

WHITMORE LAKE MIDDLE SCHOOL



STUDENT HANDBOOK

2011 - 2012

1 TABLE OF CONTENTS

Equal Educational Opportunity.....	5
Board of Education and Administration.....	5
Board Meetings.....	5
School Calendar 2011-12.....	6
Middle School Staff.....	7
District Vision/Mission Statements.....	8
School Mascot.....	8
School Colors.....	8
Fight Song.....	8
Schedule and Curriculum.....	9
Grading Scale.....	10
Communication Services	10
Announcements	10
Classroom Concerns.....	10
Progress Reports/Report Cards	10
Parent-Teacher Conferences	10
VIP Committee (Very Interested Persons)	11
Student Services and Resources	11
Student Services Center	11
Advisory Program	11
Counseling Services	11
Testing Program	11
School Social Worker	11
School Psychologist	12
Special Education	12
Section 504 Rehabilitation Act.....	12
Intervention Team	12
Child Study Team.....	12
Crisis Team	12
Media Center	13-14
Computers and Technology	14-15
Food Services	15
Transportation	15-18
Student Recognition	18
Honor Roll	18
Students of the Month	18
Awards	18
Student Activities	18
Junior National Honor Society	19
Athletics	19-20
Community Organizations	19
Fundraising	19
Dance Regulations	19-20
Special Events and Programs	20
Student Conduct and Responsibility.....	20
Student Expectations	21
Responsibility Code	21-22
Advisory Responsibility Code.....	22
Code of Conduct	23-26
Policies & Discipline Procedures	26
Tardy Policy	26
Substitute Teacher Policy	26
Corridor Conduct	27
Lunch/Recess	27

Closed Campus	28
Dress Code	28
Prohibited/Restricted Articles	28-29
Harassment	30
Sexual Harassment & Intimidation	31-32
Bullying.....	32
Drugs, Alcohol, and Tobacco	32
Explanation of Consequences	32-37
Student Rights	37
School Records	37
Family Education Rights and Privacy Act.....	37
Reporting Child Abuse & Neglect.....	38
Police Questioning and Apprehension.....	38
Search and Seizure.....	38
School Property.....	38
Student Person and Possessions.....	38
Attendance	39-41
Grade 5-7.....	39
Grade 8.....	40
Arriving Late and Leaving Early.....	41
Absences for School-Related Activities.....	41
General Information.....	42
Academic Misconduct.....	42
Accidents/Injuries.....	42
Bicycles & Skateboards.....	42
Change of Address/Phone.....	42
Debt Cards.....	42
Emergency Forms.....	43
Emergency Procedures Form.....	43
Fire Drills and Emergency Evacuation	42
Lockdown.....	43
Health Services.....	43
Homebound Instruction.....	43
Lockers.....	44
Lost and Found.....	44
Medication	45
Pets.....	44
School Closings and Delays	45
Vision Screening	45
Student Enrollment.....	45
Student Withdrawal.....	46
Telephones.....	46
Textbooks & School Supplies.....	46
Tornado Watches, Warnings, and Drills.....	47
Valuables or Possessions	47
Visitors.....	47
Work Permits.....	48
Parent Involvement in the School Program.....	48-50
NEW EMERGENCY FORMS	Insert
Please return to office by September 9, 2011	
PARENT AND STUDENT PLEDGE	Insert
Please return with student to teacher by September 9, 2011	

WHITMORE LAKE MIDDLE SCHOOL

From the Principal:

Welcome to the Whitmore Lake Middle School. We serve approximately 350 students in grades five through eight.

Our mission is partnering with students, parents and the community to provide exceptional, personalized education.

Our school is committed to continuous improvement. Our school goals are to increase proficiency in the area of writing, increase proficiency in math with a focus on number sense and to increase proficiency as measured on standardized testing in the area of reading.

In addition to a fine academic program, there are many extra-curricular activities offered at the middle school. Athletics, Talent Show, Science Fair, Junior National Honor Society, Student Council, Quiz Bowl, Yearbook, Tech Club,, Model UN, Builders Club, Drama Club, Homework Club and D.A.R.E. are available to interested students.

It is a privilege for me to serve the middle school community of Whitmore Lake. If you have questions or would like to learn more about the outstanding programs and opportunities for students, please contact me at (734) 449-4715.

Sincerely,

*Michael A. Benczarski
Principal*

Whitmore Lake Middle School
8877 Main Street
Whitmore Lake, Michigan 48189

Dear Parents,

Please consider this a hearty welcome into the Whitmore Lake Middle School community for the 2011-12 school year. In this booklet are standards and expectations by which we need to live and learn. Please read through the handbook with your child. Our school family is large and we live in close proximity for over six hours a day. It is necessary that our expectations be understood and that each of us tries hard to live by them. If you have questions or concerns, please call or visit.

Our teachers and administration believe in open communication with the home. If you ever have a question or concern regarding your child's education please do not hesitate to contact them via phone or email. Your communication will be reciprocated as soon as possible. We wish you and your children a healthy, safe and successful school year.

Sincerely,

Michael A. Benczarski
Middle School Principal

Dear Students,

The entire staff of Whitmore Lake Middle School welcomes each of you to the 2011-12 school year. We will try hard to make the middle school a place where you can learn and enjoy. We need your help and cooperation. We expect that each of you will accept your responsibilities and work to the best of your abilities. We expect that courtesy and respect for one another will characterize your citizenship. If you have any questions or concerns, please visit with me or with one of the other staff members. We are looking forward to an exciting new school year.

Your principal,

Michael A. Benczarski (Mr.B.)

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Whitmore Lake Public School District that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability or limited English proficiency shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Further the Whitmore Lake Public School District is an equal opportunity employer and is committed to its own nondiscrimination policy as well as State and Federal law. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the Board does business.

All questions, requests for information, or complaints relating to discrimination in the Whitmore Lake Public School District should be directed to the following address: Office of the Superintendent, Whitmore Lake Public Schools, 8845 Main Street, Whitmore Lake, Michigan 48189. (734) 449-4464.

BOARD OF EDUCATION

Lynn Slagle-President

Kent Sparks – Vice President

Anne Iaquinto – Secretary

John Mayleben – Treasurer

Robert Henry – Trustee

Rita LaForest– Trustee

Jeff Vega – Trustee

ADMINISTRATION

Kimberley Hart – Superintendent – 449-4464, 5000

Tom DeKeyser– High School Principal/Athletic Director – 449-4461, ext. 3003

Michael A. Benczarski – Middle School Principal – 449-4715, ext. 2002

Michael A. Benczarski – Elementary School Principal – 449-2051, ext. 1000

Sue Wanamaker – Principal K-1 & Early Childhood Director – 449-4464, ext. 4000

Denise Kerrigan -Athletic Coordinator– 449-5814, ext. 3005

Brian Walton – Special Education Director – 449-4464, ext. 4013

Jill Minnick – Business Manager – 449-4464, ext. 5001

Rick Munir – District Technology – 449-4464, ext. 5009

Maria Carter-Ewald - Community Recreation Director – 449-4461, ext. 3058

Steve Wolk – Transportation - 449-4463, ext. 2052

Diane Tomakowski – Food Service – 449-4715, ext. 2031

BOARD MEETINGS

Parents are invited to attend school board meetings. The Board meets regularly on the second and fourth Mondays of each month. Meetings begin at 7:00 p.m. and are held in the high school media center. The agenda is available as you enter the media center. If a parent wishes to bring up a matter for Board consideration, and be placed on the agenda, he/she should contact the superintendent’s office. A week in advance would be appreciated.

**Whitmore Lake Public Schools
2011 – 2012 Academic Calendar**

August 31	Staff Development	
September 1	Staff Development	
September 1	WLES Open House	
September 6	First Day of School – ½ day Students and Staff	
September 8	WLMS Open House	
September 14	WLHS Parent Night	
October 7	Homecoming – ½ Day Students and Teachers	
October 12	WLHS Parent-Teacher Conferences	4:30 – 8:00 P.M.
October 12	WLMS 5 th Grade Conferences (no Specials Teachers)	4:30 – 8:00 P.M.
October 13	WLMS 5 th -8 th Grad and Specials Conferences	4:30 – 8:00 P.M.
October 31	½ Day Students (AM) – ½ Day Staff Development (PM)	
November 21	WLES Parent – Teacher Conferences	4:30 – 8:00 P.M.
November 22	WLES Parent – Teacher Conferences	1:00 – 4:30 P.M.
	No School for Students – ½ Day Staff Development ½ Records Day	
November 23 – 25	No School – Thanksgiving break	
December 22	½ Day Students and Staff - Winter Break (begins at end of day)	
January 9, 2012	School Resumes from Winter Break	
January 16	No School for Students – Staff Development	
January 18	WLHS Parent -Teacher Conferences	4:30 – 8:00 P.M
January 19	WLMS 6 th – 8 th Grade and Specials Conferences	4:30 – 8:00 P.M
February 16	Mid-Winter Break (begins at end of Day)	
February 21	School Resumes from Mid-Winter Break	
March 9	No School for Students – ½ Day Staff Development and ½ Day Records	
March 30	Spring Break (begins at end of day)	
April 10	School Resumes from Spring Break	
May 25	No School Students - ½ Staff Development	
May 28	Memorial Day (No school)	
June 3	Graduation	
June 13	Last day of school: ½ Day Students (AM) and ½ Day Records for Staff (PM)	

WHITMORE LAKE MIDDLE SCHOOL STAFF 2011-12

PRINCIPAL

Michael A. Benczarski

DISTRICT TECHNOLOGY COORDINATOR

Rick Munir

ADMINISTRATIVE ASSISTANTS

Danielle Baitinger

Sheila Timmins

SCHOOL COUNSELOR/ SCHOOL PSYCHOLOGIST

Stan Przybylowicz

MEDIA CENTER TECHNICIAN

Pam Blount

SCHOOL SOCIAL WORKER

Diane Cosier

5th GRADE TEACHERS

Caroline Semrau-A102

Shelly Lyon – A105

Jennifer Petzke – A103

SPEECH THERAPIST

Christina DeGrand

6th GRADE TEACHERS

Rhonda Couchman – A108

Heather Rottermond – A112

Andrea Lytle- A111

STUDENT SERVICES CENTER

Diane Jackson

7th & 8th GRADE TEACHERS

Stephanie Casteel-A151

Jean Hoefl – B101

Eric Kobeck – D159

Patti Kobeck – B103

Jennifer Leach-B102

Lauren Thompson-A150

Matt Wozniak – B108

CUSTODIAL

Karen Green

Bev Fouty

SPECIAL EDUCATION

Sue Doman (8th Grade)– A118

Wayne Everard (7th Grade) – A119

Melissa Heuker (5th Grade) – A101

Annabel Walker (6th Grade) – A107

MAINTENANCE

Phil Robinson

BAND

Beth Wondolowski – Music/Band Room

PHYSICAL EDUCATION

Mike LaNew – MS Gym

ART

Krisanne Rea

PARA-PROFESSIONALS

Chris Beattie

Katie Culver

Su Theibert

Tamra Wilson

DISTRICT VISION STATEMENT

Providing each individual the inspiration to dream and the skills to succeed.

DISTRICT MISSION STATEMENT

Partnering with students, parents and the community to provide exceptional, personalized education.

