

Schoolcraft Middle School

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Schoolcraft, MI 49087
269-488-7300 (ph.) 269-488-7303 (fax)

Mission Statement

Schoolcraft Middle School will prepare productive, respectful, problem-solvers for their next educational endeavor. We will accomplish this by delivering a challenging, integrated curriculum in a positive environment by a skilled staff

Board of Education

| | |
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| Matt DeVoe | David Krum |
| Darby Fetzer | Kathy Mastenbrook |
| Merritt Fox | Mike Rochholz |
| Jeanette Marshall | Rusty Stitt, Superintendent |

Administration

John Vail Principal
Joanie Radziwon Administrative Assistant

Faculty

| | |
|---|--|
| Martha Benes 7 th Math/Spanish | Ryan Ledlow 6 th /8 th Social Studies |
| Ellie Bohms Student Services | Andrea Luegge Band |
| Teresa Boyer Art | Karin Lynch 8 th Science |
| Jeff Clark 6 th /7 th Science | Christine O'Donnell 6 th L.A. |
| Doug Evans 7 th /8 th Algebra | Janet Outman 8 th Social Studies |
| Terry Haas .. 7 th Science/Physical Ed. | Carrie Quinn Special Education |
| Erin Hoekstra Vocal Music | Penny Sportel ... 6 th / 7 th Social Studies |
| Greg Kragt 8 th L.A./Phys. Ed. | Kathy Taylor 6 th /7 th L.A. |
| Carol LaFave 6 th /7 th Math | James Weiss Technology |
| | Sally Triemstra 6 th L.A. |

Table of Contents

| | |
|--|----|
| Absence Reporting | 4 |
| Activity Night Rules | 15 |
| Annual Pest Control Advisory | 19 |
| Attendance Policy | 4 |
| Bicycles | 13 |
| Building and Equipment | 13 |
| Bus Rules | 14 |
| Cafeteria Procedures | 16 |
| Cheating | 11 |
| Closed Campus | 16 |
| Co-Curricular Eligibility Policy | 7 |
| Communications | 6 |
| Consequences for Bus Misconduct | 15 |
| Dangerous Weapons | 10 |
| Detention | 9 |
| Displays of Affection | 11 |
| Early Dismissal | 17 |
| Electronic Devices | 9 |
| Emergency Information | 16 |
| Excessive Tardiness | 5 |
| Excused Absences | 5 |
| Family Trips | 4 |
| First Aid | 13 |
| Fire Drills | 17 |
| Grades, Citizenship, Progress Reports and Report Cards | 6 |
| Health Department Requirements | 12 |
| Honor Roll | 7 |
| Illegal Substances | 11 |
| Lock Down Procedures | 17 |
| Lockers | 13 |
| Make-Up Work | 5 |
| Medications | 12 |
| Parent/Teacher Organization (P.T.O.) | 18 |
| Physical Assault | 10 |
| Promotion/Retention | 7 |
| Reservation of Rights | 18 |
| Skateboards | 9 |

| | |
|---------------------------------|----|
| Smoking | 10 |
| Snow Days | 18 |
| Student Conduct | 8 |
| Student Dress Code | 11 |
| Student Lunches | 15 |
| Student Visitors | 11 |
| Suspension | 9 |
| Technology Services | 6 |
| Textbooks | 13 |
| Tornado Alert/Procedures | 17 |
| Tornado Drill Procedures | 17 |
| Unexcused Absences | 5 |
| Verbal or Written Assault | 10 |
| Videotaping/Photography | 14 |

Attendance Policy

A record of the attendance of each student shall be maintained in accordance with the following classifications:

1. "**Present**" shall mean that the student was physically at the designated place during the entire class period.
2. "**Tardy**" shall mean that the student was late for the class period by not more than ten (10) minutes.
3. "**Absent**" shall mean that the student was not physically present at the designated place for at least 80% of the class period.
4. "**Excused**" shall mean that the tardiness or absence was approved by the Principal (or his designee) and the student shall have the right to make up all work missed during the absence period within a prescribed time (24 hours unless otherwise specified) for credit.
5. "**Unexcused**" shall mean that the tardiness or absence was not approved by proper authority (Principal or his designee) and daily work missed during the period of absence or tardiness may not be made up for credit. An absence will be considered unexcused if no confirmation has been received from the parent within two attendance day.

