



SOUTH LAKE MIDDLE SCHOOL

STUDENT HANDBOOK 2009-10

**SOUTH LAKE
MIDDLE SCHOOL**

THIS AGENDA BELONGS TO:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

South Lake Middle School Student Handbook

Welcome to South Lake Middle School for 2009-2010.

We are indeed proud of our many fine programs, which reflect a commitment by parents, staff, and community to provide students with the tools they need to be successful learners and effective citizens.

OUR MISSION/OUR VISION

Every student learns. Every student succeeds.

ADMINISTRATION AND FACULTY

Richard Norsigian	Principal
Heather Brodi	Dean of Students
Stephanie Peterka	Secretary
Sherri Becker	English/Journalism
Marci Charuba	Language Arts/Social Studies
Leslie Discher	Collaboration Teacher
George Duffield	Math/Social Studies/Economics
Donna Jaeger	Band/Choir
Renee Janka	Science/Career Economics
Jason Kasparian	Social Studies/Computers
Christine Kingsley	Counselor
Gregory Kitchen	Science
Annette Knapp	Social Worker
Louise Kowalski	Social Studies/World Language
Fang MacCullumMhor	Mandarin
Alecia McGill	Algebra/Math
Monica McNamee	Collaboration Teacher
Jeanette Minne	Science/Math/Forces in Motion
David Mroue	Algebra/Science
Todd Myers	Social Studies
Edward Peddycord	Math
Alice Phelps	Life Skills/History/Health
Diane Prainito	Art
Jennifer Prouty	Spanish
Wendy Quick	Media Specialist
Louna Saba	Language Arts/English /History
Karen Sahadi	Math/Science
Jill Stockwell	Phy. Ed./Health/Science
Rachel Swartz	Teacher Consultant
Gloria Tilley	Language Arts
Kathy Tisdale	Teacher Consultant
Kelle Vertin	Science/Math
Joslyn Wyatt	Language Arts/Forensics

STUDENT SCHEDULES

Student schedules are passed out on the first day of school. Schedule changes, while seldom, usually occur in the first two weeks of the trimester. All changes are subject to school approval.

STUDENT HANDBOOK

This Student Handbook contains information designed to help make your school year successful and enjoyable for both you and your child. Please review the material in this Handbook with your child to familiarize yourselves with the

basic policies and procedures of the school. After reading the contents of this handbook, the student and the parent(s)/guardian(s) are required to sign, date, and return the form on page 10 to school. The handbook may be viewed on the South Lake website:

<http://www.solake.org/ms/docs/mshandbook.pdf>

STUDENT ARRIVAL/DISMISSAL

Students are to arrive to school no earlier than 15 minutes before school begins. Students are to remain outside the building until the bell rings. The building opens at 7:55 a.m. During inclement weather, students may be allowed to enter the cafeteria at 7:40 a.m. each day. Upon entering the cafeteria, students must be seated. Students are dismissed at 2:50 p.m. and must leave promptly at dismissal time, unless participating in after school activities, practices or other school related obligations. Students may not linger inside the school or re-enter the building without permission. Students found lingering around the school without permission after 3:05 P.M. may be subject to ticketing.

CLASS PERIOD SCHEDULE (subject to change)

<u>Hour/Class</u>	<u>Times</u>
1 st Hour - Core Extension	8:00 - 8:51
2 nd Hour	8:55 - 9:45
3 rd Hour	9:49 - 10:39
4 th Hour- Lunch 8	10:43 - 11:14
4 th Hour- 6 th Grade/7 th Grade	10:43 - 11:33
4 th Hour - 8 th Grade	11:18 - 12:08
5 th Hour - Lunch 6	11:33 - 12:08
5 th Hour -6 th Grade/ 8 th Grade	12:12 - 1:02
5 th Hour - 7 th Grade	11:37 - 12:27
5 th Hour - Lunch 7	12:27 - 1:02
6 th Hour	1:06 - 1:56
7 th Hour	2:00 - 2:50

ATTENDANCE PROCEDURES

Regular and punctual attendance is mandatory for all students as required by state law. Students are to arrive to school and classes on time. During school hours, students must be in their assigned classroom or designated areas.

