

MANCELONA MIDDLE SCHOOL 2011-2012 PARENT /STUDENT HANDBOOK

Chad Culver Principal
Bethany Onthank Counselor
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49659

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www.Mancelonaschools.org

SCHOOL HOURS

School begins at 8:15 and ends at 3:15
Teachers are on duty from 8:10 to 3:20
Breakfast begins at 7:45
Middle School doors open at 7:45; close at 4:00

STRONG KIDS, STRONG EDUCATION!

Dear Students and Families:

A new year welcomes you to Mancelona Middle School. The middle level years are an exciting time of growth for kids academically, physically, socially and emotionally. Mancelona Middle School is planned, organized and staffed to provide an excellent learning environment for your child. We strive to create an atmosphere that bridges the gap from the self contained classrooms of elementary school to the fuller independence of high school. We try to encourage the development of positive values and attitudes about peers and society in addition to providing the highest levels of student learning. We provide a close student-teacher relationship through common teacher-planning, seminar, and academic intervention for all students. We place a high value on helping students assume more responsibility for their education during the years at Mancelona Middle School. This handbook is designed to be an informative guide for students and parents regarding the policies and procedures of your school. We strongly encourage students and parents to review this handbook and contact the office if you have any questions.

Sincerely,

Chad J. Culver
Principal

Ironmen SPIRIT

S Strength of Character
P Pride
I Integrity
R Respect and Responsibility
I Interest in Helping Others
T Trustworthiness

MANCELONA PUBLIC SCHOOLS

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.

BELIEFS

1. The primary function of education is teaching and learning through thinking.
2. Each student can learn and achieve regardless of previous academic performance, family background, socio-economic status, race or gender.
3. The school experience contributes positively to each student's intellectual, social, behavioral, physical and emotional development.
4. Effective communication and participation are necessary among members of the school and community in order to achieve the middle school mission.
5. Administrators, teachers, and support staff make a key difference in the quality of education each student receives.
6. Family involvement enhances the quality of education and learning programs for our students.
7. There is a positive correlation between student academic achievement and staff expectations.
8. A quality educational program depends upon the selection of the material and continual professional development.
9. Time for collaborative long-range planning, curriculum development and collegial discussions are essential to quality education.
10. School board policies and decisions are essential in guiding the middle school mission and planning.

STATEMENT OF VISION

1. We are the stewards of education within an outstanding school district, which includes all staff.
2. We primarily serve the students in fifth through eighth grade, as well as the community of Mancelona Public Schools through a quality research-based education program.
3. Our primary reason for existence is to improve the quality of instructions offered to our students.
4. Emphasizing a solid foundation of academic focus in an atmosphere of support and concern for each student as a learner with individual academic, social, and emotional needs.
5. Providing facilities and resources that promote the teaching and learning of our whole curriculum.
6. Providing of opportunities for students to explore a variety of methodologies for learning.
7. To help our students to reach their highest learning potential.
8. To provide quality curricular programming for each student.
9. To live according to our values of excellence, service and commitment to our students.

EDUCATIONAL GOALS

1. To provide a cooperative academic community that facilitates the opportunity to develop the skills necessary for learning, creative thinking, problem solving, leadership and personal expressions.
2. To provide an atmosphere in which the individual is encouraged to respect the dignity and uniqueness of self and others.
3. To encourage classroom situations that provide for the individual differences and capabilities of students.
4. To develop the skills necessary to become self-directed, responsible learners.
5. To foster the ability to make rational decisions and accept the consequences of such actions.
6. To be able to live and work together in a SPIRIT of cooperation.
7. To understand the rights, privileges, responsibilities and duties of citizenship.
8. To provide a variety of experiences and the opportunity to explore interests within the curricular areas.
9. To present opportunities for the student to participate in a variety of social and extracurricular activities, to explore personal interests, to learn to use leisure time, and to develop a sense of social responsibility and sportsmanship.
10. To develop the capabilities to adjust successfully to an ever changing society.

