

# SPRING LAKE

## MIDDLE SCHOOL HANDBOOK

**A GUIDE FOR STUDENTS AND PARENTS REGARDING SCHOOL POLICIES  
AND CODES OF CONDUCT.**

**2010-2011**



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SPRING LAKE, MI 49456  
(616) 846-5502**

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**ADMINISTRATION AND SUPPORT STAFF**

Principal..... Scott Ely  
Secretary to Mr. Ely.....Gail Brye  
Athletic Director.....Cavin Mohrhardt  
Secretaries to Mr. Mohrhardt.....Susan Theune  
Intermediate Principal ..... Ben Lewakowski  
Secretary to Mr. Lewakowski ..... Lisa Sabo  
Guidance Counselors..... Rich Hyde & Shana Woodwyk  
Social Worker ..... Lee Ingersoll

**WELCOME TO SPRING LAKE MIDDLE SCHOOL**

Spring Lake Middle School is a high-achieving school. Our MEAP scores continue to reflect the hard work of our students. We have also received an “A” grade from the State of Michigan for the seventh consecutive year.

This year holds many opportunities for your personal growth. We look forward to providing the educational services that will help you achieve your goals later in high school and beyond. We recognize that middle level years are critical to the development of positive attitudes, work ethics, and social skills, as well as academic growth.

You will be happy with this year's progress if you consistently bring a positive attitude to school, ask questions, and work hard. We look forward to getting to know you better.

Mr. Ely, Principal

### **SCHOOL SONG**

Go, go you Lakers go  
Show them all your might  
Go, go you Lakers go  
Go out and fight - Ra, Ra, Ra  
Hail, hail to Spring Lake  
We're proud as we can be  
We're here to cheer our team to victory.

### **MISSION STATEMENT**

Our mission is to challenge all students with educational experiences which enable them to become literate, responsible, productive citizens and to create an environment which fosters high expectations, a positive self-image, and a belief in the value of learning.

### **BELIEF STATEMENT**

We at Spring Lake believe that:

EVERY STUDENT CAN LEARN.

TEACHING MAKES A DIFFERENCE.

PLANNING FOR INSTRUCTION IMPROVES STUDENT OPPORTUNITIES TO LEARN.

FREQUENT MONITORING OF STUDENT PROGRESS CONTRIBUTES TO EFFECTIVE

TEACHING AND LEARNING.

In order to continue our commitment to effective education, we will plan and provide accordingly.

### **SPRING LAKE MIDDLE SCHOOL FACULTY**

**2010-2011**

#### **ART**

Sharon Kurtz

#### **GUIDANCE**

Shana Woodwyk  
Rich Hyde

#### **PHYSICAL ED./HEALTH**

Bill Core  
Bill Dunn  
Janelle Kuiper  
Naomi Van Singel

#### **BAND**

Mike Truszkowski  
Mark Grevengoed

#### **LIFE SKILLS**

Nicole Fabiano

#### **COMPUTING/KEY BD**

Pollie Gilchrist

#### **MEDIA**

Laurie Draeger

#### **SCIENCE**

Mark Sluiter  
Chad Wahlberg  
Laura Molyneux

#### **CHOIR**

Robin Kieft

#### **TECHNOLOGY**

Eric Kipling

#### **SOCIAL STUDIES**

Jeremy Thelen  
Tammy Kuhlman  
Bill Dunn  
Eric Kipling

#### **ENGLISH**

Jill Annable  
Heather Brewer  
Greg Brown

#### **MATHEMATICS**

Marisa Brady  
Rich Hyde  
Becky Gray  
Laura Molyneux

#### **SPECIAL EDUCATION**

Audrey Chambers  
Jennifer Gutierrez  
Stacey Peterson

#### **SPANISH**

Becky Gray

## ACADEMIC INFORMATION

Spring Lake Middle School operates under a 12-week trimester program. Parents are kept informed of academic performance with progress reports (electronic or paper), report cards, and through Power School Parent Access. (sent home after each 12 weeks). Scholarship is evaluated in terms of letter grades:

- A - Excellent performance- consistently high quality work
- B -Good performance- above average work and knowledge
- C - Fair performance- average work and knowledge
- D - Minimum performance- below average knowledge and work
- E -Unacceptable performance - no credit awarded
- INC -Incomplete - work must be made up or grade = E
- \*\*CR -Credit
- \*\*NC -No Credit

\*\*In some instances classes may be elected by a student or grades issued by teachers on a credit/no credit basis. Courses taken on credit/no credit basis must be approved by the Principal.

## PARENT INFORMATION

Parents are encouraged to use the school website, [www.springlakeschools.org](http://www.springlakeschools.org), and connect with their student's user ID number and the parent password. Parents are able to check grades, attendance, lunch balances, and other information. Parents are also able to sign up for e-mail progress reports online through this web connection. Progress reports will be available after six (6) weeks of the twelve (12) week trimester. Students are issued planners, for a small fee. We encourage students and parents to use these planners as part of their daily organization and communication procedures. The guidance department also has **short-term** forms and procedures to help "kick start" a student. The goal is to have the students learn how to be organized, productive, and successful independently. Spring Lake Middle School will be utilizing a parent list serve mass email tool to notify parents of important events, trends, and messages. We will also use this venue to deliver mid-mark progress report information. Please make sure to sign up for the list serve in the middle school office or through the link on the Spring Lake Middle School website. If you do not have access to email, notify the office and we will make arrangements to have a hard copy of these messages mailed to you.

## HONOR ROLL

Honor roll is determined after each twelve-week report card. A student must earn a straight "B", 3.00, average in order to achieve recognition on the honor roll. No "D" or "E" grades may be received in that trimester and no poor behavior comment is acceptable for this recognition.

## MIDDLE SCHOOL RETENTION POLICY

Promotion from one grade level to the next is not an automatic move that comes with the passage of time. Students learn basic skills at each level that we build upon. A 7th grade student may be retained in English, math, social studies, or science, if he/she has failed the course, or failed to complete the course. If a 7<sup>th</sup> or 8<sup>th</sup> grade student fails multiple core subjects, retention in the grade may occur. Special education students will have their cases reviewed and determined by the Special Education Dept.

## SCHEDULE CHANGES

In almost all cases, students follow the schedule they receive in August for the entire school year. In rare cases a change might be necessary. Parents, counselors, and principal will discuss the need for a change and make the adjustments if necessary.

## ATTENDANCE POLICY GENERAL GUIDELINES

Because we believe that regular school attendance is essential to the learning process, the following attendance guidelines and procedures have been established.

1. Students are expected to attend all of their scheduled classes on time.

2. Whenever an assembly is scheduled, students must first report to class for roll.
3. An absence will be excused when the absence occurs due to illness, death in the family, family emergency, or medical situation.

An absence for reasons of importance other than those mentioned above should be discussed with and approved by middle school office personnel before the absence occurs.

Personal business and vacations should be scheduled outside the school day. When this is impossible, parents should contact the office.

If, at any time during the day, a student finds it is necessary to leave the building or school grounds, the student must obtain permission from the office and a parent or guardian and enter his or her name and check-out time on a sign-out sheet.

### **GENERAL ABSENCE PROCEDURES**

1. A parent or legal guardian should call the middle school office, 846-5502, on the day(s) an absence occurs. All calls should be made within 24 hours of the absence.
2. If a parent is unable to call due to times of employment, a note must be provided the first day the student returns to school. Parents can also leave a message on our answering machine at any time excusing the student.
3. Unexcused absences result in no credit for the day, and will result in a Saturday school.
4. Parents will be notified by mail when the student has accumulated an excessive number of absences. The school will attempt to notify parents after the 8th and 10th absences. The teacher's record will always be considered the official attendance record.
5. A student-parent-administrator conference may be required in cases of excessive absences or tardies.
6. Absences resulting from long-term illness will be evaluated on an individual basis.
7. The school will contact the truant officer for those students who are not regularly attending school and who are not 16 years of age. Excessive absence problems will be handled on an individual basis. Retention, court involvement, removal from class (es), and other actions will be considered.
9. Truancy, being absent without permission of parent or school, for all or part of the school day, will result in a Saturday detention. Persistent truancy could result in suspension and/or removal from classes.

### **TARDINESS**

In order for classes to begin on time and use the full time of instruction, all students are expected to be in their scheduled classes on time. A tardy is when the student is not present in the room at the required time. Students have two tardies per 12-week trimester class before any disciplinary action is taken. We suggest checking with your teacher **BEFORE** you do anything that will make you late for the class.

1. If a student is late for class less than 15 minutes, the teacher will record the student as tardy. If a student is more than 15 minutes late for class, the teacher will record the student as absent.
2. Students missing any part of the day must report to the office to sign-in before attending class and will have a pass from the office.
3. Tardiness will only be excused for the following reasons:
  - a. Personal illness, doctor's appointments
  - b. Family illness or business
  - c. Late bus
  - d. Advanced excuses
  - e. School business
4. Students start with a clean slate at the beginning of each trimester.

### **TARDINESS DISCIPLINARY PROCEDURE**

- A. First three offenses handled at the discretion of the teacher. As a general rule, teachers will assign a detention for the third unexcused tardy for the trimester.
- B. Fourth offense will be handled by the teacher who will assign a detention(s).
- C. Fifth offense will result in the student being assigned a Saturday detention.
- D. Further offenses will result in the student not being permitted into class and sent to the office where he/she will be assigned a Saturday detention or in-house suspension.

### **ADVANCED ABSENCES**

Parent(s) or guardian requesting the student to be excused for a period of time must make the request by phone or in person at least two (2) days in advance. The following reasons may cause the request to be denied:

- 1. If, in the judgment of the administration or the teacher, the length of the absence will seriously jeopardize the student's grade.
- 2. Poor attendance or academic record.

**If the parent makes a decision to leave after the request has been denied, parents accept the possible negative effect on student grades.**

### **STUDENT DRESS**

The Spring Lake Board of Education considers the matter of individual student dress to be a responsibility of the parents of students attending schools within the district. However, it should be clear to all students and parents that any student dressing in such a way as to be a disturbing influence upon the normal operation of the school, or dressing in a manner that creates a safety or health hazard for themselves, other students, or any school employee, will not be admitted to class.

The following dress code guidelines have been established:

- 1. Students should strive for reasonable cleanliness of person so as not to be offensive to any other person.
- 2. Clothing and grooming considered distracting, indecent, or wholly inappropriate for the classroom will not be allowed. This would include, but not be limited to, beach wear, short clothing, short shorts or skirts (arms hanging at the sides with straight elbows and fingertips touching fabric is a good guide for parents when purchasing clothes for school), clothing with holes, or bare midriff. No clothing that mentions or symbolizes alcohol, drugs, or tobacco may be worn. Coats, jackets, or insulated vests are not to be worn in the classroom. Middle School students are not to wear hats or non-medical headgear, or have facial piercings in during the school day. Any type of clothing that has lewd or offensive connotations should not be worn. Low cut clothing that shows cleavage is inappropriate for school. Straps (on tops or dresses) no less than 1 inch or revealing neck lines (on tops or dresses) are not appropriate for school. Wallet chains, long chains, or sharp/pointed jewelry are not allowed. If student dress is deemed inappropriate, and no alternate clothing is available at school, parents will be called to bring in appropriate clothing.  
Specific clothing, health, and safety standards may be required in technology education, life skills, physical education, or on field trips.

### **BICYCLES, SKATEBOARDS, & ROLLER BLADES**

Bike racks are located on the east side (front of school). ALL BIKES ARE TO BE PARKED IN THESE RACKS. Bikes should be locked when not in use. SKATEBOARDS & ROLLER BLADES ARE NOT ALLOWED ON SCHOOL PROPERTY. Bikes are not to be ridden by school entrances, steps, ramps, parking lots, fields, or other non-road areas at any time!