TARDIES TO SCHOOL

1. When tardy to school after 8:00 a.m., students must report to the office first and sign in.
2. Students returning to school from a medical appointment must report to the office and sign in with a note from the doctor.
3. Lunch detention may be assigned by administration for excessive tardies to school.

ABSENCES

1. To excuse a student's absence, the parent/ guardian must call the school's attendance hotline at 435-1350 before 8:00 a.m. the morning of the absence; or if after 8:00 a.m. and before 9:00 a.m., call the school office at 435-1300. Absences recorded after 9:00 a.m. will be considered unexcused.

2. Any student who misses assignments due to absence is responsible to contact teachers and work out a plan to make up work missed. Students with an excused absence will be granted two days for every day missed to turn in an assignment.
3. A parent/guardian may call the office by 9:00 am for a homework request when a student is absent. The absent student's work will be gathered, and can be picked up at the end of the school day.

RELEASE FROM SCHOOL

If a student must leave school during the day, parents should notify the office in advance (the morning of the absence is best), either by telephone or by written note. Only the student's parents or individuals authorized on the emergency card may pick up students. The parent/guardian must come into the office and sign-out the student. For safety purposes, verification of identity is required.

LEAVES OF ABSENCE

Family trips should be arranged during summer and other school breaks. Vacation forms are available in the main office if trips are planned during the school year and must be filled out and approved by the Principal. Parents must notify the school office at least two weeks prior to the student's departure to excuse the student's absence. Extended absences will affect a student's academic progress and grades. Alternative assignments while on trips do not fully take the place of daily attendance and participation in class. Students are responsible for all work missed during this time.

EXCESSIVE ABSENCES/TARDIES

Parents will be notified of absences or tardies (excused and/or unexcused) at the following target areas:

1. Five days absence or tardy: parents/guardians will receive a letter outlining the attendance policy and reminding them of daily attendance responsibilities.
2. Ten days absence or tardy: a letter of notification will be sent requesting that a conference be scheduled with the Principal. Based upon the outcome of the conference, appropriate agencies may be contacted to investigate the excessive absences.
3. Fifteen days absence or tardy: If determined to be a case of truancy, appropriate county agencies will be notified. An attendance hearing will be conducted with the student, parents or guardians, and the truant officer. The student may be required to:
 - a. Attend summer school in order to make up any missed instructional time, or;
 - b. Be retained at their current grade level. A hearing will be conducted with the student, parents or guardians, and the truant officer.

TARDIES TO CLASS

Students are expected to arrive to class on time. Students are tardy when they are not in the classroom when the end of passing time bell rings. Distance to classes is minimal and does not contribute to tardiness.

Consequences for each individual class:

Step One – 3rd tardy, the teacher warns student,
Step Two– 4th tardy, the teacher assigns a detention,
Step Three–5th tardy, the teacher calls the parent for assistance,

Step Four – 6th tardy and beyond, referral to office.

If a student is more than 5 minutes tardy to class without a pass, he/she may be referred to the office and/or assigned a detention. Tardies to school in the morning are recorded on a year long basis. Tardies to classes throughout the rest of the day are recorded on a trimester basis.

STUDENT AGENDA BOOK

Each student will be issued one Student Agenda Book free of charge to help develop his/her organizational skills. The student must carry the agenda throughout the entire school day and write assignments for each class every day.

If a student loses his/her agenda, he/she may purchase another for a \$5 replacement cost, although there is a very limited supply of extras; half of the Hallway Passes will be removed. Teachers and parents may also use the agenda for questions and to make comments.

Parents should have their child bring this agenda home daily to help your child review, plan homework time and encourage assignment completion. Students should spend approximately 1 to 1½ hours per evening doing schoolwork.

ASSIGNMENTS AND HOMEWORK

Assignments are due on the date assigned by the teacher. A student who has an excused absence, however, has two days for every day missed to turn in assignments.

