

GRAYLING MIDDLE SCHOOL

Student Handbook 2011-2012

Jeff Branch, Principal

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DIRECTORY INFORMATION

“The following shall be considered as directory information and as such will be made available to the public: student’s name, names of the student’s parent/guardians, class rosters, athletic rosters with height, weight, grade level, year of graduation and birth date, honor rolls, awards and scholarship winners, pictures, and names or co-curricular activity participants. G.P.A.’s will be released only as needed for school-related activities and as approved by the administration. Parents of students who do not want the above information released regarding their child must notify the school counseling office, IN WRITING, within five (5) school days of the opening day of the school year or the date of enrollment.”

NON DISCRIMINATION STATEMENT

Applicants for admission and employment, students, parents, employees, sources of referral of applicant and admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Crawford AuSable School District are notified that the Crawford AuSable School District does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission or access to, or treatment or employment in any of its programs, activities or policies. Any person having inquiries concerning the Crawford AuSable School District’s compliance with the regulations implementing Title VI, Title IX, the ADA or Section 504 is directed to contact: Mike Dunckel, Business Manager, who has been designated by the Crawford AuSable School District to coordinate the School District’s efforts to comply with the regulations implementing Title VI, Title IX, the ADA or Section 504.

ADVISORY TO ALL PARENTS

As part of the Crawford AuSable School District’s pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice but you will be provided notice following any such application. **If you need prior notification, please pick up and complete the pesticide parent notification form from the Grayling Middle School main office.**

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MISSION STATEMENT

The mission of the Grayling Middle School is to provide a gradual transition from elementary school to high school addressing academic, physical, social and emotional needs where the staff and facilities are focused on a positive learning environment for all students.

STATEMENT OF BELIEFS

The middle school will maintain communication among parents, community and staff.

- The middle school provides a gradual transition between the self-contained elementary classroom and the complete departmentalization of the high school.
- The middle school provides a safe and positive environment where students are given equal opportunities to grow emotionally, socially, intellectually and physically.
- The middle school staff understands the uniqueness of the middle school student and addresses that uniqueness in instruction and interaction.
- The middle school has appropriate facilities and materials to accommodate the curriculum.
- The middle school promotes self-discipline.
- The middle school promotes a cooperative atmosphere.
- The middle school provides opportunities for students to have exploratory experiences.

PARENT NOTIFICATION OF TITLE I

Title I at Grayling Middle School is a federally funded program that provides extra help to students in 6th, 7th, and 8th grade. Our program focuses on improving students' reading and writing skills, as well as math skills. Students who need additional help for Science and Social Studies are supported through reading and writing in those subjects.

We welcome and encourage you to be involved in Grayling Middle School's Title I program. Throughout the year, we will be asking you to join us for activities or to give us valuable feedback. At any time, you are invited to receive the professional qualifications of your children's teachers and paraprofessionals. Feel free to call the principal at 344-3550 if you have any questions. We look forward to working with your child.

ORGANIZED HOMEWORK ASSISTANCE

Teachers supervise and offer assistance to students. All sessions take place in the GMS Media Center. Learning programs before and after school will be communicated online.

*** Personal arrangements can always be made with teachers to schedule additional help.**

LUNCH-BEVERAGES-FOOD-CANDY

A student's lunch period is the same as his or her fourth hour teacher. Students are not allowed out of the cafeteria area during their lunch period except with permission to use the bathroom. Students are required to wash their tables and dispose of trash. Students demonstrating disruptive conduct, or not appropriately disposing of their refuse will be subject to disciplinary action.

Applications for free and reduced price lunches are mailed home prior to the start of school and are available throughout the year.

● Water, pop and juice are allowed in the cafeteria. For safety reasons **NO** glass bottles/containers are allowed in school. **Teacher permission is required for beverages, gum, candy and any other food items consumed in class.**

DRESS-APPEARANCE PERSONAL BELONGINGS

Policies regarding appropriate attire in school and school related extra curricular activities are established in the interests of decency and

safety. Inappropriate attire includes, but is not limited to:

- Hats, headbands, hoods, bandannas (headwear), etc. are not to be worn in the building during school hours unless medically necessary.
- Dress determined to be gang related.
- Apparel that inappropriately exposes the body: tank tops, halter tops, bare midriffs, short clothing, fish net, spandex shorts and pants, sagging pants worn excessively low, bedtime attire such as pajamas, flannel pants, slippers, excessive holes in pants etc.
- Bare feet.
- Clothing with obscenity, inferences of obscenity or violence, illustrations or promotions for alcohol, alcohol establishments (bars), tobacco or illegal substances.
- All coats, jackets, purses, backpacks and book bags are to be locked in locker prior to school starting.
- Trading cards, electronic games, laser lights, beepers, lighters, etc. are not allowed in school. GMS is not responsible for MP3 players, IPODs, cell phones, cassette and disc players, tapes, compact discs, radios or any other electronic equipment or accessories students bring to school. It is recommended that these devices stay at home. However, we do realize some students have long bus rides and occasionally have free time at school to listen to music. Music listening devices will be allowed during student free time which is before school, lunch, after school and bus rides home. With teacher permission, they will be allowed in the classroom.
- Cell phones are to be used before or after school only. During the school day, cell phones should be turned off and stored in student lockers. If a student is found using a cell phone during school hours, their phone will be

confiscated. Parents must come to school to pick up their child's cell phone.

- Wallet chains, spike accessories, choke chains or any other dangerous jewelry and aerosol cans are not allowed.

PHYSICAL EDUCATION

For hygiene purposes, students may not wear the clothes that they wear to school for physical education class. Appropriate clothing for inside activity or warm weather would include elastic waist shorts with a casual top. During cool weather, long pants and a jacket are suitable for outside activity. Tennis shoes and socks are to be worn at all times. Please have names on all items. Deodorant is recommended to wear as older students will perspire more. Students are asked to bring and use a lock for clothes in the locker room. Any student violating this policy is subject to the disciplinary procedure.

