

MIDDLE SCHOOL

Grades 5-8

In this section, specific procedures and policies for Cheboygan Middle School (CMS) are described. Additional procedures and policies for the entire district, which also apply to CMS are described in the District section. It is the responsibility of the student and parent to read the information contained in the District section of the handbook.

ABSENCES/ATTENDANCE

The school day begins at 8:00 AM and ends at 3:10 PM.

If it is necessary for a student to be absent, he/she should have his/her parent/guardian call the school on the day of absence by 9:30 a.m. If the student does not have a phone, a note explaining the absence should be presented to the office when the student returns to school. Homework will be made available to students who miss three or more days of school through the office. In addition, daily homework assignments may be accessed on individual teacher webpages or by calling the Homework Hotline by calling 627-4144. Teacher extensions and webpage information are available in the main office and on the website.

TARDINESS

A student who is late for school will be expected to get a tardy slip from the office. Arriving to class on time will be the responsibility of the student. Anything beyond 15 minutes tardy to a class will result in the student being marked 'absent' for that class. Detentions will be assigned for excessive tardiness, according to steps listed below.

1st Offense	Warning issued by teacher to student
2nd Offense	Parent contact made by teacher & 15 minute Detention assigned by teacher
3rd Offense	Parent contact made by teacher & 30 minute Detention assigned by teacher
4(+)th Offenses	Parent contact made by Principal, Detention assigned by Office/Principal & a Disciplinary Referral will be made

CELL PHONES

The Cheboygan Area Schools Board of Education has approved policy that will allow students to have a cell phone in their possession during school hours. Cell phones must be turned off to eliminate classroom disruptions, and they may not be used in bathrooms, locker rooms, or other locations where inappropriate photographs and/or videos may be taken. Students are allowed to use their cell phones between classes and at lunch. Parents may leave messages on their students' phone, but if an emergency requiring immediate notification of the child occurs, parents are encouraged to call the school office at 627-7103.

Failure to follow the cell phone guidelines, such as disruption of the classroom, use of the cell phone in prohibited areas, or failure to shut off a cell phone as requested by school personnel, will result in confiscation of the phone. The disciplinary consequences for cell phone issues are as follows:

First offense: The student may pick up phone after school in the office.

Second offense: The student's parent must pick up phone from office.

Third offense: The phone must be brought to the office every morning where it will be kept until the end of the school day. If this consequence is not followed, students may be assessed discipline points for insubordination.

The school will not be responsible for loss, theft, or damage to any personal property, including cell phones.

CLOSED CAMPUS POLICY

Students are considered to be under school supervision from the moment they board the school bus. For this reason, when students arrive at school in the morning, they must enter the building. Students are not allowed to leave the Middle School at any time during the day, including lunchtime. A violation of this policy will be considered skipping. Parents who choose to pick up their children during the day may do so in the main office. Note: Band students and other students attending class at the high school will be allowed to leave Middle School property for instruction only.

ENTERING AND LEAVING THE BUILDING

Parent notification is required before a student is to leave the school building except in cases of an emergency. A student leaving the building is to report to the office and sign out. A student entering after the start of a school day is to report to the office and sign in.

All students are to enter the building in the morning through the main doors and to remain off High School property. Middle School students are not allowed on High School property without permission from a Middle School administrator. Once in the building, students are only allowed down their grade specific hallways until 8:00 AM. Fifth grade students are to stay in their hallway unless eating breakfast.

ILLNESS /MEDICATION AT SCHOOL

When a student becomes ill while at school, she/he should inform his/her teacher and ask permission to call home from the office. At that time a decision will be made based on the parent's recommendation as to what should be done. Because of state laws, aspirin or other medication cannot be given out in school.

Also, because medicine can be lost or stolen, students are to keep all medication in the office during school hours with the exception of inhalers. Please check with the office for proper procedures for dealing with inhalers. Students are allowed to have cough drops or throat lozenges. If a student has to take any kind of medication during school hours, a note is required from the doctor and must be presented to the office with the medication. All prescription medications must be in their original container and delivered to the school by the parent.

LOCKERS

All lockers and desks remain on school property and are subject to a search at any time. Backpacks, coats, and hats must be kept in lockers. Students may post school appropriate pictures on the inside of their lockers with magnets, however no tape can be used, and decorations on the outside of lockers are not permitted.

PARENTAL INVOLVEMENT

Parents are a welcome and important part of the CMS program and are encouraged to contact teachers, administrators, and support staff regarding questions, concerns, and ideas. Parents are invited to visit classes, to chaperone, to volunteer, and to take an active role in school life. Arrangements can be made for these activities by contacting the main office. All visitors to the building are required to check in at the office.