REPORT CARDS AND PROGRESS REPORTS

Since there are three marking periods (trimesters) of approximately fourteen weeks each, students will receive three official report cards and three official progress reports for the year. Progress Reports will be issued at parent-teacher conferences for each marking period. Report cards will be mailed home at the conclusion of each marking period. If a student's grade in a marking period is an incomplete (I), the student may be granted a two-week extension in order to submit the required assignments.

PROMOTION POLICY

If a student has a failing average in two or more full-year equivalent classes or combined exploratory classes, the student may not be promoted to the next grade level.

1. At the end of the first trimester, the counselor will send a letter to the parents of those students identified as not passing one or more classes.
2. At the end of the second trimester, teachers, parents, and counselor will discuss and update a plan for success. This plan will outline what the teacher, parent, and student can do to help the student be successful and to be promoted.
3. At the end of the third trimester, a letter will be sent

to the parents of any student not passing two or more classes. This letter will:

- a. Recommend summer school, taking one or two classes.
 - b. Require summer school for promotion, enrolling in one, two, or three classes.
 - c. Promotion on a probationary basis.
 - d. Retention.
4. Parents will be notified by mail and by telephone of the recommendation. A parent who disagrees with the recommendation may appeal the decision in the following sequence:
- a. Principal
 - b. Superintendent
 - c. Board of Education
5. A student who has accumulated 15 or more unexcused absences from school may be recommended for retention.

GRADING SCALE

93 -100%= A	73 - 76% = C
90 - 92% = A-	70 - 72% = C-
87 - 89% = B+	67 - 69% = D+
83-86% = B	63 - 66% = D
80 - 82% = B-	60 - 62% = D-
77 -79% = C+	Below 60% = F

ATHLETICS

A wide array of athletic activities is offered at the middle level. All participants must have a valid physical on file to participate and follow the rules of eligibility. As a reminder, athletic participation and/or attendance is a privilege. Students attending sporting events as spectators are reminded that all school rules apply. In addition, once they leave the premises of the event, they **will not** be readmitted.

RULES FOR ATHLETIC ELIGIBILITY

Citizenship and academic performance of students participating in school sports will be checked weekly. If citizenship or academic grades decline, the student is given a warning. If there is no improvement after the warning, the student may be ineligible to participate in the sporting event.

DANCES

Dances are held during the school year. All dances will be held immediately following the school day, approximately 3:00 to 4:00 p.m. After students enter the building for the dance, they will remain until the dance is over. If students wish to leave early, their parents must come into the school to call for them. All school rules apply at dances. Once students leave, they cannot return to the activity.

BREAKFAST/LUNCH PROGRAM

South Lake Middle School currently uses the Meal Magic Program for students to purchase breakfast or lunch. All students use the Meal Magic Program, including those participating in the free/reduced meal program. All students are issued a PIN to access their Meal Magic account. Money

can be deposited in student accounts through the office or in the cafeteria prior to school starting in the morning. Breakfast will be available to students from 7:30 a.m. to 7:50 a.m. in the cafeteria. The middle school has a closed campus policy during lunchtime. All students are expected to eat lunch at school. Students may bring lunches from home or utilize their Meal Magic account. An ala-carte line is also available on a daily basis. Food or drinks are not permitted out of the cafeteria. If a student chooses to leave the cafeteria with food, it will be confiscated by staff and thrown away. The student will not be reimbursed for the cost of the items. Students must clean up after themselves. Cafeteria work duty may be assigned for inappropriate behavior or for not following cafeteria rules.

FREE/REDUCED MEAL PROGRAM

At the beginning of the school year, an application for free/reduced meals is provided to families in order to apply or you may print it from the South Lake website, solake.org. This application is to be brought back to the office for approval. You may also apply online at www.lunchapp.com. If approved, you will receive a letter confirming eligibility for your student. Applications for the free/reduced meal program are available in the office during the school year.

LOCKERS

Each student is assigned a locker. It is the responsibility of students to keep their lockers locked at all times. Do not leave items of value in the locker. The school is not responsible for items lost or stolen from lockers. If the locker is broken or not functioning correctly, it is the responsibility of the student to inform their 1st hour teacher so repairs may be made. **Students may not change lockers or share lockers with other students and should not share locker combinations with friends. In addition, students are not to alter their locker function to allow it to open without the combination.** Students will be billed for any and all repair costs resulting from this or other damage. Students are not permitted to put their own locks on the lockers. Any non-school locks will be cut off at the student's expense. Lockers are school property and are subject to searches, including canine searches, at any time and in accordance with Board of Education Policy.

TEXTBOOKS

Students will be responsible for the condition of their textbooks. The following policy will be enforced:

1. Textbook condition will be recorded along with the book number at the time the book is issued. If there is writing in ink in a textbook, the page numbers will be recorded on the Student Textbook Report Form so that students are not charged unfairly at the end of the school year.
2. Books will be rated new, good, or poor condition.
3. If any pages are removed or torn excessively, the book will be considered unusable and the student will be charged a replacement fee.

4. Replacement charges for textbooks will be based on the condition of the book when it is issued.
5. A lost or completely damaged textbook will be replaced when it has been paid for. The teacher issues replacement books.

STUDENT FINES

Students are responsible for loss, excessive wear, or damage to school textbooks and equipment. Teachers or the media specialist may issue fines throughout the course of the school year. Fines must be paid promptly in the media center or the main office. All fines must be paid or the student will be subjected to the restricted list.

LOST AND FOUND

The lost and found is located in the cafeteria. Items not claimed at the end of each trimester are donated to charities.

PERSONAL PROPERTY

Students are responsible for all personal belongings. Neither the school nor teachers will be responsible for any student's personal belongings. Students should not bring personal property to school that is not needed for educational purposes. Valuable items or large amounts of money should not be brought to school. Items that are needed should be clearly labeled with the student's name.

ELECTRONIC EQUIPMENT

The use of cell phones, pagers, video games, music playing devices, laser pointers or other electronic devices is prohibited in school. If these items are brought to school they must be turned off and remain in the student's locker during school hours. They cannot be used during school or school related activities, unless authorized by school staff. Electronic devices will be confiscated, turned into administration, and held for a parent/guardian to pick up if in violation of this policy.

TELEPHONE CALLS

Office and school phones are only available for school related business and emergencies. Office personnel do not transmit personal messages to students except in case of an emergency. A pay phone, located in the hall across from the office, may only be used before lunch and after school.

HALL TRAVEL AND PASSES

While switching classes, all students must carry their agendas. When students move from class to class, they are expected to move in an orderly, quiet fashion. Food, drinks, and gum are not allowed in the halls. Students who are in the halls during class time will be required to show a valid hall pass. **Passes are to be written in the student agenda book.** Hallway passes are **only** for emergencies and at the discretion of staff members. A student may not be in the hallway, office, or bathroom without a pass either in his/her own agenda book or an office request pass.

VISITORS

Visitors must check in at the main office and have approval to be in the building. Students of middle school age may visit classes only if they are planning to attend SLMS and are accompanied by a parent. Arrangements must be made in advance. Friends, relatives, and former students are not permitted to visit classes without building approval.

FIRE DRILLS

Fire drills are conducted six times each year. Exit routes are posted in each classroom. Students are to leave the room quickly, walking quietly in single file to their outside designations. Outdoors, students must line up for attendance. A bell will ring to signal a safe return to classrooms.

TORNADO SAFETY

The St. Clair Shores Police Department and weather forecasters will attempt to alert the schools of serious weather conditions. Two tornado drills will be conducted per year. Students will be expected to move quickly and quietly to their assigned area. If a warning is in effect at dismissal time, students and staff will remain in their safety areas. Students will not be released during a tornado warning. Students will be dismissed at their regular times if a tornado watch is in effect.

EMERGENCY SCHOOL CLOSING

South Lake Schools is a member of the Michigan Enforcement Information Network which reports school closings. Closing will be reported on Comcast Channel 42, local television channels 2, 4, and 7; radio stations WWJ, WJR, CKLW, WWWW, WBRB, and WCZY.