SCHOOL MASCOT

Trojan

SCHOOL COLORS

Red & White

WHITMORE LAKE FIGHT SONG

It's the school with the spirit,
It's the school with the pep.
It's the school with the loyalty,
It's the school with the rep.
It's the school with the _____ team,
Hey, watch them go!
Yea! Whitmore Lake,
Hit'em high,
Hit'em low.
When we're in there to play the game,
We're in there to win.
We'll fight to the finish, and
We'll never give in.
We're backing those mighty Trojans,
Champions to be,
V-I-C-T-O-R-Y spells VICTORY!
FIGHT!

MIDDLE SCHOOL SCHEDULE AND CURRICULUM

The school day begins at 7:45 A.M. and ends at 2:32 P.M. Class schedules vary from grade to grade and will be given to students the first day of school.

CURRICULUM

Grade 5

English Language Arts
Math
Science
Social Studies
Seminar
Physical Education
Art
Band

Grade 6

English Language Arts
Math
Science
Social Studies
Seminar
Physical Education
Art
Band

Grade 7

English Language Arts
Social Studies
Science
Math
Band/Choir
Physical Education
Technology Education
Current Events
Math lab
Reading /Writing Lab
Seminar

Grade 8

English Language Arts
Mathematics and Algebra
History
Science
Technology Education
Physical Education
Health
Band/Choir
Math Lab
Reading/Writing Lab
Seminar

While school subjects are listed separately, Whitmore Lake Middle School staff work together to provide integrated curriculum experiences for students throughout the year.

***NOTE-- Course offerings are subject to change.

MIDDLE SCHOOL GRADING SCALE

G.P.A.	PERCENT	GRADE	G.P.A.	PERCENT	GRADE
4.0	100-93	A	2.0	76-73	C
3.7	92-90	A-	1.7	72-70	C-
3.33	89-87	B+	1.33	69-67	D+
3.0	86-83	B	1.0	66-63	D
2.7	82-80	B-	.7	62-60	D-
2.33	79-77	C+	0	59-0	F

COMMUNICATION SERVICES

ANNOUNCEMENTS

Announcements will be read daily. Information for the announcements should be given to the office one full day before it is to be announced. All announcements must be signed by a staff member and are subject to administrative approval. Activities, notifications and schedules for special events will be posted on Channel 22. Parents can also log into Power School to read the daily bulletin.

CLASSROOM CONCERNS

Classroom concerns should be addressed with individual teachers. If efforts to resolve the issue prove unsuccessful, then it is appropriate to contact the building administrator.

PROGRESS REPORTS AND REPORT CARDS

Halfway through each marking period, teachers will be asked to provide the office with a progress report for the students in their classes. We do our best to get these in the mail to parents/guardians within a week.

Report cards/progress reports are issued at the end of each marking period, every six weeks. It is the shared responsibility of the student, the parent, and the teacher to keep apprised of the student's progress.

A teacher may also send a report home to notify parents/guardians of improvements and positive attitudes or student achievement.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held approximately midway through the first trimester. This gives the teacher an opportunity to assess the ability, effort, achievement, and behavior of students. It is a time for the teacher to report his/her observations. Parents and the teacher then consider approaches/strategies to help the student, if necessary.

Parents should feel free to contact teachers by phone or email for updates or to set appointments for mutual discussion and planning.

VIP COMMITTEE (Very Interested Persons Committee)

The VIP Committee meets four times this year. The VIP Committee's purpose is to discuss areas of concern, interest, and/or changes in the middle school. This committee provides a forum for information exchange between parents and staff for the benefit of the students.

There are several other channels of communication. A district newsletter is published four times a year and a middle school newsletter is sent home with progress reports and report cards.

Moreover, a middle school newsletter is sent home with the students once a month.

Please call the middle school office at 734.449-4715 if you have any questions.

STUDENT SERVICES AND RESOURCES

STUDENT SERVICES CENTER

The goal of the student services center is to facilitate problem-solving and conflict resolution.

Detentions and in-school suspensions are served in this area. Discipline referrals and reports are recorded, investigated and consequated under the supervision of the principal, through this program.

ADVISORY PROGRAM

Each seventh and eighth grade student is assigned to an advisory group, which meets the first period of every school day. Whitmore Lake Middle School staff members facilitate the group.

The purpose of the advisory program is to assist students in developing skills which will help them to be successful in school, to develop positive peer relationships, to provide an opportunity for input into middle school concerns, and to support students by meeting their individual needs through contact with a designated staff member.

COUNSELING SERVICES

The middle school counselor is available to assist students with personal and academic concerns. Counseling groups are available to help students with social and emotional development. The middle school counselor also establishes a class schedule for individual students and coordinates the testing programs.

TESTING PROGRAM

Middle school students participate in standardized testing during the fall of each school year.

Students in grades five through eight are assessed through the Michigan Education Assessment Program (MEAP). All students are assessed in language arts and math. Students in grades five and eight are assessed in science. Students in grade six are tested in social studies. Results of these standardized tests are made available to parents or guardians. Results also become part of each student's permanent school file.

MAP testing is done at the beginning, middle and end of the school year. These tests are used as an instructional tool to identify when the student is academically.

SCHOOL SOCIAL WORKER

The school social worker serves the Whitmore Lake Public Schools and is available in the middle school on a scheduled basis. The school social worker maintains close contact with

social agencies and works closely with special education students and their families to meet their needs. The school social worker is also available to support general education students on a limited basis.

SCHOOL PSYCHOLOGIST

The school psychologist serves Whitmore Lake Public Schools and is available in the middle school on a scheduled basis. The school psychologist evaluates students to determine eligibility for special education services and provides counseling services to special education students.

The school psychologist is also available to consult with staff, and to support general education students on a limited basis.

SPECIAL EDUCATION

Students who are evaluated and found to have a disability or disabilities that necessitate(s) special education or ancillary and other related services are eligible to receive them from the school district. If you believe your student may require special education or ancillary and other related services please contact Stan Przybylowicz, school counselor, for further information.

SECTION 504 OF THE REHABILITATION ACT OF 1973

In accordance with Section 504 of the Rehabilitation Act of 1973, Whitmore Lake Public School is committed to providing appropriate accommodations and services to handicapped students. See page 33 for more information. Parents requesting accommodations should contact the middle school counselor.

STUDENT INTERVENTION TEAM(S) (SIT)

Student Intervention Teams meet twice a month after school. These teams consist of grade levels teachers. Data is utilized to identify those students who may be at-risk of failing. Intervention strategies are developed, implemented and documented.

CHILD STUDY TEAM (CST)

Students who are having difficulty in achieving at a sufficient level may be referred by the SIT to the Child Study Team. The team consists of the middle school principal, the counselor, the school social worker, the school psychologist and the student's teachers. A CST meeting convenes at the request of the SIT after they have exhausted all strategies that team developed and implemented. The team discusses the problems that the student is having and considers additional strategies that may help the student be more successful. A student may be referred for additional evaluation if more information about the student is needed.

CRISIS TEAM

In the event of an emergency, designated staff members meet to discuss an appropriate response to the emergency. The goal of the team is to provide the optimum support for those involved, minimal disruptions to the educational process, and to promote the safety of all concerned. Emergencies include death, life threatening accidents, or other traumatic events that impact students and staff. In the occurrence of a traumatic event, which affects students and/or staff, parents or guardians are asked to notify the school as soon as possible. Building evacuation plans have been developed in case of bomb threat. If there is an actual bomb on site, students will be taken to a safe place in the community, away from the school.

THE MEDIA CENTER

One goal of the media center staff is to help you to become information specialists so that you can learn how to find what you need to know. Another goal is to provide materials for the faculty to use in helping you to learn.

The Whitmore Lake Middle School media center hours are when volunteers are available. You are invited to use the materials and equipment that have been provided for you and to check out reading and research materials to support your learning.

The media center provides the following services:

1. Instruction in media center research and technology through curriculum based classroom projects.
2. Print and non-print materials to meet individual and classroom needs.
3. Reading enrichment and guidance.
4. Reference collection for research.
5. Electronic card catalog to assist students in locating materials.
6. Individual help in finding materials.
7. Research on the Internet.
8. Computer lab for research and production.

When a student signs out media center materials, that student is contracting to return materials on time and in good condition.

Regular circulating materials may be checked out for a period of two weeks. Overnight reference materials are due before school the next morning. If a student has not finished using the materials in the allotted time, the student may renew them.

It is the student's contracted responsibility to return all materials on the date due. After a three week period, late materials will incur a fine of ten cents (\$.10) per day. Overdue overnight books incur a fine of ten cents (\$.10) per hour after a one hour grace period. Materials need to be returned upon arrival from absent in order for fine to be waived. Otherwise, fines will be charged.

Any student who has an overdue item or owes fines may not check out materials from the school media center and may not attend extra curricular activities. Debts follow a student from the middle school to the high school. Media center materials are school property. Any stealing or vandalism of media center materials will result in discipline for stealing/vandalism and exclusion from the media center. If a student loses or accidentally damages media center materials, the replacement cost of the item plus a \$2.00 processing fee will be charged. Materials that cannot be checked out and are necessary for schoolwork may be photocopied at no charge. All other materials can be copied at five cents (\$.05) per page.

Students owing any fines or debts may not attend the extracurricular activity.

STUDENT CONDUCT IN THE MEDIA CENTER

All students coming from classes to the center without a teacher must have a pass from the classroom teacher. The pass must be left at the circulation desk. The time in and out will be

marked on the pass. When returning to class, the student gets his/her pass signed. If the student is not returning to class, the pass will be returned to the teacher.

When in the media center, students should observe the following rules:

1. Follow the direction of the staff.
 2. No eating or drinking.
 3. All students must be reading, writing, or doing research in a quiet and reasonable manner.
- The media center staff encourages students and school staff to use the media center and the expertise of the media center staff to find the information that they need to succeed or to just enjoy a good book

COMPUTERS & TECHNOLOGY

Having a network account with Whitmore Lake Public Schools is a privilege, not a right. After the student and parent have signed the network agreement and turned it in, a network account is created for the student. An email account is also created at the same time. The following general rules are to be followed in addition to those stated in the network agreement:

EMAIL

- Outside email accounts are blocked on the network.
- Profanity, threats or any other inappropriate language is not to be used. This includes attachments.
- Accounts are to be kept “clean” by deleting emails regularly and emptying the trash regularly.
- Emailing is to be accessed with the permission of the teacher during class time.
- Only open email coming from a source with which you are familiar. Delete all other email without opening it to avoid viruses.

INTERNET

- Students are only allowed on the Internet for classroom assignments and must have permission from an adult to access the Internet.
- No inappropriate sites are to be accessed.
- Nothing is to be downloaded from the Internet without permission.
- If you should accidentally access anything unacceptable on the Internet, you are to back out immediately and report this to the teacher/person in charge of the class/lab. It is important for you to report this, as the site will remain in the cache and this could get you in trouble at a later time.

NETWORK

- Do not reveal your password to anyone.
- You and you alone are responsible for anything and everything found in your network home directory
- Save all documents to your network home directory. Do not save on the hard drive of any machine at school.
- The use of disks is prohibited! If you find yourself in a bind with an assignment check with your teacher or Technology Coordinator about the proper procedure involving the use of disks.

INDIVIDUAL MACHINES

In most cases FoolProof will be active on a student machine. If by chance it is not active, the settings for the machine are to be left as the technology coordinator and/or tech. assistants have set them up. No macro commands are to be activated on the machine or within an individual application.

INFRACTION OF THE RULES

Breaking one or more of the rules above will result in a warning and/or removal from technology for a period of time as determined by the SSC in support of the building administrator. Additional transgressions will result in revocation of the email and/or network account.