A student shall be eligible to receive credit for a course if the following have been met:

1. He/she shall have fulfilled the academic requirements for the course satisfactorily; and
2. He/she will have an acceptable attendance record that has not come under question by the Principal. Questionable attendance patterns can include a significant number of excused or unexcused absences depending on individual student circumstances.

Absence Reporting

1. **A parent must call the Middle School Office (488-7300) before 9:00 a.m. to inform the school of their child's absence.**
2. A parent can send a note with the student on the next day of attendance to confirm the absence. The note should be turned in to the advisory teacher.
3. Notification of doctor/dentist or other appointments should be provided at least 24 hours in advance. This will allow the student to make arrangements for completion of class work that occurs during the absence.
4. Students are permitted to leave the school during the school day only with the permission of parents. If students become ill, they are to report immediately to the office where further arrangements will be made.

Family Trips

It is best if family trips can be coordinated with regularly scheduled school breaks. In the event that family trips must occur during school attendance days, notification of the student's anticipated absence should be provided at least five (5) days in advance. Arrangements for completion of work that will be missed during the absence should be made prior to the absence.

Trips which require absence from school should be limited to five (5) or fewer days in the school year. Such trips should be limited to those in which a parent or guardian accompanies the student on the trip.

Excused Absences

A student may be excused for an absence or tardiness under the following conditions:

1. The reason for the absence or tardiness has been verified properly.
2. The student was tardy or absent due to one of the following reasons:
 - a. By reason of quarantine, disability, or illness requiring absence from school.
 - b. Death of a member of the family or household.
 - c. For reasons not within the control of the student physically and such reasons could not have been anticipated reasonably and the absence or tardiness avoided.
 - d. Participation in activities outside of the school program having educational value, including family trips, provided that arrangements for the absence and the completion of assigned school work have been made in advance and approved by the proper authority.
 - e. Such other reasons the school administration shall determine to be proper cause for absence or tardiness on an individual basis.
3. Requests for one-day personal business should be made at least 24 hours in advance. It will be necessary to arrange for completion of all assignments in advance of the absence.

Unexcused Absences

An **UNEXCUSED** absence or tardiness will be issued for excuses which the Principal feels are questionable or not acceptable. Examples of unacceptable excuses are as follows:

1. Staying home to work or babysit without having been excused previously.
2. Missing the bus.
3. Personal business without being excused previously.
4. Going shopping or visiting.
5. Taking an extra day before or after a vacation period without being excused previously.
6. Skipping – under no circumstances will skipping of school be tolerated. Students who skip school shall be assigned detention hours equal to the absence. In addition:
 - 1) parents will be notified by the Principal; and
 - 2) an unexcused absence will be issued. Any student who skips school a second time will be suspended from school immediately pending a parent/principal conference to resolve the problem.
7. Leaving school without notifying the Principal or his designee of illness. In cases of unexcused absence, work may not be made up for credit.

Excessive Tardiness

Students who accumulate tardies to school or to classes shall be subject to disciplinary consequences. Typically, detentions will be assigned following the third tardy, with the number of detentions per tardy increasing with each successive tardy. Students may be suspended from classes, parent conferences may be held and attendance officers may become involved if, in the opinion of the building Principal, the pattern of tardiness becomes excessive or habitual.

Make-Up Work

It is the responsibility of the student or parent to arrange make-up work resulting from an absence. Procedures for securing make-up work are as follows:

1. A request for homework is made to the office before 9:00 a.m. on the day the student is absent.
2. A request is made from teachers by the student on the day the student returns to school.
3. The time allowed for completion will be reasonably set by the teacher based on the reason for the absence.
4. If a student is absent (excused for a portion of the day), and later returns to school, the student is responsible for finding out what assignments made in classes that were missed earlier in the day. Those assignments will be due the next school day.

Communications

Schoolcraft Middle School is committed to communication regarding school events and student progress. Among the means of communication devices typically employed are the following:

1. Instant alert will be used for changes in schedules, cancellations and important reminders.
2. Parent/Teacher Conferences in the fall and spring of each year.
Progress reports issued during the fifth week of each marking period (parent signature Required).
3. Telephone call between parents and teachers.
4. Prearranged visitations or conferences.
5. Written communications between parents and teachers.
6. Periodic grade level team letters.
7. Student assignment notebooks.
8. Periodic e-mails sent to parent/guardians.