HEALTH SERVICES

Students who become ill at school will be referred to the office. Parents will be contacted if it is necessary for a student to go home. Students must be signed out by a parent/guardian or individual authorized on their emergency card. Under no circumstances can students leave school without permission from the principal or the principal's designees.

STUDENT INSURANCE

Student accident insurance is made available to all students at the beginning of the school year. The contract is between the insurance company and the parents with the school acting as an intermediary for communication. The Board of Education has immunity from financial responsibility for accidents occurring in the normal course of school.

EMERGENCY CARD/CARE

Parents must update, sign and return an emergency card at the beginning of each school year which is mailed to your home. **Keeping this information up-to-date is very important. Please let us know if names, addresses, or phone numbers change. We must be able to reach you in the event of an emergency.** Should a student receive a

minor injury at school, first aid will be administered. For serious injuries, the parent (or name listed on the emergency card) will be contacted.

IMMUNIZATIONS

State law requires that new students entering the district must provide a current immunization record and birth certificate. If immunization boosters are needed, the school will notify you. Students who have not completed the required immunizations will be excluded until requirements are met.

PERMISSION TO ADMINISTER MEDICINE

If a parent would like the school to administer medicine, including aspirin or Tylenol, during or after the school day, the parent must provide the medications and have on file in the office the Permission to Administer Medication form. Medication must be in the original container and properly labeled by the physician or pharmacy. Dosage instructions must be clearly stated. Students cannot carry any medication on their person.

DRESS CODE

Students shall dress appropriately for school. Any style of dress or personal accessory (piercings, etc.) which is conspicuous, brings undue attention, and/or disrupts the educational process of the school is inappropriate. **If in doubt, do NOT wear it.** The following guidelines must be observed:

- Appropriate footwear must be worn at all times (no slippers).
- All shirts, blouses or dresses must have at least a three-inch (3”) wide shoulder covering. The material must also meet the under arm area. No torn or cut off sleeves are to be worn.
- Clothing and personal items which promote or support alcohol, tobacco, drugs, gangs, profanity, violence, sexual conduct or suggestion thereof, cannot be worn on campus or at any school sponsored activity.
- Overly revealing clothing is inappropriate. Blouses or shirts, which expose bare midriffs or undergarments, are not permitted. Shirts or blouses with low necklines are not allowed. All shirts or blouses must be able to stay tucked in, if asked to do so.
- Shorts, skirts, dresses are to be no more than four-inches (4”) above the top of the knee. This applies even if the student is wearing leggings underneath.
- Pants, skirts, and shorts must be worn at the waistline. No baggy or saggy pants are allowed. Undergarments showing in any form are considered inappropriate.
- Pajamas, pajama pants, or lounge wear are not permitted.
- “Roller Shoes” or roller blades are not allowed.
- Wallet chains or pocket chains are not allowed.
- All backpacks, handbags, or hip pouches are to remain in lockers during school hours.
- Coats, hats, sunglasses, and other clothing designed for outdoor wear may not be worn to classes.

- Hats must be removed upon entering the building. A hat is defined as a “covering for the head”. Hoods, bandannas, scarves, and do-rags may not be worn in school.
- The use of any type of body sprays is limited to the locker room areas only for those students who are enrolled in physical education at the time. They may **not** be used in the hallways or classrooms.

The building administrator or designee can require a student to change inappropriate clothing or personal attire. Students refusing to change inappropriate clothing will be sent home to change. Repeated incidents will be referred to the student code of conduct.

STUDENT CONDUCT

STUDENT HONOR CODE

“I have a choice in everything I do, and I have a responsibility for the choices that I make.”

UNIFIED CLASSROOM RULES

- Follow directions.
- Be in the classroom when the tardy bell rings.
- Bring all required supplies.
- Be respectful of others.

STUDENT BEHAVIOR

Students attending assemblies, field trips, dances, sporting events, and any other school-sponsored activities are reminded that school rules apply even if the event is not on school property.

SCHOOL WIDE DISCIPLINE PLAN

Teachers are the front-line authority regarding discipline and should try to handle issues with students first, by enforcing school/classroom rules. Teachers will make every reasonable attempt to intervene with students and their parents before enlisting the assistance of building administration.