It is a Grayling Middle School Physical Education policy that if a student athlete chooses not to participate in gym class, he/she may not participate in any meet, game, tournament, etc. that same day/night. This consequence will only be enforced if the student has not been excused by a parent/guardian (by written or phone contact). All coaches have been informed of this policy and have agreed to comply.

ATTENDANCE POLICY

OPINION 5414 OF THE ATTORNEY GENERAL (Frank J. Kelly) "The compulsory attendance law recognized an educational value in regular attendance at school. Presence in the classroom aids in instilling concepts of self-discipline and exposes a student to group interaction with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results."

EXCUSED ABSENCES

When a student is absent from school, please call the GMS attendance office (344-3558) the day of absence. Parent or guardian must notify the school within two days with a reason for the absence by telephone, letter or in person. Excused absences will be granted only for medical reasons, family emergencies, and approved prearranged absences. Whenever possible prearranged absence forms should be completed, including teacher recommendations and parent and administrative approval, in order to insure an excused absence. Attendance letters will be sent for excessive absences and referral may be made to the truant officer after the 8 absences in a trimester.

SKIPPING SCHOOL

- On a 1st skip, a warning letter is sent to the student's parents by the administrator and an in-school suspension may be issued.
- On a 2nd skip, a parent conference is requested and an in-school suspension is given.
- Excessive skipping will be referred to the truant officer.

LEAVING EARLY OR ARRIVING LATE

Students must present permission to the attendance office from their parents (written or by telephone) to leave the building during the school day. Students having such permission must sign out in the attendance office before leaving. Students returning to the building or arriving late must sign in at the attendance office before going to any classes. Failure to follow this procedure will result in un-excused absences for classes missed.

TARDIES

Punctuality is important for maintaining a sound educational environment, for instructional continuity, and for instilling a pattern of self-discipline. Excessive tardies may lead to harsher discipline.

- The student is responsible for being in class in accordance to the time schedule. It is the responsibility of the student to make arrangements for excused tardies.

- If a student is to be detained beyond the beginning of a class period by an administrator, counselor, librarian or teacher, the teacher of the class from which the student will be detained must be notified so the student will not be turned in as un-excused or skipping.

- **A student arriving to school late must obtain an admission slip from main office.** An excuse for any classes missed because of late arrival will be required as with any other absence.

STUDENT ILLNESS

All students enrolled at GMS must have proper immunization records on file subject to Section 1177 of the School Code. If a student becomes ill during the school day, they should immediately report to the attendance office. Office personnel will contact their parent to excuse them from school and make arrangements for someone to pick them up.

- It is VERY IMPORTANT to return the Emergency form to the attendance office for use in times of emergency. Students not having Emergency forms properly filled out and on file will not be allowed to attend school. All Emergency forms are to be returned to the attendance office within the first 10 days of school.

- **MEDICATION:** If medication is needed at school, please contact the counselor's office for the necessary medical form. This form must be signed and returned to the counselor's office before **any** medication is dispensed.

- ***All medication must be in a prescription container or original bottle for non-prescription medication. Medication must be brought to school by parent/guardian only.***

● **HEAD LICE POLICY:** The School District will periodically conduct “head checks” to screen for head lice infestation. Designated school personnel trained to look for head lice will do this. If a student is found to be infested with head lice, or to have nits, he/she will be sent home for treatment and a notification letter will be transmitted to the parent(s)/guardian(s). The student shall not be readmitted to school until the child, parent(s)/guardian(s) can show proof, acceptable to the Principal, of an approved treatment. The student must remain nit-free upon inspection at school. If the student is found to still have nits after returning to school, the parent(s)/guardian(s) will be notified and the child will be sent home for nit removal.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Students’ lockers and desks are school property and remain at all times under the control of the school district, however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be

turned over to proper legal authorities for handling.

STUDENT CONDUCT CODE

The basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community. The school is a community. The rules and regulations of a school are the laws of the community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities. This includes extra curricular activities on campus during or after regular school hours.

Administrators, teachers, and staff also have responsibilities and rights. They are required by law to maintain a suitable environment for learning and have the responsibility for maintaining and facilitating the learning process.

In our school community, it is expected that students will take full advantage of their right to an education. It is expected that they will come to school with a positive attitude to learn, participate in social activities, and respect the rights of others.

An important part of students’ education is the right to make decisions and the responsibility to accept the results of those decisions. To protect the rights of all students, student behavior guidelines have been established. We expect that they will make wise decisions and use their classes, programs, and activities to the fullest.

Students shall be informed of the specific charges which could be the basis of disciplinary action to be taken and students will have the right to present to the school administrator any relevant information that will support their defense.

TYPES OF DISCIPLINARY ACTION:

- Social suspension from extra-curricular activity
- After School Detention

- Student could be assigned to campus clean up (with parent consent)
- SRC—Student Responsibility Center
- In-school suspension
- Home suspension:
 - Pending parent conference with administrator
 - One (1) school day suspension up to ten (10) school day suspension
 - Court referral
 - Suspension from transportation
 - Expulsion for a period of greater than ten (10) school days. Expulsion is only through the action of the Board of Education.

If the student is suspended, the administrator will:

- Notify the parents of the suspension, the reason for the suspension, the steps necessary to affect the student's return and the rights of appeal. Notification will be by phone and/or letter with appropriate documentation.
- Meet with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.

If the parent or guardian is dissatisfied with disciplinary action taken, an appeal may be filed. The following line of authority shall be followed when filing an appeal: staff member, principal, (only in transportation related cases), superintendent.

In the case of suspension (awaiting parental response), if the parents have not responded within ten (10) school days, the administration will contact the parents by certified mail inquiring as to whether or not they wish to reinstate the student in school.

