Caledonia Community Schools

Duncan Lake Middle School Student Handbook

9757 Duncan Lake Avenue
Caledonia, MI 49316
www.calschools.org

GO SCOTS!

Main Office	616.891.1380
Main Office Fax	616.891.0833

Administration
Mr. Ryan Graham, Principal

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Welcome Letter /Foreword from Principal

Dear Student & Parent:

Welcome to the new school year! At our school we strive to provide all students with a quality educational program while emphasizing community spirit and encouraging personal excellence. We are pleased to have you as a member of our student body and look forward to working with you to make our school the best that it can be.

This student handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Also note that our website contains further explanation on many of the areas included in this handbook. Should you not see the answer you are looking for, please refer to the Caledonia Schools webpage at www.calschools.org.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control the final outcome. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails.

Caledonia Mission Statement

"In pursuit of excellence, Caledonia Community Schools will empower and equip all persons to achieve their best by ensuring the highest quality system for learning."

Entry to School Grounds

Persons wishing to visit the School are to make arrangements in advance through the school office. Any person who comes onto School property without registering at the office is trespassing and may be reported to the authorities.

No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student will not be permitted to leave the School with anyone who is not clearly identified as his/her parent or an appropriately-authorized person.

Students may not bring guests to the school unless permission to do so has been granted by the principal. No staff member is allowed to transact business with a visitor who has not duly registered at the School office and received authorization to be present for the purpose of conducting business.

Section 1: A Day at School

School Day Overview - Daily Schedule

Our school is in session from 7:40am until 2:30pm. Our office hours are 7:00am – 3:30pm

Class Period	6th Grade	Class Period	7th Grade	Class Period	8th Grade
Focus	7:40-8:00	Focus	7:40-8:00	Focus	7:40-8:00
1	8:04-8:52	1A	8:04-8:52	1	8:04-8:52 Encore
2	8:56-9:44	2	8:56-9:44 Encore	2	8:56-9:56
3	9:48-10:36	1B	9:48 – 10:00	3	10:00-11:00
Lunch	10:36-11:06	3	10:04-11:04	4A	11:04-11:28
4	11:06-11:54	Lunch	11:04-11:34	Lunch	11:28-11:58
5	11:58-12:46	4	11:34-12:34	5	11:58-12:46 Exploratory
6	12:50-1:38 Exploratory	5	12:38-1:38	4B	12:50-1:26
7	1:42-2:30	6	1:42-2:30 Exploratory	6	1:30-2:30

Scheduling, Course Offerings, Room Assignments and Changes

Each spring, students have the opportunity to choose their classes for the following school year. Classes are offered and teachers' schedules are developed to facilitate these choices

Meal Service: Lunch Hour, Free & Reduced Lunch

Lunch/Breakfast Time

All students are to stay at school for the noon lunch time. We also have a breakfast program for our families' convenience. Student's eating breakfast are dismissed from the bus as soon as it arrives at school and come into the cafeteria for breakfast.

Lunch and breakfast prices have been approved at the following rate:

Student Lunch	$2.50 per day
Adult Lunch	$3.00 per day
Milk	$0.50 per day
Breakfast	$1.30 per day

A monthly menu is available online. You may pay per day or as far in advance as you would like. You may do this online at www.sendmoneytoschool.com

Free and Reduced Lunch

Registration forms are available in our office upon request as well as on our website. Forms are also available in the office throughout the school year. Please remember that families eligible for free/reduced lunch also receive the same benefit for breakfast. Please call the school if you have any questions about the program. A new form must be filled out every September.

Morning and Afternoon Procedures

Policy for Dropping Off Students

Students can be dropped off between **7:30 and 7:40 AM** each morning. **The 7:40 tardy bell will remain the same.** There continues to be NO parking in the drop off lane.

End of the School Day

Students are required to go home immediately after the afternoon dismissal unless they are involved in an after school activity or are waiting for a bus.

After School Policy

Students are permitted to remain after school when they are involved in specific activities under the direct supervision of teachers or other assigned staff. For the safety of our students, the following guidelines must be adhered to or after school privileges may be revoked.

- Arrangements to stay after school must be made in advance between the student, the school supervisor and the office.
- Students must sign in and stay in their assigned area with their assigned supervisor until the close of the activity.
- Limited 8th hour busing is available at 3:30 p.m. for students involved in specific middle school activities only.
- If parents are picking their student(s) up, please do so promptly at the close of the activity. The activity supervisor is responsible for his/her students until they board the 8th hour bus or are picked up by their parents. Many of our staff and other activity supervisors have additional responsibilities and cannot wait with a student for extended periods of time after the end of an activity.
- All school rules, guidelines and codes apply whenever a student is on school property. Appropriate behavior and dress are expected.