The following categories of behaviors are the type prohibited during school hours, at school sponsored events, on or adjacent to school property, and while riding busses. **The categories include but are not limited to** safety, citizenship, harassment, public property, attendance and persistent disobedience/misbehavior. The specific nature of each category has been placed into the following classes of offense and consequences:

NOTE: The following definitions will be used for items under class A, B and C offenses:

Physical Assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Verbal Assault is defined as any willful verbal and/or written threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury,

including any written or verbal bomb threats.

Class A Offenses

Bomb threats, physical assault against a school employee, volunteer or contractor; possession or use of dangerous weapons or substances.

Consequences for all Class A offenses will include:

- referral to administration
- minimum 10 day suspension
- notification to police liaison
- appropriate building, central office and Board of Education hearings
- expulsion from school for 180 days

Class B Offenses

Possession, sale, distribution or use of drugs, alcohol, fake drugs, prescription drugs, over the counter drugs, steroids, inhalants, look alike drugs or drug paraphernalia; physical assault against another student, verbal assault against a student or staff member.

Consequences for all Class B offenses may include:

- referral to administration (consequences will be determined by administration based upon the seriousness of the violation)
- minimum 5 day suspension up to a 10 day suspension
- notification to police liaison
- parent / student / administration reinstatement conference
- appropriate building, central office and Board of Education hearings
- expulsion from school up to 180 days

Class C Offenses

Larceny; false fire alarms/911 calls (plus fine); harassment-verbal, sexual or physical; disrespect/insubordination to a staff member.

Consequences for all Class C offenses may include:

- referral to administration (consequences will be determined by administration based upon the seriousness of the violation)
- suspension for 3 to 10 days
- notification to police liaison
- parent/student/administration reinstatement conference

Class D Offenses

Possession/use of tobacco products and paraphernalia (plus fine); possession/use of fireworks (including poppers and smoke bombs); threatening violent behavior; gang related behavior (including signing and graffiti); fighting/two or more students exhibiting violent behavior toward each other; repeated disruptive behavior/ disorderly conduct; swearing; destruction of personal/school property (plus restitution); insubordination; (refusing to comply with a reasonable request) gambling; repeated misbehavior in the halls, on the bus, at lunch or at school sponsored activities; possession of pornographic material or inappropriate material; theft; trespassing; failure to attend assigned detention; skipping class(es); bullying or intimidating behavior.

Consequences for all Class D Offenses may include:

- referral to administration (consequences will be determined by administration based upon the

seriousness of the violation)

- detention
- suspension for 1 to 5 days
- parent/student/administration reinstatement conference
- referral to counselor for workshop/training
- notification to police liaison

Class E Offenses

Violation of electronic equipment statement; violation of dress code.

Consequences for Class E offenses may include:

- items listed as electronic equipment will be confiscated and returned only to the parent. Any student who fails to surrender the items will be cited for insubordination under the Class C offense.
- student will be directed to remove the inappropriate clothing, which will be replaced with appropriate clothing. Student's parent/guardian will be informed of school's dress policy. Confiscated clothing may be picked up by the parent/guardian. Any student who fails to surrender/change their clothing will be cited for insubordination under the Class C offense.

DETENTIONS

Teachers or administration can assign detentions before or after school, and also during lunch (for minor infractions). Students are to be given a minimum of one day's notice to serve the detention. The student will receive a copy of the detention notice that must be signed by a parent/guardian and returned on the day of the detention. Duration of the detention is not to exceed one hour. It is the student/parents responsibility to provide transportation, if needed. **Students who fail to attend detentions will face the following consequences:**

First No Show – Rescheduled with the office

Second No Show – Detention time is doubled

Third No Show – Placed on the Restricted List for 6 weeks

Fourth No Show and after – Assigned a Suspension.

HALLWAY BEHAVIOR TICKETS

Any student who is found exhibiting poor behavior in the hallway such as running, tripping, shouting, etc. can be issued a Hallway Behavior Ticket from staff. Should these tickets accumulate; students will be subject to the following consequences:

Three tickets – 30 minutes of detention time

Five tickets – 1 hour of detention time

Seven tickets – Restricted List for 6 weeks

Ten tickets – 1 day of suspension from school

Tickets will be recorded on a trimester basis. At the end of each trimester the ticket count starts over.