Technology Services – (computer and internet use)

All students, along with their parents, will be required to sign an Acceptable Use Policy. This explains the expectations of students who use computers and the Internet at Schoolcraft Schools.

All students will be given a personal 'Home' account of 50 Megs of files server space. This account is password protected and allows privacy between students but is not to be considered private from Administrators of the network. Saving things that are in conflict with the Acceptable Use Policy can mean that disciplinary actions may be taken. Students are not to save music, video, or executable files to this area without teacher's permission, and are not to download and install anything to the computers.

Students are expected to be working on class work when in the labs or on a computer in the classroom. Listening to music over the Internet, watching videos, emailing or instant messaging friends, or trying to circumvent filtering is not to be tolerated. If a need to e-mail is necessary to comply with a class assignment, teacher notification is required, and when completed the student is asked to remove themselves from the e-mail service.

Grades, Citizenship, Progress Reports and Report Cards

Grades and citizenship are marked as follows on the 6, 7th and 8th grade report cards:

- | | |
|-------------------------|----------------------------|
| A (90 - 100%) Excellent | D (60 - 69%) Below Average |
| B (80 - 89%) Good | E (below 60%) Failing |
| C (70 - 79%) Average | |

Student performance maybe recorded by using credit/no credit or pass/fail.

Report cards are distributed as follows:

1. 1st Marking Period - conferences (October/November)
2. 2nd Marking Period - mailed home (January)
3. 3rd Marking Period - conferences (March/April)
4. 4th Marking Period - mailed home (June)

Honor Roll

Honor roll status is granted to any student who attains a B (3.0 average) or better in any quarter of the school year. Credit (CR), No Credit (NC), Pass (P) or Fail (F) are not included in this calculation. Two (2) citizenship grades below average will disqualify the student from consideration for Honor Roll for that marking period. Grades for all subjects will be used in determining grade point average for the Honor Roll. Honor Roll status is recognized during awards programs at the end of the school year.

Promotion/Retention Policy

It is the philosophy of the Schoolcraft Community Schools that a student should be retained for an additional year at a particular level only when the retention may be expected to be beneficial to the student's academic, social, and emotional growth. Each case is to be considered individually.

Final decisions regarding promotion/retention of students shall be made by the middle school Principal. Students who are not capable of earning promotion to the next higher grade level, but who would not likely profit from retention in a grade, may be "assigned" to the next grade level. Students may be retained when they have the ability to do the work, but for other reasons, do not do the work at the grade level. In all such cases, the decision will be made based upon what is felt to be in the best interests of the student involved.

An end-of-the-year meeting of involved middle school teachers will be held to determine which students shall be promoted, assigned or retained for the next school year. Parents will be informed regarding the recommendations which are forthcoming. In all cases, the decision of the building Principal shall be the determining recommendation.

Co-Curricular Eligibility Policy

Eligibility for co-curricular activities is determined weekly. Students must be successfully completing work in at least five classes each week to be eligible for participation. Students are notified by their coaches every Wednesday concerning eligibility for the following week.

This policy also applies to such events as: field trips, activity night, class picnics, and end of year ceremonies. Parents will be notified in advance whenever a student is ineligible to participate.

A student determined to be ineligible for participation will not be permitted to participate in contests or events until eligibility has been re-established by earning passing grades in at least five classes. For purposes of this policy, a week of eligibility extends from Monday morning through the following Sunday evening.

Teachers will calculate grades based on cumulative student performance from the beginning of the marking period through the Friday preceding the reporting date each week. Typically, grades for eligibility are reported to the office by Wednesday of each week. Students who do not earn passing grades in at least five classes for a semester are determined to be ineligible for participation in co-curricular activities for the entire following semester.

A student must be present in school **ALL** day during the day of an athletic contest or other school activity in which he/she plans to participate in order to be considered for practices. A student may be pre-excused by the Principal.

Requests for doctor and dental appointments, etc., must be made in advance of the pre-excused absence. Students must be in school by 11:00 a.m. on Friday to be eligible to compete or practice on the next day (Saturday).