FOOD SERVICES

Hot lunches are available to students in the cafeteria. Breakfast is available to students at 7:15am in the cafeteria until 7:40am. The cost for breakfast is \$1.60 (reduced price - .30) and lunch is \$2.75 (reduced price .40). Milk will be \$.60.

A lunch account is created for every student using their student ID number. This account remains open until they leave our district. Balances carry over from year to year. The lunch account works like a pre-paid debit card. You may deposit money into your student's account and as he/she makes a purchase the amount will be deducted from the balance. You may access your student's account to check balances, make deposits, monitor their spending, set restrictions on their account or apply for free and reduced meal program by going to www.sendmoneytoschool.com. When using this site you will no longer need to send in the paper application and it will expedite the approval process. Please be aware that when applying for the free and reduced program it may take up to ten days to process. You will be responsible for all meal costs until notified that your application has been approved. You may apply at any time during the school year as financial circumstances may change. If your student was eligible last year, you will have until the end of September to reapply before your previous year's eligibility expires. It is important to understand this account is a pre-paid debit account, not a charge account. Students are NOT permitted to charge meals or snacks. In order to provide your student with a hot and nutritious meal they will need funds in their account.

Please feel free to contact the Food Service Department at any time for more information about our program.

Students may be suspended from the cafeteria or school for inappropriate behavior in the lunch room.

TRANSPORTATION

The Whitmore Lake Public School District operates school buses to provide transportation for students. This is done as a service, and not a right, hence students should be mindful of the necessity for proper behavior at all times.

The following rules apply for any school sponsored activity.

Video Tapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Loading and Leaving Buses

Previous to Loading (on the road and at school), each student shall:

- Be on time at the designated loading zone;
- Stay off the road at all times while walking to and waiting for the school transportation;
- Line up single file off the roadway to enter;
- Wait until the school transportation is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the driver signals it is safe to cross;
- Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip, each student shall:

- Remain seated while the school transportation is in motion;
- Keep head, hands, arms and legs inside the school vehicle at all times;
- Not litter in the school vehicle or throw anything from the vehicle;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other riders;
- No eat or play games, cards, etc.;
- Not tamper with the school vehicle or any of its equipment.

Leaving the bus, each student shall:

- Remain seated until the vehicle has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from school officials.

Bus Passenger Behavior Code – Student Responsibility

Students shall maintain appropriate behaviors on the bus by abiding by the following guidelines:

1. Shall maintain complete SILENCE at railroad crossings
2. Shall keep hands to ones self, no horseplay/fighting
3. Shall use a classroom voice
4. Shall not stand or change seats while bus is in motion
5. Shall not yell out windows. Avoid being noisy and rowdy
6. Shall load and unload in orderly fashion. No pushing

7. Shall be courteous to each other and the driver/attendant
8. Shall not use obscene language or gestures
9. Shall not distract the driver
10. Shall wait in seat until bus stops at your assigned destination
11. Shall keep hands, body and property inside the vehicle
12. Shall obey the driver at all times
13. Shall not carry any weapons onto the bus
14. Shall not carry any alcohol or drugs onto the bus
15. Shall not eat or drink on the bus, unless authorized
16. Shall not damage or deface the bus in any manner
17. Shall not smoke on the bus
18. Shall be prompt to board the bus
- 19.

FIRST LEVEL OFFENSES: (examples): feet in aisle, talking at railroad crossings, standing up, excessive noise, rude, annoying or discourteous behavior.

CONSEQUENCES OF FIRST LEVEL OFFENSES:

- First incident- Verbal warning
- Second incident- Written warning requiring parent signature
- Third incident- second written warning
- Fourth incident- One day suspension
- Fifth incident -Two day suspension with required conference

SECOND LEVEL OFFENSES: (examples): hanging out windows, things thrown out of the window, causing bodily harm to others, profanity, smoking (or possession of cigarettes, lighters, etc.), throwing things, fighting, spitting, lying to bus driver(name/age, etc.) destruction of property, getting out of seat while bus is moving, continuous incidents of first level offenses.

CONSEQUENCES OF SECOND LEVEL OFFENSES:

- First incident- Two day suspension
- Second incident- Two-day suspension with required conference

Severity of the incident may result in additional disciplinary action taken by the principal. Any student suspended from the bus for a disciplinary reason is also suspended from the bus for any field trip, athletic event, or school-related activity.

Consequences are progressive in nature.

CONSEQUENCES OF A BUS RUN DRIVEN BY A SUBSTITUTE DRIVER

During a bus ride driven by a substitute driver, all offenses (first and second level) will be subject to “consequences of second level offenses”.

- First incident – Two day suspension
- Second incident – Two day suspension with required conference

STUDENTS MAY NOT RIDE OTHER BUSES—ONLY THE BUS THEY ARE ASSIGNED TO.

In the event your student needs to ride another bus other than their home bus or they need to be dropped off at an alternate location, parents must contact the Director of Transportation to make special arrangements.

All students that wish to ride an alternate bus must be in good standing with the transportation director. Any student suspended from their home bus is suspended from all buses. In the event of an emergency you may call the Transportation Director at (734) 449-4463, ext. 2052 or the Middle School Principal.

STUDENT RECOGNITION

HONOR ROLL

The honor roll is calculated at the conclusion of each grading period. In order to be eligible for honor roll status, a student must have a 3.0 G.P.A. (grade point average) with no “E’s”. A list of fifth through eighth grade students making the honor roll will be posted at the conclusion of each marking period. This list will also be published in the school newsletter.

STUDENTS OF THE MONTH

Every month two new Students of the Month are chosen at each grade level. The criteria for selection are:

1. Working at individual ability level.
2. Showing exceptional citizenship (courteous, accepting, helpful, cooperative, prepared, etc.).
3. Improvement in academics or citizenship (when applicable).
4. Positive role model for others.
5. Being the best he/she is capable of being.

AWARDS

Other recognition given to students includes awards for: perfect attendance*, MEAP achievement, Presidential Academic Fitness, athletics, physical fitness, academic achievement, and contribution to the middle school. These awards are given out throughout the year and at a special Honors Night in June.

Students are also recognized for citizenship/responsibility through special activities.

*Perfect attendance means students have been in school the entire day every day that school is in session. Coming to school late or leaving for part of the day will disqualify a student for this award.

STUDENT ACTIVITIES

In addition to a fine educational program, there are several extra-curricular activities offered at Whitmore Lake Middle School.

Athletics
Technology Club
Junior National Honor Society
Student Council
Quiz Bowl
Yearbook
Talent Show
Science Fair
Drama Club
Model UN
Builder’s Club

Homework Club

All clubs and organizations are responsible for a minimum of one community project per year.

JUNIOR NATIONAL HONOR SOCIETY

Junior National Honor Society is a service organization designed to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character.

All students in grades 8-9, who have attained at least a 3.3 cumulative grade point average and have attended Whitmore Lake Middle School for at least one trimester, are eligible for nomination to the Honor Society. The Faculty Council, consisting of at least four faculty members and the middle school principal elects members to the Society. Selection is made on the basis of scholarship, leadership, character and service. Once elected, members must maintain at least a 3.3 cumulative grade point average, and continue to uphold the ideals of the Society in order to continue their membership.

ATHLETICS

Please see Athletic Handbook-- Each student athlete will be give an Athletic Handbook outlining WLPS policies.

COMMUNITY ORGANIZATIONS

There are also organizations sponsored by the community which middle school students are welcome to participate:

- Junior football
- Junior baseball
- Cheerleading
- Scouts
- Community Education Enrichment Programs (call 449-4461 ext. 3057 for more information)
Students will receive information about these activities through flyers sent to their classrooms or in the office.
- Soccer

FUND RAISING

Students involved in fund raising activities have three big responsibilities:

1. They should safeguard the product that they are selling. (Protect from damage)
2. They should safeguard the money that they have collected. (Prevent loss)
3. They should promptly turn in all the money that they have collected, plus the remaining unsold product.

Parents of students who fail to turn in money from fund-raisers will be notified, and those students will be excluded from all future fundraising activities until all past funds have been turned in.

Each grade, five through eight, is allowed one fund-raising activity per year. Permission to have more that one activity needs to be obtained from the principal.

DANCE/SOCIAL REGULATIONS

Only Whitmore Lake Middle School students shall be admitted to dances. Students will not be allowed to leave a dance early unless prior arrangements have been made. All school rules and

regulations are in effect during school dances. Students leaving supervised areas during the dance will not be allowed to reenter and parents will be called for a ride home.

Students receiving a “1” in responsibility code in the office will not be allowed to attend dances/extra curricular activities.

Students who have outstanding debts to the school will not be allowed to attend dances or the Cedar Point, Washington D.C. trip(s) or responsibility code activities.

The sponsoring organizations will obtain the proper forms from the middle school office and have them completed and returned 10 days in advance of the event. All dances must be approved by the middle school principal. The middle school office must approve chaperones.

Dress code for dances will follow school dress code regulations.

If students are called in sick for school, they may not attend after school activities that day.

SPECIAL EVENTS AND PROGRAMS

The school year contains many special programs and events for the students. The fifth graders go to camp, the sixth graders have track and field day, the seventh/eighth graders go to Cedar Point or Washington DC (alternate years). Throughout the year there are also many other fun and educational programs planned. The holiday assemblies, May clean-up, advisory competitions, and homecoming week are some of the traditional events planned for the school year.

Middle school students who attend varsity or junior varsity athletic events must be accompanied by a parent or guardian. Participation in these activities is a privilege that may be revoked due to debt cards, Responsibility Codes, or suspensions.

STUDENT CONDUCT AND RESPONSIBILITY

PHILOSOPHY STATEMENT

The primary function of Whitmore Lake Middle School is teaching and learning. Student behavior is highly related to academic achievement. Students experience higher levels of achievement when they are part of an orderly, secure school where behavior problems are minimal. School staff will treat students with respect and expect students to show respect to school staff. The greater the mutual respect, the less the need for rules and disciplinary procedures. Students are expected to take responsibility for their own actions. This means a student has the responsibility to decide how they will conduct themselves while they are at school as well as take responsibility in accepting the consequences of their actions.

VIDEO TAPES IN SCHOOL

The Board of Education has installed video cameras in school to monitor student behavior. If a student misbehaves and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student’s record, they can be viewed only in accordance with Federal law.

STUDENT EXPECTATIONS

Students should use the following expectations (5 P's) a guideline for their conduct. As students work hard to meet these expectations, they will develop pride in themselves, their school, and their community.

POLITE PREPARED PROMPT PRODUCTIVE POSITIVE

POLITE – Respect the worth and dignity of each individual and respect the rights of fellow students. Treat others in a manner that puts them up rather than puts them down. Determine to make the school a safe place for everyone both physically and emotionally.

PREPARED – Come to school with the attitude that the purpose for being in school is to learn. Come to class with the proper tools (book, pencils, etc.) and with all assignments completed. Be familiar with school policies and procedures and be willing to accept responsibilities that accompany rights and privileges.

PROMPT – Attend school regularly and be on time to all classes. Turn in all assignments by their due date. Follow directions the first time they are given.

PRODUCTIVE - Strive to reach your own personal potential by working to the best of your abilities in classes and extra-curricular activities. Focus your energy on learning by managing your school time effectively. Involve yourself in the total school program and take advantage of all the school has to offer.

POSITIVE – Seek to make the school a better place for everyone by your positive contributions. Exhibit a sense of pride toward the school through positive behavior both on and off campus. Exercise proper use and care of equipment and facilities.

STUDENT RESPONSIBILITY PROGRAM

Each progress report and report card, students will receive an academic and office responsibility code. These codes indicate how successful each student has been in demonstrating positive academic and personal behaviors. The responsibility code for grades 6, 7, and 8 is as follows:

RESP. CODE	COMMENTS	ACADEMIC – Recorded by teacher(s)	OFFICE – Recorded by Student Services Center
4	VERY GOOD	90-100% assignment completion Nearly always prepared for class	No discipline reports
3	GOOD	80-89% assignment completion Usually prepared for class	One discipline report
2	NEEDS IMPROVEMENT	70-79% assignment completion Often unprepared for class	Two discipline reports OR ½ day In-school suspension (ISS)
1	UNACCEPTABLE	69% or below assignment completion Usually unprepared for class	Three or more discipline reports OR ½ day ISS and discipline report OR Two ½ day ISS(s) OR Full day in-school suspension Out-of-school suspension Bus suspension

Students who receive 4's and 3' for both Academic and Office will be able to attend activities especially planned for Responsibility Code. Students who receive 4's and 3's for the Office will be able to attend after school dances and socials provided all school debts are paid. Fifth graders may attend the first trimester responsibility code activity if they received either a 4, 3 or 2 on their responsibility code.

ADVISORY RESPONSIBILITY CODE

An important part of advisory is for the students to work together to become an integral part of the advisory team. In this team, we hope to build positive relationships between team members, while also learning the responsibility and roles each member must take to develop a strong team. Each student will be expected to participate in and contribute towards team activities. To help ensure that advisory members meet the expectations of the team, they will be held accountable with a responsibility code. Students will be expected to come prepared with materials to work on during study/independent reading day and participate in and contribute ideas for group activities,

while maintaining a positive team attitude. At least once a week, students will be required to bring their assignment books to their advisory to be checked by their advisor. The assignment book needs to be filled out by the student on a daily basis and signed by a parent each week. Students' responsibility codes will be measured according to these expectations. With this in mind, we believe that we can build a strong sense of pride and community within each advisory and throughout the school.

Resp. Code	Comments	Expectations
4	Very Good	Nearly always: Participates and contributes Brings materials and signed assignment book Has a positive attitude
3	Good	Usually: Participates and contributes Brings materials and signed assignment book Has a positive attitude
2	Needs Improvement	Sometimes: Participates and contributes Brings materials and signed assignment book Has a positive attitude
1	Unacceptable	Often does not: Participate and contribute Bring materials and signed assignment book Have a positive attitude

Privileges for students who receive 4's and 3's in advisory are the same as those earned for academic classes.

CODE OF CONDUCT

Good behavior in school provides all students with the best atmosphere for learning. The school staff has the responsibility to insist on good behavior. The following code of conduct, policies and discipline procedures will be used to enforce school rules.

Please note that consequences are more severe when misbehavior continues and is repeated even after attempts by school staff to improve the behavior. Discipline is progressive in nature-- students who have a history of breaking the rules may face consequences for their total disciplinary record. When a student has accumulated several detentions, in-school suspensions, or out-of-school suspensions, or any combination of these, a parent conference will be requested. At this conference a behavior plan may be developed and implemented for that student. This behavior plan will be in effect until another conference has been held and it is decided by parents, staff, and student that it is in the best interest of the student to discontinue the plan.

Consequences are also more severe depending on the severity of the behavior. Behaviors that endanger the health or safety of any student or staff person have the most severe consequences.

While the middle school staff has attempted to write a complete code, the following behaviors and consequences are not considered to be a complete list. Students may be disciplined for

inappropriate behaviors not covered by these rules. Also, students are reminded that rules are enforced at any time students are on school grounds, during all school activities on or off campus, and at all times the student are under the supervision of any staff member.

GROUP I OFFENSES:

(These are not all-inclusive, and may be amended at any time.)

1. Possession of prohibited articles not in accordance with handbook policy
2. Use of unacceptable language.
3. Unauthorized use of school equipment.
4. Violation of classroom rules.
5. Violation of lunch/recess rules - See Page 27
6. Inappropriate corridor conduct - See Page 26
7. Violation of the dress code – See Page 28
8. Public displays of affection.
9. Littering.
10. Uncooperative in the classroom.
11. Not adhering to classroom expectations.
12. Loitering in parking lot or other school property.

CONSEQUENCES (Group I)

Group I offenses will result in any or all of the following consequences: referral to Student Services Center, discipline report filed for Responsibility Code, parent contact, assignment of detention(s), meeting with principal, or parent conference.

If, however, the degree of seriousness of the offense dictates, more severe disciplinary measures will be taken.

GROUP II OFFENSES:

(These are not all-inclusive, and may be amended at any time.)

1. Profanity directed at others.
2. Skipping class.
3. Dangerous behavior. (i.e. careless play, rough-housing)
4. Rude and discourteous behavior (i.e. talking during an assembly or presentation, heckling and poor sportsmanship, etc.)
5. Disruptive to class and other students.
6. Engaging in gang-related activity, dress or symbolism.
7. Destruction or damage of school property, and/or defacing of school property. Restitution or restoration will be required. Severity could make this a Group III or IV offense.
8. Leaving classroom without permission.
9. Repeated occurrences of Group I Offenses.

CONSEQUENCES (Group II)

Group II offenses will result in any or all of the following: discipline report filed for Responsibility Code, parent contact, assignment of detention(s) and/or in-school suspension(s), meeting with principal, or parent conference.

GROUP III OFFENSES:

(These are not all-inclusive, and may be amended at any time.)

1. Physical Contact (Shoving, kicking, wrestling, etc.)
2. Threatening another person's physical well being or property.
3. Disrespect to staff members.
4. Insubordination (failure to follow direction of staff members, refusal to cooperate with staff.)
5. Failure to identify oneself or doing so falsely.
6. Forgery/presenting false notes, passes, or making falsified phone calls.
7. Leaving school grounds without permission.
8. Theft. Restitution will be required.
9. Disregard for the safety of others. (pulling a chair out from under students, throwing snowballs, excessive horseplay etc.)
10. Trespassing.
 - A Being present in an unauthorized area.
 - B. Being on school grounds during an out-of-school suspension
 - C. Refusing to leave when told to by an authority
11. Possession of tobacco, alcohol, or drugs. (See Drugs, Alcohol, and Tobacco Policy page 32)
12. Distribution of obscene, pornographic, vulgar, or libelous materials.
13. Throwing snowballs at another student.
14. Pulling a chair from under another student resulting in the student falling on the floor.
15. More serious group II offenses.

CONSEQUENCES (GROUP III)

Group III offenses will result in any or all of the following: discipline report filed for Responsibility Code, parent contact, assignment of detention(s), in-school suspension(s), and/or out-of-school suspension(s), meeting with principal, or parent conference.

If, however, the degree of seriousness of the offense dictates, more severe disciplinary measures will be taken.

Number 14 and 15 will result in automatic suspensions in school or out of school depending on circumstances. Number two will result in an automatic three-day suspension for the first offense.

GROUP IV OFFENSES:

(These are not all-inclusive, and may be amended at any time.)

1. Striking/assaulting a staff member.
2. Fighting.
3. Unauthorized possession of a firearm, knife, explosive device, club chain, potentially dangerous instrument or replica on school grounds or district-related event.*
4. Falsifying school records; theft, damage, or defacing of school records, including teacher's grade books, attendance records, discipline records, etc.
5. Starting or threatening to start fires, or arson involving school property.
6. Generating or assisting in the planning of a false alarm.
7. Planting a bomb or making bomb threats or intentional calls to falsely report a dangerous condition.
8. Harassment/Bullying (See explanation – page 32)

EXPULSION REQUIRED BY STATE LAW

*380.1310A, 1311 and 1311A – Expulsion of pupils.

Michigan law (MCL 380.1310a, 1311 and 1311a) requires that students be expelled for particular offenses. Where this applies, school authorities have no discretion to reduce or modify that punishment. The following is required by state law:

1. Mandatory permanent expulsions for:
 - a. possession of a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles);
 - b. physical assault on a school employee, volunteer or contractor (grade six and above);
 - c. arson; and
 - d. criminal sexual conduct.
2. Mandatory expulsion of up to 180 days for physical assault on another student (grade six and above).

CONSEQUENCES (GROUP IV)

Group IV offenses will result in out-of-school suspension. A parent conference will be scheduled, after which a recommendation will be made to the superintendent, with possible consequences ranging from a suspension of ten (10) days up to expulsion. Student and parent cooperation in seeking professional help when appropriate will be considered. Referral to the appropriate law enforcement agency will always be made when such an offense also appears to violate the law.

NOTE: For all violations of school policy, alternate disciplinary action of equal severity to the individual may be taken when it best suits the welfare of the student.

POLICIES AND DISCIPLINE PROCEDURES

TARDY POLICY

Students must be in their seats, and ready for class to begin, when the period starts. Tardy students disrupt the learning of their classmates and may miss important information. Students who are tardy for a good reason may be excused with a pass. Upon the third unexcused tardy in a trimester, and for every tardy thereafter, a detention will be assigned. To adjust fifth graders to middle school, detentions will not be assigned until after the sixth tardy. Upon the student's third detention for tardies, the student's parents will be contacted and a Tardy Behavior plan will be implemented for the remainder of trimester.

SUBSTITUTE TEACHER POLICY

If a student has misbehaved for a substitute teacher, the substitute teacher has two options. The substitute teacher can indicate on their report to the regular teacher that a student has misbehaved or he/she may send a student to SSC. In either case, the following consequences will apply:

1st offense: Detention

2nd offense: Suspension (ISS or OSS) and meeting with principal. Parent conference may also be required.

3rd offense: Out of school suspension and parent conference required.

CORRIDOR CONDUCT

In order to have a smooth, safe, orderly transfer of classes during the school day, it is essential that students behave when in the hallways and between buildings. Running, wrestling, having bodily contact (pushing, shoving, kicking, etc.), teasing/bothering classmates, goofing or horsing around, and blocking doorways are not permitted. Such actions are unsafe and irritating. They can lead to injury and conflict between persons.

1. Always walk.
2. Keep your hands and feet to yourself.
3. Treat your classmates with dignity and respect.
4. Use appropriate language and quiet voices.
5. Treat lockers with care (no kicking, hanging on the door, punching)
6. Public displays of affection, such as kissing, inappropriate hugging and holding hands, is in poor taste for a school situation and will not be permitted.

Since good corridor conduct is important to everyone, students will be referred to SSC if they misbehave.

Hall passes will be issued by school staff members only for valid reasons. No student is to be in the corridors during class time without a pass. A student must be in route to the destination shown on the pass. If a student is in the hallway without permission or not in route to the destination the pass indicates, she/he will be referred to SSC.

The following consequences will apply to those students referred to SSC for corridor conduct:

1st Offense: Discipline report filed for Responsibility Code

2nd Offense: Detention

3rd Offense: In-school Suspension

4th Offense: Out-of-school suspension and parent conference.

*Consequences may be more severe depending upon the severity of the behavior.

LUNCH AND RECESS

The cafeteria is one facility that is used extensively during the school day and also in the evenings. Students are expected to help keep the cafeteria clean and neat at all times. In order to achieve this, the following procedures or rules have been adopted:

1. Students must walk.
2. Students are responsible for clearing trash and recyclables to proper areas.
3. Food and drink must be consumed in the cafeteria only.
4. Students must stay in the cafeteria during lunch and recess periods unless given permission to leave.
5. Students are responsible to clean tables, and sweep floors in their eating area or as assigned.

Recess is a time where students may relax, socialize with their friends, and participate in sports or other activities. While this time is set aside for the students to have fun, they must remember to follow the student expectations during recess as well. Physical aggressiveness such as pushing, tripping, and wrestling and rude or discourteous behavior will not be tolerated.

A student who has misbehaved in the cafeteria may be referred to SSC and given any or all of the following: discipline report filed for Responsibility Code, lunch duty, an assigned seat, lunch

detention, or may have to sit out of recess. More serious consequences will be given for continual disregard of procedures and/or for more serious violations.

Lunch detentions count toward responsibility code grades.

CLOSED CAMPUS

WLMS has a closed campus. This means that a student is not permitted to leave the middle school grounds or assigned areas without permission at any time during the school day, including lunch and recess periods. A student leaving for any reason must go to the office for permission to leave. Students who leave without permission will serve two detentions for every hour of school missed.

DRESS CODE

The primary responsibility for dress, appearance and grooming rests with the students and parents. The school, like the workplace for parents, has acceptable criteria for student dress. Students should take pride in their personal appearance. Therefore, students must dress within acceptable standards of cleanliness and modesty. All clothing should be clean, neat, non-distracting and non-offensive. Dress should be such that it in no way interferes with the education process.

Guidelines:

1. Clothing such as halter tops, tank tops, mesh shirts, shirts with bare midriffs, pajamas and spandex clothing, although suitable for summer leisure activities, should not be worn to school.
2. Any clothing that allows for undergarments to be visible should not be worn.
3. Sagging pants are not appropriate for school; undergarments should not be visible.
4. Profanity and vulgar or violent suggestions displayed on clothing is prohibited.
5. Any clothing advertising alcohol, tobacco, and/or drugs is prohibited.
6. Skirts and shorts must be an appropriate length for school as determined by staff or the principal.
7. Coats and blankets cannot be worn in class or the hallways.
8. Shoes must be worn at all times; slippers are not allowed.
9. Hats, head covering, bandanas and do rags are not allowed in school except when worn for religious reasons.

Any student in violation of these guidelines will be referred to SSC and asked to call home for appropriate clothing. If this is not possible the school may provide appropriate clothing for the remainder of the day. Students may not return to class until their dress is deemed appropriate. Continual violation of the dress code may lead to detention and/or suspension.

PROHIBITED/RESTRICTED ARTICLES

- Glass bottles—Glass bottles are not permitted on the Whitmore Lake Middle School campus. Broken glass presents a hazardous situation, and the broken glass is a nuisance to clean up, whether it is on the floor or in a gym bag.
- Beverages—Beverages other than water are not to be consumed in the hallways or classrooms unless permission is given by the classroom teacher. Spilled drinks make the

floors slippery or can cause stains. They can also attract dirt and ants. Open beverages outside of the cafeteria or in lockers will be confiscated and thrown away.

- Caffeine--Students are prohibited from drinking energy drinks, coffee or any other beverage containing caffeine.
- Sunglasses and Hats--Sunglasses and hats/caps are not to be worn indoors. If they are, they may be confiscated and kept in SSC or the principal's office.
- Chains and Ball Bearing Necklaces--Chains and ball bearing necklaces are not allowed in school.
- Cameras--Cameras are not allowed to be used in school without prior permission from staff.
- Laser Pointers—Laser pointers are not allowed and will be confiscated and not returned to the student.
- Trading or selling--Trading or selling of items of any kind is prohibited.
- Skateboards—Skateboards are not allowed on school property.
- Backpacks—Backpacks are not allowed in classrooms. They should be left in student lockers.
- Lighters—Lighters are not allowed in school. Students will be suspended fro possession of a lighter. (See page 33)

Unless otherwise noted, students who are in possession of prohibited articles will be referred to SSC. The prohibited article will be confiscated and stored in SSC until a parent comes to school to pick up the item or until the last day of school in June.

Cell Phone Policy

Students are permitted to have cell phones in school. They may use them prior to boarding the bus to come to school and after school. When on the bus, the phone must be turned off and put away. Once in school, the phone must be turned off and kept out of sight. As with any electronic device, the student assumes all risk and liability of having it lost, stolen or damaged. Phones with cameras are prohibited from being in sight in the locker room at any time. They will be confiscated and charged as a third offense

Hand-held Video Games

Students are permitted to play hand-held video games on the bus and during their lunch period. However, if device contributes to a problem the student will be asked to put it away. If the student does not comply, the device will be confiscated (see Music Players). No games that are capable of connecting to the internet shall be allowed to be used in school. As with any electronic device, the student assumes all risk and liability of having it lost, stolen or damaged.

Music Players

Students may listen to MP3, CD, Ipod, etc. on the bus provided the volume is at a level where the student can still hear all announcements made by the driver. Once in school, the device must

be turned off and kept out of sight. As with any electronic device, the student assumes all risk and liability of having it lost, stolen or damaged.

Whitmore Lake Public Schools and employees are not responsible for lost, stolen or damaged electronic devices. The student and family assume all responsibility for lost, stolen or damaged electronic devices. Consequences for not following the policy are as follows:

1st Offense-- Confiscated and returned at the end of the day

2nd Offense-- Confiscated and must be picked up by a parent.

3rd Offense-- Confiscated and returned to parents will receive a loss of electronic device privileges for the remainder of the school year and may be suspended

4th Offense-- Student will be referred to the Student Service Center for insubordination and assigned a suspension.

HARASSMENT

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes they have been or is the victim of harassment should immediately report the situation to the teacher, Student Services Center or the principal. Complaints will be investigated.

Each student should, and every staff member **must** report any situation that they believe to be improper harassment of a students. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include suspension and or up to expulsion for students, up to discharge or employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Consequences are:

1st Offense: Conference with student and warning given. Parent contacted.

2nd Offense: Detention.

3rd Offense: Suspension and parent conference.

Consequences may be more severe depending upon the severity of the behavior.

SEXUAL HARASSMENT AND INTIMIDATION

It is the policy of the Whitmore Lake Public Schools to establish and maintain for all students and staff, learning and working environment, which provides for fair and equitable treatment, including freedom from sexual harassment and intimidation. All students have the right to be treated with respect and are expected to conduct themselves with respect for the dignity of others. It is violation of federal and Michigan laws and of this policy for any student of the Whitmore Lakes Schools to sexually harass a student or a staff member by speaking or acting in any of the ways defined below. The school district will investigate all formal and informal, verbal, or written complaints of sexual harassment brought to the attention of an administrator or supervisor. Any student who is found to have sexually harassed any other student or staff person shall be disciplined.

Any student or adult who knows of or believes that conduct which may constitute sexual harassment may be occurring should report the conduct as soon as possible to a staff person such as a teacher, counselor or administrator.

Definition of Sexual Harassment

- It is a particular form of sex discrimination.
- It is unwelcome and unwanted sexual attention that was not requested or encouraged.
- It includes physical actions and gestures of a sexual nature and/or spoken or written words or comments made by a student that have the purpose or effect of interfering with a student's ability to do school work or participate in school activities or substantially interfering with a staff member's ability to do her or his job.
- It includes actions or words of a sexual nature that create an intimidation, hostile, demeaning, humiliating, embarrassing or offensive learning or teaching environment.

Examples of what could be considered sexual harassment:

- Sexual gestures with the hands and body
- Cornering, blocking, standing too close to or following
- Unwelcome and unwanted physical contact of a sexual nature, such as touching, pinching and patting
- Suggesting or demanding sexual involvement accompanied by implied explicit threats concerning one's grades, job, etc.
- Pressure for sexual activity, implied or expressed
- Obscene or sexually explicit T-shirts, hats, pins, locker decorations
- Unwanted sexual comments about a person's body

- Sexually suggestive objects, books, magazines, photographs, cartoons or pictures
- Spreading sexual gossip
- Staring or leering with sexual overtones

A student may file a harassment form with a building administrator, teacher, counselor or other adult whom the student feels can be trusted. If a student feels sexually harassed, she or he is urged to act promptly in order to resolve the situation at the lowest possible level. Harassment forms are available through the teachers, office and the school counselor.

Sexual Harassment vs. Flirting

Sexual Harassment

- Makes the receiver feel bad, angry, sad, ugly, ashamed, demeaned, powerless, invaded.
- Results in negative self esteem for receiver and is one sided, demeaning, attention forcing, invading and degrading.
- Is unwanted, power-motivated, illegal

Flirting

- Make the receiver feel good, happy, flattered, in control, pretty/handsome, complimented
- Results in positive self-esteem for receiver
- Is received as flattering, open, compliment, enjoyed by both
- Is wanted, liked by both, legal

BULLYING

It is the policy of the Whitmore Lake Public Schools that bullying is not acceptable behavior. Students who engage in bullying at school, on the way to or from school, or at any school-related activity will be subject to appropriate corrective and disciplinary action up to and including suspension or expulsion. Where required by law or otherwise appropriate, law enforcement officials will be notified of bullying incidents.

For purposes of this policy bullying shall be defined as repeated intimidation of others by actually inflicting, or threatening to inflict, physical, oral, written, electronically transmitted or emotional abuse, or by destroying or threatening to destroy the property of others. By way of example, but not as an exhaustive list, bullying may include oral taunts, name-calling, put-downs, and extortion of money or property, destruction of personal belongings, kicking or shoving

DRUGS, ALCOHOL, AND TOBACCO

Use of, possession of, or being under the influence of illegal, illicit, or unauthorized drugs or alcohol are cause for short term and/or indefinite suspension.

The following consequences will apply for students in possession of illegal drugs or alcohol:

1st offense: Ten-day suspension, parent conference and police report.

2nd offense: Recommendation to the superintendent and school board for expulsion and police report.

Michigan Law specifically prohibits smoking on public school property. Smoking is defined as having tobacco in hand, mouth (lit or unlit, including chewing tobacco) the exhalation of smoke,

or other sufficient evidence of smoking. Possession of tobacco on body, coat or bag will result in a three day or more suspension.

Lighters are prohibited at school. They will be confiscated and will not be returned to the student. Students will be suspended out of school for a period of at least three days.

EXPLANATION OF CONSEQUENCES

DETENTION

Faculty members are permitted to assign morning and/or after school detentions as a disciplinary measure. The students must be given one days notice so that they can arrange appropriate transportation and notify their parents. The assigning faculty member must contact the parent(s) about the detention through a note or by phone to make arrangements for the detention time. If arrangements cannot be made for scheduled times please see below.

A detention may only be rescheduled by a parent. In order to reschedule, a parent must contact a SSC staff member, by phone or note, *prior* to the date and time of their student's scheduled detention. A detention may only be rescheduled once.

It is the student's responsibility to know when they are scheduled to serve a detention. Students not showing up for a detention without prior approval from SSC staff will receive a ½ day in-school suspension the next available day.

Students who are late for detention will be required to serve another detention.

Morning detentions are held Tuesday and Thursday from 7-7:45am. Afternoon detentions are held Monday and Wednesday from 2:32-3:17pm. All detentions are served in the Student Services Center.

Detention Rules

1. Work at all times. Students must complete a Student Reflection Essay. This essay must be completed to SSC staff's satisfaction or the student will receive another detention. Once the essay has been completed, the students may work on class work. If students do not have class work, they will be given another assignment by SSC staff that must be completed before they leave.
2. Be silent. Students must raise a hand if they wish to ask a question.
3. Stay in their assigned seats. Students must raise a hand if they wish to get out of their seat for any reason.
4. Keep head up at all times. No sleeping or resting.
5. Food, beverages, gum, etc. are not allowed. These items will be thrown away if being consumed in SSC.

Students will receive a warning each time they disobey the rules. If students receive three warnings while in detention, they will be assigned a ½ day in-school suspension the next available day.

If students do not complete an assignment given by SSC staff, they will be required to serve another detention.

IN-SCHOOL SUSPENSION (ISS)

Faculty members also assign in-school suspensions as a disciplinary measure. Students may receive a half day or full-day in-school suspension depending upon the circumstances. SSC staff assign the date and time of a student's in-school suspension.

Morning half day in-school suspensions last from 7:45am through lunch. Afternoon half day in-school suspensions last from lunch until 2:32pm. Full day in-school suspensions last from 7:45am to 2:32pm. In all cases, students obtain their assignments from their teachers and work in Student Services instead of participating in normal class activities.

Students are expected to follow the same rules as in detention while in ISS. Students will receive a warning each time they disobey the rules. If a student receives three warnings while in ISS, they will be assigned an out-of-school suspension the following day.

SUSPENSIONS AND EXPULSIONS

Suspension is the removal of a student from all school property and all school activities for a specific amount of time. There are two types of suspension:

1. Short term for up to ten school days.
2. Long term suspension, where the student is removed from school for more than ten days, but is given a definite date when he or she can return.

TEACHER DISCIPLINARY ACTIONS

Expulsion is the permanent removal of a student from all school property and all school activities.

In addition to the provisions for the morning and after school detentions and in-school suspensions, teachers have authority to utilize a range of behavior management techniques (not including corporal punishment) within the classroom to address incidents of minor misbehavior so long as such techniques do not violate Board policies, administrative directives, or State or Federal laws and regulations.

Pursuant to state law (MCL 380.1309) teachers may exclude from class or school activity for one full day a student who in the teacher's opinion is causing a disruption or violating school rules. The teacher may send the student to the principal for supervision and appropriate action. The teacher will ask the student's parent or guardian to attend a conference which may also include other school personnel (counselor, psychologist, social worker, etc.) A school administrator will attend if either the teacher or parent requests. During this suspension the student will not be returned that day to the class or activity without the teacher's concurrence.

CREDIT FOR ASSIGNMENTS DURING A PERIOD OF IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION WILL BE GIVEN.

SHORT-TERM SUSPENSION RIGHTS OF STUDENTS

Before a student can be suspended, the school must do the following:

1. Inform the student of the charges either verbally or in writing.
2. If the student denies the charges, the school must explain the evidence that they have against the student.
3. Give the student an opportunity to present his/her side of the story.
4. If the school believes that allowing the student to remain in the building for a hearing will create "continuing danger to persons and property," or threatens to disrupt the school, the school can suspend the student without a hearing. However, the school must have the hearing within 72 hours (excluding weekends or holidays).

DUE PROCESS PROTECTIONS FOR LONG-TERM SUSPENSION OR EXPULSION

1. Hearing date before an impartial party(ies).
2. Written notice of the charges prior to hearing.
3. Written notice of time, place and date of hearing.
4. Opportunity to present defense and explain facts.
5. Opportunity to present witnesses.
6. Right to counsel.
7. Written decision.
8. Stenographic transcript or audio recording of hearing if requested.
9. Appeal to the Board of Education if initial decision was made by others.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The rules in the Code of Conduct apply to all students including those students enrolled in special education, those having Section 504 plans, and those suspected of a disability or the district has knowledge that the student is suspected of having a disability. However, due to the unique needs of these students, appropriate disciplinary action will vary in accordance with local, state and federal laws.

“Student With A Disability” (IDEA) Defined – “Student with a Disability” means an individual enrolled in school who is under 26 years of age and who is determined by an Individualized Educational Planning Team (IEPT) or hearing officer to have a characteristic or set of characteristics that necessitates special education or ancillary and other related services, or both. Determination of impairment shall not be based solely on behaviors relating to environmental, cultural, or economic differences. These individuals are commonly referred to by local, state, federal and education agencies as students who are included in the Individuals with Disabilities Act or IDEA Students.

“Section 504 Student” Defined – “Section 504 student” means any student with a physical or mental impairment, which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Major life activities means functions such as caring for ones self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. The student has a 504 Evaluation, Summary and Educational Plan (504EP) developed by a 504 committee.

Students Suspected of a Disability or the District has the Knowledge that a Student is Suspected of Being Disabled

Students suspected of a disability are those whose parent(s) have requested a disability evaluation; whose parent(s) have expressed concern in writing to school personnel that their child is in need of special education and related services; whose behavior or performance demonstrates the need for special education services; or whose teacher, or other personnel, has expressed concern about the student’s behavior or performance to the school principal.

Short-Term Suspension/Long-Term Suspension or Expulsion of Students Suspected of Being IDEA or 504 Eligible

When considering the short-term/long-term suspension or expulsion of a general education student, if there is reasonable cause to believe that the student is eligible under IDEA or Section 504 or is suspected of being disabled, the student must “Stay Put” in the current educational placement and be immediately referred for evaluation. If the evaluation determines that the student has a disability, then all disciplinary action must cease and the student must be referred

for appropriate action. If there is not a disability, the student should be referred for appropriate disciplinary action.

IDEA or Section 504 Students – Short-Term/Long-Term Suspension or Expulsion of IDEA or 504 Eligible Students

Whenever an administrator is considering disciplinary action involving removal of a special education or 504 eligible student, the student's records shall be reviewed to determine the total number of days during the current year that the student has missed due to disciplinary action. Once the number of days that a student has been out of school due to disciplinary action has been determined, the following procedures must be followed:

Under federal laws, an IDEA/504 student facing disciplinary removal from school, who has already been removed from school for a total of ten school days during the current school year due to disciplinary action, must "Stay Put" in the current placement pending an IEPT/504 EP hearing unless the parents agree to waive the student's right to "Stay Put" in the current placement or agree to an alternative placement. Similarly, whenever the parents appeal the determinations of an Individualized Educational Planning Team (IEPT)/504 EP reviewing the behavior of an IDEA/504 eligible student being considered for disciplinary action, the student has the right to "Stay Put" in the current placement unless the parents agree to waive the student's right to remain in the current placement or agrees to an alternative placement.

In cases where the appropriate administrator believes that to permit the student to "Stay Put" in a current or alternative placement pending a hearing, an IEPT/504 review, or an appeal is likely to create an imminent danger of injury to the student or others, there are four options to effect the student's removal: 1) obtain a court order; 2) obtain a final IEP/Section 504 determination that the behavior was not a manifestation of the disability and proceed with normal discipline; 3) conduct an expedited hearing with a hearing officer appointed by the Michigan Department of Education and obtain a decision, based on substantial evidence that maintaining the current placement is substantially likely to result in injury to the student or others, to place the student in an alternative educational setting for not more than 45 days; and, 4) by agreement with the parents.

A disabled student may be subject to short-term/long-term suspension or expulsion due to disciplinary actions exceeding a total of ten (10) school days within a school year only after an IEPT/504 EP determines that the behavior is not a manifestation of the student's disability, the eligibility placement is appropriate, and the student is receiving the services designated by the IEPT/504 EP. If the IEPT/504 EP determines that the behavior is a manifestation of the disability, or the student's eligibility has not been appropriately determined, or the IEPT/504 EP does not currently reflect the special education/504 plan's programs and services to meet the student's unique educational needs, then the District may not consider disciplining the student.

Note the Following Specific Guidelines Regarding Students with Disabilities:

Evaluation for suspected, "has knowledge", IDEA or Section 504 eligible students takes precedence over other evaluations.

If the matter involved the use/possession of drugs or alcohol by a Section 504 student, then the discipline may proceed without convening a 504 educational planning meeting.

Pursuant to IDEA's regulations, suspensions beyond the accumulation of ten days, must either be held in abeyance pending the results of the evaluation or be administered in a manner that continues to provide the student with a free and appropriate education during the suspension.

Federal law affords school districts the right to request an expedited due process hearing to have an interim alternative placement ordered for up to 45 calendar days when it is believed that maintaining the student's current placement is substantially likely to result in injury to himself or others. The mandate also affords school personnel the right to order, at their own discretion, an interim alternative placement for up to 45 calendar days when the situation involves a weapon or drugs. Both types of placements can be requested/ordered even if the problem behavior was determined to be a manifestation of the student's disability or in the case of evaluating a student where the school suspects or has knowledge of a disability.

STUDENT RIGHTS

SCHOOL RECORDS

Access to student records is governed by Family Educational Rights and Privacy Act and Board of Education policy and contained in "Guidelines for Collections, Maintenance and Dissemination of Student Records," a copy of which is available in the principal's office. Access to students' records is available, in consultations with the school officials, to authorized school personnel, to the student's parents or legal guardians, and to the student. Arrangements for review may be made through the principal or through the guidance counselor.

It is the responsibility of the school to protect the student's privacy. Generally, access to school records may be available to persons or agencies outside the school only with the consent of the student of legal age, or with the consent of parents or legal guardian, or by court order of subpoena.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

There are times when various professional associations, alumni citizens (via Freedom of Information Act) and other similar groups request directory information on our students. The Family Education Rights and Privacy Act provides for this information to be released unless parents or an eighteen year old student notify the school in writing they do not want directory information released. Therefore, unless we receive written notice that any or all such directory information is not to be released to appropriate school groups or associations, the following information will be provided:

1. Student's name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone listing
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Photograph
8. Degrees, honors, and awards received
9. Date and place of birth
10. Major field of study
11. Dates of attendance
12. Grade level
13. The most recent educational agency or institution attended.

Please notify the office by September 17, 2011 if you don't want any information to be released.

REPORTING OF CHILD ABUSE AND NEGLECT

All staff members are required by law to report all concerns for suspected child abuse/neglect. Any indicator of improper conduct on the part of a person who is responsible for the care and welfare of children will be reported. Protective Services makes the decision as to whether to conduct an investigation. A decision is made based on the reports and the findings of the investigation whether or not to proceed with criminal charges being filed and subsequent prosecution.

The person or persons being investigated are legally and professionally considered innocent. If there are grounds for prosecution, the investigation may result in criminal charges being filed.

POLICE QUESTIONING AND APPREHENSION

Law enforcement officers may interview students at school. Students may be searched or arrested when such action is authorized by a warrant or otherwise permitted by laws. When appropriate and when there is consent from the law enforcement officers, a principal or designee will be present during the questioning. When appropriate and administratively possible, the principal will inform parents of the pending questioning so that they may be present.

SEARCH AND SEIZURE

School authorities have been charged with the responsibility of safeguarding the safety and well being of 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 of a student, in accordance with the school policy.

SCHOOL PROPERTY

The district recognized the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. Students are responsible for keeping their lockers locked and for security should never share locker combinations with other students. The District also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion illegal drugs or devices maybe present in a school. This means of detection shall be used only to determine the presence of drugs, guns or explosives in locker areas and other places in the school where such materials could be concealed, including vehicles parked on school grounds. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

STUDENT PERSON AND POSSESSIONS

The District recognizes the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. (i.e. Home and Away activities)

Administrators are authorized to arrange for a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

ATTENDANCE

Attendance – Grades five through seven

STUDENTS SHOULD NOT BE IN THE BUILDING UNTIL 7:30 A.M. UNLESS THEY ARE COMING TO MORNING DETENTION OR HAVE A SCHEDULED APPOINTMENT. STUDENTS WHO ARE EATING BREAKFAST AT SCHOOL MAY ENTER THE BUILDING AT 7:15AM.