### **OFF-LIMIT AREAS**

Before, during, and after school, students should consider the parking lots and paved roads as the school boundaries. Athletic fields, practice fields, surrounding woods and marshes, etc. are off-limits to students, unless staff permission is given. Disciplinary action will follow violations.

### **CELL PHONES**

Cell phones and other electronic communication devices must be turned off and left in student lockers (we recommend locked) during the school day. Violations will result in confiscation, and possibly suspension for repeat violations.

### **GUIDANCE AND COUNSELING SERVICES**

The Middle School counselors are primarily concerned with helping students help themselves. A counselor is available should a student experience difficulty in classes or wish to discuss problems of a social or personal nature. The counselor will work with students individually on any problems they might have in adjusting to school situations. Students and parents are encouraged to contact the Guidance Department when problems arise which may affect school performance.

### **STUDENT RECORDS**

General policy statement:

In compliance with the Family Educational Rights and Privacy Act of 1974, a parent or guardian of a student under 18 years of age and a student 18 years of age or over may have access to the records, files, and data of the school district relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness according to procedures established by the Board of Education. Such procedures shall be made available on request and shall include the opportunity for a hearing upon request.

No records, files, or data directly relating to an individual student will be made available to anyone without the consent of the student under 18 years of age except (1) to teachers and officials of the school district who have a legitimate educational interest in such information, (2) to officials of a school to which a student intends to enroll, in which case the student or parent or guardian shall be so notified, (3) to comply with a court ordered access to such records, in which case the student or parent or guardian shall be so notified, and (4) to honor a request from an Authorized Federal Administrative Agency when a student applies for financial aid. Federal Agency requests not connected with financial aid may be honored, but shall not include names of students or their parents or guardians or any means of identifying such students, parents or guardians.

#### **Procedures for Student or Parent or Guardian Access to Student Records:**

1. A request to examine student records shall be in writing upon forms specified by the school.
2. A request to examine records shall be honored within 30 days of its receipt. (Cannot exceed 45 days according to the law.)
3. Records may be examined in the Guidance Office during regular office hours at an agreed upon time, or at other times by special arrangement.
4. Records may be examined only in the presence of a counselor or a building administrator.
5. Assistance in interpreting the records shall be available to the student or parent or guardian.
6. The student 18 years of age or over, or the parent or guardian of a student under 18 years of age shall have the right to challenge the contents of the student's records as subsequently provided in these policies and procedures.

Procedures for access of student records to persons or agencies other than students 18 years of age or over or parents or guardians of students under 18 years of age are those covered under the general exceptions listed in the preceding general policy statement.

Procedures for transferring records on request of another school to which a student intends to enroll or on request to comply with a judicial order or subpoena.

1. Request for records shall be in writing on forms provided by the school.
2. Records requested may be sent without consent, but students 18 years of age or over or parents or guardians of students under 18 years of age shall be notified of the request and to whom records have been sent.
3. A copy of records sent shall be made available to the student or parent or guardian if so requested.

### **VISITORS**

Student visitors are not allowed to attend SLMS. Adult visitors to the building must report to the office for a visitor pass.

### **LUNCH PROCEDURES**

All students in grades 7 & 8 eat lunch at 11:26 in the cafeteria/small gym. Students are not allowed to leave the building or be in any other area of the building. A variety of lunches are available in the cafeteria area. **Students are issued a debit card that establishes an account. Parents and students should make sure the account maintains a positive balance.** We recommend that students eat a nutritious lunch every day. Lunch is supervised and rules of conduct are enforced.

### **GENERAL CLASS BEHAVIOR**

Students are expected to be ready to learn when they arrive in class. With five minutes passing time, most bathroom needs should be met between classes. Students should have books and materials when they arrive. Students who are unprepared for class should expect consequences from the teacher. As a general rule, detentions will be given for chewing gum or having food or drinks in classes. Students should report to their scheduled classes unless permission has been granted to do otherwise. Students go to class first to get permission to use a guidance pass, office pass, teacher pass, etc. Students are not to bring backpacks to class. Backpacks should be left in lockers until the end of the school day.

### **DISTRIBUTION OF LITERATURE**

All non-school correspondence that is to be distributed must be preapproved by the building principal. The school reserves the right to determine the appropriateness and the time and place of distribution. If distribution is denied, a written notice will be given to the party stating the rationale for the denial.

### **TEXTBOOKS**

Textbooks are issued to all students. Students are responsible for the care and usage of these books. Students will be assessed reasonable fines to pay for excessive damage or loss.

### **GANG ACTIVITY**

Gang activity is defined as individual or group behaviors associated with belonging to a band of youths that promotes juvenile delinquency and has an adverse effect on the school and learning environment. Students shall not engage in behaviors on school property, or during school time or events that promote gang activity. This includes but is not limited to:

1. Wearing of clothing or other apparel such as bandannas of any type, or altering one's appearance to indicate gang affiliation.
2. Wearing of jewelry or any item that denotes gang colors or symbols.
3. Hand signals or any actions that communicate gang activity.
4. Violent behaviors such as fighting, shouting confrontations, individual or group conflicts ("Standoffs).
5. Possession of weapons as described by state law regarding prohibitions of weapons in school.
6. Displaying of gang symbols on one's body, clothes, possessions, or any school property.

Disciplinary actions will range from parental contacts to recommendation for expulsion. Behavioral contracts could be used.

### GENERAL INFORMATION

**PARENTS ARE ASKED TO NOT DROP OFF STUDENTS AT SCHOOL BEFORE 7:15 AM. NO SUPERVISOR IS ON DUTY TO WATCH STUDENTS WHO ARRIVE EARLY. FRONT ENTRANCE DOORS, DOORS BY THE SUPERINTENDENT'S OFFICE, AND DOORS BY THE CHOIR LECTURE ROOM WILL BE UNLOCKED BY 7:15 AM. ALL VISITORS NEED TO REPORT TO THE OFFICE UPON ARRIVAL. PARENTS SHOULD PICK UP STUDENTS IN THE MAIN PARKING LOT AFTER SCHOOL OR PRACTICES.**

### REGULAR DAILY SCHEDULE

School begins at 7:50 a.m. and continues until 2:45 p.m. There are 4 – 62 minute core class periods and 2 - 47 minute elective classes that meet daily for 7th and 8th grade students.