MANCELONA PUBLIC SCHOOLS BOARD OF EDUCATION

Mr. Tom Ross	President	Mrs. Amy Derrer	Vice President
Ms. Kathy Harden	Treasurer	Mrs. Kim Musselman	Secretary
Mr. Jerry Cook	Trustee	Mr. Burt Thompson	Trustee
Mr. Mike Domsic	Trustee		

SCHOOL DISTRICT ADMINISTRATION

Mr. Jeff DiRosa	Superintendent
Mr. Joe Clark	High School Principal
Mr. Chad Culver	Middle School Principal
Mr. Trent Naumcheff	Elementary Principal

MIDDLE SCHOOL STAFF

Principal	Chad Culver	ext. 222	Counselor	Bethany Onthank	ext. 224
Secretary	Georgia Homan	ext. 237	Office Asst.	Donna Conway	ext. 223
Fifth Grade	Susan DiRosa	ext. 253	Sixth Grade	Deb Manning	ext. 248
Fifth Grade	Karen Kolasa	ext. 254	Sixth Grade	Louise Hinds	ext. 247
Fifth Grade	Lori Kirby	ext. 252	Sixth Grade	Barb Costello	ext. 244
7 th /8 th Grade	Matt Smith	ext. 257	7 th /8 th Grade	Mike Southwell	ext. 259
7 th /8 th Grade	Amy Bernthal	ext. 263	7 th /8 th Grade	Jamie Oppermann	ext. 261
7 th /8 th Grade	Joleen McCain	ext. 264	7 th /8 th Grade	Sarah Schrader	ext. 260
Special Ed.	Ricky Pina	ext. 246	Special Ed.	Kim Raymond	ext. 265
Phys. Ed.	Kurt Dingman	ext. 238	Fine Arts/Music	Chandra LaPointe	ext. 204
Band	Jessica Tippet	ext. 267			
Special Ed. Aide	Malisa McCarty		Title Aide	Renee Elder	
Special Ed. Aide	Dorri Baran		Title Aide	Lisa Schepperley	
Library Aide	Donna Jones		Title Aide	Kathy Neeland	

STUDENT/ADULT VISITORS:

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. All other visitors must be approved by the Principal.

MEDICAL PROCEDURES: WE MUST HAVE A CURRENT 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. 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.

EMERGENCY SCHOOL CLOSING:

Please do not call the 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. **The Instant Alert System will be used to contact families.**

INSTANT ALERT:

In the event of school closings, schedule changes and other important information that needs to be communicated to families we will use Instant Alert. You can receive one or all of the following: Voice, text messaging and e-mails that let you know of the important information. Use our online service for setting up your Instant Alert account. **Please be sure your information is updated with the school.**

ATTENDANCE POLICY

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.

- The parent/guardian is requested to call the Middle School Office (231)587-9869 by 9:30 am each day of an absence.
- Excessive absences may result in notification to the Truancy Officer.
- Parents will be notified of their child's absences at each progress report and report card time.

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. Additionally, an extra parent/teacher conference can occur at anytime during the school year by contacting the appropriate teacher(s). DURING P/T CONF. THE SCHOOL WILL OFFER TUTORIALS REGARDING HOW TO ACCESS POWER SCHOOL, SET UP YOUR ACCOUNT AND OTHER IMPORTANT TECHNOLOGY QUESTIONS YOU MAY HAVE.

WORK MISSED DUE TO ABSENCE:

A student is **expected to ask** his/her teachers for the work missed during absences. 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. During a school suspension, students will be required to complete all assignments provided - prior to their return.

LATE HOMEWORK POLICY:

Daily Assignments

All daily work is due at the beginning of class. Late work is any work that is not turned in to the class teacher on the due day. Assignments turned in late will be reduced one full grade for each day late not to exceed four days. After four days, the assignments will not be accepted.

Absentee Policy

A student who is absent the day an assignment is due may turn in that assignment the following day. Students who are absent for an extended period of time have one day per absence to turn in homework assignments. If work was assigned prior to the absence, it may be due upon return.

Major Projects and Writing Assignments

All major projects and assignments are assigned well in advance. Therefore all late work procedures and policies will be enforced. As is the case with ALL assignments, students are given ample time to complete their work. This includes school time as well as homework time. If students use their class time well there will be little need for too much homework.

Extra Credit

Students with missing assignments will not be permitted to do extra credit to improve their overall class grade. If a student would like to do extra credit to improve their grade they will first have to complete the missing assignment for zero points prior to the extra credit assignment being offered. Extra credit work is not intended to replace required assignments.