EXPULSION PROCEDURES

Procedural guidelines will govern the expulsion process:

- Written notice of the charges against the student shall be supplied to the student and parents or guardian by registered mail. Included within this notice shall be a statement of the time and place for a hearing at a time which shall be reasonable for the parties involved.
- The student, parents or guardian may be represented by legal counsel.
- Students shall be given an opportunity to give their version of the facts and their implications. They shall be allowed to offer the testimony of other witnesses and other evidence.
- Student shall be allowed to observe all evidence offered against them. In addition, they shall be allowed to question any witness.
- The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
- A record shall be kept of the hearing.
- The Board of Education shall state within a reasonable time after the hearing, its findings as to whether or not the student charged is guilty of the conduct charged and its decision in regard to expulsion.
- The findings of the hearing shall be reduced to writing and sent to the student and parent or guardian.
- Students and parents or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.
- All applications for re-admission to the schools shall be submitted in writing to the Superintendent. If the student who is applying for re-admission has been previously expelled from the school, the Superintendent shall attempt to establish communication with the parent(s)/guardian(s) and to counsel with parent(s)/guardian(s) and student concerning his/her re-admission. If appropriate, the Superintendent may refer the request to the Board for a hearing on the matter.

BUS RULES, SCHOOL PROPERTY, TRANSPORTATION

Riding the bus is a privilege. Common sense and respect for others is expected. Safety is a concern for all. The bus driver has the primary responsibility for the safety of students. Therefore, the bus driver has the authority to enforce all bus rules:

The transportation department handles discipline on the buses; any question or concerns should go through the transportation director.

- Students should follow direction the first time.
- Bus passes are to be obtained at the office, for day care after school or emergencies only.
- Nothing is to be placed outside the windows or doors of the bus including hands, heads, personal items, etc.
- Stay in assigned seat or area and keep aisle clear. No eating on the bus without permission from the bus driver.
- Excessive noise presents a safety hazard and is prohibited.
- Inappropriate behavior such as horseplay, pushing, teasing and throwing things is prohibited.
- Students are to keep their hands to themselves.
- NO animals are ever to be brought onto the buses, i.e.: insects, reptiles or mammals ; living or non. NO EXCEPTIONS!
- Unlawful items and dangerous weapons are not permitted on school property. Other prohibited items include snowballs, paper wads, spit wads, water guns or water containers, shaving cream, matches, lighters, skateboards, and any other items that may create a disturbance or safety hazard.
- Items not to be used on school grounds or buses include: spray containers, nail polish or remover, perfume, glass containers and other items that my create a disturbance or safety hazard.

Students violating the rules shall be subject to the disciplinary process WHICH MAY INCLUDE SUSPENSION FROM SCHOOL OR BUS RIDING PRIVILEGES.

A student that is suspended from their primary bus is suspended from all CASD busses.

Any questions should be brought to the transportation director's attention. The number to contact the transportation director is 344-3545.

NON-MOTORIZED VEHICLES

Bicycles: Students choosing to ride bicycles do so at their own risk. The school accepts **no** liability for bicycles that may be lost, damaged, or stolen. Bicycles ridden to the middle school must be placed in the racks provided and should be secured. During the school day and/or school events, **skateboards, scooters and all forms of skates (including heelies) may not be used on school grounds.** Arrangements can be made to store these items in the main office until the end of the day.

CLOSED CAMPUS

For the protection and general welfare of the student body, the district has adopted a closed campus policy. Students are not to leave school property after arrival until the close of their school day without permission from the school office. Students violating this policy shall be subject to the disciplinary process which may include suspension from school. Middle school students are not allowed outside of the school building at any time during the school day except when arriving for the day, when leaving for the day, if with a teacher and class, and at lunch time when weather permits.

INAPPROPRIATE CONDUCT, INSUBORDINATION AND DESTRUCTION OF PROPERTY

The following will subject violators to the disciplinary process which may include suspension or expulsion from school.

- Violence directed toward students or staff will not be tolerated, for example: verbal threats, physical actions.

- Taunting, harassing or hazing (considered a crime in the state of Michigan) by students will not be tolerated.
- Conduct which interferes with the educational process is prohibited.
- Profanity, obscenity, obscene gestures, etc. are prohibited.
- Inappropriate public displays of affection are prohibited. Examples....kissing, hugging, holding hands.
- Bullying is a form of harassment. For the purposes of this policy, “bullying” is defined as: “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, and extortion of money or possessions.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district, and is prohibited. Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while enroute to or from school on a school bus are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.
- Fighting and assaults are prohibited.
- Any criminal offense shall result in suspension or expulsion from school. Criminal offenses include but are not limited to the following: arson, assault, burglary, extortion, blackmail, larceny, vandalism, robbery, bomb threats and false alarms.
- Possession of dangerous weapons at school, school activities or on a school bus is prohibited and must be reported to pupil's parents and local law enforcement agency. Dangerous weapons include but are not limited to: firearm, dagger, laserlight, dirk, stiletto, knives of any kind, wallet chains, dog collars, spiked bracelets and necklaces, iron bar, brass knuckles, paint ball guns (Public Act 212). Students at GMS are prohibited from carrying any item that could be considered a weapon.
- Possession includes but is not limited to the act of possessing contraband or any dangerous or illegal device/weapon. a) Physical possession: under a person’s direct control. b) Constructive possession: knowledge of, access to, and/or ability to control.
- The possession of items including but not limited to fire crackers, matches, lighters, smoke bombs, stink bombs, self-defense spray canisters, ammunition, water balloons, squirt guns, etc. is prohibited.
- Insubordination, interference with or intimidation of any school employee will not be permitted.
- Destruction of school or personal property is prohibited.
- Persistent disobedience or repeated violations of the student conduct code.
- Gambling is prohibited.
- A student who makes terrorist threats or engages in terrorist acts or fails to bring forward information or knowledge relative to a possible or actual threat or act shall face disciplinary consequences up to and including permanent expulsion.

ILLEGAL SUBSTANCES

- The use, possession, sale or distribution of alcoholic beverages, inhalants or drugs is prohibited. Improper use, possession, sale or distribution of prescription and/or over the counter drugs is prohibited. The school official in charge will immediately remove from contact with other students anyone possessing, selling, distributing, or under the influence of alcohol or drugs at school during co-curricular activities and thereupon shall contact the parents and/or legal authority. No person may possess or use a product or substance that resembles alcohol or tobacco.

- The use or possession of tobacco products and paraphernalia on school property or at school events is prohibited.

- Look Alike Drugs:

- It is against school policy to possess, deliver, attempt to deliver or cause to be delivered a non-controlled substance which the person:
- Represents to be a controlled substance; or
- 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.

Proof of any one of the following is, at first appearance, evidence of the above:

- The substance substantially resembles a controlled substance (black Cadillac, black beauty, yellow jacket, blue and clear, brown bombers, white cross, purple heart, Valium, Librium, cocaine, etc.)

- The substance is unpackaged or packaged in a manner normally used for illegal delivery of a controlled substance (baggy, envelope, gum wrapper, etc.)

- The substance is not labeled as required by the FDA.

- The person states that the substance may be resold at a price that substantially exceeds the value the substance (50 cents a hit or more for example). *No person may advertise a non-controlled drug:*

- If the ad contains any untrue, deceptive or misleading representation regarding the effect of the drug.

- Promoting sale of a drug which has not been approved for human consumption for its physical or psychological effects; or

- Which the person knows is manufactured to resemble 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.

CONSEQUENCES

Violation of the **No Tobacco Policy** will lead to the following consequences:

1st Offense:

a. 3-days OSS and possible tobacco violation ticket.

2nd Offense:

5-days OSS and possible tobacco violation ticket.

3rd Offense:

10-days OSS and tobacco violation ticket.

Violation of the **Alcohol/Drug Free Policy** will lead to the following consequences:

1st Offense: Up to 7-days OSS and

a. Evaluation by a drug/alcohol abuse counselor within 30 days including taking action on the counselor's advise

OR

b. Recommendation to the CASD Board for expulsion. If possession of the substances is in violation of the law, a petition may be filed with the court.

2nd Offense:
Same as 1st Offense with a 10-day OSS.

3rd Offense:
Recommendation to the CASD Board for expulsion. If possession of the substance is in violation of the law, a petition will be filed with the court.

**Any violation that involves distribution of substances may result in recommendation to the Board for expulsion.

*Extra-curricular code of conduct will be enforced for all policies.

COUNSELING SERVICE

The counselor's office is located on the third floor of the building. All students have the services of the counselor. Contact the counselor to make an appointment (344-3562).

GUEST PASSES

1)Dance/Activity Night: Guests must be of middle school age. A guest pass must be requested from the middle school office before the time of the event.

2)School Day: Guest must be of middle school age. A guest pass must be requested from the middle school office at least 24 hours in advance. Two permission letters are needed: 1) from the middle school parent(s); 2) from the guest's parents. All school rules apply to guests.

PLEASE SEE ADDITIONAL INFORMATION ON ACTIVITY NIGHT AND DANCE GUIDELINES FOUND ON PAGE 21.

Middle school dances are restricted to 6th, 7th and 8th grade students only. In addition, middle school students may not attend high school dances.

DETENTION/IN-SCHOOL SUSPENSION

Detention will be held for 45 minutes after school. Failure to serve detentions may result

in a suspension by administration. Students serving detention and in-school suspensions will be required to be cooperative, working, and quiet. Students who choose not to follow directions will be subject to further disciplinary action.

DROPPING A CLASS POLICY

WRITTEN PARENTAL PERMISSION TO DROP A CLASS MUST BE PRESENTED TO THE COUNSELOR.

No student may drop a class without authorization from the counselor. In most cases, the philosophy that students must live with their commitments will prevail. Students and/or parents disagreeing with the counselor's decision may appeal that decision to the principal. Unless extenuating circumstances prevail, students may not drop and add classes following the second week of any marking period.

HONOR ROLL

Students will be named to the honor roll if:

- Average of all grades "C" through "A+" measures to a "B" (3.00) average.
- Receive no grade less than a "C" in any class.
- An incomplete "I" is made up within 10 days.
- Meet the behavior requirements of nothing lower than a "3" in citizenship.

MEDIA CENTER

The Instructional Materials Center (library) offers to all students a wide selection of materials for learning, enrichment and leisure. The center not only has books and magazines, but also audio-visual materials and the equipment to use these materials, computers, assorted encyclopedias and other special reference materials.

TECHNOLOGY USAGE

Students are responsible to use technology equipment and materials properly. Any inappropriate use of technology equipment

(computers, Internet, DVD's, etc.) will be subject to the disciplinary process. Please refer to the Internet Use Agreement that must be signed by parent/guardian for student use.

ACADEMIC PARENT CONTACTS

Teachers will contact parents periodically between card marking periods if a student is having academic trouble. Grades are updated weekly on Skyward. Parents are encouraged activate their Skyward account and to contact teachers with any questions or concerns.

PARENT TEACHER CONFERENCES

Parent teacher conferences will be held in the fall and in the spring during the school year. Dates, times and formats will be publicized.

REPORT CARDS

Report cards for 6th, 7th and 8th grades are issued 3 times a year. Report Cards are hand carried home by the student to the parent/guardian at the end of each marking period. If a child is under shared custody and a report card is needed in two separate households, please contact the counseling office at 344-3562.

SKYWARD

Grayling Middle School uses Skyward, an electronic gradebook. Skyward is an easy way for parents to keep up to date on their child's progress online. Skyward will be updated every Monday during the school year. If you wish to activate your account, contact the GMS Counseling Office at 344-3562.

DELIVERIES TO STUDENTS

Deliveries to students such as flowers cause classroom disruptions and safety concerns. Please save these types of deliveries for home. Additionally, glass and balloons are not allowed on school buses.