For more information about school happenings, visit the district website at www.chebschools.com. To access the middle school, click on 'middle school' tab on the top of the district webpage. The Daily Bulletin and Monthly Newsletter with school announcements and information is available on the middle school webpage, along with other great information. Parents may also check their child's school information on Family Access, Information included in Family Access is basic demographic information, grades, attendance, and lunch information. Family Access can be found at the bottom of the main screen on the district webpage (see above). User ID's and password may be obtained from the office.

REWARDING POSITIVE BEHAVIOR

Positive behavior is rewarded and recognized through the following:

- Awards Assembly — Each grade level will determine the way in which rewards will be presented to the students in the spring.
- Class Trips— Students who have accumulated 9 points or more at any time during the year may not attend the class trip, but must be in attendance at school. Students who receive a 6, 9 or 15-point offense at any time during the year will not be allowed to attend the class trip. In addition, academic and attendance criteria are set each year by the teachers. The teachers have the right to add additional criteria in order for students to attend the class trip as long as the criteria is stated and distributed to students when the trip is arranged at the beginning of the school year.
- Dances/End of the Year Dance — Dances sponsored by the Middle School are open only to full time 7th and 8th grade students. Full time 6th, 7th and 8th graders are welcome to attend the **End of the Year Dance**. *Students with more than 9 points may attend dances only with administrative permission and if their parent/guardian serves as a chaperone.
- Grade Level Incentive Days — As determined by individual grade levels, incentive days will be scheduled to reward students for academic performance and/or good behavior and may provide academic remediation opportunities for students who need them.
- Honor Roll — Students qualify for the Honor Roll by having a B average or better for the marking period and no grade less than a C.
- School-Wide Incentive Parties — These incentives are by invitation only. To receive an invitation, students must not have failed more than one class in any marking period; failed the same class twice; must have no more than 3 points at the time of the incentive party; and must have no more than 10 absences. Students who receive any 6, 9, or 15-point offense will automatically be ineligible for the incentives.
- Student of the Month program — Each month 5th, 6th, 7th, and 8th grade students are nominated by teachers as deserving of this award. Students are not necessarily honor roll students, but certainly honorable students. One student is selected at each grade level to receive an engraved plaque.

School Sponsored Activities (athletics, club, etc.)

Eligibility Behavior/Attendance Requirements

To participate in the variety of activities at CMS, students must attend at least half of the day on the date of the scheduled activity and a full day on the date after the scheduled activity. In addition, students must be passing all classes and have nine (9) or fewer disciplinary points (See Discipline Code). Some extracurricular activities may have more stringent requirements. An eligibility evaluation will be requested of every student prior to and during the length of the activity in which they are participating. All rules of conduct that are in effect during the regular school day are in effect at all school activities.

The school's discipline code is in effect at all school-sponsored activities. Students that are involved in situations that require discipline will receive the appropriate points. Students must be in school during the day in order to attend after school activities. Activities, clubs, and sports require the student to pay participation fees. Alternative arrangements can be made on an individual basis if necessary. Parents are asked to pick up students from activities within 15 minutes of the designated completion time. Additionally, there may be a fee for participation in student activities.

Athletics

Parental concerns dealing directly with athletics should follow the procedure listed below:

1. Speak directly to the coach.
2. Speak to athletic director.
3. Speak to administrator.
4. Speak to Superintendent.
5. Speak to Board of Education.

STUDENT BEHAVIOR

Because students at Cheboygan Middle School are rapidly moving toward the responsibilities of the adult world, expectations for good behavior are high. In the interest of student behavior of which everyone can be proud, we have listed the following reminders:

1. Treat others the way you'd like to be treated. This is the "Golden Rule" and eliminates insults, rudeness, gossip, threats, fights, theft, and profanity. In other words, everyone at CMS is expected to give and expect respect.
2. Practice self-respect. The use of alcohol, tobacco, and other drugs is clearly unhealthy and strictly prohibited.
3. Treat the building and furnishings with respect. Community members have made great investments in the facilities for the sake of education.
4. Value learning. The typical student will spend well over 1,000 hours in school each year. It is important to spend those hours wisely by getting to class on time, prepared, and ready to learn.

Discipline Code

The discipline committee determined that a discipline system must:

1. Improve the educational environment for students, teachers, parents, and staff.
2. Better inform students and parents of rules and policies.
3. Record discipline violations in a systematic way.
4. Predetermine disposition for violations, when possible.
5. Follow up each year with a willingness to ascertain our needs and constitute changes, if necessary.