#### Bell Schedule

PERIOD	TIME
Homeroom	7:50 - 8:15 (20 minute homeroom)
1 <sup>ST</sup> period	8:15 – 9:12 ( 62 core classes)
2 <sup>ND</sup> period	9:17 - 10:19 (62 minute core classes)
3 <sup>RD</sup> period	10:24 -11:26 (62 minute core classes)
LUNCH	11:26 -11:56 (30 minute grades 7 & 8)
4 <sup>TH</sup> period 7 <sup>TH</sup> grade	12:00 -1:02 (62 minute core class)
Elective A 8 <sup>TH</sup> grade	12:00 -12:47 (47 minute elective)
Elective B 8 <sup>TH</sup> grade	12:51 - 1:38 (47 minute elective)
Elective A 7 <sup>TH</sup> grade	1:07 - 1:54 (47 minute elective)
Elective B 7 <sup>TH</sup> grade	1:58 - 2:45 (47 minute elective))
4 <sup>TH</sup> period 8 <sup>TH</sup> grade	1:43 – 2:45 (62 minute core class)

### TWO-HOUR DELAY DAY SCHEDULE

School begins at 9:50 a.m. and continues until 2:45 p.m. There are 4 -42 minute periods for core classes and 2 – 32 minute elective classes for 7th & 8th grade students.

#### Bell Schedule

HR/1 <sup>st</sup> period	9:50 - 10:40
2 <sup>nd</sup> period	10:45 - 11:27
LUNCH	11:27 -11:57
3 <sup>rd</sup> period	12:02 -12:44
4 <sup>th</sup> period 7 <sup>TH</sup> grade	12:49 -1:31
Elective A 8 <sup>th</sup> grade	12:49 –1:21
Elective B 8 <sup>th</sup> grade	1:26 - 1:58
Elective A 7 <sup>th</sup> grade	1:36 – 2:08
Elective B 7 <sup>th</sup> grade	2:13 - 2:45
4 <sup>th</sup> period 8 <sup>th</sup> grade	2:03 – 2:45

### TOYS, CARDS, GAMES, ETC.

Students should not bring items not needed for education to school. There is no recess or play time to use toys, cards, games, etc. These items interfere with education, are lost, damaged, traded, etc.

### PHYSICAL EDUCATION

We recommend that students label all of their gym apparel to prevent loss. Locks for the locker room are also strongly suggested. DO NOT LEAVE MONEY OR VALUABLES UNLOCKED! SEE YOUR P.E. TEACHER FOR SUGGESTIONS BEFORE THINGS ARE LOST!

### STUDENT LOCKERS

Lockers are the property of the school and are assigned to students for the purpose of storing books, supplies, coats, and other items essential to the students' formal educational process and physical well being. Students may not switch locker assignments without office

approval in advance. Locks will be issued at the beginning of the school year if you want one, Students are responsible for these locks. During the school year if you decide you want a lock, just stop in the office and you will be issued one. Only school issued locks are allowed on lockers. Students are responsible for the condition of their assigned locker. Fines and clean-up will result from locker damage or defacing.

The school retains the right to inspect or to search the students' lockers periodically, or at any time deemed necessary by the school administration or police. Materials that are not pertinent or necessary for the students' formal educational process or physical well being may be confiscated and held at the school.

We usually have locker clean outs prior to winter break and before final third trimester exams. All food items and pop cans need to be removed at these times.

### **MIDDLE SCHOOL ACTIVITIES AND DANCES**

#### **Middle School dances are for grades 7 & 8 only!!**

1. Activity forms containing the date, time, sponsor, place, and chaperones must be completed by the sponsoring organization and filed in the office, with principal approval two weeks in advance of the activity.
2. All school dances must have in attendance at least three (3) teacher chaperones. Chaperones may be assigned on a class sponsor basis. Additional parental chaperones are welcome, and parents are always welcome to just stop in.
3. All activities are to be held on the school premises
4. The beginning and ending times of dances will be determined by the principal in conjunction with the advisor. In general, no activity shall last beyond 9:00 p.m.
5. The rules of social etiquette and good manners will apply at all activities.
6. A student who wishes to bring a guest to school activities must obtain a guest pass from the office before 2:30 on the Thursday before the dance. To avoid overcrowded conditions, only the first fifteen (15) visitors may be approved.
7. Middle school students are not allowed at high school dances. No high school students (GRADES 9-12) or intermediate/elementary students (GRADES K-6) will be permitted to attend middle school dances or activities unless a joint event is planned.

**After activities, 7th grade parents are asked to please pick up students in front of school (students will exit through front doors) and 8th grade parents please pick up students in the main parking lot (students will exit by band room hall doors).**

### **TELEPHONE USE**

Students should use the phone located in the middle school office whenever possible. Parents should call 846-5502 to reach office personnel or to be transferred to a teacher.

### **SCHOOL ORGANIZATIONS**

#### **ATHLETICS**

The athletic program for the middle school students consists of 10 different sports – 5 for the boys and 5 for the girls. All Students must have a current physical signed by a doctor and parents before they are allowed to practice for an interscholastic team. Current Means after April 15<sup>th</sup> of the previous year. One physical allows the student to participate in multiple sport. A per sport fee will be charged and must be paid to participate in sports, (fee covers insurance for that sport).

Middle School sports are spread out over the following seasons:

-Fall - 8<sup>th</sup> grade football, 7<sup>TH</sup> and 8<sup>TH</sup> grade girls basketball, and co-ed 7<sup>th</sup> and 8<sup>th</sup> grade cross country.

-Winter - 7<sup>TH</sup> and 8<sup>TH</sup> grade boys basketball, co-ed swimming, 7<sup>th</sup> and 8<sup>th</sup> grade girls volleyball and wrestling.