STUDENT COUNCIL

Middle School students are selected to represent their home room in the fall of the year. They inform their class of projects as well as bring student concerns to the council. The

objectives of this council are to promote positive morale and citizenship and to provide a forum for student expression.

STUDENT INSURANCE

CASD does not provide accident insurance. Forms to purchase insurance will be distributed to students at the beginning of the school year. If interested, parents are to return the form to the GMS office.

TELEPHONE

A pay phone is provided. The phone is available for student use before and after school. Use of the office phone is for emergencies or students who are ill. It is **NOT** used to make arrangements for after school or weekend plans. Students will **NOT** be allowed to call home for items they forgot such as gym clothes, homework, agenda book, etc.

TEXTBOOKS/MATERIALS

Students should put their name and class on the inside cover to help identify their books and materials. **Any damaged, destroyed or lost books must be paid for by the student who was issued the textbook. A fee will be assessed for textbooks not properly returned.** At the end of the class, the student must return the book to the teacher who issued the book.

VOLUNTEERS

Parents are encouraged to volunteer in many areas of school activities and projects where they feel they would be helpful and gain personal enjoyment. Chaperoning after-school parties, field trips, or assisting at athletic contests are all important to the total school program. Parents are also encouraged to participate as volunteers during the regular school day as lunchroom aides, and classroom aides. If interested, you may call the principal's office or the counselor's office.

WEATHER AND OTHER EMERGENCIES

In the event that the schools are closed or delayed because of weather emergencies or other emergencies, the decision will be announced **early in the morning** on local radio stations and television stations (7 & 4, 9 & 10). The decision to cancel activities will be made early in the afternoon and will be made public over the stations listed above.

CO-CURRICULAR CODE OF CONDUCT MEMBERSHIP ELIGIBILITY

All students desiring to participate in co-curricular activities must meet the eligibility established by the CASD, GMS program-- Pass While Participating (PWP), and the Michigan High School Athletic Association in the case of athletics. Every participant must:

- Not have two (2) or more E's. For all activities this is determined by the marks received during the previous marking period. If eligible to participate, students will be held accountable by the P.W.P standards stated on page 17.
- Be regular in school attendance. Skipping during a season may result in disciplinary action which could include suspension from participation in an activity. A minimum suspension of one contest date will be imposed for activities scheduled for five dates or more, such as athletics, forensics, etc.

CO-CURRICULAR RULES

- Rules will be distributed in writing at the start of each co-curricular activity by the adult/coach in charge. This form will need to be returned to the person in charge with a parent/guardian signature.

- These rules are in effect from the first day of participation to the last day of participation. This includes all students who are/will participate in co-curricular activities during the school year.

- CASD participants will recognize the authority of the principal and advisor/coaches and their findings, rulings, and punishment in

connection with the matters of discipline, violation of rules and eligibility.

- These participants will always do their best to appear well dressed and neatly groomed and will abide by the rules set forth by the advisor/coach. More specific regulations dealing with grooming may be set by the advisor/coach. A copy of these rules will be distributed to the participants involved.

- He/She will also cultivate sound training habits, exhibit appropriate moral and ethical behaviors and be a positive role model.

Therefore, the participants will:

1. Not use or possess tobacco products, alcoholic beverages or any form of drugs or look alike drugs not specifically prescribed by a physician.
2. Not use profanity or profane gestures.
3. Abide by the team rules set by the advisor/coach.
4. Follow all school rules in this handbook.

Violation of rules will result in disciplinary action which may include suspension from participation in co-curricular activities for maximum of one calendar year.

- CASD co-curricular participants caught with or caught using tobacco, alcoholic beverages, illegal drugs or look alike drug products in their possession will face the same consequences stated on page 12. A minimum suspension of 20% of the dates for the current season or the next season will be imposed. Offenders could be suspended from participation during that season or a combination of seasons for up to a one calendar year.

- Any participant stealing equipment or damaging personal property of the school, school personnel, or another student will be suspended from participating for that season or a combination of seasons up to a one calendar year suspension from participation. A minimum suspension of 20% of the dates for

that season will be imposed for activities scheduled for five dates or more, such as athletics, forensics, etc.

- Any accused participant will meet with the GMS Principal and advisor/coach. Any adult that reports a participant for a violation will be asked to present a written statement regarding the alleged violation.
- Students disagreeing with disciplinary rulings may appeal, in writing, within three (3) days after receiving the decision, to the Co-curricular Board. Further appeals must also be in writing and follow the same time line and be directed to the principal, then to the superintendent. The Co-curricular Board will consist of five staff members. The assistant principal and advisor(s)/coach(es) involved with the incident will not be voting members of the Board.
- Once a participant is selected for an activity, he or she may not quit that activity to join another unless an agreement is reached with all advisors/coaches involved and the assistant principal prior to the participant leaving the activity.

CO-CURRICULAR CRIMINAL ACTION

This rule is in effect for the calendar year.

- If a CASD co-curricular participant is arrested or accused of a felony or misdemeanor and there is reasonable cause to believe that the participant committed the crime, the Co-curricular Board will rule on the penalty for the offense which may include suspension from participation in co-curricular activities for a maximum of one calendar year.

CO-CURRICULAR LIMITATIONS

Provisions stated within this code may be substituted if a rule violation occurs within twenty-one (21) days of an opening performance by a principal performer. In such cases, an individual would be ineligible to participate in theater productions for a minimum of the next semester or up to one calendar year and could relinquish any chance

of receiving theater arts awards and recognition.

ATTENDANCE AT CO-CURRICULAR CONTESTS

- Contests are extensions of the education classroom. All contestants, officials and spectators should be treated with respect. Good sportsmanship should be exhibited by all. Good sports are winners.
- All school conduct rules apply at all events.
- When a student is suspended they are not allowed to attend **any** school functions.

G.M.S.-- P.W.P. "PASS WHILE PARTICIPATING"

RATIONALE:

The staff/coaches/facilitators/directors and administrators at Grayling Middle School want to raise the academic expectations and accountability for G.M.S. students participating in co-curricular activities. Not only do we want students to be passing all subjects at the start of a co-curricular activity (CASD Eligibility Rule), we also want students to achieve passing grades while participating.

POLICY:

If a student participant is failing a class during the weekly time frame, he or she may not compete in any competitions for the following week; however, he or she may practice but will not be able to travel to away contests. The coach may require students to attend Homework Lab or Study Table.

IMPORTANT

After 3 consecutive weeks of failing in any class, the student will be removed from the team.

Grayling Middle School

SRC Guidelines

At Grayling Middle School, creating the best possible learning environment is one of our top priorities. A well-behaved and respectful student body is essential for the education of all students. The SRC (Student Responsibility Center) program has been in place at the elementary and middle School levels for several years. This program has encouraged many students to make better choices in their overall behavior at school.

Even though this program is very effective with most students, we still have students that continue to make poor choices and their number of visits to SRC has become unacceptable. As a staff, we're very concerned with our repeat offenders and have implemented the following criteria:

1. Every time a student is sent to SRC, a notice will be sent home with the student (hand carried) to inform parents. A phone call from the sending teacher may occur.
2. After the 5th time a student is sent to SRC, a phone call from the SRC staff will be made to inform parents of their child's SRC history. This call will be documented in our SRC records.
3. Upon the 7th visit, the student will be suspended from school pending a parent meeting. The meeting will be held with parents, student, administration and any vested staff. The student will not be allowed to return to school until a meeting has been held and a behavior contract established.
4. Visits 8, 9 and 10 will result in an after school detention (3:15-4:00 pm).
5. Visits 11, 12, 13 and 14 will result in an "In School Suspension".
6. Upon the 15th visit and any visits after, the student will begin serving "Out of School Suspensions". Terms of the OSS and social suspensions will be determined by administration.

High School Readiness Program

Our goal at Grayling Middle School is to assist students in getting ready to earn a high school diploma from Grayling High School. However, we realize that some students are not ready to face the challenges of high school after their 8th grade year. Therefore, we have created the High School Readiness Program.

The High School Readiness Program will provide additional time for students who have demonstrated a lack of preparation for high school. Students enrolled in the program will have a delayed start at GHS, **spending their first trimester of their freshmen year strengthening their skills at GMS before actually attending classes at the high school.** Factors that will be reviewed to determine who would benefit from this program include: a history of poor grades and multiple E's, age, previous retention, attendance records, and MEAP and NWEA scores. The new Michigan Merit Curriculum holds everyone to a higher academic standard; therefore, we feel this program will benefit those students and ensure that they are ready to be successful.

Students who continue their middle school experience utilizing the High School Readiness Program may be allowed to attend many high school activities such as dances and assemblies. They will earn high school credit and will not fall behind their classmates if they earn a C or better during their first trimester at the middle school. After the first trimester, these students will be lifted to the high school and enrolled as freshmen. They will remain on course for graduation, if they continue to successfully complete the Michigan Merit Curriculum and the high school graduation requirements of GHS. Students who continue to be unsuccessful at the end of the first trimester, will be retained and repeat 8th grade.

Parents will be notified during the month of May if their child will be enrolled in the High School Readiness Program.

**GRAYLING MIDDLE SCHOOL
STUDENT PARTICIPATION LETTER**

We look forward to guiding your child through a year that will be both challenging and rewarding. Our job is to provide your child with the knowledge needed to improve his or her skills. Your child must provide the dedication and determination.

Extra curricular activities require a dedication and commitment by both the student and parent. We ask that you show support for your child by attending events, and by showing appropriate support and sportsmanship. Every student will be required to represent his/her school, family and team, in an honorable manner. Students must meet the eligibility established by the District, GMS Pass While Participating (PWP). These rules are found on page 12 of the GMS student handbook.

It is important to understand that middle school activities are intended to be an enjoyable learning experience. The intent is for every athlete or participant to play or take part in every contest or event. However, that may not always occur. Below is a list of expectations to reinforce an enjoyable season or performance for everyone involved:

1. Give 100% effort during practice and games.
2. Be on time and don't miss practice. If you have to miss practice, please notify the coach by phone or written note prior to the start of practice.
3. Follow school rules and pass all your classes.
4. If your child is riding home with you after a contest, please see the coach and sign them out. If you wish your child to ride home with another adult, permission needs to be granted in the main office by administration with approval in writing before the team leaves Grayling.

If you or your child have any concerns along the way, we expect the following protocol to be followed: Your student should first talk to his or her coach or director. If they don't believe the problem has been rectified and would like assistance from you, please notify the coach or director to set up an appointment. If the problem continues, the child or the parent should then discuss it with administration.

Finally, please sign stating that you have read this letter and return it to the coach. No student will be able to participate in an athletic contest or performance without this form signed by a parent. ****Special note: Coaches and/or directors are encouraged to share any additional expectations with participants.**

******This letter is included in the handbook for information only. At the start of a season or program, your child will be given a letter from the coach or facilitator to have you sign and return .***