Late Homework Passes

Each student will be given four late homework passes at the beginning of the year and then four additional passes each new marking period. Because the school realizes that sometimes there are unavoidable circumstances regarding late homework, these passes will help students when those instances present. Late homework passes **cannot** be used if the assignment is more than four (4) days late. Late Homework Passes that are NOT used can be redeemed at the end of a marking period as extra credit.

Power School

Parents and students both have access to Power School. Power School can be found on the Mancelona Public Schools website. Power School is where you can view your child's current grades, check on missing/late assignments and review attendance information. Teachers will be updating their grades by each Monday. Please contact the office if you are having difficulty accessing this site.

MIDDLE SCHOOL GRADING AND REPORT CARDS:

A's ~ 90-100 B's ~ 80-89 C's ~ 70-79 D's ~ 60-69 E ~ below 60

The Middle School sends reports cards each nine weeks and progress reports at the mid-point of each marking period. Each progress report and report card will show your child's grades as well as important attendance information.

POSITIVE BEHAVIOR SUPPORTS AND STUDENT ACKNOWLEDGEMENT

"Positive Behavior Supports" (PBS) focuses school staff efforts on addressing four systems in schools that are critical to promoting learning through developing students' skills in assuming responsibility for their behavioral choices. These systems include:

- School Wide Systems (what is done for all students; i.e., MiBLSi)
- Specific Setting Systems (managing recess, hallways, lunch areas, etc.)
- Classroom Systems (keeping classrooms and building systems consistent)
- Individual Systems (supporting high risk students with individual plans)

Mancelona Middle School (MMS) will focus on site-specific outcomes to measure success. MMS will continue to use our MiBLSi Leadership Team to help monitor the status and success of our behavior management system.

Some of the ways in which we plan to recognize our students are as follows:

- Honor roll is now divided into three categories: All A's, All A's and B's and 3.0 w/no E's
- Ironmen SPIRIT Award is offered to those students who have zero behavior referrals for the marking period
- Perfect Attendance Award is offered to those students who have perfect attendance for the marking period
- Principal's Award is offered to one student from each grade level each month. This award is for outstanding effort and progress
- Classroom Rewards will be afforded students by teachers and will vary from classroom to classroom
- School-wide Behavioral Expectation Awards offered daily to students to follow expected rules.

POSITIVE ACADEMIC SUPPORTS

Academic Intervention Center (AIC) services help students who are struggling to achieve the learning standards within their classes. All students are eligible for AIC services based on teacher recommendation, state assessments, current grades and progress as well as parent request. If students are determined to be at-risk and not meeting expected standards, Mancelona Middle School will use the AIC as a positive academic support to help promote better decision-making and advance learning capabilities. Some of the AIC services include:

- Extra instructional time to help students achieve the learning standards in a specific subject area
- A neutral venue in which to take or retake tests, quizzes and exams
- Support services to help students overcome barriers that are affecting their ability to learn, such as attendance problems, family related issues, mentoring and tutoring, and discipline concerns.

Response to Intervention (RTI) is a multi-tiered, problem-solving approach that identifies general education students struggling in academic and behavioral areas early and provides them with systematically applied strategies and targeted instruction at varying levels of intervention. Some of the components of RTI include:

- Appropriate instruction delivered to all students in the general education class by highly qualified personnel. Appropriate instruction in reading including scientifically research-based reading programs that include explicit and systematic instruction.
- Screenings applied to all students several times each year aimed at identifying those students who are not making academic progress at expected rates.
- Instruction matched to student need with increasingly intensive levels of targeted intervention and instruction for students who do not make satisfactory progress in their levels of performance and/or their rate of learning to meet age and grade level standards.
- Repeated assessments of student achievement which should include curriculum based measures to determine if interventions are resulting in student progress towards standards. This information will be used to make educational decisions about changes in goals, instruction and/or services as well as the decision to make a referral for specialized services.

The implementation of a well-developed and high quality RTI program takes time, planning and professional development. Mancelona Middle School, in cooperation with the District, has dedicated itself to doing whatever necessary to continue to provide a world class education for your child.