RESTRICTED LIST

Students placed on the Restricted List will not be allowed to participate in school wide activities, which include but are not limited to athletic events, dances, field trips, recognition activities, and assemblies. Students **will be** restricted from school-wide activities for a 6 week period upon:

- A. 6 or more detentions

- B. Any suspension
- C. Unpaid/outstanding obligations (fines, fees, etc)
- D. A 3rd no show to an assigned Detention

Should a student earn another consequence listed above during that 6 week restricted period, he/she will remain on the Restricted List for an additional 6 weeks.

RESPONSIBILITY PROGRAM

Teachers in South Lake Middle School have the option of using the Responsibility Program, an adaptation of the choice theory model developed by Dr. William Glasser. The Responsibility Program helps students accept responsibility for and improve their behavior. The Responsibility Program is utilized by staff when students choose to act in ways that are disruptive to the educational process.

The four steps in the Responsibility Program are as follows:

Step 1 -- Verbal Warning

The teacher verbally warns the student of the problem behavior and the student corrects the problem.

Step 2 -- Written Responsibility Plan

A student that does not correct his/her problem behavior after a Verbal Warning completes a Responsibility Plan. In the plan, the student states the problem behavior, if his/her actions help get what he/she really wants from school/class, and how he/she plans on improving his/her behavior to become a more responsible person. The student and teacher must approve and sign the plan; otherwise, the student may need to write another plan.

Step 3 -- Referral to Responsibility Room

A student is referred to the Responsibility Room when he/she fails to follow the written Responsibility Plan or if immediate removal from class is necessary so that others may continue to work. The student is responsible for making up all missed work while in the Responsibility Room.

- A. When referred to the Responsibility Room, a student must report within **five** minutes or may be suspended from school.
- B. While in the Responsibility Room, the student discusses his/her referral with the Responsibility Room staff member.
- C. A **new Responsibility Plan** is developed by the student to correct the problem behavior, and then must be approved by the Responsibility Room staff member.
- D. The student remains in the Responsibility Room for the remainder of that class period and/or until the plan is ready.
- E. In order for the student to be readmitted to class, the plan must be presented to the classroom teacher for approval. If a plan is not approved, the student returns to the Responsibility Room to revise it. If a student does not make an effort to present an acceptable plan to the teacher in a timely manner, they may face an automatic suspension.

- F. A student's 3rd Responsibility Room Referral (in a trimester) results in **parent notification by phone** by the Responsibility Room staff member.

Step 4 -- Responsibility at Home

Upon the 4th referral to the Responsibility Room (in a trimester) and each referral thereafter, a student will be sent home as a consequence of the problem behavior. The student must spend one day at home and the absence is recorded as a **suspension**.

For readmission to school, a written plan must be approved and signed by student, parent/guardian(s), classroom teacher, Responsibility Room staff member, and Administrator. A student cannot be readmitted until an acceptable plan for correcting the problem behavior is developed and all signing parties agree to it.

SUSPENSION

Suspension is defined as exclusion of a student from school for a period of time terminating at the end of specified period or upon the fulfillment of a specific set of conditions. When a student returns to school following a suspension, it is his/her responsibility to become knowledgeable of assignments missed. A suspended student may make up all missed work upon his/her return. For all suspensions, regardless of the length of absence, missed homework and assignments are part of a student's grade and should be completed for credit. Suspended students are **not** allowed on school property or at school events for the length of the suspension. If a student suspension day has been assigned for a day in which school is cancelled, the suspension will be served the school day immediately following the cancellation day(s).

EXPULSION

Expulsion is defined as the permanent exclusion of a student from school by action of the Board of Education. Students face expulsion for Class A and B offenses, or as determined by administration, based upon the seriousness of the violation.

DUE PROCESS

South Lake Middle School acknowledges that students are accorded procedural and substantive due process in all disciplinary matters, as well as in all other matters involving their right to an education.