Students have the opportunity to participate in two sports during the winter. Here is a breakdown of options: basketball, cheerleading, and swimming are early winter sports.

Students can take part in one early winter sport. Volleyball and wrestling are late winter sports. Students can participate in one late winter sport.

-Spring - co-ed track and field

During the school year and summer, different clinics and non-interscholastic opportunities are offered. Students are encouraged to participate in these activities and to communicate their interest in a sport with a coach.

### **STUDENT COUNCIL**

The purpose of the Student Council is to further cooperation between students and faculties, promote citizenship, and create more interest in the school curriculum and events.

### **CLUBS**

School facilities are available for club use. Arrangements for use of these facilities should be made two weeks in advance by contacting the office.

### **TORNADO/FIRE POLICY**

Fire drills are scheduled throughout the year. All classrooms have an emergency exit map for fire drill exit information. If the fire alarm rings, students are to follow the instructions of the teacher and proceed outside immediately under the designated route. A tornado drill is usually scheduled for the spring. Students are to proceed to the locations listed in the rooms and follow instructions.

#### **SPRING LAKE PUBLIC SCHOOLS TORNADO POLICY:**

Spring Lake Middle School has a tornado plan that mandates where students and staff go when authorized to do so. Students must sit next to the walls or lockers when instructed to do so. Each room of the school has a designated area.

##### **A. Tornado Watch**

Upon notification of a tornado watch, school officials will monitor the weather and take the necessary precautions. Normal student dismissal times and transportation operations will be followed.

##### **B. Tornado Warning**

Upon notification of a tornado warning from authorized authorities, the following procedures will be followed:

1. All school employees will remain on duty.
2. Students will not leave the building, but will be taken by their teacher to their designated area and instructed what to do until the "all clear" has been given.
3. If the warning exceeds the normal school day, the students will remain in the buildings until the warning is lifted, unless they are picked up by their parent/guardian.

### **STUDENT CODE OF CONDUCT**

It is expected that all students will demonstrate the common elements of good citizenship while in attendance at the school. This requires that the student conducts himself/herself responsibly in relationships with others. Cooperation, courtesy, and respect for teachers and fellow students are essential elements in accepting this responsibility. The following is a list of policies that govern student conduct at Spring Lake Middle School.

The administration will consider all disciplinary matters on an individual basis. Although disciplinary penalties are indicated in the student code of conduct, these disciplinary penalties are normal disciplinary penalties. Under certain circumstances these penalties can be increased due to aggravating circumstances or decreased due to mitigating circumstances. The seriousness of the incident giving rise to discipline and the student's past disciplinary record will be considered to determine an appropriate penalty.

Students involved in a discipline problem that requires more than a verbal warning will have a disciplinary notice sent home to the parent(s) or guardian explaining the situation and the penalty. In the case of serious incidents, the parent(s) or guardian will be contacted by phone and will receive a disciplinary notice in the mail.

### **DETENTION**

Detentions are held Tuesday through Thursday from 2:50 until 3:35. Students will be assigned detentions for minor infractions. If a student has a unique circumstance (doctor's appointment, family emergency, etc.) where he/she is unable to attend on the assigned date, the student's PARENT must call the PRINCIPAL to make arrangements. DETENTIONS ARE TO BE SERVED AFTER SCHOOL AT 2:50 ON THE ASSIGNED DATE UNLESS THE STAFF MEMBER WHO ISSUES THE DETENTION SETS UP AN ALTERNATE TIME AND PLACE. THIS INSURES STUDENT SUPERVISION. Students who do not show up for a scheduled detention, without parental contact or excuse, will be assigned a Saturday detention. **The most common causes for detention are: tardiness, missing assignments, classroom or hallway misbehavior, food or gum in class, being unprepared, missing a class, minor profanity, or other inappropriate actions. STUDENTS NEED TO ARRANGE TRANSPORTATION HOME AFTER DETENTIONS. THEY CANNOT RIDE THE ELEMENTARY BUS AFTER DETENTIONS.**

#### **SATURDAY MORNING DETENTION**

Saturday morning detentions are held from 8:00 a.m. to 11:00 a.m. Students will be expected to do school work during this time. Students will usually, but not always, be given a reminder to show up for this detention period. If a student fails to attend a Saturday morning detention, without parental contact informing the school about an illness or crisis at home, he/she will be assigned to the next Saturday detention and/or given a one-day suspension.

Failure to attend the second Saturday detention will result in a two (2) day suspension. Students will be informed about the location.

**The most common causes for Saturday detention are: attendance problems, continued or more serious misbehavior, refusing to complete assignments, minor insubordination, profanity, failure to complete after school detentions, or other inappropriate actions.**

#### **IN-HOUSE SUSPENSION**

An in-house suspension is a more serious step than detention. The student is separated from the other students. The student is expected to do school work during the day. The rules of in-house suspension will be explained to the student when they arrive at the in-house setting.

In-house students are expected to be on their best behavior. If there are any violations of the rules (leaving without permission, talking, destroying property, etc.) it may result in a three (3) day suspension. In-house is normally used when a suspension is necessary because we feel it is a more productive and structured way to suspend.

#### **HOME SUSPENSION**

**Short-term suspension (ten (10) days or less).** Students may not be permitted to attend school for a determined length of time. This is used as a more serious form of discipline. Students suspended for three (3) days or more must have a parental conference with the principal before they will be permitted to return to school. Students may not be on school property during this time (includes all extracurricular activities).

**Long-term suspension (eleven (11) days or more - usually a semester.)** This form of discipline is very serious and requires school board action to impose it. This will be used only in serious incidents and cases of persistent misconduct.

#### **EXPULSION**

**Expulsion** is the final step in disciplinary procedures, which requires action by the Board of Education. At this point students would be removed permanently from attending Spring Lake Public Schools. This will be used in very serious incidents or in the case of persistent gross misconduct by students.

#### **DISCIPLINE PROBLEMS**

The following is a list of discipline problems. Student expectations and the penalty for misconduct are included. This list is not inclusive. The administration reserves the right to determine what behavior is inappropriate and may act upon situations not specifically listed below.

