



CHARLOTTE
PREPARATORY
SCHOOL

Middle School

Code of Conduct and Dress Code

2011-2012

CODE OF CONDUCT

Charlotte Preparatory School is a positive learning environment where positive expectations are stated and encouraged. When student conduct strays from these objectives, a system of consequences is in place to ensure they develop the awareness and skills necessary for meeting the positive expectations in the future.

The Code of Conduct for students at Charlotte Preparatory School's Middle School (grades 5-8) is a systematic process that uses teaching, modeling, and appropriate consequences to ensure a safe, orderly and productive school environment. Disciplinary actions are designed to teach students that inappropriate behavior will not be tolerated at any time. The Code of Conduct teaches students the importance of substituting inappropriate behavior with behaviors that are consistent with the educational, moral and ethical goals of Charlotte Preparatory School. This behavior includes, but is not limited to, integrity, sensitivity, respect, courtesy and consideration for other students, teachers, and administrators, and respect for school and individual property.

The following sections outline specific disciplinary offenses and actions that may be imposed as a result.

Offenses:

Level A:

- Defacement/Vandalism of school property
- Physical Violence

Level B:

- Disrespectful Behavior (talking back, willfully ignoring a teacher's request, bullying, cheating, etc.)
- Unauthorized entry to school
- Obscenity or Vulgarity
- Unauthorized access to computer files or websites

Level C:

- Gum
- Possession of Wireless Devices (cell phones must remain in bag or locker), Food or Drink (water is okay)
- Running or Loitering in the hallways/Other Miscellaneous Offenses
- Public Displays of Affection
- Uniform code violations
- Tardy 5 times in a trimester (automatic detention)

Action Plan:

- If a student is found by a teacher or staff member to have defaced or vandalized school property in a deliberate and/or malicious way or has engaged in fighting or physical violence, they will face an immediate out of school suspension. Further consequences may be taken by a disciplinary panel, which will convene following the incident. Students receiving an out of school suspension will be expected to make-up all work missed. They will not, however, receive any academic credit for this work.
- If a student's behavior is deemed disrespectful by a teacher or staff member that student will serve an after school detention under the supervision of the Dean of Student Conduct (Mr. Hall). If the teacher deems it necessary to remove the student from the room for disrespectful behavior then the student will proceed directly to the room of the Dean of Student Conduct. Under no circumstances is a student to be placed in the hallway unsupervised when removed from a room. The student will be given an activity to complete by the Dean of Student Conduct. Any work missed by students removed from a classroom for disrespectful behavior may only be made-up for credit with permission from the teacher. (*Note: Cheating is an exception to this policy and will result in a zero. Every student will write the honor code at the top of all homework, quizzes, tests, projects and essays).

- If a student is deemed to have committed an offense from the Level C group (gum, wireless devices, food/drink, etc.), they will be issued a verbal warning by a teacher or staff member. The verbal warning must be conveyed, however, to the Dean of Student Conduct (demerit form). If the offense is committed again, the student will serve an after-school detention under the supervision of the Dean of Student Conduct.

*Note: A demerit form must be filled out and given to the Dean of Student Conduct when any misconduct by a student occurs.

Detentions and Suspensions:

Detentions will be held on Tuesdays, Wednesdays and Thursdays from 3:30-4:30 p.m. Students in detention must arrive at Mr. Hall's room (204) no later than 3:30 p.m. The detention will be served on the first detention day following the disciplinary offense. (For example, the detention for an offense committed on Friday will be served on Tuesday.) Students in detention will be issued soap and water as provided by the maintenance staff. Students will spend the hour cleaning the middle school classrooms, hallways and cottages. An alternative form of punishment, such as writing sentences, may also be used. Also, the Dean of Student Conduct will make every effort to notify parents of an upcoming detention as soon as possible.