Title I services are provided to our struggling learners. Parents of eligible students are encouraged to become involved in decisions related to your child's education. The school will inform parents of those students who meet the requirement for such services. The school will also provide, upon request, information of your child's academic status and progress. Students who meet the need for Title I services will be allowed exemption from any portion of a class in which they must miss due to the provision of Title I services.

Mancelona Middle School offers a variety of assessments to measure your child's learning and to improve curriculum and instruction. We strive to implement a balanced system that provides an understanding of how well your child is achieving. There are two areas of focus for assessment:

- **Assessment FOR learning** occurs during teaching and learning and focuses on on-going improvement. Teachers check your child's understanding through in-class work, homework, quizzes, etc. These assessments are on-going, so teachers can modify lessons to make sure your child is learning. Your child will receive feedback regarding how they are doing, where they are in their learning and where they are going.
- **Assessment OF learning** gathers information about how well your child has mastered what they should know and be able to do in their grade level. The MEAP is this kind of test. This state-mandated testing program measures what your child has already learned and provides accountability to parents and the community.

RETENTION POLICY/SUMMER SCHOOL POLICY:

A notice of retention will be mailed to parents if a student has failed to complete promotion requirements.

Promotion will be based on semester grades. A student will be considered for retention if he/she falls into one the following categories:

- a. less than a 60% (E) semester average in two(2) core classes all year
- b. less than a 60% (E) semester average in three(3) core classes in a semester

ANTI BULLYING POLICY:

Mancelona Middle School (MMS) recognizes that bullying is an inappropriate behavior that has destructive and negative effects on individual students and on the overall climate of a school. MMS believes that all students are entitled to a safe and secure learning environment; bullying works against the achievement of that goal. Bullying is a behavior that should never be tolerated. It is important that teachers, students, and parents take a stand against all bullying behaviors.

MMS staff is committed to a policy that identifies and corrects those students who become involved in bullying behaviors. MMS expects that all students will refrain from becoming involved in any bullying behaviors. Failure to comply with these expectations will result in disciplinary action. In addition, it is expected that all bystanders (third party witnesses) will refrain from supporting bullying behaviors in either an active or passive manner and will report bullying behaviors to the appropriate authorities.

Each year, MMS staff will educate students in all grade levels to help them identify and respond to the dangers of bullying. Bullying is defined as a deliberately hurtful behavior that is repeated over a period of time and results in those being bullied not being able to defend themselves. The three main types of bullying are physical, verbal (direct and indirect) and relational.

Students who become involved in bullying will be subject to the following four-step process:

Step 1: A student who is bullied by another student should contact an adult (parent, teacher, coach, mentor, or counselor). Likewise a bystander should also contact an adult.

Step 2: If a second incident were to occur, the victim should address the bully and clearly inform him/her that the actions/words have been harmful and should be stopped. In addition, the victim should contact the same adult as contacted previously.

Step 3: In the unfortunate event of a third incident, the victim should report the bullying to the Principal and have a parent complete the "Bullying Reporting Form" (a copy is included at the back of this handbook, on the website and in the office). The Principal will investigate the incident once a complaint form has been submitted. Appropriate action will be taken against the bully including a "Cease and Desist Order." Additionally, the Principal will contact the parents of the "bully" to inform of the complaint being issued and the consequences for the actions. The victim will not need to prove that he/she was bullied; the bully will be expected to prove to the Principal that he/she did not violate the policy. Be advised that false or misleading accusations against another student will result in consequences for the student reporting.

Step 4: If a student defies the "Cease and Desist Order" and continues the bullying behavior, he/she may be suspended from school.



Anti-Bullying

The Mancelona Middle School has implemented the following programs and curricula to promote anti-bullying:

Building Wide Initiatives

- MiBLSi - PBIS
- Mentor / Mentee Program
- Peer Mentoring
- Choose Success
- New Student Orientation
- Assemblies and Field Trips

Positive Behavior Supports

- Honor Roll
- Ironmen SPIRIT Award
- Student of the Month
- Caught Red Handed
- Positive Parent Contacts
- Kudos 4 Kids
- Classroom Recognition
- Stellar Performance

Disciplinary Intervention

- Parent Collaboration
- Educational Success Team
- Conference with Principal
- Conference with Counselor
- AIC Referral with Essay
- Behavior Monitor Sheets
- Student Handbook