##### **A. RESPECT FOR STAFF MEMBERS AND STUDENTS:**

It is expected that all students will demonstrate polite and respectful behavior toward all persons in the building. Students who display serious insubordination, gross disrespect, persistent disobedience, or participate in a gross misdemeanor will face disciplinary action. Penalties may range from a detention to a ten (10) day suspension. Abusive language to any adult at school will result in disciplinary action.

**B. DISRUPTIVE BEHAVIOR:**

Students who act inappropriately in class or whose behavior is considered to be disruptive to the orderly conduct of the school can be removed from the class and referred to the office for disciplinary action. The teacher has the authority to assign a student a detention; therefore, if students are sent to the office, it will be considered a serious disruption problem. If a student is sent to the office, the teacher or principal will usually assign a detention. If the problem recurs, the students will receive progressively more severe disciplinary action. The normal progression is detention, Saturday detention, in-house suspension, short-term removal from the class, and permanent removal from the class. If students are taken out of a class, they must report to the office for that time. The students will have an unexcused absence from the class and may receive a grade reduction.

**C. PROFANITY AND ABUSIVE LANGUAGE:**

This type of behavior will not be tolerated. Students involved in this type of behavior will be given a penalty that can range from a detention to a suspension(s).

**D. BOY - GIRL RELATIONSHIPS:**

While it is not the intent of this policy to discourage the development of healthy relations between boys and girls, it maintains that open, or overt displays of affection (kissing, hugging, close bodily contact) exceeds the bounds of appropriate and acceptable school behavior. Students involved in this type of behavior may be given a detention and parents may be contacted.

**E. SUBSTANCE ABUSE:**

Students involved in, or attempted involvement in the use, sale, transfer, or possession of any alcoholic beverages, drug, narcotic, or mind-altering substance will result in the following disciplinary action:

First Offense - Will be ten (10) days home suspension from school and notification given to the proper authorities.

\*With successful completion of Chemical Dependency

Classes with a parent, a student can reduce the suspension to five (5) days.

Second Offense - Suspension for the semester or ten (10) days whichever is the greatest.

Authorities will be notified. Prior to readmittance, the students must show verification of involvement in substance abuse counseling.

Third Offense - Indefinite suspension pending action by the Board of Education to permanently expel the students from attending Spring Lake Public Schools.

**-DRUG PARAPHERNALIA-** Items used in consumption of drugs are not allowed at school.

Students should expect confiscation, police notification, and suspension.

**F. TOBACCO:**

Based on state law and regulated by the Board of Education, students are prohibited from possessing or using tobacco on school premises, or from leaving school grounds during the school day to use or possess tobacco products. Penalties will range from two to three days suspension and police notification. Further violations will require more serious steps of action.

**Students and parents are reminded that staff members will report underage smoking even if it is not on school grounds.**

**G. VANDALISM:**

Spring Lake students are to be complimented upon the extent to which they have shown pride in their school by not writing on desks and walls of the buildings and defacing them. Let's continue this practice. Students responsible for inflicting malicious damage to the school or property may be turned over to legal authorities for prosecution. The students will pay for the damages and be subject to suspension from school. Minor vandalism will result in clean-up duty or detention

**H. IPODS, ELECTRONIC GAMES, ETC.:**

These items should not be used at school because of the disruption of the educational process. If Ipods are used on the way to school, they must be removed upon entering the

building. The school will also not be held responsible for their safekeeping. Items may be confiscated if problems arise.

**I. FIREWORKS AND STINK BOMBS:**

Students involved in, or attempted involvement in use, sale, transfer, or possession of fireworks, smoke bombs, or any other incendiary device will receive a minimum three (3) day suspension from school. Students who possess or use non-incendiary stink bombs or any other nuisance item that interferes with education will be assigned a suspension.

**J. GAMBLING:**

Gambling of any nature is prohibited on school premises and will result in the school taking disciplinary action toward the individual(s) involved. Card playing is prohibited at all times unless it is a school-sponsored activity.

**K. FELONY:**

Students involved in a felony, on or off school grounds, will be considered for disciplinary action which may include up to an expulsion from school. These situations will be considered on an individual basis by the school administration.

**L. THEFT:**

Students involved in the theft of materials will be subjected to disciplinary action. Each offense will warrant further disciplinary steps. Each incident will be dealt with as an individual case. Usually, police involvement and a suspension will follow a theft.

**M. WEAPONS:**

Weapons of any kind are prohibited. Any weapons will be taken and turned over to the police department. The students will also be subject to disciplinary action that can range from suspension to expulsion.

**N. FIGHTING:**

Students involved in aggressive actions will be disciplined. The following procedure will be used:

First Offense - Up to a three (3) day home or in-house suspension.

Second Offense - Up to a ten (10) day home suspension

Third Offenses - Longer suspension/possible expulsion

If the aggression continues after the intervention of an adult, additional disciplinary action will be taken. Assault will be considered a felony and may be reported to the proper authorities.

**O. NON-PARTICIPATION IN CLASS:**

Students who do not complete assignments and/or do not participate in class will be considered a disciplinary problem. Common practice for students falling under this category will be parental notification, assign detention time, hold a parental conference, short-term removal from the class, reviewing the student's schedule, etc.

**P. HARASSMENT, SEXUAL HARASSMENT, AND THREATENING BEHAVIOR:**

Harassment may include, but is not limited to the following:

1. Verbal harassment or abuse
2. Written harassment or abuse
3. Pressure for sexual activity
4. Repeated remarks to a person, with sexual or demeaning implication
5. Unwelcome touching
6. Suggested or demanding sexual involvement accompanied by implied or explicit threats
7. Threatening remarks- either verbal or written or gestured
8. Inappropriate name calling, repeated unwelcome verbal or physical actions with the

purpose of teasing, irritating, or angering another person. Any student who alleges harassment by another student should report directly to the principal.

Students determined to be guilty of sexual harassment may be subject to disciplinary action that may include detention, a parental meeting, suspension, or in cases of repeated or dangerous offenses, expulsion may be recommended.

**Q. CHEATING:**

Cheating is not only inappropriate, but actually interferes with the learning process. The first offense of cheating will result in a "Zero" for the assignment and a "Saturday School". Removal from the class and failure may occur to habitual cheaters.

In order to assure that the educationally related legal rights of educators, students, and parent(s) or guardian are protected, the following guideline has been developed to be used in the event that a student is to be suspended or expelled.

**LENGTH OF SUSPENSION SHORT-TERM** (ten (10) days or less)

Who suspends - Building administrator or designee.

Procedural Due Process Requirements:

- A. Oral or written notice of the charges given to the student by the administrator or designee.
- B. The administrator or designee will explain the evidence against the student.
- C. The student will be given the opportunity to present his/her side of the story.
- E. Decision may be appealed to the building principal within two (2) school days if given by designee.

Note: Notice of charges may be verbal or written and a hearing will be given to the student prior to disciplinary action unless the student's presence endangers persons or property or threatens disruption of the academic process. Also, a student does not have the right to call witnesses on his or her behalf, to cross-examine adverse witnesses, or to be represented by legal counsel when subjected to short-term suspensions. There is no appeal available beyond the building level principal.

**LENGTH OF SUSPENSION LONG-TERM** (eleven (11) days or more) or **EXPULSION**

Who suspends - Board of Education, upon recommendation of the Superintendent.

Procedural Due Process Requirements:

- A. If a student wishes to appeal this action, he/she must submit a request in writing to the Superintendent within three school days for an informal hearing before the Superintendent. The student will be presented with charges, evidence, and witnesses, if any.
- B. If a student wishes to appeal this action, he/she must submit a request in writing to the Superintendent within three school days. If the Superintendent recommends the long-term suspension to the Board of Education, the student has a right to a formal Board level hearing and the right to present witnesses and evidence at the hearing, written notification of specific charges and of the witnesses against the student, a report of the facts to which the witnesses will testify, a reasonable opportunity to prepare for the hearing, a right to cross-examine adverse witnesses, and a right to counsel.

NOTE: If a student is suspended by the administration pending a recommendation that the Board suspend for a long period or expel the student, the Board will conduct its hearing and reach a decision within ten (10) school days, unless the student or the student's representative requests additional time to prepare for the hearing, in which event the suspension shall continue.

## **DRUGS, TOBACCO, ALCOHOL**

### **Look Alike Drugs Policy**

The Spring Lake Board of Education recognizes a problem with "look alike drugs," which may or may not be illegal drugs. The intent of this policy is to prevent the possession or sale of look alike drugs on school property. It is understood that only through establishing the following procedure will we be able to deal with this problem.

1. It is against school policy to deliver, attempt to deliver, or cause to be delivered a non-controlled substance which the person:
  - (A) represents to be a controlled substance: or
  - (B) represents to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance.
2. Proof of any one of the following is a prima facie evidence of the above:
  - (A) The substance substantially resembles a controlled substance (Black Cadillac, Black Beauty, Yellow Jacket, Blue and Clear, Brown Bomber, White Cross, Purple Heart, Valium, Librium, cocaine, marijuana, etc.)
  - (B) The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, gum wrapper, etc.)
  - (C) The substance isn't labeled as required by the FDA.
  - (D) The person states that the substance may be resold at a price that substantially exceeds the value of the substance (50 cents a hit or more, for example).

3. Sale of any drug is against school policy.
4. No person may advertise a non-controlled drug:
  - (A) if the ad contains any untrue, deceptive, or misleading representation regarding the effect of the drug.
  - (B) promoting sale of a drug which has not been approved for human consumption for its physical or psychological effects; or (c) which the person knows is manufactured to resemble a controlled substance, or which the person represents to be of a nature, appearance, or effect that will allow the recipient to display, sell, distribute, or use the drug as a controlled substance.

#### **BUS INFORMATION**

**GUIDELINES FOR MIDDLE SCHOOL STUDENTS RIDING ELEMENTARY BUSES. If space is available, middle school students may ride the elementary busses with a signed pass from the office or a teacher, after tutoring, study table, co-curricular activities, or working with teachers. Students are not allowed to ride elementary busses after detentions, working individually in the Media Center, hanging around the school, cleaning out lockers, etc.**

#### **Bus Rules For Students Riding School Buses-**

Students and parents will receive a Bus Conduct Pamphlet before the fall, listing rules and procedures. The Spring Lake Transportation Department can be reached at 846-5507.

#### **TECHNOLOGY CODE OF ETHICS**

Use of technology at Spring Lake Middle School is a privilege extended to all individuals who wish to enhance their learning experiences. Each individual has the right to make use of all authorized hardware and software found in classrooms and in the media center to facilitate personal academic growth. Users shall also accept the responsibility for the preservation and care of that hardware and software.

It is the user's responsibility to:

1. Make sure no hardware or software is destroyed, modified, or abused in any way.
2. Use the computer and computing system only for education or research and in a manner consistent with the purposes of Spring Lake Public Schools.
3. Not bring food or drinks into any room containing computers or electronic equipment.
4. Sign in when instructed to do so when entering a computer facility.
5. Keep images containing inappropriate material or materials deemed inappropriate for school use from being used on school premises.
6. Refrain from using the computers to harass other users or to infiltrate a computer or computing system and/or to damage the software components of a computer or computing system.
7. Software will only be installed by a teacher with permission of the technology coordinator.
8. Print no more than 3 copies of any document using a printer. (If more are needed, see a staff member and use a copier)

#### **Internet Acceptable Use Policy**

The goal of participation in the Internet is to assist in the collaboration and exchange of information between and among individuals and between Spring Lake Public Schools or other schools and institutions.

1. Individuals have the right to access the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication skills.
2. Individuals have the right to use the following methods for accessing information: Electronic Mail (e-mail) **ONLY WITH STAFF PERMISSION FOR RESEARCH PURPOSES**, Telnet and File Transfer Protocol (FTP).
3. Personal use of e-mail (for sending and receiving) is not allowed at SLMS.
4. Individuals will accept the responsibility of keeping copyrighted software of any kind from entering the local area via the Internet.
5. Individuals may not use File Transfer Protocol (FTP) to access any materials or files that are inappropriate or dangerous to the integrity of the local area network or the Internet.