Activity Night and Dance Guidelines

1. Once a student is admitted to the activity night or dance they may not leave until the end of the event unless a parent or guardian comes in to get them. We will purchase a special stamp to mark people who have paid.
2. Students are asked to not run except in the gym. Students who are running will be given a warning and if this continues may be asked to sit out.
3. Food and drinks must be consumed in the food room or the designated area in the hallway. Food and drink are not allowed in the gym, dance, computer room, games area, or karaoke room.
4. The middle school students of chaperones will be admitted free. No high school students are allowed to attend the event, even if their parent is a chaperone. Students who help set up will be admitted free. Students who volunteer to help clean up will pay to attend, and their money will be refunded after clean up is complete.
5. The dress code for activity nights and dances will be the same as the school dress code. This includes: no hats, no tank tops (a tank top is a shirt with a shoulder piece less than two inches wide), no shirts that show midriffs, no spaghetti straps, or other clothing which inappropriately exposes the body.
6. Dancing will be appropriate and in good taste. Dirty dancing, such as hip grinding, freak dancing, and inappropriate touching will not be tolerated. Warnings will not be given. Students who violate this rule will be sent to a designated classroom (supervised by a staff member) for a 20 minute time out and will lose their right to attend the next dance or activity night. If a student is sent a second time during the same event, they will stay in the time out room for the rest of the activity night and lose the right to attend the next activity night or dance.
7. We suggest students not bring bags or valuables to the activity night. The school cannot be responsible for anything lost or stolen.
8. Students will enter and exit the building from the Ottawa Street entrance (by the flag pole). Parents are asked to drop off (at 6 pm) and pick up students (at 8 pm) using the Parent Drop off and Pick-up area on Chestnut Street.
9. Staff and chaperones will wear name tags.
10. **Students must be middle school age to attend.**

VOLUNTEERING AT GMS

When volunteering, you may provide one or more of the following:

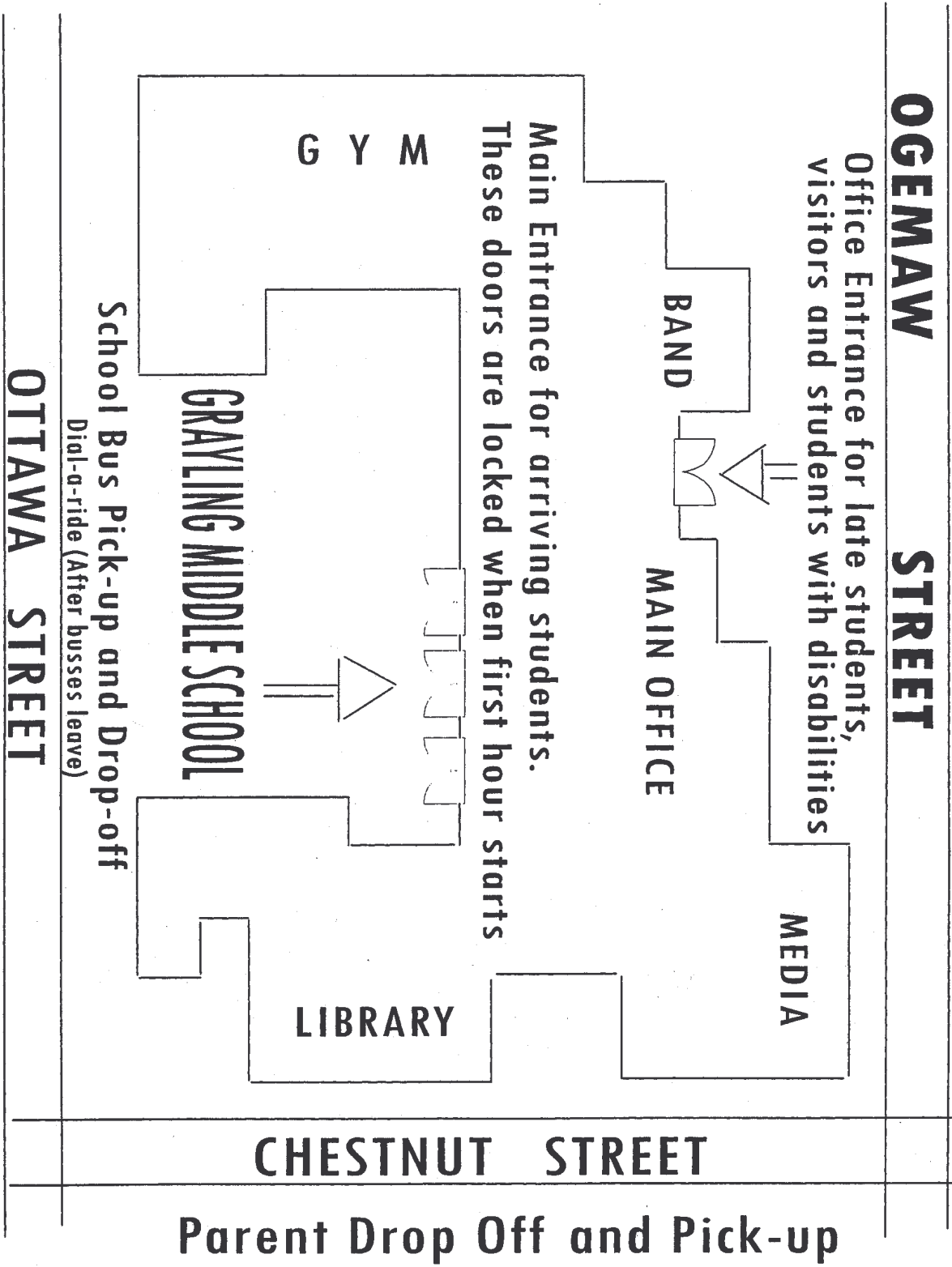
- a) One-on-One tutoring. Every step you take with a student is a step in the right direction in helping him/her become successful!
- b) Help students with organizational skills.
- c) Assistance to teachers or support staff with special activities.
- d) Chaperone services for extra-curricular activities.
- e) Expand opportunities for a greater school-community partnership.

When you volunteer at GMS: Whether you are coming in to help a teacher photo-copy, help with an activity, work at a book fair, or work one-on-one with a student (tutoring), we want to make your visits here enjoyable. To assist you in your work at GMS, please read the information included in your Volunteer Packet.

- A) Handbook with school policies. (This is a resource for you.)
- B) Volunteer form
- C) Teacher input form (Volunteer Assignment Form)
- D) Volunteer Feedback Form
- E) Map of building with crisis plans
- F) Teacher room assignments (which are also their in-school phone numbers)

Any questions regarding any of the forms or procedures, please contact the teacher with whom you are working; Joni Metiva, Counselor; or Jeff Branch, Principal.