It was felt, however, that parents and students should be aware of School Board policy concerning acceptable and unacceptable behavior in our school. The policy is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive mood within the building, on school property, or at any school event. The vehicle which we will use to implement our discipline system is a point system. All points will be assessed by the administrator(s). The student shall have the right of due process, including both a fair and impartial hearing on the merits and notice of the following:

1. The type of conduct that will subject the student to disciplinary action.
2. Notice of the specific charge against the student and the nature of evidence supporting the charge.
3. Notice of date of hearing sufficiently in advance to permit preparation of the defense.
4. Notice of student's procedural rights at the disciplinary hearing.

The levels of dispositions are as follows:

1. After any suspension of 3 or more days, a parent/teacher/student meeting must be held before the student can return to school.
2. At three (3) points, the parents will be contacted by phone or mail.
3. At six (6) points, the parents will be contacted by phone or mail. A six (6) point offense may result in suspension.
4. At nine (9) points, a student can be suspended until school personnel, student, and/or parents can work out the problems at hand. Police, courts, and/or other referral services may be involved. Teachers of students accumulating nine points will be involved in the conference.
5. At twelve (12) points, a student may be suspended for up to 10 days. Parents and/or student and school personnel will work out the problems at hand. Police, courts, and/or other referral services may be involved. Parents may accompany students to class in lieu of suspension. Any student with twelve or more points may be placed on social probation, which means he/she would not be allowed to participate in any activity outside of the regular school day (8:00-3:10).
6. At fifteen (15) points, a student may be suspended for up to ten (10) days and may be recommended to the Superintendent for long-term suspension or expulsion. Students how return from long-term suspension or expulsion will have nine (9) points (June to September included).
7. If a student is point-free for 30 days, he/she will lose 3 points from his/her record. This reduction of points will not change a student's status for class trips.
8. Students referred for discipline for any 15-point offense will be immediately suspended and expulsion proceedings before the Superintendent will be initiated.

9. Any discipline points given in the last 2 weeks of school will follow the regular school policy. Detention after the school year ends may also be assigned. These points may be held over to the following school year.
10. The last two weeks of school will be a Zero Tolerance policy. Students who have had multiple offenses or students with a six point or greater offense, may be sent home for the remainder of the school year. School hours missed due to these suspensions may be made up through arrangement by administration.

Points

- 15 Arson (defined as deliberately setting a fire)
- 15 Assault of anyone on school property physical/verbal
- 15 Delivery of drugs and/or look-a-likes
- 15 Setting off of firecrackers and all other like types of incendiary devices
- 15 Unauthorized sale, possession, or use of illegal or dangerous weapons or look-a-likes
- 15 Use of, under the influence of, possession of, or solicitation of alcohol or illegal drugs
- 15 Bomb threats or false alarms
- 9 Possession of drug paraphernalia on school property (10 day suspension/ police referral)
- 9 False fire alarms
- 9 Willful destruction of school property over \$100 damages-restitution made
- 6 Extortion or physical threats
- 6 Fighting or provoking a fight (1-5 day suspension)
- 6 Possession of firecrackers
- 6 Possession of property not belonging to student
- 6 Willful destruction of school property less than \$100 damages-restitution made
- 6 Use of objects jeopardizing student health
- 3-6 Misuse of technology equipment
- 3-6 Sexual harassment
- 3-6 Bullying
- 3-6 Harassment (Ex: race, gender)
- 3 Failure to comply with disciplinary consequences
- 3 Loitering in any area for other than intended purpose
- 3 Misuse of permits
- 3 Possession of electronic devices
- 3 Use or distribution of, or possession of tobacco (1-3 day detention / police referral)
- 3 Possession of a lighter or matches
- 3 Cheating/Plagiarism
- 3 Skipping one day
- 1 Skipping one class
- 1-3 Disorderly conduct-class disruption-disrespect
- 1-3 Insubordination (refusal to comply with reasonable request) 4th step
- 1-3 Obscene or lewd behavior and/or language

The following is the procedure for classroom insubordination and disorderly conduct:

- 1st offense - A warning by the teacher
- 2nd offense - Lightly disciplined by the teacher
- 3rd offense - Parents contacted by the teacher
- 4th offense - Referral to administration by the teacher
- *No points will be assessed on the first three (above) offenses unless an administrator has been involved. A teacher may involve an administrator or any serious violation.

This code may later be amended to include any other violation not specified.

The school administrator has discretion to make exceptions in extreme circumstances.

Detention and Suspension

Detention and/or suspension may be utilized in disciplining students who violate policies established by the school. Detention/suspension will not replace the point system, but act as a supplement, and hopefully, a deterrent to further improper behavior. Any six (6) point or higher offense may result in suspension from school.