Student Conduct

Students are expected to show respect to one another and to all members of the school staff at all times. Conduct which does not display respect or which interferes with the opportunity of others to work in a safe and orderly environment will result in disciplinary consequences. Some examples of inappropriate conduct are:

1. Vulgar or profane language or gestures
2. Insolence or insubordination
3. Fighting
4. Theft
5. Rowdiness
6. Leaving school without permission
7. Tardiness or truancy
8. Vandalism or damaging school or personal property
9. Possession of nuisance items, such as matches, lighters, or distracting toys
10. Threatening or intimidating behavior toward any other student or school personnel
11. Assaultive behavior toward any other student or school personnel
12. Dishonesty or cheating
13. Throwing any objects in hallways and classrooms.

Examples of appropriate student conduct are:

1. Going directly to class without loitering.
2. Being in assigned areas in classrooms when class begins.
3. Reporting to class with all items necessary for participation (books, paper, sharpened pencils, etc.)
4. Remaining in the assigned area until dismissed by the teacher.
5. Completing and submitting assignments on time.
6. Avoiding horseplay in hallways and classrooms
7. Showing respect for all other students and school personnel.
8. Helping to keep the school neat and clean by placing trash in wastebaskets.
9. Helping other students succeed through positive support.

Electronic Devices

CD players, I-PODS, cameras, radios, pagers, cell phones and other electronic devices are not to be used during the school day (8:00-3:06) and should be stored in the locker unless approved by the Principal.

Skateboards

Skateboards are **not** allowed at Schoolcraft Middle School.

Detention

Detention is one level of consequence employed to encourage appropriate student conduct. Students assigned detention periods are responsible for notifying parents regarding transportation arrangements. Detention assignment shall take precedence over any other school or extra-curricular event or practice.

Suspension

SUSPENSION is defined as the temporary dismissal of a pupil from school. This may be administered by either the building Principal or Superintendent.

EXPULSION is defined as the permanent dismissal of a student from school. This act can be administered by the Board of Education on recommendation of the building Principal or Superintendent.

Suspension or expulsion from school shall result if undesirable and antisocial conduct occurs. Undesirable and antisocial conduct may include acts such as:

1. Smoking and/or use of tobacco; alcoholic beverages -- the use or possession of any alcoholic beverage; possession, use or distribution of any narcotic, illegal drug or chemical substance purported to be an illegal substance, narcotic or chemical substance.
2. Language, and/or decorum that the administration feels are not in accord with good school/home ideals at both school and extra-curricular activities (fighting, calling teachers names, etc.)
3. Excessive tardies according to the attendance policy.
4. Excessive truancy according to the attendance policy.
5. Possession of a dangerous weapon or explosive device.
6. Recurrent behavior that disrupts the learning environment for others.

The administration and Board of Education have and will continue to give stiff penalties for all drug and alcohol violations. The intent of these policies is to prevent alcohol and narcotics, illegal drugs or chemical substances from being anywhere near the school. In addition, law enforcement agencies will be notified, and the matter will be pursued to its fullest extent. Following suspension, the parents are to be contacted by phone and/or a follow-up letter stating the nature of the offense and reinstatement provisions.

If the administration feels that expulsion is in order, the suspension of any student from school with this in mind carries with it the privilege of appearing before the Board for reinstatement. The Board may move for reinstatement or for expulsion after consideration.

Physical Assault

Schoolcraft Community Schools is committed to providing a safe and orderly environment in which students can learn and teachers can teach.

1. Any student in grades 6, 7 or 8 who intentionally causes or attempts to cause physical harm to any school employee, volunteer or contractor through force or violence shall be expelled from school, subject to possible reinstatement after 180 days.
2. Any student in grades 6, 7 or 8 who intentionally causes or attempts to cause physical harm to another student on school property, at any school sponsored activity or on any school-related vehicle through force or violence shall be expelled from school for up to 180 school days.

A student expelled under this policy may not enroll in any other public school in Michigan prior to the completion of the term of the expulsion.

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Verbal or Written Assault

Any student in grades 6, 7 or 8 who commits a verbal or written assault against any student, school employee, volunteer or contractor on school property, at any school sponsored activity or on any school-related vehicle shall be expelled from school for up to 180 days. Verbal or written assault is defined as any willful statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger and/or fear of bodily injury or harm.

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Smoking

Smoking is prohibited in Michigan schools. Michigan law makes it unlawful for a minor to engage in this activity. At no time shall students use or possess tobacco in this school or on or near the school property.