GMS STUDENT DROP-OFF AND PICK-UP DIAGRAM



Citizenship Category Definitions

Note: These categories are general descriptions of student behavior. It is not likely that any student will completely match the characteristics of just one category, thus citizenship grades are based upon the category which most nearly describes the student's behavior. If a student is displaying the behavior of a 4 or 5, then parent contact must be made prior to report cards.

1. Outstanding Citizenship

- A. Observes school or classroom regulations consistently
- B. A positive leader; self-starter; has ideas, initiative, enthusiasm
- C. Always courteous, honest, and cooperative
- D. Willing to do more than is required
- E. Works to promote the common good of Grayling Middle School
- F. Shows respect to adults and peers

2. Above Average Citizenship

- A. Volunteers frequently in class or group
- B. Uses good judgment in decision making situations
- C. Does a job to the best of his/her ability
- D. Shows self-discipline; uses time well
- E. Adapts to most situations
- F. Shows respect to adults and peers

3. Average Citizenship

- A. Observes school and classroom regulations with minimum encouragement
- B. Works cooperatively
- C. Volunteers occasionally
- D. Usually honest and courteous
- E. Generally shows respect to adults and peers

4. Citizenship Needs Improvement

- A. Disobeys school and classroom rules
- B. Displays carelessness in his/her work and manners
- C. Inattentive
- D. Disrespectful to adults and peers
- E. Undependable in behavior
- F. Frequently demonstrates academic insubordination
- G. Wastes time of self and/or others

5. Poor Citizenship

- A. Destroys school property
- B. Disrespectful and disorderly
- C. Displays threatening and aggressive behavior
- D. Demonstrates academic insubordination

CRAWFORD AUSABLE SCHOOL DISTRICT TECHNOLOGY ACCEPTABLE USE POLICY

Computers are used to support learning and to enhance instruction consistent with the purposes of CASD. The Internet—a collection of interconnected computer networks around the world—expands classroom and library media resources by providing access to information, images and computer software from places otherwise impossible to reach. It is a general policy that all computers used through the CASD Network, hereinafter referred to as the Network, are to be used in a responsible, efficient, ethical, and legal manner.

In exchange for the privilege of using the Network, the undersigned agree(s) as follows:

- A. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Failure to follow the policy and guidelines for the use of Network may result in the loss of privileges, disciplinary action, and/or legal action.
- B. Access to the Network provides connections to other computer systems located throughout the world. The Student and his or her parents and/or guardians acknowledge that neither the Crawford AuSable School District nor any district staff member controls the content available on these remote systems. Student Internet activities will be monitored by the District to ensure that students are not accessing inappropriate sites. Each District computer with Internet access will use software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. Though the District will make efforts to block/filter inappropriate material, users may still be exposed to defamatory, inaccurate, or otherwise offensive material. The District specifically denies responsibility for the accuracy or content of information obtained through its services.
- C. Any misuse of the Network access privileges may result in suspension, loss of access privileges and/or other disciplinary action as determined by the District. Misuse includes but is not limited to the following:
 1. Use the District equipment for anything contrary to law, or solicit others to break any law.
 2. Illegally copy, install, or distribute any copyrighted software, work, or material.
 3. Send, publish, download, access, or retrieve any communication or material, which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything that violates or infringes on the rights of any other person.
 4. Make any attempt to harm or destroy the data of any other user, system software or computer equipment on the Network, including but not limited to creating or sending computer viruses, Trojan horses, or similar code.
 5. Use the Network for any advertisement or solicitation without approval from the Superintendent
 6. Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages, which are commonly considered an annoyance to recipients or degrade system performance.
 7. Reposting (forwarding) personal communication without the author's prior consent.
 8. Using the Network for commercial purpose or financial gain.
 9. Use of District Equipment to download, install and play Interactive Internet Games.
 10. Participation in chat rooms unless teacher directed.
 11. Attempt to access material or sites that are blocked by the District, or attempt to use the Network while access privileges are suspended.

- A. Network resources are to be used exclusively by registered users. Users should change their password frequently and should never share their password with another user. Users should never share files without prior approval.
- B. Student personal information will not be posted to the District's web site without proper parental/guardian consent.
- C. Personal information such as complete names, addresses, telephone numbers and identifiable photographs should remain confidential when communicating on the network. Use of free page sites (i.e. MySpace, Xanga) is restricted to the District's Gaggle system.
- D. Student Email is restricted for school use only. Students should not divulge any personal information about himself or herself or any other District student on the Internet. Student email accounts will be restricted to Gaggle addresses only. All other Web based email accounts are prohibited.
- E. The Network user agrees to delete files from his/her home directory on a regular basis in order to avoid unnecessary use of disk space. Users who abuse disk space on the Network will have space restrictions enabled on their Network account and/or lose Network privileges.
- F. CASD Network administrators will have access to all user accounts and their files. User files are the property of CASD.
- G. The user may not transfer shareware, games or other software from the Internet.
- H. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers, including but not limited to the loss of data, delays, non-deliveries or service interruptions caused by its negligence or the user's errors or omissions. Use of the Network and any information or data obtained through use of the Network is at your own risk.
- I. Users violating any provision of this Acceptable Use Policy face disciplinary action. The District reserves to itself discretion to determine appropriate discipline and will consider the nature and severity of the violation. Possible disciplinary actions include:
 - 1. Suspension of Network access.
 - 2. Require additional training as a precondition to continued use of the Network.
 - 3. Reimbursement for any damages or expense.
 - 4. Temporary or permanent removal from class.
 - 5. Expulsion.

In addition, the District may refer violations to appropriate law enforcement authorities.

- A. This Acceptable Use Policy is subject to change without notice. The Network administrator will post any changes to the Acceptable Use Policy in an appropriate location on the Network.