

MISSION STATEMENT

We, the staff of Eaton Rapids Middle School, believe that our school is a transitional experience for students between childhood and adolescence. We share a commitment to provide a learning environment that facilitates optimum development, both academic and personal, of each student. We will provide a curriculum that enables each student to develop the knowledge, the skills, the confidence, the responsibility, and the independence necessary for continued learning and future success. We believe that students, parents, and community are vital to the attainment of these goals.

EATON RAPIDS MIDDLE SCHOOL PHILOSOPHY

The Eaton Rapids Middle School (ERMS) houses sixth through eighth grade students. As the student progresses from sixth through eighth grade, he/she will experience opportunities for exploration and individualization which are characteristic of this age.

Teacher/Advisors assume the responsibility of awareness of the total growth of the students assigned to them. They attempt to meet the needs, which may arise relative to social and emotional situations. The teacher/advisor then becomes the first line resource for the students.

Because of the uniqueness of early adolescents and their variety of interests and experiences, special attention is given to computers, speech and drama, physical education, art, applied technology, vocal music, band, and other related areas. The personal development of our students is also a critical aspect of their growth. In the middle school the student is given the opportunity to examine, clarify and develop values which ultimately produce a basis of personal responsibility in positive interpersonal relationships with others.

The ERMS lists the following areas of concern, which tend to approach the ultimate learning environment for the students:

Knowledge...an increased awareness on the part of all staff members to supply students with those types of activities that allow for internalized and integrated understanding of relevant bodies of knowledge.

Skills...a continued effort to develop and apply skills for continued learning.

Personal Development...a provision for the inclusion of healthy mental and physical growth and development activities.

Values...recognition of the need for experiences which foster the development of a personally meaningful system of values.

Self-reliance...a discovery of appropriate methods of becoming an independent learner thus developing a pattern of personal responsibility and achieving a realistic dependence-independence relationship with others.

Social-interaction...a conscious effort to include activities which encourage growth in developing skills in interpersonal relationships.

ASSET DEVELOPMENT

As Eaton Rapids Middle School endeavors to provide a drug-free, safe school environment, awareness of the nationally recognized Asset Development program has become significant for students, parents, staff, and community members.

The Asset Approach – Research had identified 40 concrete, positive experiences and qualities – “development assets” – that have a tremendous influence on young people’s lives. Working to enhance the number of assets a person has may protect a young person from many different problem behaviors and promote positive attitudes.

Adolescents today are frequently exposed to problem behaviors that include: alcohol use, illicit drugs use, sexual activity, violence, depression and attempted suicide, and school problems. Developing the 40 assets increases the chance that young people will have positive attitudes and behaviors such as success in school, value for diversity, maintenance of good health, and delaying gratification.

Students may impact each other in positive ways by having an awareness of the eight categories into which the 40 assets fall. Some sample strategies are offered to assist students in showing others they are significant.

The 40 assets are grouped into eight categories:

1. Support – Be understanding when someone is having a difficult day.
2. Empowerment – Encourage others to help and be themselves.
3. Boundaries and expectations – Don’t expect perfection from others.
4. Constructive use of time – Attend a friend’s concerts, games, and events.
5. Commitment to learning – Encourage a friend to talk about their future plans.
6. Positive values – Introduce your friends to your family.
7. Social competencies – Apologize when you have done something wrong.
8. Positive identity – Praise more, criticize less.
- 9.

EQUAL OPPORTUNITY

All policies and procedures adopted by the Eaton Rapids 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, sexual orientation, and handicap will not be grounds for denying participation in classes or programs for which a student is otherwise eligible. Complaints of such discrimination must be made in writing to the principal of the school by parents on behalf of their children or by adult students on their own behalf. The principal will respond to properly made complaints within ten school days.

FERPA

The Family Education Rights and Privacy Act (FERPA) gives public schools the right to disclose directory information: name of student, name of student's parents/guardians, address, telephone number, date of birth, extra-curricular participation, weight and height of members of athletic teams, dates of attendance, achievement awards or honors, and photograph. If a parent/guardian or student 18 years or older does not wish to have any of the above information disclosed, the school the student attends must be notified in writing.

CHILD ABUSE AND PROTECTION

Michigan law requires that school administrators, counselors, or teachers report all incidents of suspected child abuse or neglect to the proper legal authorities. Any school employee, pursuant to the performance of his/her duties, having reasonable cause to believe that a child coming before him/her has physical injuries that may have been intentionally inflicted by a person responsible for the child's care, shall notify the administrator in charge of the child.

ACADEMIC INFORMATION

COURSE OF STUDY

The following course of study for ERMS students has been developed to accomplish the ERMS goals.

<u>Sixth</u>	<u>Seventh Grade</u>	<u>Eighth Grade</u>
Language Arts	Language Arts	Language Arts
Science	Life Science	Math
Math	Math	Earth Science
Social Studies	Social Studies	Social Studies

All students take these required core classes along with Teacher Advisory Group (TAG) and elective/exploratories.

GRADING SCALE

Grade	Percent	Grade Point
A	93-100	4.0
A-	90-92	3.6
B+	87-89	3.4
B	83-86	3.0
B-	80-82	2.6
C+	77-79	2.4
C	73-76	2.0
C-	70-72	1.6
D+	67-69	1.4
D	63-66	1.0
D-	60-62	0.6
E	0-59	0.0

The Honor roll is compiled at the end of each marking period. Honor roll criterion is a B- or above in every subject area.

GUIDANCE SERVICES Phone 663-7234

The school counselor is located in the student services office in room 101. General guidance information for students in the form of pamphlets, extra planner sheets, etc. may be picked up by contacting the student services secretary. The student services office is open from 7:15 a.m. to 3:30 p.m. The counselor meets with students to help them with concerns about friends, study habits, grades, teacher relationships, attendance, class scheduling, personal, and/or discipline matters.

Administrators and teachers may refer a student for a specific problem. A student may schedule an appointment with a counselor by stopping at the student services office and filling out a "Self-referral" form. Parents and guardians are encouraged to call if they have questions about their child's school adjustment or achievement.

PLANNER

The Eaton Rapids Middle School Planner is an essential part of the middle school experience. It is used as an organizer, a communication tool between parents and staff, and a resource for important information.

As the planner can be used as a record keeper for the whole year, students are to treat the planner like a textbook. They are to refrain from folding used pages, tearing out pages, and marking out information. The quality of the planner is such that it should last an entire year.

Planners will be provided to all students at the beginning of the school year. Lost or unusable planners must be replaced at a cost of \$5.00. Students are responsible for having a planner in their possession at all times.

LIBRARY

The ERMS Library is open Monday through Thursday on all school days from 8:30 a.m. to 3:30 p.m., and Fridays from 8:30 - 2:30. Students may use the library during lunch/class time and between classes. Students may use the library to read or study, to obtain educational or leisure reading materials, and to use the computer. Once classes are in session students must have a pass to use the library.

A student may borrow two (2) items at a time. Most materials, with the exception of reference materials (i.e., encyclopedias) and magazines, can be borrowed for two (2) weeks. If materials are not returned by the due date, an overdue notice will be given to the TAG teacher and fines will be assessed at 5 cents/day.

Students are reminded that when they borrow materials, they are responsible for those materials until they are returned to the library. It is their sole obligation to see that the materials are not damaged or stolen. If materials are not returned in the same condition as when they were borrowed, a fine will be assessed. Students will also be charged a replacement cost for any materials that are not returned or items that are damaged beyond repair.

Students are expected to follow posted behavior expectations at all times.

PROCEDURE FOR MAKE-UP WORK

Any student who is absent is responsible for making up any work missed by checking with his/her teacher for assignments. Failure to make up work will result in lowering of the student's grade.

If a student has been absent for more than two days, make-up work may be requested by calling **663-8151**. PLEASE ALLOW 24 HOURS NOTICE BEFORE PICKING UP ASSIGNMENTS. ALL HOMEWORK REQUESTED IS EXPECTED TO BE COMPLETED UPON THE STUDENT'S RETURN (EXCEPT IN EXTENUATING CIRCUMSTANCES).

REPORT CARDS

Every marking period report cards will be mailed home unless picked up by the parent during conferences. Progress reports will be sent home with students in accordance with the district calendar.

GRADES ON LINE

You may access your student's grades at any time from the Eaton Rapids Public Schools website, www.ersk12.org. Then click on: Parent Resources; Family Access to Grades & Attendance; enter Log In and Password. If you have any questions please call 663-8151.

TAG (Teacher/Advisor Group) PROGRAM

TAG is an integral part of the middle school program for seventh and eighth graders. It is a mentor program with a curriculum. The curriculum includes counseling activities, study skills, cooperative group skills, problem solving skills, and an intramural program. Each student is assigned to a TAG, which is part of his/her team. Students will stay in the same TAG for the entire school year. TAG grades are earned through participation in TAG activities and completion of the planners. TAG grades are included in computation of the honor roll.

ATTENDANCE

(24 hour attendance line – 663-2225)

The ERMS day starts at 7:32 a.m. and ends at 2:35 p.m. Regular attendance and punctuality are generally associated with good academic records, good school adjustments, and great employability. Naturally, from time to time, students will be absent from school. On the day of the absence, the parent must contact the attendance office by calling **663-2225**. Administration will make the determination as to whether an absence is excused or unexcused.

There are four types of absences:

1. Excused absences are those absences that include, but are not limited to, illness, injury, family emergency or a pre-arranged absence.
2. Unexcused absences are those absences that include, but are not limited to, those for which no note or phone call is received.
3. Truancy indicates that a student skipped a portion of a class, a class or a day. These students are subject to disciplinary action as outlined in the truancy section of the handbook.
4. School-related absences are those absences that are due to academic, co-curricular, or athletic activities that

are directly supervised by staff members and which require absence from class.

LATE ARRIVAL & TARDIES

All students arriving late to school **must** sign in at the office. The parent/guardian should accompany the student or send a note to provide documentation of an excused absence. Repeated late arrivals and tardies to class will warrant a conference between parents and administration and possible court referral. Repeated tardies will also be subject to a Responsible Thinking Classroom (RTC, see pg. 6) referral.

EARLY DISMISSAL

Students leaving school prior to the end of the regular school day may bring a note to the office from the parent/guardian requesting dismissal, and stating a time and reason. All students who leave the building early for any reason, must be signed out in the office by a parent/guardian or designated person. **Students will be called to the office after their transportation arrives.**

PRE-ARRANGED ABSENCES

The student and/or parent/guardian should contact the office for a pre-arranged absence form. The pre-arranged absence form must be signed by all teachers before it is taken home for a parent signature. The form must be returned to the attendance secretary at least 2 days prior to the absence. It is the responsibility of the student to make arrangements for make-up work with the teachers. This form may be used for medical absences, vacations, etc.

TRUANCY

A student will be considered truant when he/she is absent without authorization, whether it be one period or all day.

A student in the hall six minutes after the start of each class must have a signed planner. A student in the hall without a signed planner will be referred to the office and be considered truant. The accumulation for trancies is per school year.

Consequences

- 1st violation – parent notification and referral to the Responsible Thinking Classroom (RTC, see pg. 6)
- 2nd violation – parent staffing & possible O.S.S./Truancy Referral
- 3rd violation – notification of Eaton/Ingham County Juvenile Court, 10 days suspension.

Any student who accumulates ten (10) absences/tardies per attendance/class period (excused and unexcused count together), and their parents may be referred to the court. District policy describes truancy as: "a student being absent from school without permission, chronic tardiness, or excessive absences". It will be at the discretion of the building administrator to decide if the student's absences merit a truancy referral.

BEHAVIOR EXPECTATIONS

Students at ERMS are expected to conduct themselves within the following general guidelines:

GENERAL ERMS BUILDING RULES

Behavior in the building must provide a safe and orderly environment for all and must not interrupt the classes in session. Students are expected to:

1. Have planner and a reading book in possession at all times except lunch and similar occasions.
2. Walk; not run.
3. Maintain a reasonable tone of voice.
4. Refrain from disturbing classes in session.
5. Keep all areas clean and free from litter.
6. Eat only in the cafeteria, unless given a pass.
7. Refrain from marking on walls, lockers, furniture, books, yourself and other people.
8. Keep coats, gymbags, backpacks, and all electronic devices in lockers. They are not to be taken to class.
9. Only have unopened bottles and cans in the hallways and lockers.
10. Refrain from throwing objects in or from the building.
11. Use appropriate language; do not use racist, sexist, or obscene words and/or gestures.
12. Refrain from writing, reading, and/or passing personal notes in school. Notes will be confiscated.
13. Students are not allowed to chew gum.
14. Due to health concerns with fragrances (i.e. asthma, allergies, etc.), cologne and/or perfume use will not be allowed at school. Use of these products at school will result in confiscation and may result in disciplinary action.

BEFORE SCHOOL

When students arrive in the morning they may wait outside of school, in the breezeway or in the cafeteria. Once students enter the main building, hats must be removed and all electronic devices (i.e. CD players, cell phones, etc.) must be out of sight. If students, choose to go to the cafeteria they must be seated.

CLASSROOM

Students are required to do all assignments given to them by the teachers. They should not disrupt the classroom or disturb other students. Since different subjects require different forms of behavior (for example, physical education, science lab, or history simulation), each teacher is requested to provide in writing to students a set of their own classroom rules. In addition, students are required to come to classes prepared to study; that is, **THEY SHOULD BRING TEXTBOOK, PLANNER, READING BOOK, PAPER, PEN OR PENCIL, AND ANY OTHER MATERIALS REQUIRED BY THE TEACHER.**

When students have a guest teacher, aide, or volunteer, they must behave as requested, in addition to following the regular teacher's expectations.

In order to leave the classroom, students must ask permission from their teacher stating the reason for their need to leave the room, the place they are going, and obtain the teacher's signature. Students are to go directly to the destination and return directly to class without other stops that were not agreed to by the teacher. Failure to follow the teacher's specific directions may result in disciplinary action.

LUNCH

Students are not allowed to leave the school grounds during the lunch period. Behavior during the lunch period must provide for keeping the area safe and clean. Students are expected to:

1. Obey all noon hour supervisors.
2. Walk; not run, jog, trot, etc.
3. Use a reasonable tone of voice.
4. Join the lunch line at the end.
5. All students must be in line within five minutes of the lunch bell.
6. Purchase food for themselves and not others.
7. Keep all food in the cafeteria.
8. Clean up their own eating area; dispose of garbage in containers provided for that purpose.
9. Refrain from throwing food or other objects.
10. Enter and exit through the correct doors; go directly to and stay in designated areas.
11. Remain in assigned seats or designated areas until dismissed by a noon-hour supervisor.

LUNCH – OUTSIDE RULES

The area around the building is for students to enjoy, and they may use the grounds during the lunch period (weather permitting), with the following guidelines:

1. Students must stay within the following boundaries:
 - A. North – North side of gym across field to fence (straight line from gym corner)
 - B. East – Fence
 - C. South – Fence
 - D. West – Line of trees by building
2. Once a student leaves the building, he/she may not re-enter until a supervisor indicates the lunch period is over.
3. If students want to wear a coat outside, they must take it to the cafeteria. They will not be allowed to go to their locker after eating lunch.
4. No littering on school grounds.
5. Take care not to disturb classes that are in session.
6. No throwing of objects including rocks, snowballs, sticks, etc. This also includes throwing playground balls/equipment at the building.

AFTER SCHOOL

For the safety and welfare of our students, they will have until 2:45 P.M. to leave the building or get to their supervised area. Students who stay after school must be under the DIRECT supervision of a faculty member or approved adult. These students will be allowed to ride the elementary bus home with a pass issued by the supervising adult.

Students staying for athletic or extracurricular activities are responsible for arranging their own transportation. Students waiting for transportation for after school activities after 2:45 P.M. **must** wait in the BREEZEWAY between the doors to the main office and the gym/pool areas.

Any student **NOT** under the supervision of a faculty member or approved adult found in the building after 2:45 P.M. will be subject to disciplinary action. This action may include detention, suspension, or exclusion from functions such as athletic/academic contests or practices, after-school dances and activities, play/theatre, etc.

ASSEMBLIES

Assemblies are presented throughout the year. In order that all may enjoy the privilege to the fullest extent, it is expected that the student will walk quietly to and from the assemblies as well as show respect to the people presenting the program. Students are expected to follow these general guidelines.

1. Do not enter or exit the auditorium/gym when a person or group is performing.
2. Hand clapping is the appropriate way to show appreciation.
3. Talking during the program is inappropriate.
4. Use stairways when entering or exiting bleachers.
5. Bleachers will be loaded from the bottom, and dismissal will be from the top.

BEHAVIOR POLICIES

AREAS OF AUTHORITY

Assuming the authority granted to it by law, the ERMS establishes the following areas of authority:

1. While the student is attending school or on the way to and from school
2. While a student is on a school vehicle
3. While a student is at a school-related event or activity
4. While a student is under the jurisdiction of the school

DISCIPLINE POLICY AND PROCEDURES

It is the philosophy of the ERMS that all students, parents, and school staff work together to create an environment that is physically and emotionally safe. Our goal is to provide all students with a positive learning climate. All students have a responsibility to behave in a manner that allows teachers to teach and students to learn. Each individual deserves to be treated fairly and courteously.

A CHARGE TO STAFF:

To be consistent, fair and courteous in disciplining students.

A CHARGE TO STUDENTS:

To accept the responsibility for their own conduct.

A CHARGE TO PARENTS:

To communicate and cooperate with school staff regarding school rules and policies.

The following are disciplinary procedures/actions which may be used by teachers and administrators to resolve problems of student misbehavior while under the school's jurisdiction:

1. Discussion with student.
2. Contact with student's parents/guardians.
3. Conference with parents/guardians.
4. Responsible Thinking Classroom (RTC) referral.
5. Referral to office.
6. Out-of-School Suspension (OSS).
7. Expulsion from school.
8. Notification of police.

A student may be suspended for a period of more than 10 days only by action of the Board of Education following a recommendation from the middle school administration.

DUE PROCESS PROCEDURES/APEALS PROCESS

All students shall be afforded due process regarding suspensions and/or expulsions for misconduct. This shall include being notified of the charges, having the opportunity to respond to the charges, and having the right to an appeal of any suspension or expulsion.

CLASSROOM MISCONDUCT

The RESPONSIBLE THINKING PROCESS (RTP)

Teachers have the right to teach and students have the right to learn, in a safe and orderly environment!

The Responsible Thinking Process (RTP) is a discipline process that teaches students how to think through what they are doing in relationship to the rules of wherever they are (i.e., classroom, cafeteria, playground, hallways, etc.). The key component of this process is its focus on teaching students how to achieve their goals without getting in the way of others that are trying to do the same thing. It teaches students how take responsibility for their actions by developing their ability to think for themselves, while respecting the rights of others.

If a student chooses to disrupt the learning process in the classroom, the teacher will initiate a series of questions that are designed to allow students to think about what they want in relationship to the rules of the classroom. If the student continues to be disruptive, then he/she has made the choice to go to RTC.

The Responsible Thinking Classroom (RTC) is where students are referred when they continue to violate the rights of others. In RTC, students work on a plan to learn how to achieve what they want without interfering with the rights of others.

In RTC, the student will create a written plan to deal with their disruptions. The plan must be negotiated and discussed with the teacher before returning to class. It is the student's responsibility to make and keep an appointment with the teacher to negotiate a plan. Each visit to the RTC will be documented in the Discipline section of Skyward so that parents stay informed and involved in the process. Students who cause frequent disruptions will also be required to phone a parent.

Students, who refuse to complete a plan, keep a negotiation appointment, or violate the rules of the RTC, choose to go home. **Any student who chooses to go home must return to school with a parent/guardian, a completed plan and have successfully completed a conference with an administrator.**

If a student receives four RTC referrals during a single marking period, or multiples of four, there will be a mandatory parent/guardian meeting. This meeting will be held within one week of the parent/guardian being notified of the situation. After one week, if the meeting has not been held, **the student will be suspended from school until the meeting is held.**

The Responsible Thinking Process will be used in all environments of the middle school (i.e., classrooms, cafeteria, playground, hallways, etc.).

STUDENT CONDUCT AND REGULATIONS

The Eaton Rapids Middle School code of conduct is in effect anytime that a student is on school property or at a district sponsored event. This code is not exhaustive and the administration reserves the right to utilize alternative penalties than those stated below.

GENERAL MISCONDUCT

- Fighting - involving bodily contact and/or statements or actions which directly provoke aggressive actions by another student
- Forgery or falsifying school documents, plagiarism or cheating on assignments or tests
- Insubordination, suggesting others defy reasonable instructions or refusing to identify oneself
- Obscene, lewd or vulgar language toward another student
- Misuse of books, materials, computer hardware or software and equipment
- Harassment of any nature
- Stealing
- Unsafe and disorderly behavior which includes running in the halls, throwing objects, undue noise in the halls during class time, possession of lighters or matches, etc.
- Public displays of affection other than holding hands
- Computer tampering, unauthorized access, modification or destruction of private files
- Leaving school grounds without permission

PENALTIES FOR GENERAL MISCONDUCT OFFENSE

- First Violation - Warning, up to three (3) days of O.S.S. suspension from school including a contact of authorities, if appropriate.
- Second Violation - Four (4) to Six (6) day suspension from school including a contact of authorities, if appropriate.
- Third Violation - Seven (7) to Nine (9) day suspension from school including a contact of authorities, if appropriate.
- Fourth Violation - Refer to **INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS**

Alternative discipline may be chosen when appropriate - such as referral to RTC.

GROSS MISCONDUCT (VERY SERIOUS)

Very serious infractions are those that involve the most pressing discipline issues.

The following are just examples and are not all inclusive:

- Arson or attempted arson
- Assault and/or battery
- Bullying - either physical or psychological
- Bomb threats, false fire alarms, abuse of fire extinguishers and false police reports

- Breaking and entering: unauthorized entry into school property, including, but not limited to, school buildings and school vehicles
- Use or possession of explosives
- Extortion, blackmail or coercion: obtaining money or property by violence or force
- Use or possession of tobacco products
- Use, possession, transfer or under the influence of illegal drugs, unauthorized prescription drugs, look-alike drugs, and any abusable chemical substance
- Theft, including aiding and abetting
- Interference or intimidation of school staff which include force or verbal threats
- Malicious mischief - property damage
- Other violations of federal, state or local ordinances
- Obscene, vulgar or profane language toward a staff member
- Possession any instrument that may be considered a weapon which may be used for injury to others

Any criminal acts taking place at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Any student who is a participant/accessory to misconduct, or hinders/interferes with an investigation will be subject to disciplinary action.

PROCEDURES AND PENALTIES FOR GROSS MISCONDUCT OFFENSE

The principal or his/her designee will:

1. Investigate the offense and allow the student to defend him/herself.
2. Notify the police when appropriate.
3. Notify the parents of those involved.
4. Notify the office of the superintendent.

PENALTY

One or more of the following may apply as determined by the principal or his/her designee:

1. Suspension (O.S.S) - one to ten days
2. Suspension of more than ten days
3. Recommendation for expulsion
4. Restitution of property (if applicable)
5. Completion of a RTC re-entry plan and conference with parents before readmitting student

PERSISTENT DISOBEDIENCE IN VIOLATION OF RULES AND REGULATIONS

Persistent and repeated violation of rules will result in a petition filed to probate court and/or long-term suspension and/or recommendation to the Board of Education for expulsion from school.

ADDITIONAL RULES CONCERNING SUSPENSION

The following rules will apply for all students suspended from Eaton Rapids Middle School:

1. Student suspension will begin when the student leaves Eaton Rapids Middle School or at such time designated by the principal.

2. Suspension will end when the student is fully reinstated into the school following the suspension. Example: A student suspended one day, Tuesday, will be on suspension until he/she returns to school on Wednesday. A student suspended for two, Thursday and Friday, will be on suspension until reinstated on the following Monday.
3. Any student suspended from school, partial or full seven hours, on the day of an athletic or extra curricular activity/event will not be allowed to participate or be a spectator at that activity/event on that date. The above applies to any activity/event on a Saturday when the suspension takes place the Friday or before a vacation period. Example: If the suspension takes place on a Friday, the suspension not ending until the student is reinstated on Monday, the student will not be allowed to attend any school activities or events which take place during that weekend. If the suspension takes place on the day before a vacation period, the student will not be allowed to attend any school activity/event or participate in any practices until the student is reinstated in school after the vacation.
4. Students who are on suspension will not be allowed on school property until their suspension ends which is on the first full day the student returns to school. Students who violate this will have additional days added on to their suspension.
5. Students will be allowed to make up work that leads to major grades. A major grade is a semester, exam, nine-week test or any test or project that counts for one weeks worth of credit or more. All other work will not receive credit.
6. In compliance with Title IV, Subpart 4, Section 4155 of the No Child Left Behind Act, all discipline records with respect to suspensions or expulsions will be placed in the student's permanent records (CA 60 File).

BULLYING & OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the District 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.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is

expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

HARASSMENT

Sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances. This may include verbal, written or physical conduct of a sexual nature that is unwanted or unwelcome.

Inappropriate pictures taken and/or distributed of other students will result in immediate suspension until an expulsion hearing with the Board of Education is held.

Racial harassment includes, but is not limited to, racial slurs, degrading remarks and comments of an offensive nature. Harassment can be dealt with in the following manner depending on the type and severity of the incident. A student can be disciplined starting at any of the consequences below:

- A referral to RTC may be assigned
- Parents may be contacted and conferences held.
- Referrals may be written, and suspensions can occur.
- Police will intervene, if the incident warrants their involvement.
- Expulsion from the school district may occur.

ANTI-HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the

School District community at school-related events/activities (whether on or off School District property).

DRESS

Clothing or grooming shall be considered unacceptable if it endangers the health or safety of other students and staff or it creates a disruptive influence on the educational process. Additional health and safety standards may be required of students enrolled in specials classes, for example: physical education, science, tech ed, or computers. Listed are a few examples and guides of inappropriate dress. This list is not all-inclusive:

1. Not wearing shoes/sandals.
2. Any clothing with suggestive, obscene, or unacceptable print and/or pictures (i.e., drug, alcohol, tobacco, sexual content, weapons). Students will not be allowed to write or sign on any clothing.
3. Clothes that call particular attention to the body of the wearer, because of design or cut. Examples: Clothing with a bare midriff, halter tops, tube tops and low cut tops. No see-through tops or tops with the sides cut out. **All shirts/tops must have straps/sleeves that are at least 3 inches wide.**
4. Short shorts and/or skirts (straight arm test, must extend to end of fingertips and/or must be no shorter than five (5) inches from the top of the kneecap in the standing position), running shorts, bicycle shorts, spandex clothing, pajama like attire, or any clothing that is inappropriate for the school environment. Rips, tears, or holes in jeans or slacks above the knees are not allowed, regardless of what is worn under the clothing.
5. Any clothing not worn in an appropriate manner.
6. Face-painting or make-up that looks like face-painting is not allowed.
7. Chains that project from a student's pockets.
8. Hats, headcoverings (i.e. hoods, bandanas, scarves, etc.), and non-prescription sunglasses.

Alternatives:

- A. Fix on site
- B. Replace with appropriate dress
- C. Send home

Note: No list of guidelines can be written that will anticipate potential dress and/or grooming extremes. In case of questionable dress, the administration will make the final decision. These guidelines are to be followed at school and at all school activities and events. Examples: Athletic events, dances, plays, field trips, etc.

Consequences for hats/sunglasses/chains

- 1st violation – warning
2nd violation – confiscate for one week
3rd violation – confiscate for one year

ELECTRONIC EQUIPMENT

1. Radios, tape recorders, CD players, MP3 players, cell phones, electronic games, cameras (including cell phone, digital, and video cameras) etc. are not to be used in school. The office may confiscate them.
2. Lasers are not allowed at Eaton Rapids Middle School. Possession and/or use of these items will result in confiscation of items and may result in suspension.

3. Cell phones and beepers will be permitted provided they remain in the locker and are turned off during regular school hours. Possession and/or use of these items will result in confiscation of items and may result in suspension.

1st Incident: Confiscation and documentation. Student can pick up from office at end of school day.

2nd Incident: Confiscation and documentation. Student's parent/guardian must come to the school to pick up device from the main office.

4. If any of these items disrupt learning environment the item will be confiscated and the student will face disciplinary action.

Eaton Rapids Middle School will not be responsible for lost, stolen, or broken electronic equipment.

SCHOOL/EXTRACURRICULAR ACTIVITIES

It is a privilege for students to participate in school-sponsored co-curricular activities. Since the conduct of students reflects upon the entire school and community, students engaged in co-curricular activities under the auspices of the ERMS are expected to act as model representatives of their school and abide by the provisions of the ERMS handbook.

ACTIVITY TIMES

Activity times for sixth through eighth graders are scheduled during the year. Students must be in school $\frac{1}{2}$ day on the day of the activity and it must be an excused absence. Students are responsible for arranging parent/guardian approved transportation home. If a student leaves the building he/she may not re-enter.

ACTIVITY/ATHLETIC FEES

ERPS may implement participation fees for student activities including sports. Students will be made aware of these fees in advance. They will be responsible for payment in full upon participation in an activity or upon being selected for an athletic team. Scholarships, partial payments, or payment plans for athletics are available. Please check with the high school athletic director or the secretary at the middle school for further information.

ATHLETIC PHILOSOPHY

It is the aim of ERMS to offer positive and meaningful experiences that will enhance the growth and development of young men and women. Athletics can be one of the most significant aspects of student education. However, the athletic program is only part of the total process. The athletic program is an extension of and complimentary to the total educational program. The program offers each student an opportunity for self-growth, development of physical skills and fitness, sportsmanship, teamwork and the satisfaction found in competition.

ERMS is a member of the Michigan High School Athletic Association (MHSAA) and as such abides and is governed by the MHSAA rules and guidelines.

ATHLETIC TEAMS

ERMS students may participate in the following interscholastic sports:

Fall

7th/8th Girls Volleyball

Late Fall

7th/8th Boys Basketball

Winter

7th/8th Girls Basketball

Spring

7th/8th Track

All students interested in participating in a sport are encouraged to try out. There are not cuts in wrestling or track. Basketball and volleyball may experience cuts due to a limited number of positions and a large number of interested students.

A current MHSAA approved physical must be on file in the office in order to try out. Due to limited budget and facilities there may be times when cuts are necessary. The head coach will evaluate each athlete. Athletes cut from any team will be told of their weaknesses and encouraged to try out next year.

ELIGIBILITY REQUIREMENTS

MHSAA rules state that a first year middle school student may compete in athletics without reference to his/her academic record in the sixth grade.

Eighth grade students who attended Eaton Rapids Schools in the seventh grade and wish to try out for a fall sport must meet all eligibility requirements during their last marking period of seventh grade. All transfer students will follow the same requirements as incoming seventh graders.

In order to try out and/or participate in interscholastic athletic programs, a student must meet the following qualifications:

- Eligibility status checks will take place weekly for each sport season. To be eligible a student must have no more than one E in the most recent marking period. Two D's shall count as one E.

A student athlete will not be eligible for contests the following week if their cumulative GPA is below 1.6, they have more than one E on the weekly progress report. Two D's shall count as one E.

- Any student who falls below the minimum eligibility standards three weeks will be removed for the season.
- Students who fail to turn in progress reports three times in a season will be removed from the team.
- Age Policy: MHSAA requirement, Section 2 - A seventh or eighth grade student who competes in any interscholastic athletic contest must be under fourteen (14) or fifteen (15) years of age, respectively. However, a student who reaches that birthday on or after September 1 of the current school year is eligible for

interscholastic athletic contests for the balance of the year.

If the local school administration and parents can agree and arrange, seventh or eighth grade students who may be fifteen (15) before September 1 may participate in a 9-12 program, even if it is in a different building. Those students would be limited to four (4) years of High School eligibility.

ATHLETIC CODE

To the parents:

It should be remembered that participating in athletics is a privilege, not a right. The major focus is teaching skill, attitudes, knowledge and sportsmanship.

The lesson students learn, by being part of a team, teaches them responsibility, cooperation, dedication, and determination, which are all valuable lifetime skills. Parents and athletes should wait at least 24 hours before approaching/contacting the coach on any issues.

To the student athletes:

1. The privilege you have earned to be a part of an interscholastic athletic team at our school is a true extension of your work in the classroom.
2. An athlete will be defined as a student participating in an athletic sport IN SEASON.
3. Each athlete must pass a physical examination and must have an approved MHSAA physical form on file in the office **BEFORE** he/she is allowed to TRY OUT, PRACTICE, or HAVE EQUIPMENT ISSUED.
4. Each athlete will be required to wear the equipment and uniform issued by the school. Anyone who fails to return, in good condition, any equipment or uniform issued will be ineligible for any award and for participation in any other sport until the equipment or uniform is returned or the replacement cost of same is paid.
5. Athletes must use transportation arranged by the school for all contests away from home, unless other transportation is approved in writing, one day in advance by the athletic director prior to such contests. If the athlete rides home with a parent without prior consent they will be unable to participate in the next contest.
6. Athletes will not be allowed to compete in an athletic contest or practice unless they have attended school **ALL DAY** on the day of the contest or practice. Extenuating circumstances such as funerals, medical appointments, court appearances, etc will be given consideration.
7. Athletes who attend school are expected to be at practice unless excused in advance by the coach. Unexcused absences to practice will result in suspension from the next contest. The coach will contact the parent if a student has an unexcused absence to practice. Repeated incidents may result in removal from the team.
8. Athletes with notes not to participate in gym will not be allowed to practice or compete for the day(s) stated in the note.
9. Certificates will be issued for completion of a sport.

10. An athlete found to be in possession of an prohibited substance and/or materials will forfeit the privilege of athletic participation as determined by the athletic director.
11. Student athletes who are suspended or referred to RTC for violation of school rules and/or policy will adhere to the following guidelines:
 RTC Referral – may have a one game suspension.
 First Suspension – one game suspension.
 Second Suspension –two week suspension.
 Remaining days of suspension will be carried over to the next season/year, if necessary.
 Third Suspension may result in immediate termination of all athletic participation for the remainder of the school year.
 Athletes may not practice with their team on the days they are suspended out of school. This is in addition to their game suspension(s).
12. If a coach has additional rules they will be provided in writing before the first contest.

END-OF-YEAR REWARD TRIPS

ERMS rewards students who meet behavioral expectations with trips at the end of the school year. Destinations for both grades will be announced early in the school year.

The expectations are:

1. Have less than four RTC referrals after winter break.
2. No referrals that result in suspensions after winter break.

If any other expectations are added, parents and students will be notified in a timely manner.

ADMINISTRATION OF MEDICATION

Students are not permitted to bring medicine (including prescription and over the counter) to school or take medicine while at school unless a “Request for the Administration of Medicine to Students” form has been completed, signed by a parent, and filed in our office. Prescription medicines must also have a current label with correct dispensing instructions. All medicines must be in original containers and will only be dispensed according to label instructions. It is the parent’s/guardian’s responsibility to contact the office to request this form for completion. All medications must be kept locked in the office and administered by our designated staff members. The student is required to present himself/herself on time to receive required medications.

MICHild

Parents are to be aware that medical insurance covering student health concerns or injuries is not provided by the school. If parents cannot afford health insurance, benefits may be available through the State of Michigan MICHild program. Call 1-888-988-6300 for more information. Flyers are available in the main office.

ADULT VISITORS, PARENTS, AND GUESTS

All visitors, parents and guests are required to sign in at the main office. The purpose is to ensure the safety and security of students and staff during the school day. School age friends from another district are not permitted during regular school hours without administrative approval.

MAIN OFFICE 663-8151 ABSENCE LINE 663-2225

The office is a place where students are welcome to ask questions, make appointments, or conduct other school business. It is a busy place, and we require that students behave appropriately and in an orderly fashion. Office hours are 7:00 a.m. to 3:30 p.m. School absences must be called in at **663-2225**.

BUYING OR SELLING ITEMS IN SCHOOL

Students may not sell or purchase any item from another student in school without written permission from the principal.

CLOSING OF SCHOOL

When weather conditions create hazardous driving situations an emergency closing or delay may occur. In this event an instant alert message will call phone numbers of each student within the schools data base. The following radio and TV stations will also broadcast an announcement:

Radio Stations

WFMK – 99.1	WITL – 100.7	WJIM – 97.5
WHZZ – 101.7	WMMQ – 94.9	WUFN – 96.7
WTXQ – 92.1	WJXQ – 106.1	WXIK – KIX 94
WKHM – 970AM	WLCM – 1390 AM	WJIM AM - 1240

TV Stations

WLNS - 6	WILX -10	FOX 47 - 47	WLAJ - 53
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DISTRIBUTION OF MATERIALS ON SCHOOL PROPERTY

Any materials to be distributed and/or posted on school property must be approved by a school administrator before distribution or posting occurs.

ELEVATOR

The elevator is for the use of handicapped or injured students. A pass must be obtained from the office. If a student using the elevator is unable to carry belongings, he/she may have one helper.

EMERGENCY PROCEDURES

Information sheets are posted in each classroom stating directions to follow in case of tornado or fire drills. Special alarms will sound in the event of drills or emergencies. Cooperation and alertness is necessary during all drills. Teachers will give instructions about leaving the building in case of emergencies. Please ,In case of emergencyBE QUIET – WALK - REMAIN ALERT!

ILLNESS/INJURY

A student, if ill, must get permission from his/her teacher prior to going to the main office. A parent/guardian will be contacted if the student needs to go home. All injuries need to be reported to the main office; first aid will be administered when necessary, and/or parents will be notified. If the parent/guardian cannot be contacted, the student may be assigned to the health room until contact can be made.

LOCKERS, TEXTBOOKS AND INSTRUCTIONAL MATERIALS

A locker is assigned to each student for the school year by his/her TAG teacher. Students must use **only** the locker that is assigned to them. Keep locker locked at all times! This is your responsibility. Students must not let other students know their combination. The school is not responsible for any loss of materials taken from lockers. Textbooks and other materials loaned by the school are the responsibility of the student, and he/she must reimburse the school for any such loss or damage.

Accepting a locker is accepting the fact the locker is school property and may be checked, or otherwise administered, to guarantee student body safety and protection. School personnel will open a locker when there is reason to believe that a locker contains stolen items or materials and/or substances that may be harmful or unlawful.

LOST AND FOUND

Articles found in the classrooms and halls are to be given to the school office and will be placed in the Lost and Found. It is the student's responsibility to check for lost articles. Unclaimed items will be given to charity. Students who take items out of lost and found that do not belong to them will be punished as if they were stealing.

PROCEDURE FOR HANDLING PROBLEMS AT SCHOOL

Eaton Rapids Public Schools are committed to the success of every student. It is well understood that best results are achieved when the school and home work in partnership with one another.

Open and honest communication, attitudes that promote cooperation in the classroom, high professional standards, and willingness by all to work hard will contribute to mutual success.

Although steps are taken to assure that each student has a positive school experience, problems will sometimes occur. School Board policy A-8 suggests, that the following steps be followed:

1. Try to solve the problem as close to the source as possible.
2. Write a letter to the person closest to the problem.
3. Meet with the supervisor.
4. Schedule an appointment with the superintendent.
5. Address the Board of Education.

REQUEST FOR EXEMPTING CHILDREN FROM SPECIFIC SCHOOL SERVICES

All students are required to take part in all aspects of the middle school program unless they have been exempted from participation by the administration, superintendent, or the Eaton Rapids Board of Education.

COMMUNICATION

Teachers and students will not be called from their classrooms without administrative approval. Necessary messages will be taken at the office and delivered at the appropriate time.

Student use of the office telephones is for **emergencies/illness**, and the calls are to be made to the **parent/guardian only**. Use of this phone is only with permission by office staff.