Dangerous Weapons

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is enroute to or from school on a school bus, the student shall be subject to expulsion from school. Dangerous weapon means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, brass knuckles or explosive device.

First violation: expulsion from school for a minimum of 180 school days requires notification of parents, and law enforcement agency. Each student subject to expulsion shall have their situation reviewed by the Superintendent on a case-by-case basis.

Illegal Substances

The possession or use of illegal substances, or substances purported to be illegal, on school property is strictly prohibited. A student in possession of or under the influence of an illegal substance, or a substance purported to be illegal, shall be suspended from school immediately. Law enforcement agencies will be notified.

Tobacco is considered an illegal substance for minors. Possession includes areas on the person, as well as lockers and areas within the person's immediate access.

Cheating

Cheating is a serious violation of the student code of conduct. Students who violate classroom rules regarding cheating may lose credit for work and be subject to disciplinary consequences.

Student Visitors

Students are requested not to bring visitors to school with them. Such action not only distracts the host student's work, but also disturbs the routine of classes.

Displays of Affection

The school day and school grounds are not considered proper times or places for expressing affection between students. Students are asked to avoid embarrassment to themselves and others by refraining from displays of affection during the school day and at school events.

Student Dress Code

It is the consensus of the Dress Code Committee that a student's dress upon arrival at school has parental approval. However, the following restrictions regarding dress must be followed:

1. No bare feet or bare midriffs. Shoes are to be worn at all times.
2. No short shorts. The general guideline for appropriate short length is that they extend beyond the point of the fingertips when the arms are held loosely at the sides of the body.
3. No suggestive or profane slogans or pictures on clothing
4. Hats must not be worn in the building.
5. Wearing of clothes designed and intended for use in physical education classes will not be allowed in the classroom.
6. Shoulder straps on student shirts should be a minimum of one inch in width.
7. No underwear may be intentionally showing.

Additionally, as student fashions change from time to time, it may become necessary to restrict various clothing that is inappropriate, distracting, or disruptive for the normal functioning of the school. Students will be informed of such restrictions by the Principal.

Acceptable school clothing falls in that gray area which is often times difficult to determine. Parents should remember that clothing has a definite impact on students' attitudes of importance and respect toward themselves and what they do.

Medications

Parents requesting that the school administer medication to their student during the school day must observe the following procedures:

1. Parents must sign a medication form for any prescription medicine to be dispensed.
2. Medicine must be in the most current prescription container.
3. Over-the-counter medication must also be in the original container, with a note detailing the dosage and time, if necessary.
4. Any changes in dosage of medication must be accompanied by a note from the doctor indicating such change.
5. Quantities of medication provided for dispensing at school should be limited to two weeks' dosage.
6. Only designated staff are permitted to dispense medication.
7. All prescription medication will be kept in the office, including inhalers, unless otherwise indicated by the Principal.
8. At the end of the school year, parents will be sent a written reminder to pick up medication before the office staff leave for summer.
9. Any medication left in the school office two weeks after the students' school year has ended will be properly disposed of. All permission slips will also be discarded.
10. New permission slips must be filled out every year.

Health Department Requirements

Any student enrolling in or transferring to a school in the State of Michigan must provide documentation that their student has had the following immunizations:

- DPT (4 doses)
- MMR (2 doses)
- Polio (3 doses)
- Varicella (chickenpox) (2 doses) or history of having disease
- Hepatitis B (3 doses)
- Meningococcal (1 dose)

Submit a statement signed by a parent or guardian to the effect that the child has not been immunized or other objections to immunization. Waivers need to be signed at the Kalamazoo County Health Department, by appointment. The number to call is 373-5264.

First Aid

In the event of illness at school, students should report to the office, where contact with the student's parents may occur. Students should not leave the school without the permission of office personnel. Permission will only be granted following contact with the parent or emergency contact designee and arrangement of appropriate transportation.

The school provides a health room near the office area. When students are ill, they may report to the health room while waiting for their parents to pick them up.

Textbooks

1. Textbooks will be issued during the first week of school.
2. Charges will be assessed for excessive wear or damage to textbooks.
 - a. Fines will range from .25 to the cost of rebinding or total replacement, if necessary.
 - b. Any books lost must be paid for by the student.
 - c. Each student is to put his/her name in each of his/her books on the front page in the space provided.

