discipline action is taken. A parent and authorities will be notified. The weapons will be confiscated. State law (Public Act 211) requires the school to expel the student for 180 school days (knives three inches and over) and school rules require a student to be suspended for five days (knives under 2 7/8 inches and under) unless the pupil can establish one of the following in a clear and convincing manner.
a. The object of instrument possessed by the pupil was not possessed for use as a weapon, or for delivery to another person for use as a weapon.
b. The weapon was not knowingly possessed by the pupil.

c. The pupil did not know or have reason to know that the object or instrument possessed constituted dangerous weapon.
d. The weapon was possessed by the pupil at the suggestion, direction, and request or with permission of school or police authorities.
4. Fireworks/Explosives/Noxious Substances: Under Michigan law, the term “fireworks” means a device made from explosive or flammable compositions used primarily for the purpose of producing a visible display or audible effect, or both, by combustion, or detonation.
Michigan criminal law defines the term “explosive or incendiary device” as:
a. Dynamite, gunpowder, or other similar explosive substance.
b. Any bomb, grenade, missile, or similar devise designed to expand suddenly and release internal energy resulting in an explosion (i.e., Works bomb, etc.).
c. Any incendiary bomb or grenade, fire bomb, or fire device designed to ignite, including any device with consists of or includes a breakable container containing a flammable liquid or compound and a wick composed of any material which, if ignited, is capable of igniting the flammable liquid or compound; and which may be carried or thrown by a person.
DISCIPLINARY ACTION:
a. Possession - five to ten days’ suspension. Possible expulsion, possible police contact.
b. Sale or distribution - ten days suspension. Possible expulsion, possible police contact.
c. Major infraction - the possession, use, or distribution of explosives or incendiary devices that have the potential to do great bodily harm or great physical damage. Recommendation for expulsion.
5. Unauthorized parking or unsafe driving on school property or at school sponsored activities.
a. First offense: 4 hour Saturday School and possible loss of school driving privilege.
b. Second offense: parental contact, one day suspension, and possible loss of school driving privilege.
c. Subsequent offenses: all other offenses will be treated as persistent disobedience under the Student Code of Conduct Code.
6. Unauthorized presence on property after school hours:
a. First offense: warning, 4 hour Saturday
b. Second offense: parental contact, one to three days’ suspension.
c. Subsequent offenses: all other offenses will be treated as persistent disobedience under the Student Code of Conduct.
7. False Fire Alarms / 911 Calls/Bomb Threats: Any person who shall knowingly and willfully commit any one or more of the following actions shall be guilty of a misdemeanor, 1-10 day suspension, police contact and/or expulsion.
a. Raise a false alarm of fire at any gathering or in any public place;
b. Ring bell, tone or operate any mechanical apparatus, electrical apparatus or combination thereof, for the purpose of creating a false alarm of fire;
c. Intentionally setting off a false fire alarm, or making a false 911 call, or making a bomb threat of any kind.
1. Tampering with emergency equipment: minimum of five-day suspension.
2. Any of the above infractions: recommendation for expulsion.

D. Persistent disobedience

Parent contact, one to ten day’s suspension, possible police contact, possible loss of school driving privilege, and possible recommended expulsion.

E. Gross misbehavior

Conduct detrimental to the normal functioning of school or school activities including, but not limited to, gambling, authorship, publication, and circulation of unauthorized publications, use of profane language: parental contact, one to ten days suspension, and possible recommended expulsion.

F. Electronic devices

1. Electronic devices such as but not limited to cell phones, ECD's, MP3 players, iPod, palm pilots, radios, cd players, laser pointers, etc. are prohibited during the school day. Violations of this policy may result in disciplinary action against the student and will result in confiscation of the cellular telephone or ECD. Video/Picture Phones suspected of inappropriate pictures will be **suspect to review; removal of batteries in this instance is prohibited**.
2. Electronic tampering:

a. First offense: parental contact, one to ten days' suspension.
b. Subsequent offenses: parental contact, ten days suspension, and possible recommended expulsion.

G. Due Process:

Procedural rules and regulations for the school community: The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools in Michigan.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student first and his/her parent/guardian if necessary.
3. Students must be given an opportunity for a hearing with the appropriate school administrator if they or their parent/guardian indicate the desire for one. A hearing shall be held to allow the student and parent/guardian to contest the appropriateness of the sanction imposed by a disciplinary authority.

H. Appeal Procedure:

1. If the parents/guardians are dissatisfied with the action taken by any school personnel, they may appeal to the building principal.
2. If the parents/guardians believe the student's due process or civil rights have been violated, they may appeal to the superintendent of his/her designee (not from the administration of the building in question).
3. If a student is recommended for expulsion, the student and his/her parents/guardians will be afforded a hearing with the Board of Education.

I. Definitions:

Hearing: An opportunity to present facts, hear charges, and to be informed regarding the allegations being brought against a student.
Suspension: The temporary removal of a student from his/her regular class routine and/or school activity.
Expulsion: The permanent removal of a student from Carson City-Crystal Schools.
Lunch Detention: The student is assigned a detention during his/her lunch period.
Students are always given the opportunity to eat! This detention may be assigned a study period or an assigned work detail such as cleaning the cafeteria of all paper and plastic.
Before/After-School Detention: A student is detained before or after school by a teacher or an administrator with parent/guardian having prior knowledge of the detention.

Saturday school detention: A student is assigned detention on a non-school day (usually Saturday) for up to four hours (usually 8:00 am - 12:00 pm). See Saturday Detention.
Class Suspension: A student is suspended from a class or classes but not from the building.
Co-curricular Suspension: A student is suspended from attending any co-curricular activity or participation in any school sponsored activity either home or away.
Out-of-school Suspension: A student is suspended from the building, from being on school property, and all co-curricular activities for a set number of days, not to exceed ten days consecutively.
Activities Suspension: A student is suspended from participation in athletics and other school sponsored activities in accordance with the Activities Code. (See appendix).

J. Technology Policy:

Use of technology through Carson City-Crystal Area Schools is a privilege extended to students, staff, and Board and community members for the sole purpose of enhancing learning and exchanging information. **Use of the Internet is a privilege, not a right. The board of Education's Internet connection is provided for the educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.**

"Technology" includes all forms of technology - hardware, software, peripherals (printers, modems, etc.), network, telecommunications, video, audio, multi-media, etc.
The use of district technology may be revoked by the district.
Users are responsible for all material sent and received under their account. Passwords are the property of the user and are not to be used by anyone else. Users are responsible for maintaining the privacy of passwords.
District technology may only to be used to further the instructional goals of the educational program. --- Any other use is prohibited. Misuse may result in loss of technology privileges and/or disciplinary action. Any questions about proper use should to be referred be the Technology Coordinator.
Technology is protected by copyright laws and licensing agreements, violation of which may result in prosecution, loss of technology privileges and/or disciplinary action.
Only the Technology Coordinator or his/her designee may install software or media.
Users may not download sexually offensive material, inappropriate text files or any other files deemed by the district be endanger the integrity of its network, hardware or software.
The District Technology Coordinator and the Technology Committee have the authority be implement rules of conduct for technology use, impose penalties for improper use and administer the network.
Users may not remove or relocate hardware or software without permission of the Technology Coordinator.
The district will do everything in its power be limit user access be unwholesome Internet sites and newsgroups.
Parents may request that their children not to be given access be the Internet, in which case they must notify the district.
Users may not use district technology for private business, for product advertisement or political lobbying or for making any unauthorized financial commitments. Users will not attempt be engage in any illegal activity over the Internet.
Users may not use district technology for malicious purposes (e.g. disrupting use of others, harassing or discriminating against others, accessing unauthorized computer systems, etc.).
Attempting be defeat or circumvent security systems, the altering of system software of settings, using or allowing anyone be use an account other than the account holder will result in immediate loss of privileges and further disciplinary action.

The Board and its representatives has the right, at any time, to access, monitor, review and inspect any directories, files and or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Student violation of this policy will cause

a. First offense: one day to one month suspension from use of school technology.
b. Second offense: one month to one year suspension from use of school technology.
c. Third offense: loss of use of school technology.