Regular attendance and daily punctuality have a positive relationship with good academic progress and promote a healthy attitude towards school. **When necessary absence from school occurs, a parent must call the school at 449-4715 in the morning to report the absence.** In addition, a note of explanation must accompany the child when she/he returns. The school may require a physician's verification of illness when it is deemed necessary to confirm a student's absence. Notes are to be turned in to the middle school office. Any call or note that appears to be questionable will be verified.

A student with many absences will have difficulty in achieving at a sufficient level and will be at risk of failing the course. The ten-absence rule is meant to alert students and parents to this possibility.

All absences from school are counted per trimester. This includes dental and medical appointments, family trips, illnesses, etc. Special arrangements can be made with the principal for extended illnesses or family emergencies.

Every day of suspension from school counts as an absence.

If a student reaches five absences per trimester a letter will be sent home. It must be signed by a parent and returned to the middle school.

If a student reaches seven absences per trimester, another letter will be sent home.

If a student reaches ten absences per trimester, the student must meet with the counselor and parents will be contacted.

Excessive absences will be reported to the WISD Attendance Officer or Department of Human Services.

So students don't miss out on information or class work, parents are encouraged to consider the calendar when planning family vacations.

Students must get teacher and principal approval for trips lasting longer than four days. A form for this purpose is available in the middle school office. Students must get teacher and principal approval one week in advance.

If you know that your child is going to be absent for an extended period of time, please let the office know in advance. If parents plan to be out of town for a period of time, it is important that

the office be advised of the person(s) responsible for the student during the parents' absence. It is the student's responsibility to obtain the necessary assignments from his/her teachers.

It should be pointed out that the student will lose out on important class discussions and the coverage of new material and that this loss is likely to affect the overall grade. For all excused absences, due to illness or family emergencies, students are permitted to make up and receive full credit on their work. They will have one day for each day absent to turn in the make-up work or take tests. Where arrangements for assignments have been made in advance, such assignments are due the first day the student returns or no credit will be given. Tests must be made up the day the student returns to school. Please do not call in for homework if a student is to be absent for only one day. We ask for 24 hours notice on any homework request

EIGHTH GRADE ATTENDANCE POLICY

STUDENTS SHOULD NOT BE IN THE BUILDING UNTIL 7:30 A.M. UNLESS THEY ARE COMING TO MORNING DETENTION OR HAVE A SCHEDULED APPOINTMENT. STUDENTS WHO ARE EATING BREAKFAST AT SCHOOL MAY ENTER THE BUILDING AT 7:15AM.

Regular attendance and daily punctuality have a positive relationship with good academic progress and promote a healthy attitude towards school. **When necessary absence from school occurs, a parent must call the school at 449-4715 in the morning to report the absence.** In addition, a note of explanation must accompany the child when she/he returns. The school may require a physician's verification of illness when it is deemed necessary to confirm a student's absence. Notes are to be turned in to the middle school office. Any call or note that appears to be questionable will be verified.

A student with many absences will have difficulty in achieving at a sufficient level and will be at risk of failing the course. **The eighth grade attendance policy is meant to help the student's transition from the eighth grade into the high school where credit is lost due to absences.**

All absences from school are counted. This includes dental and medical appointments, family trips, illnesses, suspensions, etc. Special arrangements can be made with the principal for extended illnesses or family emergencies.

Every day of suspension from school counts as an absence.

- **If a student reaches five absences per trimester, a letter will be sent home stating that if 10 absences occur in any class that the responsibility code will drop.**
- **If a student reaches seven absences per trimester, the student will meet with the counselor and the letter will be sent home regarding the possibility of reduction of a responsibility code in the class or classes where the absences are occurring.**
- **If a student reaches ten absences per trimester, a third letter will be sent home informing you of the responsibility code reduction for that class and information on the appeals process.**

Excessive absences will be reported to the WISD Attendance Officer or the Department of Human Services.

If a student misses a teacher's test due to excused absence, they may make arrangements with the teacher to take the test. If they miss a State mandated test or other standardized test, the student should consult with the counselor to arrange for taking the test.

So students don't miss out on information or class work, parents are encouraged to consider the calendar when planning family vacations.

If you know that your child is going to be absent for an extended period of time, please let the office know in advance. If parents plan to be out of town for a period of time, it is important that the office be advised of the person(s) responsible for the student during the parents' absence. It is the student's responsibility to obtain the necessary assignments from his/her teachers. It should be pointed out that the student will lose out on important class discussions and the coverage of new material and that this loss is likely to affect the overall grade. **If ten absences within one trimester occur there will be a reduction of one level in the student's responsibility code, pending the decision of the appeals committee. There will be no reduction if the attendance committee determines that the student has completed all missing work as a result of absences.** For all excused absences, due to illness or family emergencies, students are permitted to make up and receive full credit on their work.

They will have one day for each day absent to turn in the make-up work or take tests. Where arrangements for assignments have been made in advance, such assignments are due the first day the student returns or no credit will be given. Tests must be made up the day the student returns to school. Please do not call in for homework if a student is to be absent for only one day. We ask for 24 hours notice on any homework request. Before a student will be dismissed early, the parent or guardian must come into the office and sign the student out.

A disabled student or student suspected of having a disability will receive a grade reduction pursuant to this policy only after an individual educational planning team (or Section 504 team, as appropriate) determines that:

1. The current determination of eligibility is correct;
2. The absences or cause of the absences are not a manifestation of the student's disabling condition; and
3. The student's individualized education program (or Section 504 plan, as appropriate) currently reflects the special education programs and services needed to meet the unique educational needs of the student.

ARRIVING LATE AND LEAVING EARLY

TO BE EXCUSED, STUDENTS WHO ARRIVE LATE MUST REPORT TO THE OFFICE TO SIGN IN EITHER WITH A PARENT OR GUARDIAN OR WITH A NOTE SIGNED BY A PARENT OR GUARDIAN.

Students with medical and dental appointments during the day that will require them to leave school early must bring a note from home to the office before first period class.

ABSENCES FOR SCHOOL-RELATED ACTIVITIES

Students who are excused for school-related activities during class time are responsible for information and work missed. They should check with their teachers in advance about making up their class work. Upon returning, they should obtain any handouts from the teacher, and ask a classmate for permission to copy down missed notes and assignments. Sponsors of activities should remind their students of this requirement. These times missed are not considered as absences.

Students may be denied the privilege of attending meetings, field trips, and other school-related activities if they are earning low grades, have excessive absences, or have had discipline problems.

GENERAL INFORMATION

ACADEMIC MISCONDUCT

The act of willingly and knowingly copying the work of others and representing it as one's own is considered unethical academic conduct. The act of stealing test material from school personnel and changing official school documents (teacher grade books, complete test copies, etc.) is also unethical academic conduct. These acts of cheating will result in reduction of unit grade or loss of course credit.

ACCIDENTS/INJURIES

If a student is injured at school, he/she should immediately come to the office. First aid will be given. If the situation warrants it, emergency help will be obtained and the parent/guardian notified. An accident report will be filled out.

If the accident takes place at a practice or an athletic event away from school, the coach is responsible for providing first aid, obtaining emergency help if the situation warrants it, and notifying the parent or guardian. An accident report form must be filed on the next school day. Staff members who are leading trips, such as the seventh grade trip, have the same responsibility as a coach unless otherwise delegated in writing by the school administrator.

BICYCLES & SKATEBOARDS

Students who ride bicycles to school should leave them in the bike rack provided at the south end of the building. Students who do not ride their bike safely may be asked to walk their bike once on school property. If the student continues to ride, they may lose the right to ride their bike to school. The student is strongly urged to provide a sturdy lock, as the school district cannot be responsible for the safety of the bicycle. Bicycles are not to be ridden during the school day. Skateboards are not allowed on school grounds. Skateboards will be confiscated if they are brought onto school property. They will only be returned to parents or guardians.

CHANGE OF ADDRESS/PHONE

You should report any change in name, address, or telephone number to a secretary in the middle school office. Quick communication with parents or guardian is important if an emergency should arise. If your address and phone number are correct, quick notification can be easily accomplished.

EMERGENCY FORMS

You will be given a printout of contact information to be corrected or verified at Open House. Forms not picked up at Open House will be sent home with your student. Updated information is essential when an emergency arises and parents need to be contacted.

DEBT CARDS

Debt cards for lost books, fundraising money not turned in, etc. will be sent home with report cards. Payment can be made in the middle school office.

Students who have outstanding debts to the school will not be allowed to attend dances or special events (see special events for description).

EMERGENCY PROCEDURES FORM

All students are required to have a completed emergency procedure form on file in the office. This is necessary so that contact can be made with parents or physicians if necessary. Students may not participate in field trips or extracurricular activities without an updated emergency form.

FIRE DRILLS AND EMERGENCY EVACUATION

Everyone should know the fire exit for each room that he/she will be in. Fire exits are posted in the rooms.

When the fire alarm sounds for a drill or emergency, everyone should leave the room quickly and quietly. Students are not permitted to go to their lockers when a fire alarm sounds. They should proceed silently to the nearest exit, and accompanied by their teacher, move a safe distance away from the building. If they are in front of the school, they should move across the parking lot to the lawn, so that they will not block fire fighters and emergency equipment.

Under no circumstances will you be permitted to re-enter the building until the “all clear” is given. Practice drills will occur several times during the school year. The immediate and orderly evacuation of the building is the prime consideration.

Faculty and students not in a classroom, going from one room to another, or at lunch, should leave the building by the nearest exit.

The nearest adult discovering FIRE, SMOKE, GAS ODOR, or an emergency situation requiring the evacuation of the school is responsible for sounding an alarm. If a student discovers such a condition, he/she should inform the nearest adult.

Turning in a false alarm is a misdemeanor under Michigan law. Any person doing that is subject to imprisonment for not more than one year and/or a fine, not to exceed \$1000. (Michigan Compiled Laws 750.240).

LOCKDOWN

In the event that a dangerous person or animal enters the building, a lockdown will be announced over the PA system. Teachers will turn off classroom lights, lock classroom doors and move students to an area in the classroom which will be the least visible to a person or persons passing in the hallway. Students are to remain quiet until the all clear is announced. During this time, the front doors will be locked

HEALTH SERVICES

A public health nurse will be available on a consultant basis. She/he will be able to contribute to our health education or answer questions about any health concerns.

HOMEBOUND INSTRUCTION

Homebound instruction or hospitalized instruction is provided for students who cannot attend school because of an illness or injury.

The parent or guardian must pick up a form from the middle school office. For a student to be eligible for homebound instruction, a licensed physician must certify that the student is unable to attend school but may profit from instruction given in the home or hospital. Once the licensed physician completes her/his section of the form, it should be sent to the principal for final

approval. The principal then assigns the student a homebound teacher. Only students who are enrolled in the Whitmore Lake School District are eligible for home or hospital instruction.

Students who return to school at the conclusion of their homebound instruction should report to the counselor.

LOCKERS

Lockers are provided as a convenience to each student for the sole purpose of storing coats and materials that may be required for classroom work. These lockers are school property. The student has the right to refuse the use of a locker by putting a refusal in writing to the principal. Because the locker is school property, the administration reserves the right to search lockers. This may be done by an administrator or delegated representative. The student is responsible for the material contained within the locker at all times.