Lockers

Lockers are to be kept neat and clean at all times. Locks are not required on lockers, but may be placed on lockers if the student wishes. The student will be responsible for providing his/her own lock, and will be required to turn in a duplicate key or combination to the office. All lockers are the property of Schoolcraft Middle School and are subject to periodic inspection.

Students are required to use only the locker that has been assigned to them. Students are not to store belongings in a vacant locker, or switch lockers with another student. It is not permissible for students to open the locker of another student without the student's permission.

Building and Equipment

1. Permission must be secured from the Principal or his designee to put up posters and advertisements, and students are expected to remove them later.
2. Faculty representatives are to be present at all meetings or practices in any part of the building unless special permission has been obtained from the office.
3. Scheduling of all school activities after 4:00 p.m. should be done in the office.
4. The staff workroom in the middle school building is not to be used by students for any reason at any time.

Bicycles

Students riding bicycles to school must park them in the bike rack provided near the east door of the gym. Students are urged to lock their bikes. The school cannot be liable for lost or damaged bicycles.

Videotaping/Photography

Parents should be aware that classroom or school activities may be photographed or videotaped occasionally throughout the school year. Any questions should be directed to the building administrator.

Bus Rules

1. Students are to wait until the bus is completely stopped before approaching the door.
2. Students are to take their assigned seats upon entering the bus and remain seated unless asked to move by the driver.
3. No part of the student's body is to extend out the window.
4. Students are not to throw anything in to or out of the bus.
5. Students should be orderly upon entering and leaving the bus; no rushing, crowding, pushing or poking.
6. There will be no smoking on the bus or lighting of any type of fire.
7. Rowdy conduct and unnecessary noise will not be permitted. Complete silence at all railroad crossings is required.
8. The emergency exit door is to be used only as the driver directs ... never as a regular way of leaving the bus.
9. Students will not be allowed to eat food or drink pop on buses. (Exception: special field trips).
10. No pets or animals may be taken on the bus without permission of the driver and Principal.
11. No students shall be allowed to get off the bus, except at home or a point at which he/she should get off, without special written permission from parents. A permission note should be presented to the Principal's office.
12. Riding a bus, other than the one regularly assigned, requires a note from home. A permit will then be issued by the building Principal.
13. Where the student must cross the road, **HE/SHE MUST DO SO IN FRONT OF THE STOPPED BUS UNDER THE DIRECTION OF THE DRIVER.**
14. Students should be ready for the bus seven minutes before normal pick-up time to allow for changing weather conditions, etc. Every attempt will be made to keep the buses on schedule.
15. Students are to remember that the **DRIVER IS IN CHARGE AT ALL TIMES** and that they are to obey him/her at all times. Misconduct on the bus will not be tolerated. Students reported to the Principal may be refused bus privileges.
16. Visitors are not permitted on buses during regular runs except with the written permission of the Principal.
17. **No** glass containers, pocketknives, or other items, which in the opinion of the driver could injure someone, will be allowed on the bus.
18. Students transported to an extra-curricular activity must be transported both ways by the school vehicle, unless written permission has been given 24 hours in advance.
19. Radios, CD players, and other such devices will not be permitted on the bus.
20. The use of profane, derogatory or abusive language on the bus will not be tolerated.

Consequences for Bus Misconduct

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| 1st Offense | Warning |
| 2nd Offense | Three day suspension from bus privileges |
| 3rd Offense | Five day suspension from bus privileges |
| 4th Offense | Ten day suspension from bus privileges |
| 5th Offense | Privilege to ride bus is terminated for the remainder of the current school year. |

Activity Nights

The middle school student leadership normally schedules three activity nights for students during the school year. Volleyball, basketball, dancing and other activities are included in these events.

1. **NO GUESTS** will be allowed at middle school activity nights. Middle school activity nights are intended for only 6th, 7th and 8th grade students of Schoolcraft Middle School.
2. No student will be admitted who appears to be under the influence of alcoholic or illegal substances. Possession of alcoholic beverages or illegal substances will result in immediate dismissal from the activity night, as well as indefinite suspension from school. This applies to **ALL STUDENTS REGARDLESS OF AGE**.
3. Each student must show proof of paid admission.
4. Any student who leaves the activity night before it has ended will not be re-admitted.
5. Any student involved in any misconduct of any kind may be denied the privilege of attendance at all extra-curricular activities for a period to be determined by the Principal.
6. A minimum of two approved adult chaperones will be required for each activity night. It is necessary that at least one of the chaperones be either a sponsor or advisor of the group sponsoring the event. At least one other faculty member shall be present as a chaperone. Chaperones shall have full authority with regard to the rules outlined above. At least one chaperone shall supervise the entrance to activity night.
7. The middle school Principal shall determine which chaperones are appropriate for each activity night.
8. Student dress at activity nights must conform to the guidelines of the student dress code as outlined previously in this publication.