EXPULSION PROCEDURE

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his/her parent/guardian. Included within this notice shall be a statement of the time and place for a hearing, which shall be reasonable for the parties involved.
2. A parent/guardian shall have the opportunity to be present at the hearing.
3. The student and parent/guardian may be represented by legal counsel.
4. The student shall be given the opportunity to give his/her version of the facts as they pertain to the charges against him/her. The student shall be allowed to offer the testimony of other witnesses and other evidence.
5. The student shall be allowed to observe all evidence offered against him/her and shall be allowed to question such evidence. Federal case law does not require that the student (or their parents) be permitted to cross-examine (or even know the identity of) any student witness.
6. The hearing shall be conducted by the Board of Education which shall make its determination solely upon the evidence presented at the hearing.
7. A written record of the hearing shall be kept to document the proceedings.
8. The Board of Education shall state, within a reasonable time after the hearing, its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to the expulsion.
9. The findings of the hearing shall be reduced to writing and sent to the student and his/her parent/guardian.

***ADMINISTRATORS RESERVE THE RIGHT TO ADJUST DISCIPLINARY SENTENCE AND STEPS IN THE BEST INTEREST OF STUDENT SAFETY, LEARNING, AND GROWTH.**

ACTIVITIES CODE

Adopted June 2, 1997 Revised July, 1998 Revised August, 1999 Revised August, 2000, Revised June, 2003.

Representing Carson City-Crystal Area Schools in co-curricular activities is regarded as a privilege. All students who take part in co-curricular activities must understand that adherence to all parts of the School Activity Code is an essential condition for participation. Co-curricular activities include all athletic activities and co-curricular activities that Carson City-Crystal Area Schools offers beyond the regular school day.

The purpose of the School Activity Code is to encourage students to appreciate and practice the values of responsible behavior, healthy living and good citizenship. Students should remember that their behavior reflects on their team, their school, their community, their family and themselves.

Students shall be regarded to be under the rules of the School Activity Code beginning with their first day of participation in a co-curricular activity and continuing* through to the date of graduation or the last date of participation, whichever is later.
*This includes vacation breaks, summer recess, and off-season times. The participant is always under the student activity code from beginning to end of their participation.

I. MAJOR VIOLATIONS

A. Use or possession of tobacco products.
B. Use or possession of alcoholic beverages.
C. Use or possession of illegal or "look alike" drugs; illegal use or abuse of prescription drugs; and/or steroids and/or over-the-counter drugs and products.
D. Conviction of a felony act.
E. Theft, vandalism or malicious destruction of property.

II. PROCEDURES FOR MAJOR VIOLATIONS

A. The Athletic Director or building principal is the administrator responsible for holding all hearings and invoking penalties when appropriate.
B. All violations shall be reported to the appropriate administrator. What constitutes an acceptable source shall be left to the discretion of the administrator.
C. The administrator shall arrange to hold a conference with the reported student and the student's coach and/or advisor.
D. The administrator will give written notice of such penalties to the student's parents, coach and principal.

III. PENALTY STEPS FOR MAJOR VIOLATIONS

A. First Offense:
1. Suspension from all co-curricular activities for 40% (2/5) of the contests or competitions
Alternative Penalty: The student/parent may choose a 20% loss of the contests or competitions and 20 hours of community service to be completed before the student may resume competition. *If the length of the season has fewer dates of participation than what the penalty step dictates, then the remainder (proportionally) of the penalty carries over into the next season. The student must finish any season(s) in which the suspension occurs.
B. Second Offense: Suspension from all co-curricular activities for 60% (3/5) of the contests or competitions in the current season and/or the next season of competition. Alternative Penalty: The student/parent may choose a 40% loss of the contests or competitions and 40 hours of community service to be completed before the student may resume competition.
C. Third And Subsequent Offenses: Suspension from all co-curricular activities for one calendar year.
D. If one calendar year passes without any participation in co-curricular activities, the suspension for an activity code violation is negated.

IV. APPEALS FOR MAJOR INFRACTIONS

A. Within three school days following the assessment of a penalty, a student or student's parent/guardian may file an appeal with the student's principal in writing.
B. Any and all Activity Code violation appeals shall go directly to the Board of Education or to their appointed committee.
C. Students shall not be allowed to participate in contests or competitions during the appeal process.

D. An appeal cannot be filed for penalties resulting from violations of the Activities Code when the court has found the student guilty.