A student whose locker is damaged by another student must immediately report the incident to the office or she/he will be held responsible for the damage. Below is a schedule of fees for damage done to lockers:

\$20.00 - If the locker needs repainting

\$5.00 - If inside stickers has to be removed or if the locker needs to be cleaned out at the end of the year.

In addition to these consequences, if students violate any of the rules in the school-wide assertive discipline plan, they may also be subject to additional consequences as provided under that plan.

LOST AND FOUND

All items found, such as jewelry, wallets, books, jackets and umbrellas should be turned into the main office. Books, if not claimed, will be returned to teachers. All other unclaimed items will be given to Goodwill or Salvation Army at the end of each trimester.

MEDICATION

Any student who must take prescription **or** over-the counter medication during the school day must adhere to the following procedure:

A written medication request form, signed by the physician and the parent, must be presented to the office and needs to be updated yearly for all prescription medication.

All medicines brought to school must be left in the office in the original bottle labeled with the student's name and exact dosage and dispensed from there only. All medications **must** be brought to the office by a parent/guardian. If a student needs to carry medication such as inhalers for asthma, please have this stated on the medications form signed by the doctor.

Physician forms need to be updated yearly and new medication needs to be brought into the office. Medications need to be picked up no later than one week after the end of the school year or they will be safely disposed of.

PETS

Animals are not allowed in the school building. They should not be brought to school unless special arrangements are made with the principal.

SCHOOL CLOSINGS AND DELAYS

The decision to close school because of inclement weather is never an easy decision. The decision is made by the Superintendent only after reports from the Bus Supervisor, National Weather Bureau, and surrounding superintendents. The basis for this decision is the safety of your child.

When weather or any other emergency provides cause for school to be closed or for a delay in the start time, the following stations will be notified.

RADIO

WJR (760 AM – Detroit)	WVIC (94.1 FM – Lansing)	WXYZ-TV (Channel 7)
WWJ (950 AM – Detroit)	Q95 (95.5 FM – Detroit)	WDIV-TV (Channel 4)
WSDS (1400 AM – Ypsilanti)	WWW (102.9FM – Ann Arbor)	WILX-TV (Channel 10)
WAAM (1600 AM – Ann Arbor)		
WEMU (89.1 FM – Ypsilanti)	TELEVISION	Channel 22
WHMI (93.5 FM – Livingston)	WJBK-TV (Fox Channel 2)	Local Cable

Parents will also be notified of school closings by the AlertNow system by phone.

When school is canceled, most school activities are also canceled. When school is dismissed early due to inclement weather, all afternoon and evening activities are canceled.

VISION SCREENING

Vision screening is done at the fifth/seventh grade levels by the Health Department. Parents or teachers can refer students in the sixth/eighth grade levels. Please send a note to the office two weeks before testing.

STUDENT ENROLLMENT

Students new to the district must register in the middle school office. Forms to be filled out are:

1. Emergency Form
2. Field Trip/Early Dismissal Form
3. Records Release Form
4. Proof of Residency
5. Immunization Record and Original Birth certificate
6. Internet Agreement Form
7. Free/Reduced Lunch Form if eligible
8. Special Education Release Consent for Special Education Students
 - If there has been a change of custody or guardianship, a legal document will be needed.
 - If the student has special needs, a copy of the latest IEPC should be brought to school at time of registration.

An original birth certificate and immunization records are needed at registration. Students must have the required immunizations in order to attend school. State of Michigan immunization requirements are:

1. Two (2) doses of Measles, mumps, and rubella vaccine - First dose given at or after 12 months of age. Second dose given at or after 15 months of age and at least one month after first dose.
2. Three (3) doses of Polio vaccine - If third dose was given on or after fourth birthday, another dose must be given at school entry.
3. Four (4) doses of DTP (Diphtheria, Rtetanus, Pertussis-Whooping Cough), DT (Diphtheria, Tetanus-pediatric), or TD (Tetanus, Diphtheria-adult) vaccine - If fourth dose was not given on or after fourth birthday, another dose must be given at school entry. A booster dose is required if not given within the last 5 years.
4. Three (3) doses of Hepatis B Series – Three doses are required.
5. Two doses of the Chicken Pox Vaccine – Students either need the vaccine or if they have had chicken pox, we need the age when they had chicken pox. A form is available in the office.
6. One dose of Meningococcal Vaccine (Meningitis) –One dose is required.

Students who have not had the required immunizations may be excluded from school until the vaccine is received and proof is brought to the office.

STUDENT WITHDRAWAL

In cases where a student moves to another school district during the regular school year, the student is required to secure a “Student Withdrawal Form” from the office five (5) school days before their last day of attendance. At the time of withdrawal, school books and materials must be turned into the office. Additional information will also be provided regarding transfer of school records. Exit surveys will be mailed to parents or filled out in the office.

TELEPHONES

The office phones are to be used only when a student is ill and needs to go home.

TEXTBOOKS AND SCHOOL SUPPLIES

Textbooks are distributed by teachers. Pencils and paper will be furnished to the students twice a year. All other supplies are the students’ responsibility. Lost or destroyed textbooks must be paid for by the student before they will be replaced. (The cost may be from \$11 to \$60.)

Please note the following schedule of fees that may be charged to the student for damage done to textbooks:

Normal wear and tear.....	No charge
Ripped covers and pages.....	\$1.00
Damaged cover/needs rebinding.....	\$13.00
Lost books.....	replacement cost
Missing pages (one or two).....	\$3.00
Missing pages (three or more).....	\$7.00
Writing in book (minor).....	\$2.00
Writing in book (major).....	\$5.00

TORNADO WATCHES, WARNINGS, & DRILLS

A tornado watch is when conditions are favorable for tornado formation in this area. The school will remain alert, and ready to take cover, but school will continue as usual. Dismissals will be scheduled following normal everyday procedure.

A tornado warning occurs when a tornado has been sighted in the area. The school is notified by the Northfield Township Fire Department. The school's fire horn is turned off and on several times in rapid succession, warning teachers and students to take shelter immediately. The location of designated shelter areas is shown on a map inside each room. Because of the imminent threat to life and limb, students will not be dismissed to the buses, not even at the regular dismissal times, until the warning is lifted. Children will be released to their parent or responsible adults sent by their parent to pick them up. Parents sending adults to pickup children should notify the office.

Tornado Drill/Alarm Procedures:

1. The signal for a tornado drill/alarm is an announcement over the P.A. system
2. Teachers will escort students into the hallways (or designated shelter areas) by their classrooms, and away from windows. Teachers will bring their attendance record books.
3. Students will sit on the floor next to the walls, with their backs toward the center of the hallway. Each person is to clasp his hands together over the back of the neck, lean forward, and fold his forearms over his face in such a way that the wrists cover his ears and his forearms shield his eyes from anything that might be flying down the hallway.
4. Students must be quiet so that they will be able to hear any necessary instructions.
5. The "all clear" signal will be two short rings of the school bell. As an alternative, the principal may tell teachers that it's okay to bring students back into classrooms.
6. If the building is damaged and unsafe, teachers will be informed to escort their classes to the nearest exit and clear the building.

VALUABLES OR POSSESSIONS

You are responsible for valuables or money that you bring to school. Do not leave any valuables or money in your locker. All fundraising money must be turned into your teacher or the office the first thing in the morning. You are totally responsible for any articles or money that is lost! If you have to bring money or valuables, you may ask the office to hold it for you.

VISITORS

Parents are welcome in the middle school. We appreciate volunteer help, and encourage parental participation in our school programs. If you would like to visit the school or help out, please call first so that you can make an appointment to see teachers and visit classrooms. Small children should not be brought to school. The school policy is to accept only those visitors who are known by one of the administrators and who have legitimate business at the school. All visitors must first report to the middle school office to receive a visitor's pass.

Students from other school districts will not be allowed to spend the day in the middle school building because it is too disruptive to the teaching/learning process.

Any person found on school grounds without permission is trespassing and is subject to arrest by law enforcement officers.

WORK PERMITS

Any student under the age of eighteen (18) wishing to work must have a work permit. Any student who lives in the Whitmore Lake School District may obtain a work permit from the high school or middle school office. The student should first obtain a job before seeking a work permit.

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish these goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. Establishing the learning outcomes for their child with the goal of developing a responsible, adult member of society;
- D. Establishing and supporting a consistent and shared approach to child guidance and discipline;
- E. Providing for the proper health, safety, and well-being for their child;
- F. Developing English language proficiency.

The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

The Board through this policy directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parent Involvement Plan shall be distributed to all parents and students through publications in the Student Handbook or other suitable means.

The Superintendent shall direct the development of a Parent Involvement Plan for the District (with building/program specific goals as desired) which may include, among others, the following strategies:

- Provide child's individual assessment results, reading results, progress reports, report cards, parent conferences;
- Provide a description and explanation of the curriculum in use at the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet. The District will also provide each school's discipline plan along with a tardy plan;
- Arrange flexible scheduled parent/teacher conferences and parent requested conferences;

- Post PTA/PTO meeting, and parent involvement meeting on the District website and via e-mail;
- Publish District and School Newsletter(s) informing parents about the parent involvement plan and other events at the school(s). This newsletter will also send a positive invitation to parents to participate in various activities while providing parents information at a glance about scheduled District and school meetings and activities.
- Schedule meetings and brainstorming sessions to provide parents the opportunity to share concerns and desires, to better improve the school environment and student achievement.
- Send home a parent-student-teacher compact that outlines how parents and school staff will share the responsibility for improved student achievement of their children. This compact shall be discussed and revised as necessary at least annually at the middle school V.I. P. meeting.
- Establish and maintain a home reading program. Books will be provided to encourage students to read at home. Student participation in the program will be given school wide recognition.
- Maintain a consistent, District wide effort to communicate regularly with parents. Teachers contact new students by mailing welcome notes.
- Schedule at least two (2) student conferences annually with the teacher(s) to inform parents of student's progress.
- Send folders home to keep parents abreast of individual student progress and maintain open lines of communication.
- Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
- Encourage continued positive partnership involvement throughout the community by staff and administrators.
- Offer an ongoing reading tutorial program throughout the school year during the day, encouraging parental involvement.
- Establish after school academic clubs to provide students additional opportunities to develop skills.
- Encourage active faculty participation in PTA or PTSO. Goal of 100% participation.
- The cheerleaders and athletic teams provide booster clubs sponsorship to actively engage parents. Have students perform annually for Board of Education.
- Have students perform at various functions throughout the community.
- Encourage parents to serve as chaperones for class field trips and other school activities.
- Provide parenting classes throughout the year.
- Hold an annual recognition event for parents and volunteers who have helped throughout the year.
- Provide opportunities for discussions between parents, administrators and staff to address problems and find solutions for students having difficulties, either academically or socially.
- Use homework hotline to inform homes of various assignments and activities. Utilize the website as available.
- Provide announcements on the District's cable television channel in a consistent and timely manner.

- Place current and accurate announcements on the school's marquis throughout the District.

Relations with Parents

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

Participating in school functions, organizations and committees;

- Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- Requiring their child to observe all school rules and regulations;
- Supporting or enforcing consequences for their child's willful misbehavior in school;
- Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- Maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- Reading all communications from the school, signing, and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school

School Board Meetings are held on the second and fourth Monday of each month. The Board Calendar is posted on wpls.net. Parents wishing to be placed on the agenda should contact the superintendents' office with a week's notice. In addition, any person can address the Board of Education during the "Call to the Public" portion of any board meeting without being placed on the agenda.