The Principal will make the decision as to whether or not a particular sponsor or teacher must be present to chaperone an activity night. If the Principal feels that a substitute chaperone is acceptable, he shall have the right to waive the provisions as outlined in rule #6 above.

Student Lunches

Student lunches may be purchased on a daily, weekly, monthly, semester long or yearly basis. When a check is sent for student lunches, the student's individual account in the cafeteria will be credited for the entire amount of the check. Each time that a student makes a purchase from the cafeteria, the student's account will be automatically reduced by the amount of purchase. Parents may contact the building cafeteria, or the head of food service to receive updated information regarding student purchases.

Parents with students in more than one building can send a single check to cover student lunch expenses in each building. Details regarding the amount to be credited to each student's account should accompany the check. Also, information regarding food allergies can be communicated to the cafeteria staff, who can help monitor student food selections.

The food service department cannot accommodate the practice of charging lunches. Charging technically violates the rules and policies of the state and federal agencies that support school lunch programs. The official policy of our food service department must be that no charges are allowed. Consequently, students will continue to be notified of their account balances as has been standard past practice. When account balances have been depleted, students will not be allowed to purchase additional food.

Cafeteria Procedures

1. The cafeteria serves hot lunches daily with menus printed weekly in the Friday school newsletter. The cafeteria is a non-profit organization whose purpose is to provide hot lunches for the convenience of students and school personnel who eat at school.
2. Basic rules of etiquette apply in the cafeteria. Students who violate these rules will lose their cafeteria privileges.
3. All food, candy and beverages must remain in the cafeteria.
4. During the lunch period, students may not be in the east/west hallway or in classrooms without adult supervision. They may go to the gym or outside, depending on the weather, to the library to participate in board games, or in a quiet room to study.
5. During the noon period only the restrooms nearest the cafeteria are to be used.

During the lunch period, students shall:

1. **WALK** through the cafeteria line quietly and stay in order without horseplay or cutting in front of others.
2. Talk quietly, keeping their voice at a normal conversational level.
3. Help clean up the area around their tables before leaving it.
4. Place all garbage, wrappers, and other paper in trash barrels, and return trays, dishes and silverware to the window after eating.
5. Show consideration and respect to every person in the cafeteria.

Closed Campus

The Schoolcraft Board of Education recognizes a **CLOSED CAMPUS POLICY** for all students. This means specifically that students in the middle school will not be allowed to leave the school property during the school day (8:10 a.m. - 3:06 p.m.) for any reason without first receiving permission from the Principal or his designated representative.

Emergency Information

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

Fire Drills

Emergency or disaster drills are required by state law. When a fire alarm sounds, students should leave their books in the classroom, move rapidly to the nearest exit, and get out of the building. They are to assemble at the fenced area located by the football field where attendance will be taken.

1. Follow all teacher directives immediately.
2. Walk quickly, don't run!
3. Teachers: close all windows, turn off lights and shut door when exiting.
4. Return to your classroom when the class bell rings.

Tornado Alert Procedures

In the event of a **TORNADO WATCH** (meaning that conditions are such that a tornado may develop), students will be kept at school. In a tornado watch, students will be dismissed at the normal close of the school day unless in the judgment of district administrators, conditions warrant holding students until conditions improve. Parents who come to the school to pick up their children are asked to please report to the office and school personnel will go to the proper location to pick up their children.

In the event of a **TORNADO WARNING** (meaning that a tornado has been sighted in the area), students will be kept at school and we will be executing the tornado emergency procedures we have established. Parents who come to the school to pick up their children are asked to please report to the office and school personnel will go to the proper location to pick up children. This is extremely important so that we have a proper accounting of each child.

Tornado Drill Procedures

Tornado drills are held at various unannounced times during the year. Students shall:

1. Leave doors and windows open and turn off lights.
2. Follow teacher directions when leaving class.
3. Grab a textbook before leaving the room.
4. Walk quickly in single-file lines.
5. Keep silent so directions can be heard by everyone.
6. Kneel facing the wall and place the textbook over their heads.