Suspensions will be issued to any student receiving four detentions in one trimester for disrespectful behavior or six detentions from group C. (A combination of 6 offenses from B and C will also result in suspension). In school suspensions will be served at school in a room determined by the Dean of Student Conduct. The student will complete menial tasks and all schoolwork from that day. The student will receive no credit for the work completed and will not be allowed to participate in break or recess times. The student will eat lunch in the presence of the Dean of Student Conduct. Any student found to have defaced/vandalized school property or is the recipient of a fifth detention for disrespectful behavior faces an out of school suspension. This means the student is not allowed to come to school for a predetermined number of days. Also, the student will not receive credit for work missed in those days and a note will be placed in the student's permanent file. The students' ultimate fate will be determined by a disciplinary committee.

*In-school suspension does not apply to Level A offenses, which require an out-of-school suspension.

Teacher's Role: The teacher will notify the Dean of Student Conduct of all behavioral offenses. The name of any student committing a disciplinary offense will be provided to the Dean of Student Conduct immediately. If a teacher feels the need to remove a student immediately from his/her room, they must notify the Dean of Student Conduct...This is particularly important for those teachers who are not in the middle school building. Teachers in the fine arts building or cottages must immediately call the Dean of Student Conduct and inform him of the name of the student(s) being sent to his room. Teachers must also maintain a presence outside their classroom. They must monitor all class transitions from the hallway outside their room. Teachers in the fine arts building and cottages must be particularly vigilant regarding the procession of students to and from their rooms. They should make every effort to greet their children outside the building door in order to supervise their appropriate and timely arrival. Students are never to be running, screaming or pushing!

Dean's Role: The Dean of Student Conduct will hand-out all punishments resulting from behavioral offenses. The Dean of Student Conduct will also keep track of all offenses, supervise all detentions and contact all parents regarding those detentions. The Dean of Student Conduct will also hold parent conferences regarding a students' discipline record when necessary. The Dean of Student Conduct will notify the teacher if communication between the teacher and parent regarding the behavioral infraction is warranted. The Dean of Student Conduct will also determine when detentions and suspensions will be served.

*Note: Any student serving a detention or suspension is not allowed to participate in after-school activities for that day(s)! (This does not apply to after school care.)

Positive Reinforcement: Students who display exemplary behavior throughout a trimester will be rewarded at the end of that marking period. Students who have not received a single verbal warning or disciplinary detention will be granted the following:

- a. Public praise from the Dean of Student Conduct at an all school assembly.
- b. A personal note written by the Dean of Student Conduct and signed by both the dean and the Head of Middle School praising the students' behavior.
- c. A gift card, which will accompany the letter.

*Note: The virtues that serve as the foundation of positive behavior are integrity, sensitivity, respect, courage and perseverance. These virtues will be reinforced by the Charlotte Preparatory Advisory Program!

**New tardy policy: Charlotte Preparatory School keeps records of all instances of unexcused tardiness. The school will do its due diligence to notify parents when their child has been tardy 3 times for the trimester. If and when a student is tardy 5 times in a single trimester, a detention will result. If a student is tardy 10 times in a single trimester, they will face additional consequences. Please know that instances of tardiness are part of the permanent attendance record and grade card that transfers with your child.

MIDDLE SCHOOL DRESS CODE

We partner with our parents to nurture the leaders of tomorrow. To develop leadership, Charlotte Prep believes students need to display a sense of pride in the way they present themselves and this is demonstrated through dress choices. To that end, parents are expected to support and enforce the school dress code.

Students should attend school in clothes that are neat, clean and in good repair. Good taste and common sense should dictate parental and student choice of school clothes. We expect students to refrain from assuming any kind of personal appearance or wearing any kind of clothing that might distract from the process of teaching and learning. Safety must always be a consideration.

Please be advised that should a student violate the dress code, he or she may be sent home to change clothes and return wearing appropriate attire.

Shirts: Boys must wear shirts with collars.

Girls should wear appropriate tops. Halters, tanks, spaghetti straps*, revealing or provocative tops, or tops that expose the midriff area, are not allowed. Sleeveless tops are acceptable if the shoulder straps are at least 2 inches wide.

* Formalwear for dances and graduation may be an exception if appropriate.

