

# MANCELONA MIDDLE SCHOOL 2009-2010

Chad J. Culver  
Principal

Bethany Onthank  
Counselor

Georgia Homan  
Administrative Secretary

Donna Conway  
Administrative Assistant

112 St. John Street  
P.O. Box 739  
Mancelona, MI  
49659

Telephone: (231) 587-9869  
FAX: (231) 587-0615

***STRONG KIDS, STRONG EDUCATION!***

Dear Students and Families:

Welcome to Mancelona Middle School!

The middle years are a challenge for all students. This is the time in the life of an adolescent that consists of emerging values, social decisions, new experiences, and the beginning of an academic foundation that will determine their futures. The Student Handbook is a guide and a tool to help students make meaningful decisions and to learn in an environment that is safe. The expectations focus upon the physical, emotional, and social growth of middle level students. The Student Handbook is also a cooperative endeavor between school and home. As such, it outlines the essential rules necessary to facilitate a quality education for each student. It is sincerely hoped that the Student Handbook will be shared by students and their families.

Families are encouraged to contact the Mancelona Middle School if they feel a need for assistance.

Sincerely,

Chad J. Culver  
Principal

### TABLE of CONTENTS

Page 1	Office Personnel
Page 2	Most Commonly Asked Questions
Page 3	Lockers, Personal Property, Student/Adult Visitors, Medical Procedures, Ironmen Health Center, Immunizations, Emergency Drills, Telephones, Emergency School Closings
Page 4	Attendance Philosophy, Notifying the School, Student Attendance Policy, Work Missed Due To Absence, Truancy, Curriculum Philosophy, Middle School Course Offerings, Curriculum Procedures, Parent Communication, Grade Point Values, Extended Learning Opportunity, Retention Policy, Parent Teacher Conferences, Extra Curricular Activities/Participation
Page 5	Character Education, Rules and Regulations, Responsible Thinking Classroom, Responsibility of Students, Anti-bullying, Cafeteria Conduct, School Bus Rules, Internet Policy, Dress Code, Student Code of Conduct, Intervention Levels
Page 6	Discipline Infractions, Search and Seizure, Suspensions and Appeal Process, Expulsions, Progressive Discipline, Response to Intervention, and School Calendar

### **MOST COMMONLY ASKED QUESTIONS**

**Listed below are the most commonly asked questions by students at the Mancelona Middle School:**

#### **WHAT IF I NEED TO CONTACT MY PARENTS?**

Students should use the phones located in the classroom or the one in the front lobby. The phones in the office are for emergencies.

#### **WHAT IF I GET SICK OR INJURED DURING SCHOOL TIME?**

Students should notify the teacher to determine whether or not the IHC is needed. The teacher will decide if there is need to leave school or to seek further medical attention. In these cases of additional medical need, parents will be notified. If students go home for medical attention, a doctor's release will be needed to bring the child back to school. In the event of lice, a child must be seen by school personnel prior to attending classes.

#### **WHAT IF I WANT TO BRING A CELL PHONE TO SCHOOL?**

You may bring a cell phone to school. However, cell phones may NOT be used during school hours and must be turned off during the day and stored securely in the student's locker. First violation will result in the phone being taken away and given back to the student at the end of the day; the second violation a parent will need to come into the school and pick the phone up; the third violation will result in the student not being allowed to bring the phone to school for the balance of the year or it will be deemed insubordination.

#### **WHAT IF I BRING AN ELECTRONIC DEVICE TO SCHOOL?**

Walkman, CD players, or other electronic devices are not permitted during the school day. If Walkman or CD players are used as part of a school event, they should be secured in lockers during the day. The school is not responsible for any electronic device lost or stolen.

#### **WHAT IF I FORGET MY HOMEWORK, A PROJECT OR MY LUNCH?**

Parents must drop off homework, projects, lunches, or e-mail/fax messages, etc. **before** the student's lunch. Students can pick up their items during their lunch period. No interruptions will be made to the classroom unless of an emergency.

#### **WHAT IF I NEED TO BE DISMISSED FROM SCHOOL?**

Students must bring a note from their parents to give to the office **prior** to the school day. The note must explain the reason for dismissal. (i.e., doctor's appointment) Students' names will be listed on the dismissal portion of the attendance sheet to inform teachers. The school will **not** call students being dismissed early to the office, as this is a disruption to classes. Students need to meet the parent at the office at the appropriate time or wait until a change over from classes.

#### **WHAT IF MY PARENT NEEDS TO GET A MESSAGE TO ME?**

**All messages regarding changes in dismissal and/or in pick-up, etc. must be received by the Middle School Office by fax (231-587-0615) or hand written note from parent.** Messages will be placed on the counter located in the Main Office. Do not phone in these messages. Phone-in messages are for **emergency** purposes (i.e., serious injury or illness, death in the family, etc.) Classrooms will not be disrupted during the school day. Changes to a bus route is for emergency purposes only and must be documented by a note from a parent – *no phone message changes will be made to a bus route.*

#### **WHAT IF I AM ASSIGNED A DETENTION OR COMMUNITY SERVICE?**

The Principal or Teacher may assign a detention. Detentions are often assigned because of misbehavior, lack of respect, repeatedly coming to class unprepared, etc. Community Service is often used as an alternative and may be deemed appropriate in many cases. The purpose of

assigning Community Service is to allow the student the opportunity to give back to the school or community in a positive way if his/her conduct or behavior interfered with the safety or daily operation of the school. Students will stay on the day the Teacher, or Principal assigns.

#### **WHAT DO I DO IF I FORGET MY LUNCH OR LUNCH MONEY?**

Student lunches are \$2.00. Students are not allowed to charge lunches beyond \$6.00. They can prepay for their lunches. A check should be made payable to Mancelona Public Schools Lunch. When the student buys lunch, which includes milk, the cost of the lunch will be deducted from that total. Snacks, ice cream, drinks may not be purchased with these funds. The student must have cash for those items.

#### **WHAT IF I AM ABSENT ON THE DAY OF A SCHOOL-SPONSORED EVENT?**

When a student is absent from school, he or she may not attend any school function set for that day. These include dances, field trips, athletic events, etc.

#### **WHAT IF I WANT TO BRING MY SKATEBOARD or BIKE TO SCHOOL?**

Students may bring skateboards or bikes to school. However, upon arriving to school, students must store skateboards and bikes at the bike rack. Skateboarding is strictly prohibited on school grounds, and violations will result in appropriate action by MMS staff. Bikes are not to be ridden on sidewalks or around busses.

#### **WHAT TIME DO THE DOORS OPEN AT THE MIDDLE SCHOOL?**

The front doors open at 7:30 for kids to enter and go directly to the cafeteria for breakfast. No early drop offs except for those eating breakfast.

#### **WHEN DO I CALL IN IF MY CHILD IS GOING TO BE ABSENT FROM SCHOOL?**

All absences will be considered unexcused unless of a phone call or a note is received within three days of the absence. After three days, it will remain as unexcused and subject to school action. Calls of this nature should be received by the school no later than 9:30 am.

#### **CAN MY CHILD HAVE MEDICATION AT SCHOOL?**

Students are not allowed to transport nor have in their possession any medications. A parent must bring in all medications for their child's use. All medication must be contained in an original container and stored in the office. No medications allowed in the lockers.

#### **CAN MY CHILD KEEP HIS/HER LOCKER CLEAN AND NEAT?**

School lockers and hallways are extensions of the classroom and must be maintained in a similar manner. Students are only to leave in a locker that material that is necessary for the days work. All extra items must be taken home. Messy lockers will be deemed as a misuse of school property and handled in that manner.

#### **WHAT DO I DO IF MY CHILD IS BEING BULLIED?**

We try to teach students that they have two options for most cases of bullying; report or ignore. In most cases, when you ignore a bullies attempt it tends to go away. If a bully is persistent then it must be reported immediately to the adult in charge. Parents can help to counsel their child on what is to be report and what is to be ignored. I teach students the 3-D's for reporting – if its destructive, disturbing or disruptive then it should be reported. It is difficult to deal with instances of bullying if they are not reported until some time later as, "...this has been going on for a long time." Bullying will handled in a very serious manner and as such the reporting must be handled in an equally serious manner.

#### **HOW DO I CHECK MY CHILD'S GRADES?**

You can contact the office to receive your personal password and username for PowerSchool. Log onto the MMS webpage and go to the icon (PowerSchool). If you notice any irregularities with your child's grades - contact that teacher immediately. If necessary, set a meeting day and time to talk with your child's teacher(s). Do not wait until the end of a marking period to go over your child's grades.

#### **WHAT CAN I DO IF MY CHILD IS GETTING INTO TROUBLE AT SCHOOL?**

Begin by talking with your child to find out why he/she is having difficulty at school. Next, call the teacher(s) where the trouble is occurring. Then, contact the Principal to discuss options for improvement. Remember, there are usually two sides to every story and know that the school is always acting in the best interest of your child and the well-being of all the students in the building.

#### **WHAT CAN I DO IF I AM FALLING BEHIND IN MY CLASSES?**

Make sure that you are not missing any assignments and that you are spending quality time in producing excellent work. In most cases, low grades are a result of missing or hastily completed assignments. Remember that simply turning in an assignment does not guarantee a proper grade. Also, spend time each night reading, studying or generally preparing yourself for your schoolwork. Too often, when students are falling behind we see that they leave school at 3:20 and spend little time following up on their homework. If the work is too difficult, talk with your teacher to find ways to make the connections. You can also attend our after/before school academic program. Perhaps a mentor can be assigned to help keep things organized.

#### **HOW DO I GET MY HOMEWORK ON DAYS THAT I AM ABSENT FROM SCHOOL?**

Contact the office and request that homework is compiled. The office will send an e-mail to the student's teachers asking that work be submitted to the office by the end of the day. Someone can call the office to see if there is work submitted; if so then simply stop into the office and the secretary will have a folder with your child's name on the front and all collected homework inside.

### **EQUAL EDUCATIONAL OPPORTUNITY**

The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students regardless of race, creed, disability, religion, origin, ancestry, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district.

### **MISSION STATEMENT**

Mancelona Middle School is a caring and respectful learning community which holds high expectations for all to achieve their personal best. Through our dedicated system of support, we are creating life-long learners who will have a positive impact on the world.

### **WHAT FAMILIES CAN DO TO HELP THEIR CHILD PEFORM AT SCHOOL:**

Students more often imitate their parents than they listen to them. Thus it becomes very important that parents model the behavior they wish to see in their children. Some things you can do to help your children become better students include:

Work out a consistent schedule that includes a regular eating time, study time, and adequate sleep time. Provide a private place for study. Show genuine interest in their schoolwork and offer praise for improvement. Work with your children to make a commitment to succeed in school. Discuss some of your own commitments. Be specific; talk about grades to achieve. Insist that assignments are mastered, not just finished.

Make a written contract of expected achievements, and consequences of not meeting them. Provide magazines, newspapers, and other reading materials. Make use of libraries and technology opportunities. If you are not satisfied with your child's performance, look for a probable cause and contact the school so that any deficiencies can be quickly addressed. Please take advantage of our "open door" policy.

### **ARRIVAL AND DEPARTURE: SCHOOL HOURS ARE FROM 8:15 – 3:15**

Mancelona Middle School students are admitted to the building at 8:00 am (except for breakfast) and will report to the Gym. STUDENTS SHOULD NOT ARRIVE BEFORE THAT TIME. Students must get permission to go to their lockers before school. At 8:12 am they may go to their classrooms.

Mancelona Middle School is a closed campus. Students are to remain on campus as soon as they arrive and until they are dismissed at 3:15. Students must receive a pass from the Middle School Office to leave campus. Building use is restricted to regularly scheduled, supervised, school functions. Students are not allowed in the school at any other time. Athletes must stay out of the classroom section of the building after school and after practice. School books and outdoor clothing are to be taken to the locker room before practice. The WEST and EAST EXIT DOORS TO THE GYM are not to be used to enter the gym at any time during the school day nor after practice without permission. Sand and mud create extensive and costly damage to the gym floor surface and could be a factor to cause injury.

### **LOCKERS:**

Lockers will be assigned to students in which they should keep books, learning materials, and personal items. IT IS THE STUDENT'S RESPONSIBILITY TO KEEP THE COMBINATION SECRET. Lockers should be kept clean, neat, and LOCKED when not in use.

Each 8<sup>th</sup> grade student must have a lock for their own locker. They purchase a school lock for \$5.00 at the beginning of the school year. Students can return the lock at the end of the school year and their \$5.00 will be refunded.

### **PERSONAL PROPERTY:**

Personal property is not to be brought to school unless needed for educational purposes. Some examples of items prohibited are radios, telephones of any type, cameras, cassette/CD players, electronic games, trading cards, pagers or beepers, and more than five dollars in cash. These items not only disrupt classes but are also frequent targets for theft. Although we attempt to exhaust every effort to recover lost items the school is not responsible for lost items. Food and drinks are allowed only with the teacher's permission. No food is to be consumed in hallways or at the student lockers. Glass containers are not allowed at school.

### **STUDENT/ADULT VISITORS:**

Mancelona Middle School is for the use of students presently enrolled. If it is necessary for you or your designee to speak to your child please come to the Middle School office and your child will be called from class at the next break to minimize disruptions. The Mancelona Middle School always encourages parent involvement and volunteers for our many activities; but because we place large value on the academic growth of each student no visitors are allowed in the classroom unless it is by prior arrangement with the teacher. Adult visitors must sign in at the office and receive a pass to be in the building.

### **MEDICAL PROCEDURES: WE MUST HAVE AN EMERGENCY PHONE NUMBER**

All illnesses and accidents that occur during school hours should be reported immediately to a teacher, the Middle School office, or the Ironmen Health Center. Parents/Guardians will be contacted appropriately as soon as possible. This important information is included on the Emergency Form that is sent home early in the school year to be completed by parents/guardians and returned within the first 7 days of school. If conditions exist under which any student is suspected of having a communicable disease or who has persistently neglected personal hygiene to the point where it disrupts the educational process, parents/guardians will be notified and the student sent home to correct the problem.

Parents/Guardians should send a written explanation to the office if their student must miss any class for health reasons. If a student must miss a class for more than a week due to health reasons, a doctor's excuse is required. Bringing the excuse is the responsibility of the student. NO MEDICATIONS of any kind will be administered to any student without first having a written statement from the student's doctor explaining the dosage. Prescription medication will not be administered without the prescription and written instructions from the doctor. Medication will be administered by the Middle School Office Staff only. As per policy of the Mancelona Board of Education, medications are not to be carried by students. The school will dispose of any unused medications two weeks after the last day of school. Parents should pick up any unused medication. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized, is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

### **IRONMEN HEALTH CENTER**

*A Safe and Caring Place for Students and Families A Healthy Place For You!*

The Ironmen Health Center is a teen health center providing care and counseling services to Antrim County youth age 10-21 and their children.

What can the Ironmen Health Center provide to students?

- ◆ Physical exams for school, sports, and camp
- ◆ Weight management
- ◆ Treatment for illness and injuries
- ◆ Health assessments
- ◆ Medication administration
- ◆ Basic laboratory test
- ◆ Fitness program
- ◆ Nutrition counseling
- ◆ Help with quitting smoking and chewing tobacco
- ◆ Asthma management
- ◆ Vision screening
- ◆ Immunizations
- ◆ Individual, family, and group counseling
- ◆ Support groups
- ◆ Referrals to community resources
- ◆ Help with insurance enrollment

Why Choose the Ironmen Health Center for your healthcare needs?

- ◆ Located next to school
- ◆ Healthcare geared toward young people
- ◆ Support
- ◆ Respect

- ◆ Caring staff
- ◆ Convenient hours
- ◆ Confidentiality
- ◆ Coordinated care with family physician
- ◆ **We care about you!**

The Ironmen Health Center staff is committed to working together with parents and families to improve the health and well being of young people in Antrim County. All youth age 10-21 and their children are welcome and no one is denied services due to an inability to pay. Private insurance like Blue Cross and Blue Shield of Michigan and Priority health are accepted; as well as, Medicaid, MI-Child, and Healthy Kids. Ironmen Health Center staff can also help families enroll in Medicaid, MI-Child, or Healthy Kids. MI-Child is a health insurance program for **uninsured** children ages 0-19 at a price you can afford. Healthy Kids is **free** health care coverage for pregnant women, babies, and children under age 19.

Parents/guardians must provide consent for youth under the age of 18. Ironmen Health Center consents are sent home at the beginning of the school year, and are available by calling (231) 587-9840. The only exceptions to the need for consent, according to Michigan law, are emergencies that threaten life or limb, substance abuse services, sexually transmitted infection treatment, mental health services for minors age 14 or older, and HIV counseling and testing. To make an appointment for the Ironmen Health Center, please call (231) 587-9840. Additionally, school staff will allow students to use the school phone to make appointments for the Ironmen Health Center.

Please stop into the Ironmen Health Center today for a tour. Invite your parents and friends! The Ironmen Health Center staff is here to provide you with quality health care geared toward meeting the needs of young people! For more information, contact the Ironmen Health Center at (231) 587-9840.

The Ironmen Health Center is a school-linked child and adolescent health center provided by the Northwest Michigan Community Health Agency in collaboration with the Mancelona Public Schools through a grant from the Michigan Department of Community Health and the Michigan Department of Education.

### **IMMUNIZATIONS**

New students entering K-12 to a school district must have a certificate of immunization at the time of registration or not later than the first day of school. Every new student must have the following vaccines: DtaP, (TD, Tdap), polio, Hib, MMR, Hep B and Varicella. Menactra, the vaccine that protects against meningitis, is available at 11 years and up and is recommended for students entering ninth grade and college-bound 12th graders. Consult your physician, Health Department or the Ironmen Health Center for the immunization schedule. In addition to new students, immunizations are needed before students start sixth grade. According to the Michigan Department of Public Health, sixth graders currently need four doses of diphtheria and tetanus or three doses of diphtheria and tetanus (Td) vaccine if started after age seven; three doses of polio vaccine, two doses of measles, mumps, rubella (MMR) vaccine, and three doses of Hepatitis B vaccine. If sixth graders have not had chicken pox, they also need a dose of Varicella vaccine. There are three circumstances in which a required vaccine may be waived or delayed:

1. A valid medical contraindication exists to receiving vaccine. This circumstance requires a signed waiver by the parent or guardian.
2. The parents or guardians hold religious or philosophical beliefs against receiving a vaccination. This circumstance requires a signed waiver by the parent or guardian.
3. The child has received at least one dose of each immunizing agent; however, the next dose or doses are not yet due, and therefore the child is considered provisional (up-to-date at the time of inquiry).

In addition, an immunization assessment will be done on each sixth grade student. Parents/Guardians are always welcome to accompany their child to the Ironmen Health Center. The center consent form allows a signature to allow administration of vaccines without the parent/guardian present for convenience. Parent/Guardians are notified **before** vaccines are given.

### **EMERGENCY DRILLS:**

Safety drills will be held throughout the school year. Instructions are. Exits are clearly marked and fire extinguishers are readily available.

### **TELEPHONES**

Telephones in the Middle School are for school business only. There is a pay phone by the office for student use before or after school or with staff permission. Exceptions can be made in cases of true emergency. Cell phones must be turned off and secured in the owner's locker.

### **EMERGENCY SCHOOL CLOSING:**

Please do not call school or school personnel when weather threatens to close school. We need to keep phone lines open in the event that school must be canceled. Information regarding delays or closings will be broadcast on radio stations WPBN Traverse City, WWRM Gaylord, WJML Petoskey, or TV Channels 7 & 4, 9 & 10, 29 & 8. Additionally, the District will use Instant Alert to contact families. If you are unfamiliar with Instant Alert, call the office and it can be explained. **TRANSPORTATION, BIKES, SKATEBOARDS AND THE LIKE:** Bikes/skateboards and the like that have been ridden to school must be parked in the bike rack immediately upon arrival. The school is not responsible for damaged or stolen property. Students arriving and departing by car should be dropped off and picked up by the front door. No student may leave the school property without permission from the office once he/she has been dropped off at school. Please inform the office if you ride to and from school with someone other than a family member.

### **ATTENDANCE PHILOSOPHY**

Attendance and participation are an essential part of the learning process and are considered necessary to academic achievement. Regular and punctual attendance is an important trait of responsibility and self-discipline for students to develop. Improved attendance will result in greater student classroom success and more efficient use of educational time. Because of the importance of attendance to a student's education, the

failure of a student to satisfy the attendance requirements may result in the student's inability to meet the rigor of the academic expectations at a higher level.

### **NOTIFYING SCHOOL:**

- A. The parent/guardian is requested to call the Middle School Office (231)587-9869 by 9:30 am each day of an absence.
- B. The Parent/guardian must notify the school in writing or phone call prior to the student's return to class or participation in school activities.
- C. If notification of absence has not been received by the office an unexcused pass will be given to the student.
- D. If after three days of an absence without notification, the school will regard the absence as unexcused.
- E. Students are responsible for picking up admit passes at the office before school starts on their first day back from any absence and presenting them to the teacher at the beginning of each class.

### **STUDENT ATTENDANCE POLICY:**

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to sixteen to send the child to school during the entire school year, except under the limited circumstances specified in subsection (3) of section 380.1561. (Excerpted from the *Michigan Revised School Code*)

- Students are required to attend all of their scheduled classes.
- Students must check in at the middle school office if they arrive late to school or are returning to school during the day.
- On a student's 5th absence the parent /guardian will be notified by phone call. On a student's 10<sup>th</sup> absence the parent/guardian will receive a notice informing the family of the continued absences and a need for a meeting. Upon the 15<sup>th</sup> absence a final letter will be mailed indicating that the matter is being turned over to the Truancy Officer.
- Following are some of the ways the Truancy Officer may handle these cases:
  - A required meeting with the police liaison officer and the school
  - A home visit by the police liaison
  - A required meeting with a liaison from the Antrim or Kalkaska County Probate/Family Courts
  - Truancy may be filed by the school to the Probate/Family Court
- School related absences will not count towards absence totals when calculating attendance totals for the purpose of promotion.
- Extenuating circumstances of a medical nature must be brought to the attention of the building administrator. Upon receipt of documentation from the doctor in charge that contains a diagnosis of the illness and the specific dates that the student cannot be in school, an individualized attendance plan will be developed.
- Family vacations should be planned during vacation periods so that the student learning is uninterrupted.
- Mancelona Middle School is a closed campus. A student must obtain parental and office permission, and sign out before leaving.

### **WORK MISSED DUE TO ABSENCE:**

A student is expected to ask his/her teachers for the work missed during absences. The student will be given an amount of time to complete make up work (1 day for each day absent) by the teacher. Work assigned when the student was present in class is expected to be submitted upon the student's return. Make up work is the responsibility of the student. The due dates of ongoing, long-term assignments will not be extended unless the assignment is due the day of absence.

### **TRUANCY/UNEXCUSED ABSENCE (skipping):**

Truancy is defined as missing all or any part of a school day without the knowledge of both the parent/guardian and the school. A student leaving school without permission will be considered truant/unexcused absent. A student who is not in class but still on school grounds without a pass from a teacher or the office is considered truant/unexcused absent. Truancy is a disciplinary issue and will be handled by the building administrator.

### **CURRICULUM PHILOSOPHY**

During middle school, the student makes the transition from childhood to adolescence. This transition will be from dependency to responsibility. Mancelona Public Schools has a K-12 sequential curriculum. The scope and sequence of the concepts taught in Middle School classes are determined by State and local standards.

### **MIDDLE SCHOOL COURSE OFFERINGS:**

Grade 5	Language Arts	Science	Music	Computer Technology	Spanish
	Mathematics	Social Studies		Physical Education	Art
Grade 6-8	Language Arts	Science	Band	Computer Technology	Spanish
	Mathematics	Social Studies	Art	Physical Education	Journalism (7-8 only)
	Algebra I (8 <sup>th</sup> grade only)				

### **CURRICULUM PROCEDURES:**

The school district provides textbooks and needed classroom supplies to all students at no cost. Students are expected to give their books the best of care. FINES WILL BE LEVIED FOR UNDUE DAMAGES. Students are responsible for their assigned books.

Homework will be assigned regularly in many classes. Usually, daily homework for a class will not exceed 45 minutes. Homework will be corrected and it is often graded and counted towards the final grade. In order to receive full credit homework must be turned in on time!!! Failure to do so may result in an "F" for that assignment. The Middle School Library is a quiet area. It will be open most of the time. Students may be present in the library only when accompanied by a teacher or the library aide. Students may check out books for two weeks. The books may be renewed for one week if needed.

## **PARENT COMMUNICATION**

There are four, 9-week marking periods at Mancelona Middle School. The first two marking periods make up the first-semester and the second two marking periods make up the second-semester. Report cards are sent home ever nine weeks. Parents can contact teachers for more intermittent grade reporting. Parents can access our website for more detailed information and can look forward to our Middle School Newsletter (Ironmen Beat) as an informational guide. Parents can expect two official Parent/Teacher conferences throughout the year. However, families are strongly encouraged to contact teachers with concerns. Parents may expect Mancelona Middle School to communicate to them:

<i>Nine-week Report Cards</i>	<i>Notice of Retention</i>	<i>Chronic misbehavior</i>	<i>Charges owed to the school</i>
<i>Mid marking period progress reports</i>	<i>Serious infractions of school rules</i>	<i>Accidents or illnesses</i>	<i>Fall and spring parent/teacher conferences</i>
		<i>Excessive absence or tardy</i>	

## **GRADE POINT VALUES:**

A	4.00	B+	3.33	C+	2.33	D+	1.33	F	0.00
A-	3.67	B	3.00	C	2.00	D	1.00	I	0.00
		B-	2.67	C-	1.67	D-	0.67		

Students receiving an Incomplete (I) on report cards have 5 days from the last day of the marking period to make up the work.

## **EXTENDED LEARNING OPPORTUNITY (ELO):**

One of our goals at the Mancelona Middle School is to do our best to ensure your child is meeting their academic potential. We have implemented an Extended Learning Opportunity (ELO) program to aid us in this endeavor. Students who have not completed their daily work and are failing a class as a result will be offered ELO during their lunch time. If a student is invited to attend ELO for three consecutive days or five in two consecutive weeks the teacher will notify the family and an alternative will be discussed. In addition to the school work piece, students who exhibit disruptive behaviors will be asked to attend ELO as a disciplinary measure. This program is supervised and monitored by our teachers. Your child will receive a sack lunch from our cafeteria to allow full extent of ELO time. The sack lunches are the same cost as regular lunches purchased in the cafeteria. Your child will have a choice of items for his or her lunch.

## **RETENTION POLICY/SUMMER SCHOOL POLICY:**

A notice of retention will be mailed to parents if a student has failed to complete promotion requirements. Grades will be based on semester grades only. Criteria will apply to all regular education students and all special education students (with concurrence of an I.E.P.C. Committee).

A student will be considered for retention if he/she falls into one or more of the following categories:

1. Fails two or more classes (Math, Science, Social Studies, Language Arts) for the entire year.
2. Fails three or more classes each semester.
3. Fails three or more classes the second semester.
4. Has not maintained a "D-" grade point average for the entire school year. (0.67 points on a 4 point grading scale system).

Parents/Guardians with students in danger of retention will be notified by the middle of the 3<sup>rd</sup> marking period. The final decision for retention will be made at the conclusion of the second semester. A student who meets the retention criteria may be placed in the next grade on a probationary status. In such instances, failure to maintain a "C-" grade point may result in retention.

## **PARENT/TEACHER CONFERENCES:**

Parent/Teacher Conferences will occur during the first marking period and third marking period. Parents can discuss the progress of their child with all of his/her teachers. Information regarding the details of parent/teacher conferences will be sent home with students during the school year and will be scheduled on the yearly school Calendar.

A parent/teacher conference can occur at any time by contacting the appropriate teacher(s). Please call the Middle School Office (231) 587-9869 to schedule a time.

## **EXTRA CURRICULAR ACTIVITIES and POLICY:**

*Student Council, National Junior Honor Society, Girls Basketball (Grade 7 & 8), Wrestling, Journalism/Yrbook Club, Odyssey of the Mind, Boys Basketball (Grade 7 & 8) Ski School, Track, Football (Grade 7 & 8), Volleyball (Grade 7 & 8) and Cross Country*

Extra curricular is defined as any school sponsored activity for which an academic grade is not given. In order to participate in an extra curricular activity, a student shall receive at least a "C" current grade point average in each and every marking period and may not be failing any class.

Failure to adhere to this may result in a student being ineligible for participation in any extra curricular activity for nine weeks. The period of ineligibility will run from the time the computer printout of grades is received in the office until the next printout is received. The office will notify the student and the respective coach of the ineligibility. No semester grade will be used to determine eligibility, only nine-week grades.

Student athletes must follow all rules and regulations in the Mancelona Athletic Policy packet that will be handed out to each student who participates in any sport. Coaches will be responsible to hand these out after one week and the student has not brought up the grade to a "C", the student must take around an eligibility form to his/her teachers in order to participate in the activity. The student-athlete will remain ineligible until his/her grades are back to the recommended level for the marking period.

If a student becomes ineligible, the District will grant the student a probationary period during the marking period as follows:

The student will have five school days to bring his/her current grade point average to a "C" average with NO failing grades. The student who is on probation is to provide weekly to each teacher a form (provided by the principal's office). It will be the responsibility of the student to pick up this form, on which the current grade for each class is to be entered by each class instructor. The student then will take the form to the sponsor of the activity in which the student is involved. It will be the responsibility of the sponsor to make sure that the form is then returned to the principal's office. If after the five day period the student fails to maintain the current grade point average of "C" and/or fails one class or more, the student is ineligible for the next five school days as outlined above, and so on until the end of the marking period. The probationary period will NOT be offered on consecutive marking periods. An appeal board, consisting of the principal, a counselor, and the sponsor may be convened to hear appeals, due to unusual circumstances, concerning student eligibility. (Individual grades must be handled through the

individual teacher and may not be appealed to the appeal board.) **The appeal must be filed with the principal's office within five school days of receiving the notice of the ineligibility. The appeal board will meet within five (5) days.**

### **CHARACTER EDUCATION:**

An ancient Chinese proverb reads: *"What is a man if he has not integrity."* As part of our Character Education program at the Middle School integrity is a quality we encourage, and think is essential in raising responsible children. There are two important components of our Character Education program at the Middle School: Character Counts Coupons, and Recognition Announcements. There is no single script for effective character education. However, there are some fundamental principles that serve as criteria for an effective program, including:

- The School must be a caring learning community
- Effective character education requires an intentional, proactive approach
- Character education strives to develop students' intrinsic motivation
- The school must recruit parents and community members as full partners in the character-building effort

Some of our Character Education programs include, but are not limited to: Caught Red Handed where students are recognized weekly for exemplary behavior and approach to their role in school. We also have a Kudos 4 Kids program where students are recognized for their continued and exemplary participation in school. In addition to these two Character Education Programs each grade level has their own unique way of recognizing students as well as teaching students about quality character.

### **RULES AND REGULATIONS:**

The school is part of our whole learning community. In order for our school to be the best possible it is important that we establish a framework wherein all students have the right to learn. A basic responsibility of those who enjoy the rights of the school community is to respect and obey the rules and regulations.

One of the many goals at Mancelona Middle School is the establishment of a positive school climate that affords all students the opportunity to have the best educational experience possible. This climate is realized in an atmosphere where students and staff are respectful to one another. Middle School is a time of growth and maturation. Middle School is a place to learn how to make appropriate choices. Middle School is also a place to learn that unacceptable behavior and violation of school rules has consequences, some quite serious. To help towards this end we offer the "responsible thinking process."

### **RESPONSIBLE THINKING CLASSROOM (RTC):**

If a student is disrupting the learning process they will be given a prompt to discontinue the behavior. If the behavior is corrected immediately then no further intervention. If the behavior continues to disrupt then the student will be allowed to go to the RTC to write a plan for a successful return to learning. If a student is disruptive in the RTC then they go home for the rest of that day and all of the next. The student may not return to school until the Plan is completed and successfully negotiated with the teacher. The student will be asked to call home upon every second visit to the RTC. Overuse of the RTC will result in additional or alternative interventions including suspension. The RTC is viewed as a positive intervention intended to help students make better decisions regarding their role in school.

### **RESPONSIBILITIES OF STUDENTS:**

Attend school regularly, on time, prepared to learn, have all work completed to your best potential, and be respectful and responsible citizens of school.

### **ANTI-BULLYING:**

Bullying has been identified as one of the issues most concerning to students and staff. Our plan is to continue to initiate an anti-bullying program to help with the prevention of bullying. It's important to note that bullying is a difficult thing to stop all together. However, if students report bullying immediately and if parents can help in teaching their child what bullying is we will have a better chance of making sure your child does not come into contact with either direct or indirect bullying. As Principal, there are two things that I truly feel must not occur in school; Bullying and Disrespect. I will do all I can to make sure your child and all others can come to their school in a safe way and not have to feel as though something might happen to them today. Thank You!

### **CAFETERIA CONDUCT:**

The cafeteria serves breakfast and hot lunch daily throughout the school year. Breakfasts are \$1.00. Students may choose a tray lunch with milk for \$2.00 per day or make selections at varying prices from the sandwich or salad buffet tables. For students who prefer to bring sack lunches, milk is available at \$.25 per half-pint. Adult lunches are \$2.50.

Do not plan to charge lunches at Mancelona Middle School. The Federal Government provides a program for reduced prices for breakfasts and lunches through the schools. Qualification for the program is based on need. You may submit an application at the Middle School Office.

Students will have the option of staying in the cafeteria, going outside, or going to the library. Students who misbehave in the cafeteria will be assigned a seat away from friends and will need to remain in the cafeteria, in that seat, for the entire lunch period. Continued disruptions while in the "lunch room seat" will result in that student going home for that day and all of the next day. Students are not permitted to leave the (lunchroom) to return to their lockers. Students should bring what is needed to go outdoors or occupy time indoors with them to the lunchroom. Bathrooms will be open for use during the lunches.

Saving seats for others and taking seats are not allowed. Littering is not allowed. When finished eating dispose of your refuse in the litter barrel and return your tray to the cafeteria window. If a litterbug cannot be identified, it is everyone's responsibility at such table to clean up the mess. Once a student has gone outdoors he/she may not go back indoors until the end of the lunch period. While outdoors, remain in the area to the west of the Cafeteria and out of the pines. Students are sometimes authorized to leave the lunchroom in the daily bulletin or with a hall pass signed by a teacher. Please obtain approval from the lunch supervisor before leaving.

## **SCHOOL BUS RULES:**

- Students must be at the designated bus stop when the bus arrives.
- Students may be required to walk some distance to a bus stop as required by state regulations.
- Students should observe classroom conduct while riding the bus as well as specific bus rules.
- When arriving at school, students must enter school immediately.
- Student will be issued a ticket for a first violation and the parent/guardian will be contacted by the bus driver. This ticket must be signed by a parent/guardian and returned to the driver before the student will be allowed to ride again. The second violation, the student and family will be referred for a meeting with the principal, the bus driver and head bus driver and a one week suspension from bus riding privileges will be imposed. The third violation will result in additional days of suspension up to and including the year.

## **INTERNET/NETWORK ACCEPTABLE USE POLICY:**

Terms and conditions must be followed and signed by students, parents and teachers responsible for setting up and using an Internet account through the Mancelona Public Schools. **Violation of the agreement may result in any or all of the penalties listed:**

1. Loss of computer privileges, suspension, or expulsion from school.
2. Paying for damages, in replacement dollars, including servicing of equipment for damage by misuse and violation of this agreement.

## **DRESS AND GOOD GROOMING:**

Students wearing inappropriate clothing will not be allowed to attend classes and will need to go home to change. Violations that can be easily corrected will be done with a verbal reminder on the first occasion. Upon a need for a second reminder a one-day lunch detention will occur. If the behavior continues for a third violation there will be a one-day suspension and a parent conference to discuss the matter. Progressive discipline will apply at this point and additional suspension may be required. Caps, hats, headwear must be removed when students enter the building. Coats, jackets, shells, parkas, etc. must be removed and stored in lockers during the school day. Undergarments will not be visible while on school grounds. The health, safety and welfare of all students are the primary concerns of school officials. Any type of dress, behavior or practice which creates a dangerous condition, infringes upon the rights or safety of others, is obscene, or is disruptive to the school setting, is prohibited. This includes belts, pins, etc., depicting or promoting gang activity, alcohol, tobacco, sex and illegal substances is not appropriate for school. Students dressed in this manner will not be allowed to attend classes. Transparent, see through clothing or clothing that has been or appears to be cut/modified, clothing that exposes excessive skin, muscle shirts, tank tops, tank top dresses, torn clothing, halter tops and tops that do not remain in contact with the pants are not allowed. Appropriate shorts are allowed and must be worn in a manner that is not provocative, distasteful, or allows the bellybutton or skin of the buttocks to be exposed. The dress code applies to all school functions.

## **STUDENT CODE OF CONDUCT:**

Rules and expectations of the school-community guarantee the rights of its members to and from school and at school activities both on and off school property. A basic responsibility of those who enjoy the rights of the school community is to respect and obey the rules and expectations. A basic responsibility of school authorities is to regulate the school-community with expectations that are necessary.

### **General responsibilities of all students include, but are not limited to:**

- Attending school prepared to learn to the best of their abilities
- Follow the reasonable requests, instructions, and directions of personnel
- Respect the rights and property of others
- Use proper language, etiquette, and meet reasonable standards of health, cleanliness, and safety
- Devote their energies towards realizing full potential as a student
- Help maintain and improve the school environment and school spirit
- Follow Federal, State, and local laws

## **INTERVENTIONS - LEVEL I, II, III**

The following behaviors, as evaluated by administrators, shall be grounds for disciplinary action. Each behavior is classified as a Level 1, 2, or 3 when determining interventions. All levels of interventions can be adjusted depending upon severity or repetition of the offense.

### **Level I - Interventions**

Administrators and staff may use the following intervention strategies and disciplinary actions for Level I incidents:

- Principal Conference w/student and/or parent
- Counseling / Student Services referral
- Positive Behavioral Support Contracts
- Schedule Change/Reduction
- School Detention (before/after school or during lunch)
- Community Service Agreements
- Denial of Participation in class/school activities
- In or Out of School Suspension 1 to 10 days
- Law Enforcement Notification, Truancy / Probate court contact
- Other as deemed reasonable by the Principal

### **Level II - Interventions**

- Any school response to a Level I violation at a progressive rate of application
- School Board Recommendation for long term suspension or expulsion

### **Level III - Interventions**

- Any school response to a Level I or II violation
- Placement in an alternative education program or setting
- Referral for emotional, behavioral or chemical-dependency evaluation

### **DISCIPLINARY INFRACTIONS:**

1. **Assault:** (L-3) Physical and/or verbal actions that place a person in apprehension of injury
2. **Cheating/Lying/Forgery:** (L-2to3) Misrepresenting facts, offering misleading information or not being truthful
3. **Drugs/Alcohol:** (L-3) A person will not possess, use, distribute, transfer, offer to buy or sell or purport to buy or sell, a controlled or non-controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance or alcohol
4. **Disrespect:** (L-1) Showing a lack of courteous towards others
5. **False alarms/Bomb Reports/Tampering with alarm system:** (L-3) Issuing, by word or act, a false or misleading report of fire, explosives, etc.
6. **Fireworks:** (L-3) A student will not use, possess, handle, transmit, conceal, or use any firecrackers or fireworks device(s)
7. **Gambling:** (L-2to3) A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded
8. **Harassment/Bullying/Intimidation:** (L-3) causing an unwanted environment to be created for another person through acts such as: facial expressions, intimidating remarks or action, writing or verbal attacks, spreading rumors or other that causes one to feel poorly
9. **Horseplay:** (L-1) Conducting ones self in a manner that may be dangerous to self and others
10. **Insubordination:** (L-3) Refusing to follow the directives or requests of a staff member
11. **Leaving campus/class without permission** (L-1) at any time during the school day is truancy
12. **Possessing Drug Paraphernalia:** (L-3) Possessing any item or article that might be used with/for an illegal drug
13. **Possession of Stolen Property:** (L-3) Having possession of property that does not belong to the student
14. **Public Display of Affection:** (L-1to3) Acts of affection that go beyond accepted salutations
15. **Sexual Harassment:** (L-3) A student may not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other person
16. **Substance Abuse:** (L-3) Parents will be informed and requested to pick up their child immediately if he/she is found to be in possession or under the influence of alcohol or drugs within the confines of the school. Appropriate authorities will be contacted.
17. **Technology Abuse:** (L-1to3) A student will not violate the district's technology use guidelines.
18. **Tobacco:** (L-3) Use or possession of tobacco in any form is prohibited on school property or school events
19. **Trespass:** (L-1to3) Entering school property without proper permission
20. **Vandalism:** (L-1to3) Destruction of property
21. **Weapons:** (L-3) Possessing, using, threatening to use, transferring any weapon or instrument capable of inflicting bodily injury

### **SEARCH AND SEIZURE:**

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession The Board of Education has charged school authorities with the responsibilities of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student.

### **SUSPENSION:**

The Board of Education authorizes administration to invoke and terminate suspensions when violations of school rules occur. Every reasonable effort should be made by staff to resolve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary and implemented according to the following stipulations:

A student assigned a school suspension will receive an excused absence. Parents will be notified by phone of all suspension and a suspension-letter will be sent home for those suspensions in excess of three days. The school will do its best to make available all necessary work to be complete upon the student's return. A student on suspension may not participate in any extra-curricular activities and is not allowed to be present on school grounds beyond the school day.

- A. Short Term Suspension: (Up to ten (10) days) and will require a parent meeting upon the student's return
- B. Long Term Suspension: (Exceeds ten (10) days): This type of suspension will be for a specified period of time and will terminate at the end of that time, or upon the fulfillment of a specific set of conditions. It will include a parent conference prior to the return of the student.

### **APPEAL OF SUSPENSION:**

Students and parents have the right to appeal any discipline action in writing to the building administrator. An appeal must satisfy at least one or both of the following criteria:

The violation as reported did not occur and/or Consequences in the handbook were improperly administered.

Written appeals should be directed to Office of the Principal: Mancelona Middle School, P.O. Box 739, Mancelona, MI 49659

### **EXPULSION:**

Expulsion is removal from school for the year or permanently. The Principal may recommend this to the Superintendent if a student is determined to be guilty of gross conduct.

### **PROGRESSIVE DISCIPLINE:**

Once a determination is made on the level of infraction and the subsequent intervention a student will have established an entry level of discipline. From that time forward, additional interventions will be progressive. (i.e., a student is disrespectful to another person...First referral may be a lunch detention, second referral may be a one-day suspension, third offense is two days suspension and so on)

**RESPONSE TO INTERVENTION (RI)**

Students who struggle with either academic or behavior issues will be identified early. They will be monitored until such time as they are able to work independent of the school's extra help. Positive Behavior Support Plans will be used to help students in their decision-making with regard to their studies and behavior. Teachers and Administration will establish a student success team who will meet regularly to discuss student progress. Every effort will be made to ensure that all students are receiving the best education possible.

MANCELONA MIDDLE SCHOOL  
School Calendar 2009-2010  
As of August 1, 2009

September 2, 2009	Professional Dev. day for teachers	January 22, 2010	No School for students – A.M. Professional Dev. P.M. (Record Day) - End of 1st Semester
September 3, 2009	Prof. Dev./Teacher work Day- Meet the Teacher Night	January 26, 2010	1 <sup>st</sup> Semester Report Cards Distributed
September 8, 2009	First day of School – full day for students and teachers	February 12, 2010	No School – Midwinter Recess
September 29, 2009	Middle School Pictures (8:15 a.m.)	February 15, 2010	No School – Midwinter Recess
October 7, 2009	Progress Reports Distributed – 1 <sup>st</sup> Marking Period	February 22, 2010	Progress Reports Distributed – 3 <sup>rd</sup> Marking Period
November 2, 2009	No school for students – full day for staff (RSDD)	March 5, 2010	No school for students – full day for staff, Prof. Dev.
November 6, 2009	End of 1 <sup>st</sup> Marking Period	March 19, 2010	3 <sup>rd</sup> Marking Period Ends
November 12, 2009	No school for students – A.M. Professional Dev. P.M. Parent/Teacher Conference (1 <sup>st</sup> Marking Period Report Cards Go Out)	March 25, 2010	½ day students – Parent/Teacher Conference (3 <sup>rd</sup> Marking Period Report Cards Will be Distributed)
November 25, 2009	No School for students – A.M. Professional Dev.	March 26, 2010	½ day students and staff - Spring Recess
November 30, 2009	School Resumes	April 6, 2010	School Resumes
December 14, 2009	Progress Reports Distributed - 2 <sup>nd</sup> Marking Period	May 5, 2010	Period Prog. Reports Distributed – 4 <sup>th</sup> Marking Period
December 23, 2009	No School Winter Recess Begins	May 31, 2010	No School – Memorial Day Recess
January 4, 2010	School Resumes	June 10, 2010	Last day of school – ½ day students, full day for staff
		June 11, 2010	Mail Report Cards