Lock Down Procedures

Lock Down means that students will be kept in the "safest" part of the classroom (away from doors and windows). The entire building will remain in Lock Down mode until otherwise instructed by the building Principal.

Early Dismissal

Parents should discuss with their children where to go in the event school is dismissed due to an emergency arising during school hours.

Snow Days

During the past years, area schools have been closed due to deep snow and other hazardous conditions. When the need arises to close school, an instant alert will go out, along with announcements made over the following radio and television stations:

| | | | | |
|-------------------|----------------|--------------|------------------|-----------------------|
| Channel 3 | WWMT TV | 590 | WKZO (AM) | 1360 WKMI (AM) |
| Channel 8 | WOOD TV | 98.5 | WNWN (FM) | 1510 WLKM (AM) |
| Channel 41 | WOTV TV | 106.5 | WQLR (FM) | |

These stations will be contacted at the earliest possible time in order that all concerned may plan accordingly. If an emergency closing is required during the day, an instant alert will be sent to inform parents of an early dismissal.

Reservation of Rights

The school reserves the right to set forth, as part of the Code of Conduct, those rules and regulations necessary and proper for carrying into execution the educational program of the school, which are not specifically stated herein, as the need arises. When, in the judgment of the Administration, the student's behavior reaches such proportion, or is of a nature that it tends to influence others adversely, and/or interferes with the educational process, or infringes on the rights of others, the behavior is grounds for suspension or recommendation for expulsion.

Schoolcraft Parent/Teacher Organization (P.T.O.)

The P.T.O. is a combined membership of parents and teachers whose purpose is to aid and support the Schoolcraft Community Schools. We work in conjunction with each school to help provide tools, trips and various other needs to maximize our children's education.

The significance of parent and family involvement in our children's education cannot be overstated. To affirm this involvement, our P.T.O. holds family fun events throughout the year. These events have included a carnival, chili cook-off and roller skating parties. We also sponsor programs for parents to endorse the importance of our roles in our children's success. Our P.T.O. holds one major fundraiser per year. The profits from the fundraiser supply the majority of our annual operating expenses. All meetings begin at 6:30 p.m.

2010-11 P.T.O. Board Members

| | |
|-------------------|---------------------------------|
| President | Betty Segardahl |
| Co Vice-President | Leslie Ambs & Nadia Steeby |
| Secretary | Christine. Rosey |
| Treasurer | Paula Sauer |
| Teacher Reps | Jenn Johnson & Kathy Descheneau |

2011-2012 P.T.O. Meetings

| | |
|--------------|--------------------------|
| September 13 | Early Elementary Library |
| November 8 | Early Elementary Library |
| January 10 | Early Elementary Library |
| March 6 | Early Elementary Library |
| May 1 | Early Elementary Library |

Annual Pest Control Advisory Notification for Parents

Schoolcraft Community Schools, in keeping with the State of Michigan Pest Control Act of 1976, as amended and Regulation Number 637, has adopted a plan of action for controlling insects, rodents and various pests in and around school facilities. The district's plan of action for controlling pests, which incorporates the practices of Integrated Pest Management (IPM), has received approval from the Michigan Department of Agriculture.

Integrated pest management utilizes various means of pest control, which includes, but is not limited to, sanitation, closure of points of entry and harborage for pests, and food storage methods. Chemical and non-chemical means of controlling pests will be employed. Use of chemicals to control or eliminate pests will be closely monitored and applied only as the last means of resort. In the event that the use of chemicals is prescribed by the pest control professional, the school will receive notification 24 hours prior to use of chemicals by the pest control professional. In certain emergencies, pesticide may be applied without prior notice.

Material Safety Data Sheets for all pest control chemicals used will be on file at the district superintendent's office. Copies of MSDS sheets may be obtained from that office. If you wish to be notified before scheduled pest treatment, please complete the form below and return the notification request to the principal.

PESTICIDE NOTIFICATON REQUEST

- I wish to be notified prior to a scheduled pesticide treatment inside the school building.
- I wish to be notified prior to a scheduled pesticide treatment on the outside school grounds.

Parent/Guardia Name: _____ Student Name: _____

Address: _____