PARENT APPEALS/COMPLAINT PROCEDURES

If it is believed that South Lake Middle School or any part of the school organization has inadequately applied the principles and/or regulations of this Handbook or District Policy, parents may file an appeal. The following appeal process should be followed:

1. Discuss the problem/concern with the school employee involved,
2. If not resolved, appeal may be made to the Principal,

3. If not resolved, appeal may be made to the Superintendent of Schools,
4. Final appeal may be made to the Board of Education.

HUMAN REPRODUCTION EDUCATION RIGHTS

The Board of Education has established a program of instruction entitled Human Reproductive Health and Sexuality, in which matters relating to family planning and birth control are taught. According to law (PA 226 of 1977), parents have the right to review materials to be used in class or course of instruction. This course also mandates that the Principal modes by which dangerous communicable diseases including, but not limited to AIDS, are spread and the best methods for restricting and preventing transmission of these diseases shall be taught in every public school in the state. By law, parents have the right to excuse their child from participation in these 7th and 8th grade classes. If parents wish to exclude their child from instruction in reproductive health, they must send a written request to the Principal.

EQUAL OPPORTUNITY

All policies and procedures adopted by the South Lake Schools are intended to be fair, reasonable, and for the good of the schools and the students. All are intended to comply with federal law and constitutional rights of individuals; race, religion, sex, national origin, and handicap will not be grounds for denying participation in class or programs from which a student is otherwise eligible. Complaints of such discrimination must be made in writing to the Principal of the school by the parents. The Principal will respond to complaints within ten (10) school days. Complaints, which are not settled by the Principal, may be appealed in writing to Mrs. Deborah Thompson, Superintendent, 23101 Stadium Blvd., St. Clair Shores, MI 48080.

MICHIGAN CHILD PROTECTION LAW

Reporting of child abuse, neglect, or exploitation is required by Michigan law. All teachers, counselors, administrators, social workers, and others who are child care providers. (all school employees) are required under penalty of prosecution to report child abuse. Child protective services workers will perform the investigation. They may talk with the child in school without parental consent, if necessary. School employees are not expected to investigate child abuse, only to report it. After a report is filed, they are released from all liability for the report. They can be held liable for not reporting suspected abuse. Copies of the South Lake Schools Procedures Bulletin on the Child Abuse Protection Law may be requested by calling 445-4206.

DISABILITIES ACT

If a person with special needs plans to attend any of our public schools, he/she should contact the Principal's office within 48 hours of the scheduled meeting.

HARASSMENT POLICIES

Harassment of a student(s) by other students or any member of the staff is contrary to the Board's commitment to provide

a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. The Superintendent is to ensure that the Student Code of Conduct contains language prohibiting any form of sexual harassment and any use of racial, ethnic, religious, or other verbal or physical harassment. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student. All such reports are to be promptly investigated by the Superintendent. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the District.

Students who feel that they have been harassed by another student or a staff member should immediately meet with the Counselor or the Principal. The student will be asked to put in writing their complaint outlining in detail the facts of the complaint. An investigation will be conducted by the Principal or designee. Interviews will be kept confidential (to the degree possible) to protect the involved parties. Disciplinary action will be taken if supported by the investigation.

BOARD OF EDUCATION MEETINGS

Meetings are 6:30 p.m. the third Wednesday of each month. The Board of Education and Administrative Offices are located at: 23101 Stadium Boulevard, St. Clair Shores, MI 48080 - Telephone: 435-1600

Mrs. Deborah Thompson, Superintendent
Mrs. Pamela Hercula, Director of Business Affairs
Mrs. Pamela Balint, Director of Curriculum
Mrs. Toni Kasander, Director of Special Education

IMPORTANT TELEPHONE NUMBERS

Main Office...586-435-1300
Attendance Hotline...586-435-1350
Fax...586-778-3151

SOUTH LAKE MIDDLE SCHOOL

I have read over the contents of the South Lake Middle School Handbook with my student.
We are aware of and understand our responsibilities.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

Please return this signed form to the student's 1st hour teacher no later than Wednesday,
September 16th.