Accumulation of points may result in suspension from school. Any six (6) point or higher offense may result in suspension from school. Accumulation of points may result in suspension from school.

STUDENT DRESS CODE

Clothing and dress should be appropriate, safe, and should not distract from the educational process. If an article of clothing or outfit is questionable, it should be approved in the office before it is worn to school. Personal expression through dress and general attire must be positive, non-violent and promote educational growth. Students in violation of the dress code will be asked to change or turn the article of clothing inside out when appropriate and/or discipline according to the Student Behavior Code.

- Absolutely no alcohol, tobacco, or drug advertising. No lewd, sexual or suggestive wording or clothing. Such clothing is at the discretion of the administrator.
- Shoes, not slippers, must be worn.
- There should be no holes in clothing any place where shorts would normally cover. Students will be required to change clothes if location of holes is deemed to be inappropriate by administration. Rips and tears that could be considered a safety hazard will not be allowed.
- Sleeveless apparel such as tank tops, cut-off sweatshirts or blouses and exposed midriffs are not acceptable.
- All pants must be worn at the waistline.
- Clothing with metallic rivets or metallic cleats or wheels on shoes is not allowed.
- No pajama pants.
- Extremely tight, revealing or see-through clothing is not permitted. No undergarments are to be visible.
- Coats, windbreakers, jackets, hats and other outdoor apparel may not be worn in the building.
- All shorts, pants, skirts and dresses must be hemmed with NO FRINGES.
- Shorts, skirts and dresses within four (4) inches of the knee.
- No gang symbols or colors are allowed. This includes bandanas, wristbands, laces, etc.
- All shorts, pants, skirts and dresses must extend below the fingertips of the student when standing with arms extended downward or within four (4) inches of the knee.
- Leggings must be covered with appropriate length shorts, pants, skirts, or dresses.

SUPERVISION OF STUDENTS

Supervision of students by the school staff will begin at 7:45 AM and end 15 minutes after students are dismissed. Any students in the building after that time must be under direct supervision of a staff member or administrator.

STUDENT INCENTIVES

Positive behavior and academic achievement may be rewarded and recognized through the following:

- **Awards Assembly** — Each grade level will determine the way in which rewards will be presented to the students in the spring.
- **Class Trips** — Students who have accumulated 9 points or more at any time during the year may not attend the class trip, but must be in attendance in school. Students who receive a 6, 9, or 15 point offense at any time during the school year will not be allowed to attend the class trip. In addition, academic and attendance criteria are set each year by the teachers. The teachers have the right to add additional criteria in order for students to attend the class trip as long as the criteria is stated and distributed to students when the trip is arranged at the beginning of the school year.
- **Dances/End of the Year Dance** — Dances sponsored by the Middle School are open only to full time 7th and 8th Grade students. Full time 6th, 7th and 8th graders are welcome to attend the End-of-the-Year Dance. Students with more than 9 points may attend dances only with administrative permission and if their parent/guardian serves as a chaperone.
- **Grade Level Incentive Days** — As determined by individual grade levels, incentive days will be scheduled to reward students for academic performance and/or good behavior. On these days, academic remediation opportunities are provided for students who need them.

- **Honor Roll** — Students qualify for the Honor Roll by having a B average or better for the marking period and no grades less than a C.
- **School-wide Incentive Parties** — These incentives are by invitation only. To receive an invitation, students must not have failed more than one class in any marking period; failed the same class twice; must have no more than 3 points at the time of the incentive party; and must have no more than 10 absences. Students who receive any 6, 9, or 15 point offense will automatically be ineligible for the incentives.
- **Student of the Month program** — Each month 6th, 7th, and 8th grade students are nominated by teachers as deserving of this award. Students are not necessarily honor roll students, but certainly honorable students. One student is selected at each grade level to receive an engraved plaque and an invitation to an Opera House Performance.

STUDENT COUNCIL

Student Council was formed to give students the opportunity to express their views in an organized manner. It is continually seeking to improve the school environment for the students while at the Middle School. Each grade level has representatives that work together to plan the social activities of the school and take an active part in solving problems that affect students.

TELEPHONE USE AND NOTES TO STUDENTS

The phone in the office is for school business and emergency use only. Students wishing to use the phone must ask permission from office personnel before using the phone. Any student calls considered to be a non-emergency are subject to a 10-cent fee per phone call. Students will be permitted to bring their own cell phones to the office to call parents as needed during class time. Notes from parents to students should be kept to a minimum. They will be delivered to students at the end of the school day.