Community Collaboration

- Choose Success / CIS
- Ironmen Health Center
- Mentoring
- DARE program

Guidance Intervention

- Group Counseling
- One-on-one Counseling
- Character Education Lessons

Curricular Integration

- **Social Studies**
 - Civil Rights Unit
 - Holocaust Unit
 - Core Democratic Values
- **English Language Arts**
 - Novels: "Outsiders", "Touching Spirit Bear", "Devil's Arithmetic", "Bad Boy", "Maniac Magee"
 - Magazines, articles, letters and informational text
 - Writing Assignments/Poetry
 - Reflective & Persuasive Essays
 - Graphic organizers & Fact/Fiction
- **World Language**
 - Movie "Selena"
- **Math & Science**
 - Anti-Bullying Week
 - Posters, contest, fun

CAFETERIA CONDUCT:

Students must maintain themselves in an appropriate manner that does not infringe on the rights of other students. Additional rules and expectations will be posted in the cafeteria with the expectation that they are followed each day.

SCHOOL BUS RULES:

- Students must be at the designated bus stop when the bus arrives.
- Students must observe specific bus rules as posted on the bus.
- When arriving at school, students must enter school immediately.

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:**

Loss of computer privileges, suspension, or expulsion from school, paying for damages including servicing of equipment for damage by misuse and violation of this agreement.

DRESS CODE:

Caps, hats, gloves, 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. 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. Attire, including belts, pins, bandanas 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 (including low cut tops exposing cleavage), muscle shirts, tank tops (2" wide straps), tank top dresses (2" wide straps), torn clothing, halter tops and tops that do not remain in contact with the pants are not allowed. Shirts and dresses that are sleeveless by design may be worn if it meets the above restrictions. Undergarments will not be visible while at school (for example: pants must be worn in a manner that eliminates the chance of undergarments becoming visible). Appropriate shorts and skirts are allowed and must be worn in a manner that is not provocative or distasteful. Shorts or skirts that do not reach the fingertips are considered too short for the school setting. Pajamas or clothing that closely resembles pajamas are not to be worn in school. The dress code applies to all school functions. Athletic attire that falls somewhat within the aforementioned areas must be appropriate for the activity and limited to Physical Education class and athletic facilities. Students wearing inappropriate clothing may be sent home for the day. Leggings may be worn, but are considered undergarments. All dress code provisions will be applied.

CELL PHONES and ELECTRONICS:

Seventh and eighth grade students will receive the privilege of cell phone and other electronic device use during lunch time ONLY, but NOT during class hours. Fifth and Sixth graders will need to keep them turned off and in their lockers. First violation will result in the phone being taken away and given back at the end of the day. Second violation will result in a parent having to pick up the phone in the office. Subsequent violations will be deemed insubordination and result in a one-day detention and parent pick-up.

BIKES and SKATEBOARDS:

Skateboards are not allowed on the bus. Skateboards and bikes are not to be ridden on the sidewalks of school property or around busses.

MEDICATION AT SCHOOL:

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

AEROSOLS:

Airborne items such as body sprays, deodorants and perfumes are not to be used in the school outside of the gym locker room.

CANDY and POP:

Candy and pop will not be permitted in the halls or classrooms. Those items brought for lunch time only must be stored in lockers and taken to the lunch room for consumption. This includes gum within the classrooms.

NATIONAL JUNIOR HONOR SOCIETY

Membership in the National Honor Society is recognized nationally as one of the highest honors that can be bestowed upon a middle school student. Membership carries with it a responsibility and should be considered the beginning of an obligation.

To be eligible for membership a student (6th-8th grade) must achieve a 3.25 GPA scholastic requirement, have faculty approval and successfully complete the application process.

STUDENT COUNCIL

Democratic living can be enhanced by active participation. Student Council is the means of active participation in school government. All students are eligible to participate in Student Council.

WEATHER and LOCKDOWN DRILLS

Each room is equipped with instructions for evacuation during fire drills. The students should acquaint themselves with these directions as soon as possible for each of their classes. The teacher is responsible for giving complete directions to be followed during the drill. Tornado drills will be held in the fall and spring each year. These drills must be taken seriously in order to provide safety for all students. Lockdown drills will be conducted at least twice during a school year. The teacher's will again provide ample instruction and strict adherence to following the rules is required.