Shirts should not display graphics, logos, words, phrases or numbers of any kind or size. This applies to the front, back and sleeves of the garment. The only exception is the tiny icon on boy's collared shirts, usually found in the top left corner. Commercial images (cartoon characters, action figures, retail establishments, sports teams, other schools, etc.) cannot be displayed on clothing or visible beneath. This also applies to outerwear.

Shorts/Pants: Shorts and/or pants should not display graphics, logos, words, phrases or numbers of any kind or size. This applies to the front and back of the garment.

When standing, the length of skirts, dresses and shorts should be no more than 4 inches above the knee. Bathing suits, spandex shorts, short shorts and excessively tight shorts are not acceptable. Athletic shorts are not to be worn on non-PE days.

Footwear: Footwear should be worn at all times. Flip-flops are not allowed on any child regardless of grade level. Clogs or shoes that are not securely fitted to the student's feet with back straps are not allowed in the Early and Lower Schools. High heels are never appropriate footwear for school.

Tennis shoes or other appropriate athletic shoes should be worn on PE days and/or tennis and golf class days.

Hair and Head Coverings: Boys' hair may not be longer than their shirt collar in the back, and may not hang below the eyebrows in the front. Boys' and girls' hair, and hair accessories, should not be a distraction to other students. Extreme hair colors are not allowed.

Students may not wear hats, caps, or other head coverings, other than yarmulkes as an expression of faith, anywhere on campus during the academic school day, nor inside the buildings at any time. Head covering is allowed for sun protection or for warmth in the winter, but only outdoors.

Miscellaneous

- Boys may not wear earrings at any time, either to school or to any school event, on or off campus.
- Girls and boys may not wear dangling jewelry, hair accessories, or other accessories that can disrupt study or may be harmful on the playground. This includes large hoop earrings.
- Students may not wear clothes with frayed ends or cutoffs. There should be no tears, rips or holes in clothes. Students should not wear clothing that is excessively baggy or tight.
- Clothes should not display another school.
- Clothes should not display or suggest offensive language, sex, alcohol or drugs.
- Students may not wear outerwear resembling underwear (e.g., long johns, undershirts).
- Students may not wear tie-dyed or camouflage items to school.

- Students' clothing should not convey any excessive fashion trend (e.g. punk, gothic, hippie, etc.)
- Appropriateness of clothing and accessories is at the discretion of the Division Head or Dean of Student Conduct.

Additional Required Attire

Dress Fridays

Charlotte Prep Middle School students will observe “Dress Friday” on the last Friday of each month. This is an opportunity for students to dress more formally within the school environment, and understand the social expectations associated with more formal dress and behavior.

Boys are expected to wear long pants (no jeans) with a belt, a collared dress shirt, a tie, and dress shoes and socks. A jacket is optional for boys. Girls should wear a skirt, dress or dress slacks. Girls should not wear high heels, Ugg boots or footwear of similar types. Gladiator-style sandals are acceptable if they are a solid color (preferably black) and have a strap over the heel. Tennis shoes may be brought, by boys and girls, for use during Morning Break and Lunch Recess. For students who have PE on Fridays, time will be provided for them to change into PE uniforms. Middle School Dress Friday dates are noted in the Charlotte Prep wall calendar, and a reminder appears in that week’s Monday Memo.

If a student is not dressed appropriately for Dress Friday, parents will be called to provide appropriate attire.

PE Days

For PE class, a Charlotte Prep t-shirt and Charlotte Prep athletic shorts or Charlotte Prep PE shorts are required (no game shorts). Shirts and shorts are available for a nominal cost through the school’s online store.

In cold weather, students may wear a Charlotte Prep sweatshirt and/or dark, solid-colored athletic pants. Appropriate athletic shoes should be worn during PE class.

Concert Attire

Middle School (5th – 8th Grades): Black pants or appropriate-length skirts, white shirts (collared for boys) and black shoes.

I have read Charlotte Preparatory School’s Middle School Code of Conduct and Dress Code, and I understand that it will be strictly enforced during the 2011-2012 school year.

Student Signature Date

Parent Signature Date