V. REINSTATEMENT

A. Students who receive penalties, as seventh and eighth graders will have all previously fulfilled suspensions removed from their records upon entering the ninth grade.
B. A student violating any substance rule (I. #A-C) will be required to attend a substance abuse program approved by the school arranged and funded at the student/parent's expense.
C. Once a student has violated the activity code of conduct, he/she may not join an athletic team if 20% of the season has elapsed including practice time. Student athletes who have not violated the activity code may join an athletic team at any time at the discretion of the coach and the athletic director.

VI. MINOR VIOLATIONS

A. Violation of school rules, which does not constitute a major violation, or behavior at any school sponsored event or any activity associated with the school, which the coach/advisor regards as unbecoming of a student at Carson City-Crystal Area Schools.
B. Misdemeanor violations other than non-criminal traffic violations.

VII. PENALTIES FOR MINOR INFRACTIONS

A. Penalties will be at the discretion of the coach/advisor of the student's co-curricular activity.

VIII. CITIZENSHIP VIOLATIONS

A. Behavior on or away from school grounds, which the school administration and/or coach/advisor regards as unsatisfactory citizenship.

IX. PENALTIES FOR CITIZENSHIP VIOLATIONS

A. Penalties will be at the discretion of the school administration and coach/advisor, and could lead to dismissal from the athletic/activity team.

X. ELIGIBILITY

A. Students must meet all Carson City-Crystal Area Schools and the Michigan High School Athletic Association requirements to compete in athletics.
B. Students must be in attendance for all periods of the school day in order to be eligible for practice, performance, or competition on that date. Exceptions will be made for educational absences, special appointments, or extenuating circumstances which are acceptable to a building administrator. Any student that participates in a practice on the same day of an unexcused absence will not be allowed to participate in the next contest. Any student that participates in a contest on the same day of an unexcused absence will not be allowed to participate in the next two contests. Extenuating circumstances will be handled by the coach/advisor, the athletic director, and the building principal.
C. Students are not to participate in an activity until all previously issued uniforms and equipment items have been turned in, paid for, or arrangements for paying for such items have been made with the Athletic Director.
D. Students must maintain a C- in all but one class. A student whose average classroom grade falls below a C- in **two** or more classes will be **ineligible**. Waivers may be granted as follows: 1) **Effort Waiver** - a waiver granted by the teacher based on certain conditions met by the student (see Effort Waiver); and 2) **Parent Waiver -** a waiver requested and signed by the parent/guardian stating their child's eligibility will be determined by using the MHSAA standard of passing four classes. **A Parent Waiver must be**

initiated/approved prior to the start of competition in an activity. The parent waiver must be renewed each school year.
E. The week of eligibility is considered to be Monday through Sunday.

XI. EFFORT WAIVER

A student may qualify for an **"effort waiver"** and be given a **"W" (warning)** by the classroom teacher instead of what would have been an **"I" (ineligible)**. Students may be granted an **effort waiver** if all of the following conditions exists:
A. The student has had no classroom behavioral problems that resulted in a disciplinary referral during the present marking period;
B. The student has participated in class activities on a daily basis;
C. The student has completed, and submitted to the teacher, all assignments during the present marking period; and
D. The student has attended/participated in teacher arranged tutoring or help sessions when feasibly possible to do so.
In cases where the student has incomplete work, the teacher will decide if the student is making a reasonable effort at progressing toward an acceptable (C- or better) grade for the marking period.
Approved by the Board of Education on June 2, 1997. **Became effective July 1, 1997. Revised July, '98. Revised August, 99. Revised August, 2000. Revised August 2002. Revised July, 2007. Revised June, 2008. Revised July, 2009.**

The provisions set herein supersede all previous Athletic Codes and their amendments or revisions.

Student Name-Please Print grade

Has received a copy of the student handbook, computer**/technology** policy, sexual harassment policy, cheating and plagiarism policy **for the 2012-2013 School Year.**

Student Signature

Parent Signature

Your signature indicates that you have reviewed the student handbook with your child**/student and agree to abide by the policies and guidelines. As a user of the schools technology and internet, we agree to use it in an appropriate manner, honoring all relevant laws, restrictions and guidelines**.

Returning this page signed is a credit based task for each student to complete.