6. It is an individual's responsibility to maintain the integrity of the private electronic mail system. The individual has the responsibility to report all violations of privacy.
7. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
8. Users will be required to log all connections made while on-line with the Internet. The type of connection will be identified and all file transfers while on-line must be included in this log.

**Spring Lake Public Schools reserves the right to log Internet use and to monitor fileserver space utilization by users while respecting the privacy of user accounts. SLPS reserves the right to temporarily remove a user account on the network to prevent further unauthorized activity.**

#### **MEDICATIONS**

All medication must be administered by a staff member designated by the principal. Parents must fill out and sign a Medication Disbursement Form (MDF) that stays on file in the office. Non-prescription medications are not purchased by the school. Parents may bring in non-prescription medications in the original container and school personnel will distribute as directed if a MDF is on file. We will not dispense any medication that has not been supplied by a legal guardian, we have the MDF on file, and we know what the medication is. All medications will be destroyed after July 1st. Students will not be given left over or remaining medication, only a parent can pick up the remaining medication.

#### **SPRING LAKE MIDDLE SCHOOL PARENTAL INVOLVEMENT POLICY**

Spring Lake Middle School involves parents in a variety of ways. Parents serve on choir, band, and athletic booster groups. Parents chaperone field trips and student activities. They are involved in the school improvement process and serve on the local reproductive health committee. Spring Lake Middle School hosts an annual open house and parent teacher conferences through out the year. Either the school or parents can set up a parental visit with a teacher team during the school day. Student Council members involve their parents in activities. Parents are always welcome at dances and activity afternoons. Spring Lake Middle School mails report cards home at the end of each trimester. In addition, parents can view all assignments, current grades, attendance and other information on the Internet at their convenience. By using their students ID number and the parent web password. The school puts daily announcements, weekly information, and our school newspaper on the Spring Lake Public School's website. All information is also available in hard copy. In addition to the above, parents are involved in ad hoc committees when the need arises.

# Spring Lake Intermediate/Middle School Media Center

616-847-7586

Monday through Friday.....7:30AM – 3:30PM

Intermediate School students require a teacher pass before school hours

Due dates are set so materials will be returned and made available for others. The due date is stamped on the back of the book. Use of the Media Center: The media center is maintained as a facility for quiet study and made available for students before and after school. Guidelines are as follows: a pass is required during the school day, no food or beverages are allowed, copy machine and printers are for school projects with a charge for personal use, computer usage is governed by the district policy.

## Rules for Responsible Use

1. **Loans & Fines:** Books from the general collection, magazines and computer disks are loaned for a two-week period and can be renewed up to three times. Reference Books may be checked out for one week only, with no renewals allowed. There will be a **Fine** levied on overdue materials. The fine for all overdue general collection books, magazines, and disks is **\$0.10** per day. The fine for **Reference** books is **\$0.50** per day. The maximum fine for materials that are overdue, damaged, or lost is the replacement price plus a processing fee. The maximum fine for a disk is \$1.00.
2. **Computers:** Students may use the computers for school related projects only. Don't check email or download Internet games without express permission from a Staff Member. Don't install a CD into the CDROM drive without permission.
3. **Printers:** Students may use the printers located in the MC. There is no charge for copies needed for school projects. A total of five black and white copies are allowed per project. One color copy is allowed per project. Non-school related copies cost \$0.25 each black/white page and \$1.00 each color laser copy.
4. **Periodicals/Magazines:** Current issue (most recent copy) may be read in the MC; past issues may be checked out for 2 weeks.
5. **Periodicals/Newspapers:** Current Newspapers are provided for your use in the MC. Most current papers (present week) are found on top of the Periodical rack (magazines). You may make a photocopy of an article at the student copy machine. **DO NOT** cut up these materials! Please return periodicals to their appropriate places on the rack when you are finished.
6. **Cutting Table:** Outdated periodicals (magazines and newspapers) are available at the cutting table. Students may cut out pictures, articles, etc. from these materials. Please clean up after yourself when you are finished. Do this by replacing the periodicals on the cart, putting scissors in the box, and throwing away any unnecessary scraps of paper.
7. **Copy Machine:** Students may use the copy machine located in the MC. There is no charge for copies needed for school projects. A total of five copies are allowed per project. Copies for personal use cost \$0.10 each.
8. **Backpacks:** No backpacks are allowed in the Media Center. Take what you need out of your backpack and leave it near the entrance doors.
9. **CD Players:** Students may not listen to personal CD players or other audio devices in the MC without Teacher permission.
10. **Food/Drinks/Gum:** Eating, drinking and chewing gum are not allowed in the MC.

### **GIFTED AND TALENTED PROGRAMS**

While we believe that our core curriculum is rigorous and sequential, Spring Lake Middle School also offers academically challenging programs including escalated course work, PATH, and selective electives. All of these options are competitive and may require any or all of the following; ACT composite scores as determined by Spring Lake Middle School, consecutive level '1' scores on the Michigan Educational Assessment Program (MEAP), teacher recommendation, and/or an 'A' grade in previous coursework. The principal has the final say in determining what, if any programs will be offered from year to year.

### **NOTICE REGARDING NON-DISCRIMINATORY POLICY**

Spring Lake Public Schools does not discriminate on the basis of race, color, religion, gender, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities. Auxiliary aids and services are available for hearing and visually impaired upon request. For assistance call the Michigan Relay Center at (800) 649-3777 (voice and TDD). The following office has been designated to handle inquiries regarding the nondiscrimination policies:

Spring Lake Public Schools  
Director of Curriculum and Operations  
345 Hammond Street  
Spring Lake, MI 49456  
(616) 846-5500

**\*THIS PUBLICATION AUTHORIZED BY THE SPRING LAKE BOARD OF EDUCATION**