LOCKERS:

Lockers will be assigned to students. Only school locks are permitted. School locks, for 8th grade lockers only, can be purchased for 5.00 and the money will be returned when the lock is returned. Lockers must be kept clean and neat as they represent an extension of the classroom.

STUDENT PLANNER POLICY:

Organization and accountability are keys to success. In order to help our students learn organization practices and stay organized, student planners are required for all students. Student Planners serve as each student's hall pass. Therefore, students **must** keep their planners with them at all times. Students **will not** be allowed outside the class without a planner. Each student will be provided a planner free of charge on the first day of school. If a student loses his or her planner they will need to purchase another one from the school at a cost of 5.00 dollars.

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:

Parents will be notified by phone of all suspensions 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 any school grounds beyond the school day.

APPEAL OF SUSPENSION:

Students and parents have the right to appeal any disciplinary action in writing to the building administrator. An appeal must satisfy the following criteria: *The violation as reported did not occur.*

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

ALTERNATIVE TO SUSPENSION

The goal of providing alternatives to suspension is to reduce the number of days a student misses school due to out-of-school suspension. The school would like to be able to provide more direct support to students who reach a level of behavior that indicates a need for work in conflict resolution, problem-solving, and/or anger management. We would also like to build stronger home-school connections to support behavioral expectations as well provide an avenue to share concerns.

If a child reaches a level of behavior that is chronic and/or serious in nature, suspension is one option to responding to such behavior. Suspension, however, may not provide the change that is needed to help a student become more successfully engaged in the routines of the school day. An ALTERNATIVE TO SUSPENSION option may be offered that engages the family in working to support their child so he/she is successful in school.

Parents/Guardians of students who have received a referral that warrants a suspension will be given the option for family counseling in lieu of some of the suspension time. When a consequence reaches a level of suspension, parents may have the option to set up family counseling sessions to address the student's behavior and to help work to build more appropriate replacement behaviors in the future. The counseling sessions will need to be set up by the family and be properly documented to the Principal. The Middle School Counselor may be one option as well as other reputable counseling agencies. In many cases a school social worker, psychologist or school counselor can be helpful in guiding you in the right direction to start counseling

In order for students to experience success within the learning environment, students must have a sense of belonging, knowledge of the behavioral expectations, and an understanding that actions have consequences. Discipline referrals need to clearly outline the incident and a thorough investigation needs to be conducted to have a complete picture of what happened. The discipline referral will be provided to the family counseling personnel who will work with the family.

- Step 1. The school will notify you that your child has been suspended from school. Suspension in excess of three (3) days will also include a suspension letter mailed to the child's primary home.
- Step 2. Parents/Guardians wishing to exercise the *Alternative to Suspension* provision will need to sign the A.S. Agreement. (See appendix; a copy can be found on the website as well as in the office)
- Step 3. The Parents will be provide the school with confirmation that counseling was completed. (i.e., letter from the counselor)
- Step 4. Counseling sessions must be completed within a reasonable amount of time. Each hour of counseling will reduce a suspension by one day. (i.e., three hours of family counseling can remove an entire three day suspension).

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 misconduct.

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 detention, third offense is progressive from the previous intervention).

STEPS TO RESOLVE CONCERNS:

Board policy sets out a hierarchy of contact. Concerns should be addressed first to the staff member involved and then followed in this order, if needed:

- Teacher
- School principal or principal's designee
- Superintendent or superintendent's designee
- Board of Education

School personnel will ensure prompt and equitable resolution of complaints. Complaints should be reported immediately to help ensure fair and accurate resolution. **It is difficult to resolve issues that are not reported in a timely manner.**

VOLUNTEERING AT SCHOOL (Keep an eye out for our *Parent SPIRIT Committee!*)

Parents are important for the success of the school and contribute their time, expertise and energy in many ways. Parent Volunteer Brochures are available at each Parent Conference as well as in the office. Please feel comfortable approaching any school personnel and asking for ways to help out. You can also contact Central Office at 587-9764 ext. 219 to begin a mandated process for background checks of all volunteers.

EDUCATIONAL SUPPORT TEAM

Mancelona Middle School is committed to assisting all students to reach their full potential academically as well as socially. The Educational Support Team, (EST), meets by grade level monthly to review student academic progress, attendance, discipline, and other student data that may help us to better serve our student population. The team may recommend various interventions or plans to assist the student and family to better meet grade level and behavioral expectations. Parents are an important partner in this process and input is welcomed. Please contact the Guidance Counselor for more information.