Assembly Procedures

Assemblies are an integral part of the school program and the educational experience. They are viewed as an extension of the classroom; therefore, appropriate conduct is expected at all assemblies. Throughout the year, assemblies will be scheduled as circumstances allow.

Section 2: Attendance Policy & Philosophy

2-Hour Delay Schedule

In instances where the school has a 2-hour delay, students will be advised as to when each class will begin. The start time for the Middle Schools is 9:40am.

**As the year progresses, days may need to be scheduled for teacher in-service, snow day make-up, etc. Parents will be notified well in advance of days when students will or will not be attending school.

**There is a possibility that there will be one or more half days throughout the year. Again, any additions or changes in the calendar will be communicated with parents well in advance of the event.

Emergency Closing from School

School closings will be announced on the following local radio and television stations:

WOOD TV Channels 8, 10, & 13	**WCUZ**
WKLQ Cable Channel 22	**WJQK**
WGRD	**WCTB**
WGVU	**WODJ**
WLHT	**WWJQ**
WBYY	**WCSG**
WMUS	**WGNB**

The decision to close school due to bad weather is based on the evaluation of road conditions and pending weather.

During the tornado season the following guidelines are used in the Caledonia School District:

A *TORNADO WATCH* means that conditions exist for severe weather to develop. Students are *NOT* dismissed early due to a *TORNADO WATCH,* but will be dismissed at the regular dismissal time at the end of the school day.

A *TORNADO WARNING* means that a tornado or severe thunderstorm has actually been sighted or strongly indicated by radar used by the Weather Service Office. Students will be immediately directed to a designated safe shelter areas in the building, and will *NOT* be sent home until the Tornado Warning has been lifted by the Weather Service.

Reporting Absences

It is the responsibility of the parent to contact the school by 9:00 a.m. if a student is to be absent from school. This confirms to school personnel that parents are aware of the absence. If the office is not notified by 9:00 a.m., someone from the school will be contacting the parent.

Injury and Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

When to Keep Students at Home

- Students need to stay home at the beginning of an illness.
- A student should be free of a fever for at least 24 hours.
- Ill students in school endanger the health of classmates.

- The student who stays at home in bed on the first day of an illness will decrease the risk of lengthy illness.
- Your student will learn more if he/she feels well. A sick student is often dull and irritable.
- The law requires the school to send home a student who is ill.

When your student shows signs of illness, it is important for parents to cooperate with their school and health department by keeping your student home.

Watch for these signs of illness:

- Chilliness
- Skin eruption
- Cough
- Sore throat
- Headaches
- Unusual flush
- Rise in temperature
- Vomiting
- Runny Nose
- Red, itchy eyes

Notify the school and inform them that your student is ill.

Pre-Arranged Absences for Appointments

It is helpful for parents to schedule medical and dental appointments before or after school hours. If scheduling at these times is not possible, please send a note to the school office with your student or call the office. Parents should always come to the office when picking up a student during the school day and insure their student has signed out before leaving.

Early Dismissal/Departures and Late Arrivals

No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Tardiness Policy & Philosophy

Please take school-starting time seriously. Students are expected to be in class, ready to begin the school day at that time. A parent should call the school when a student is going to be absent or tardy**. Students arriving anytime after 7:40 am must stop in the office to sign-in and receive a tardy pass before going to class.** Remember, students arriving late have missed some education and inadvertently disrupt the education of others**.**

Excused tardies include: late bus and professional appointments (which are accompanied by a Doctor/Dentist verification slip).

Excused absences include: illness, recovery from an accident, professional appointments, required court attendance, death in the immediate family and observance or celebration of a bona fide religious holiday**.** Other situations will be considered unexcused.

Absences and tardies are subject to school consequences:
Absences: notification letters will be mailed home on the 5th, 7th, and 10th absences in a trimester whether the student's absences are excused or unexcused. If a student accumulates additional absences to school in the same trimester, parents/guardians may be requested to meet with the principal to develop an Improvement Plan for their child's attendance and/or the student may be referred to the county truancy officer.

Tardies: consequences will be established and applied by the classroom teacher.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the

student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Section 3: Academic Information

Admission/Enrolling in the School

In general, Michigan state law requires students to enroll in the school district in which their parent or legal guardian resides. By law, children between 6 and 16 must attend school.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency, and
- proof of immunizations.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Promotion, Placement and Retention

Promotion to the next grade is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical and/or social maturity

Credit Recovery

Students having failed one or more core classes will be required to recover the failed credit(s) during the school year as an encore or exploratory class. Courses failed during the last term need to be recovered during summer school. If these requirements are not fulfilled in the summer, students will participate in the credit recovery program during the next school year. