

**GARDEN CITY MIDDLE SCHOOL  
1851 Radcliff  
Garden City, MI 48135  
734.762.8400**

**Mr. Kip O’Leary, Principal  
Ms. Kim Linenger, Assistant Principal**

**STUDENT HANDBOOK**

**GCMS**



**COUGARS**

**GARDEN CITY MIDDLE SCHOOL**  
**DAILY BELL SCHEDULE**

STUDENTS MAY ENTER THE BUILDING			7:33
1st HOUR	7:40	-	8:40
2nd HOUR	8:45	-	9:45
3rd HOUR	9:50	-	10:50
4th HOUR (A)	10:55	-	11:25 Lunch
	11:30	-	12:30 Class
4th HOUR (B)	10:55	-	11:21 Class
	11:26	-	11:56 Lunch
	12:01	-	12:30 Class
4th HOUR (C)	10:55	-	11:55 Class
	12:00	-	12:30 Lunch
5th HOUR	12:35	-	1:35
6th HOUR	1:40	-	2:37

## **Garden City Middle School Mission Statement**

The Mission of the Garden City Middle School staff is to meet the unique academic, social, physical, and emotional needs of the early adolescent learner in a safe, supportive environment that promotes self-discipline, respect, collaboration, and a quest for life-long learning.

### **School Improvement Goals**

1. All students will be proficient in reading comprehension.
2. All students will be proficient in writing.
3. All students will be proficient in mathematics.
4. All students will be proficient in science.
5. All students will be proficient in social studies.

## **ACADEMIC & GRADING POLICIES**

### **Grading Scale**

Given below is the school-wide grading scale, adhered to by all Garden City Middle School faculty:

<u>Letter Grade</u>	<u>GPA Value</u>	<u>Percentage</u>
A+	4.0	100
A	4.0	92 – 99
A-	3.67	90 – 91
B+	3.33	88 – 89
B	3.0	82 – 87
B-	2.67	80 – 81
C+	2.33	78 – 79
C	2.0	72 – 77
C-	1.67	70 – 71
D+	1.33	68 – 69
D	1.0	62 – 67
D-	.67	60 – 61
E	0.0	59 & below

### **Report Cards & Progress Reports**

Report cards are issued four times during the school year, at the end of each quarter. With the exception of the fourth quarter report card, all other report cards are distributed to students during 6th hour. Report cards include not only a grade for each class, but also may include comments regarding student behavior, citizenship, and academic progress. These can be viewed online (MiStar) as well.

Progress reports are available each quarter as well. They can be viewed online (MiStar) approximately half way through each quarter and are designed to inform both students and parents of the student's academic progress in his/her classes. Progress reports also include comments regarding student behavior, citizenship and academic progress.

Students are encouraged to speak with their teachers if they have questions or concerns regarding their grade. Parents may also contact teachers by calling (734) 762-8400 or through written communication. If a personal conference is desired, either a parent or teacher may initiate a conference. Parents may arrange for such a conference by calling the phone number listed above.

### **Parent Connection & Student Connection - MiStar**

MiStar Parent Connection/Student Connection is a web application that provides parents/guardians/students with direct access to student data via the Internet. Using a confidential PIN (personal identification number) and password, administered by the school district, parents/guardians can connect to the school district's student database using a web browser to view their student's data, such as current grades, attendance reports, progress reports, report cards, transcripts and more.

### **Honor Roll**

GCMS students are recognized for the honor roll in the event they received a 3.0 grade point average or better.

### **Make-up Work**

A student who has been absent has the responsibility for securing and completing make-up assignments. The time allowed for make-up work shall not exceed twice the number of days absent. The teacher has a responsibility, when requested, to develop and assist in giving make-up assignments, quizzes and tests. Regular classroom assignments may not be made up when absences are unexcused.

A student with an absence due to suspension, has the responsibility for securing and completing make-up assignments, and will be allowed one day per day of absence to make-up work missed. In cases of multiple consecutive days of absences, due to suspension, a student will be allowed no more than three days to make-up missed work.

### **Homework Requests**

When a student has been absent three or more days, he/she can make a homework request by contacting (734) 762.8400. Please call 24 hours in advance so that teachers can be contacted in time to submit assignments, etc. For absences of less than three days, consult a classmate or your teacher upon your return to school for homework information. Please recognize that homework requests will not be made as a result of student suspension from school.

## **EXTRA-CURRICULAR ACTIVITIES**

### **School Dances**

All school dances begin at 7:00 p.m. and conclude at 9:00 p.m. The doors for each dance will close at 7:30 p.m. No student will be permitted to enter after 7:30 p.m. unless previous arrangements have been made with a building administrator. In addition, once a student leaves the dance, he/she may not re-enter.

Only Garden City Middle School students are permitted to attend school dances. No guests are permitted. Students must have their student I.D. in order to enter the dance. Students who do not have their I.D. will be required to purchase a replacement I.D. in order to enter the dance.

Students who are suspended on the day of a dance, or on the day of any other school activity, are not permitted to attend the dance (or the specified school activity).

## **Student Council**

Students can participate in student leadership opportunities through Student Council. Elections are held during the fall of every school year to elect student council officers and representatives.

## **National Junior Honor Society**

Students with a cumulative 3.5 grade point average are eligible to apply for membership into National Junior Honor Society (NJHS). During the application process, candidates must also demonstrate an involvement in areas of leadership and service. Students who are admitted into NJHS will be inducted into the organization in the spring and will join those members who were inducted the previous school year. NJHS meets monthly and participates in various service projects.

Please note that in the event a member of NJHS is suspended for any reason, NJHS membership will be revoked for that student at the time of the suspension.

## **Sports**

Boys Basketball

Girls Basketball

"In order to be eligible to play a particular sport, a student-athlete must have gained at least a 2.0 GPA in the previous card making period. If at any point during the season your GPA dips below a 2.0, the student-athlete will be suspended from competing against other schools until the GPA is brought back above a 2.0"

## **Other Activities & Organizations**

GCMS typically offers three intramural sport seasons in which students may participate. Previous seasons have included sports like football, basketball, volleyball, and badmitton.

Other organizations/clubs that have been present at GCMS in recent years include The Book Club, The Garden Club, Yearbook, and The Builders Club.

## **ATTENDANCE EXPECTATIONS**

### **Attendance Philosophy**

There is a high correlation between good attendance and academic achievement. To foster positive work and study habits, the Garden City Board of Education believes that students must be in class in order to fully maximize their educational opportunities.

Students are expected to be on time for school and in class every day. Students and parents should be fully aware that, in most cases, what goes on in the classroom (daily teaching, interactions of students with teachers and with other students, discussions, lectures, audio-visual, reports, etc.) cannot be duplicated and constitutes a valid and crucial part of course work. Furthermore, each student is expected to contribute to the daily academic activities in class. When a student is absent, the educational experience of all the students in the class can be diminished. Regular and constant school attendance helps develop responsibility and self-discipline. In addition, there are few legitimate reasons for tardiness. Tardiness can cause as much of a disruption to a classroom as absences.

Student attendance will be reviewed regularly. Counselors, social workers, and building administrators will intervene with parents regarding students who have excessive absences.

### **Attendance Policy**

The purpose of the Attendance Policy is to encourage regular and consistent attendance and punctuality at school by all students. Disciplinary consequences, in most cases, for attendance related offenses, would avoid removing the student from class.

Student grades will be solely based upon the quality of work submitted and the quality of class participation.

Garden City Public Schools have attendance offices and/or secretaries to account for each student's attendance on a daily basis. It is the parent's responsibility to report every absence. If parents do not report the absence, an attempt will be made to contact the parent.

Attendance in middle school is extremely important. It is the parent's responsibility to see that students attend school daily, but we share the responsibility to account for the whereabouts of each of our students every school day. As educators, we know that absences and tardiness greatly affect student learning. It is most important for parents to see that their student is in school every day. The cooperation of parents, students and school personnel is essential to student success.

### **Procedure**

It is important that parents inform the school each time their student is unable to be in attendance. The procedure is outlined below:

1. **Absences** – It is the parent's responsibility to report each absence. Please call the school attendance number, 734-762-8400, before 7:35 a.m., and provide the student's name and grade level, whether the absence is a full or partial day (if a partial day, please indicate the time the absence will begin and end), your telephone number and your name. Your call will be recorded in a voicemail (24 hours a day) or handled directly by a secretary. A parent's phone call within 24 hours of the absence will excuse a student's absence. The lack of such a call will result in the absence being considered unexcused as are all trancies. Regular classroom assignments may not be made up when absences are unexcused or if the student is truant from class or school. If a student is taken to the doctor for illness, please request a note from your doctor for the student's attendance file. An attempt will be made by the attendance office to contact the parent each time an unexcused absence occurs.
2. **Excessive Absences** – Student attendance reports will be reviewed by school administrators. The following steps will be taken based on the total number of excused and unexcused absences:

**5 (five) absences:** Parents will be notified of days absent and reminded of the need for regular attendance by letter or telephone. Parents will be notified, in writing of absences and of the need for medical or legal verification for all additional absences.

**10 (ten) absences:** A mandatory meeting with the student will be set to develop an intervention plan. The individuals developing the intervention plan will be the student and counselor. When requested, an administrator and/or parent will also attend the meeting. A copy of the plan will be given to the student, one placed in the student's file, and one given/mailed to the parents.

**12 (twelve) absences:** Parents must meet with a building administrator. Propriety of court action will be evaluated in regards to the student and/or parent.

In cases of more **extreme absenteeism**, the Director of Student Services may be consulted or assume responsibility for the case.

3. **Truancies** – Students who are truant from class, or school, will not receive credit for daily assignments missed and will be referred to their administrator for disciplinary action. The absence will also be considered unexcused. Disciplinary action will likely avoid the removal of students from classes. Disciplinary action may include lunch detention, after school detention, and/or Friday School. Suspension may result if the student does not comply with these disciplinary actions.
4. **Planned Absences** – Absences for reasons other than illness or death in the family are strongly discouraged. If your child must be absent for an extended period or for an emergency reason, notify the school that your child will be absent. If time allows, your child will receive a form to take to his/her teachers, notifying teachers of the expected absences and requesting homework assignments.
5. **Early dismissals** – Parents are requested to schedule appointments after 2:40 p.m. to avoid the need for an early dismissal. If it becomes necessary for the student to be released from school for a doctor/dental appointment or for other unavoidable emergencies, the following procedure should be followed:
  - a. Parent/Guardian will send a handwritten note to school (or call the attendance phone number) that states the student's first and last name, date and time of release, and the reason for the early dismissal. The student is to bring this note to the office before school begins and then go to class.
  - b. All students must be signed out by a parent/guardian (or someone designated by the parent/guardian on the emergency card) in the office before leaving the building. A student must also report to the office to check in when returning from an early dismissal.
  - c. Identification will be required from anyone picking up a student. If someone not listed on the emergency card will be picking up the student, this information should be included in the handwritten note.
6. **Suspensions** - "A student who has been absent has the responsibility for securing and completing make-up assignments. The time allowed for make-up work shall not exceed twice the number of days absent. The teacher has a responsibility, when requested, to develop and assist in giving make-up assignments, quizzes and tests. Regular classroom assignments may not be made up when absences are unexcused.

**A student with an absence due to suspension, has the responsibility for securing and completing make-up assignments, and will be allowed one day per day of absence to make-up work missed. In cases of multiple consecutive days of absences, due to suspension, a student will be allowed no more than three days to make-up missed work.**

**An absence does not automatically extend a due date for a class assignment. In general, daily assignments can be turned in upon the student's return to school/class. Obligations, such as term papers and classroom assignments, which have been scheduled in advance will be expected to be submitted on or before the pre-established due date unless otherwise designated by the teacher.”**

### **Tardy Philosophy**

Being on time is a life skill important to each student's future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students. Promptness to class allows the teachers to begin instruction on time for everyone.

### **Tardy Policy**

The following consequences will occur in the event a student is tardy to class:

#### NUMBER OF TARDIES/CONSEQUENCE

1. The classroom teacher notifies the student that he/she is being recorded as tardy and issues a verbal reprimand.
2. The classroom teacher notifies the student that he/she is being recorded as tardy, will use classroom intervention (detention, etc.) and obtain student signature on the tardy referral.
3. The classroom teacher notifies the student that he/she is being recorded as tardy, will make direct contact with the parent regarding the student's tardiness to class and obtain the student's signature on the tardy referral.
4. Administrative action – Up to one session of Friday School, 2:45 – 5:00 p.m. The administrator will notify the parent. The action will be taken for the sixth tardy and every tardy thereafter.

### **Actions in Regard to Attendance Issues**

Except in rare and persistent cases, students will not be removed from classes due to attendance/tardiness problems. Forms of discipline for these matters include: parent contact, lunch detention, after school detention, Friday school, out-of-school suspension (in rare and persistent cases).

## STUDENT BEHAVIORAL CONDUCT

**Positive Behavior Support (PBS)** is a school-wide program intended to encourage, emphasize, teach and reward positive student behavior. School-wide expectations are posted and reinforced throughout the school building, including classrooms, hallways, the cafeteria, etc. Please see pages 4 and 5 for the PBS school-wide expectations rubric.

### **Board of Education Code of Conduct**

All students are expected to comply with the Board of Education Code of Conduct. A copy of the Code of Conduct will be given to each student and additional copies are available upon request.

### **Behavior Expectations**

1. **Student ID:** Students must carry their student ID at all times and must make it available upon request of faculty or staff.

2. **Attendance:** Students will attend all regularly scheduled classes, homerooms, and other school activities unless officially excused. (Refer to Attendance section of handbook)
3. **Electronic Devices:** Cellular phones, iPods/MP3 players, CD players and all game devices (PSP, Nintendo DS) are not permitted in school **at any time**. They should not be visible or heard at any time during the school day.
4. **Cooperation with school personnel:**
  - A. Students must comply with school district personnel at all times.
  - B. Courtesy for every staff member (teachers, custodians, secretaries, aides, monitors, cafeteria staff, etc.) is expected from every student.
5. **Language:** Appropriate language is expected throughout the building and at school events.
6. **Dress & Appearance:** In an effort to maintain and uphold a safe learning environment that promotes habits of cleanliness, neatness and modesty, while limiting disruption, students should adhere to the following dress code.
  - Hats are not permitted in the school building, unless worn for religious reasons.
  - Backpacks and duffle bags are not permitted in the classroom and must remain in student lockers.
  - Apparel, which advertises illegal substances or displays inappropriate language, is not permitted.
  - Outerwear must remain in lockers and must not be worn to class.
  - Shirts and pants must cover undergarments and midriff. All shirts must have a sleeve. Therefore, spaghetti straps, tank tops, etc. are not permitted to be worn.
  - Shorts/skirts/pants must be fastened at the waist and be at least fingertip length.
  - Flip-flop/thong sandals are not permissible and should not be worn to school.
  - Jeans and all other pants must be free of rips and tears above the knee.
7. **Respect:** Students will demonstrate respect toward others – students as well as adults.
8. **Improper conduct:**
  - A. Students are responsible for the disposal of litter or debris by using proper receptacles. Halls, classrooms, the cafeteria and school grounds should be kept clean at all times.
  - B. Students are not to loiter in hallway intersections, corridors or restrooms.
  - C. Skateboards and rollerblades are not permitted on the school bus, nor are they allowed to be used on school grounds.
9. **Classroom behavior:** Any behavior that detracts from instruction and learning is disruptive and inappropriate. Such behavior will result in disciplinary action.

### **Prohibited Behavior**

1. **Substance Abuse:** Students who are found to be in possession of using, selling, or distributing illegal substances will be disciplined in a manner to be determined by administration.
2. **Smoking:** Students who are in possession of using, selling, or distributing tobacco will be disciplined in a manner to be determined by administration.
3. **Fighting:** Fighting consists of any violent confrontation, including incitement. It is a student's responsibility to avoid any possible violent confrontation and/or to report such incidents to a staff member immediately. All parties involved in a fight will be suspended.
4. **Offensive and/or abusive language** that is directed at a staff member will automatically result in a suspension.
5. **Insubordination:** Disrespect directed towards adults will not be tolerated nor will the refusal by students to follow reasonable directions.
6. **Vandalism and all other illegal acts** will be considered most serious and police reports or court action will be taken whenever school personnel deem such action necessary, in addition to any school-related consequences.

7. **Technology violations:** Please see the district's Technology Acceptable Use Policy that every student was required to read and sign before the beginning of the school year.

## **Disciplinary Consequences**

**Debarment:** When a student is prohibited from attending class for a period of time specified by an administrator. A student may also be debarred from attending a school event, such as an assembly, dance or other school-related/extra-curricular activity.

**Detention:** After school detention time will be served in one of two ways: (1) a teacher may assign a detention to be served with him/her, or (2) an administrator may assign an after-school detention for Tuesday and/or Thursday.

**Friday School:** Friday School is typically scheduled once a month after school from 2:45 p.m. until 5:00 p.m.

**Suspension:** Out-of-school suspension requires the student to remain home for a number of days specified by the administration. Any suspended student is not allowed to participate in any school activity before, during or after school hours, nor is the student allowed to be on school grounds for the duration of the suspension.

**Expulsion:** Permanent withdrawal from school which requires Board of Education approval.

**Farewell Dance Exclusion:** Any eighth grade student who receives a suspension during second semester, regardless of the reason for suspension, may not be permitted to attend the 8<sup>th</sup> Grade Farewell Dance in May/June. Suspensions will be reviewed by the building administrators.

## **MISCELLANEOUS INFORMATION**

### **Counselors**

Each student will be assigned a counselor, based upon the student's grade level. Students will have the same counselor for both their seventh and eighth grade years.

### **Media Center**

The GCMS Media Center offers students a wealth of resources, including two computer labs. Students should be mindful there are behavioral expectations in the Media Center, just like the classroom, that support an optimal learning environment for all students. These behavioral expectations are posted in the Media Center for students.

### **Transportation**

School bus transportation is a privilege. The school district has an established policy providing school bus transportation for all middle school students living more than one and one half miles away from Garden City Middle School.

Students must carry their student ID at all times, as the student ID also serves as a student's bus pass. In the event a student cannot provide his/her student ID to the bus driver during the p.m. run, the student will not be permitted to ride the bus. Students must not allow other students to use their ID. If a student misplaces or loses his/her ID, they must purchase a new ID in the main office immediately.

Considering the importance of safety, students must demonstrate respect toward the bus driver by following all instructions. Furthermore, students must recognize that vandalism to the school bus is not permissible. Students are expected to adhere to the same behavioral expectations on the school bus as they do within the school building. School administration may suspend a student from riding the school bus for the remainder of the school year or any other stated period of time for gross misbehavior. Such behavior includes, but is not limited to smoking, vandalizing, or endangering the safety of themselves or others, etc.

If a student wishes to ride an alternate bus, the student must provide a parent note, indicating permission to ride an alternate bus, **one day in advance** to the district's Transportation Department for approval.

Students missing their bus must contact a parent or emergency contact in order to arrange for transportation. A phone is available for use in the school's main office. An alternate bus will not be provided in such instances.

Special transportation needs for special education students can be arranged through the Special Services Department.

### **Textbooks**

Textbooks are the property of Garden City Public Schools and are loaned to students at the beginning of the school year. Once a textbook has been assigned to a student, it is the student's sole responsibility to maintain the textbook. Upon loaning textbooks to students, staff members record the serial number of the textbook as well as its condition. If a textbook is lost, damaged or defaced, the student will be responsible for the cost of repair or replacement of the textbook.

### **Lockers**

Lockers are school district property and may be searched at any time by school personnel. Each student is responsible for his/her locker and its contents. Lockers are not to be shared.

### **Search & Seizure**

To maintain a safe learning environment, school personnel may search a student, a student's belongings and/or a student's locker, and in the process, may seize any illegal, unauthorized or contraband materials discovered. Failure of a student to permit a search and seizure will be considered grounds for disciplinary action.

### **Sexual Harassment**

The school district has adopted and implemented a written sexual harassment policy prohibiting sexual harassment by school district employees, board members and students directed toward other employees or students. Please refer to page 5 of your Student Code of Conduct to read the policy in its entirety.

### **Pesticide Application**

Parents may request prior notice of pesticide application. Notice will include when, where, mixture and purpose.

### **Emergency Card**

All students must have emergency cards signed and on file in the middle school office. Please be advised that signing the emergency card also indicates your acceptance of the Student Use Internet Access Release for Acceptable Use Policy (so students may have internet access in classrooms/media center).

## **Student Medication Procedure**

Garden City Public Schools requires a physician's written order to administer any medication.

1. Medications, both doctor ordered and over the counter, must be kept in the school office. The student's parent/legal guardian must provide the school with a completed "Physician's Order" form. Forms are available in the main office.
2. All doctor ordered medications are to be in a prescription container with the student's name and prescribed dosage.

## **Resources & Information**

Garden City Public Schools Web Site:

[www.GardenCitySchools.com](http://www.GardenCitySchools.com)

MiStar ParentConnect:

<https://zangleweb.resa.net/GardenCity/parentconnect/>

MiStar StudentConnect:

<https://zangleweb.resa.net/GardenCity/studentconnect/>

MATH - [www.bigideasmath.com](http://www.bigideasmath.com) (Big Ideas Learning)

## **Study Resources:**

Quizlet.com

Coolmath.com

Khan Academy

Newsela

Teacher "After School Tutoring"