MiBLSi

MiBLSi stands for Michigan's Behavior and Learning Support Initiative. It is a grant program through the State of Michigan that helps schools implement a Positive Behavior Support Plan and reading interventions.

The State has mandated that all schools implement a Positive Behavior Support Plan and offered this training grant to Mancelona Middle School beginning 2011-2012.

There are two main parts of the MiBLSi program. The first part is a Positive Behavioral Interventions & Supports (PBIS) Plan. The theory behind PBIS is that in order to change problem behavior you must teach expected behavior and then positively reinforce that behavior.

To reinforce expected behaviors, the staff is working on specifically complementing expected behaviors. Currently we use several programs as a universal building-wide positive behavior reinforcement program. Several other programs are being used within specific grade levels as well as throughout the building.

We are finding that by rewarding positive behavior simultaneously with holding a firm line on negative behavior students are better able to enjoy their school time. As is in many middle schools around the country, negative behaviors seem to increase after elementary school. Here at Mancelona Middle School we are no exception. The very good news is that we have over 300 students and we are finding that only a small handful of those 300 make their way to the office or AIC for disciplinary action. The vast majority of our students come to school ready to truly enjoy the experience! We want to continue to encourage students to find school a wonderful place to not only learn, but to socialize, make friends and add wonderful memories to their lives. To this end, we will be taking a firm stance on negative behavior as they detract from other's ability to enjoy school to its fullest.

If a family finds that their child is ending up in the office too much, please contact the school to find out how you can help to curb this behavior. We need parent's help with those students who 'get into trouble' too much.

To address the reading portion of the grant, all students will be screened three times each year for reading difficulties. This data will be used to help identify students needing extra help. Specific reading interventions will be offered to all students. Contact your teacher to learn more about how the Middle School is best serving your child in their reading capabilities.

MiBLSi EXPECTATIONS MATRIX

MS Students will be taught the tenants of the Ironmen SPIRIT. These expectations will become a daily routine for our students.

Ironmen SPIRIT	Arrival/ Departure	Hallway/ Common Areas	Classroom/ Instructional Areas	Restrooms
<u>S</u>trength of Character	*Be friendly & courteous *Report inappropriate conduct	*Be friendly & courteous *Report inappropriate conduct	*Ask for help *Avoid distractions *Report inappropriate conduct	*Report inappropriate conduct
<u>P</u>ride	*Be polite *Greet others appropriately	*Put trash in trash cans	*Put forth your best effort *Turn in neat, legible work	*Keep area clean & graffiti free
<u>I</u>ntegrity	*Be prepared	*Be polite & positive	* Be Prepared *Value others *Learn from mistakes	*Observe personal space
<u>R</u>espect & Responsibility	*Walk to your destination *Stay in designated areas *Turn off & secure all electronic devices	*Walk to your destination *Have a hall pass/planner *Go directly to your destination *Quiet voices *Observe personal space	*Be on time *Raise your hand *Wait patiently *Be an active participant *Turn in assignments on time	*Quiet voices *Use facilities appropriately *Flush toilet after use *Put trash in trash cans
<u>I</u>nterest in Helping Others	*Value others *Assist peers	*Be aware of others *Assist peers	*Be an active participant *Work together to solve problems *Give praise & encouragement to others	*Keep area clean & graffiti free
<u>T</u>rustworthiness	*Report inappropriate conduct *Stay in designated areas	*Have a hall pass/planner *Go directly to your destination	*Use materials appropriately *Do your own work *Stay organized *Use your planner	*Enter/exit quietly *Report maintenance problems

BEHAVIOR INTERVENTIONS

The following behaviors 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

- Principal Conference w/student and/or parent
- Counseling / Student Services Referral
- Positive Behavioral Support Contracts
- Schedule Change/Reduction
- School Detention
- Community Service Agreements
- Denial of Participation in class/school activities
- In or Out of School Suspension 1 to 10 days
- 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

GLOSSARY OF TERMS OF INFRACTION:

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 courtesy 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:** (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 that causes one to feel poorly
9. **Horseplay:** (L-1) Conducting one's self in a manner that may be dangerous. No throwing snowballs on school property.
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 (i.e., hand holding, kissing, hugging or other suggestive actions)
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 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.
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; this includes unattended rooms within the school
20. **Vandalism:** (L-1to3) Destruction of property.
21. **Weapons:** (L-3) Possessing, using, threatening to use, transferring any weapon or instrument capable of inflicting injury

MANCELONA MIDDLE SCHOOL
School Calendar 2011 -2012

September 6, 2011	First Day of School – Full Day for Students and Teachers
September 27, 2011	Student Picture Day
October 5, 2011	Progress Reports for the First Marking Period
November 4, 2011	End of the First Marking Period
November 7, 2011	No School for Students – Full Day for Staff (RSDD) Tentative
November 10, 2011	No School for Students – A.M. P. D. – P.M. Parent/Teacher Conferences
November 23, 2011	No School for Students – A.M. Professional Development
November 24, 2011	No School – Thanksgiving Recess
November 25, 2011	No School – Thanksgiving Recess
November 28, 2011	School Resumes
December 9, 2011	Progress Reports for the Second Marking Period
December 23, 2011	No School – Winter Recess Begins
January 3, 2012	School Resumes
January 20, 2012	No School for Students – A.M. Professional Development / P.M. Record Day End of the First Semester and Second Marking Period
February 16, 2012	Progress Reports for the Third Marking Period
February 17, 2012	No School - Midwinter Recess
February 20, 2012	No School – Midwinter Recess
March 9, 2012	No School for Students – Full Day for Staff, Professional Development
March 16, 2012	End of Third Marking Period
March 22, 2012	½ Day for Students – Full Day Staff / P.M. – Parent Teacher Conferences
March 23, 2012	½ Day for Students and Staff – Spring Recess begins at the end of the half Day of School
April 2, 2012	School Resumes
April 6, 2012	No School – Good Friday
April 27, 2012	Progress Reports for the Fourth Marking Period
May 28, 2012	No School – Memorial Day
June 6, 2012	Last Day of School – ½ Day for Students, Full Day for Staff



BULLYING, HARASSMENT, OR INTIMIDATION REPORTING FORM

Directions: Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report bullying, harassment, or intimidation that occurred on school property or at school-sponsored activities. If you are student victim, your parent/guardian can complete this form and return it to the Principal.

(A copy of this form can be found on the website or you can get a copy from the office).

Name of Person Reporting: _____ (please print) Relationship to the Victim:

Signature: _____

Contact Phone Number: _____ Today's Date:

1. Name of the student victim: _____ Grade:

2. Name(s) of alleged offender(s) _____ Grade:

3. Date the incident happened: _____

4. Where the incident happened: _____

5. Name of the adult this was first reported to: _____ When:

a. What happened as a result of this first reporting:

6. Completely describe what happened. Remember that your information will be shared with the alleged bully and that providing false or misleading information will result in reverse consequences for the child who made false or misleading accusations.

Alternative to Suspension Agreement

_____ (student name), received a major discipline referral on
_____ (date) for the following infraction:
_____.

We have set up the following Alternative to Suspension Plan:

Counseling sessions with parent/guardian and student will take place with
_____ (name of counseling provider) to address the behavior
infraction. The school will be contacted by the person providing the counseling to report the
days and times the counseling is scheduled to take place. Once the counseling has been
completed, the school will be provided appropriate documentation indicating the counseling was
successfully completed.

Student: _____ Date: _____

Parent: _____ Date: _____

Principal: _____ Date: _____

Counselor: _____ Date: _____

Other: _____

Other: _____

Ironmen Health Center

*A Safe and Caring Place for Students and Families
Free Health Care Services for Youth ages 10-21!*



The Ironmen Health Center is an Adolescent Health Center providing primary care and counseling services to Antrim County youth ages 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/Healthy Kids or MICHild. MICHild is a health insurance program for **uninsured** children ages 0-19 at a price you can afford (Blue Cross coverage for all children in a family for \$10/month). 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 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 or 1-800-432-4121. Walk-in appointments are always welcome. 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 Health Department of Northwest Michigan in collaboration with the Mancelona Public Schools through a grant from the Michigan Department of Community Health and the Michigan Department of Education.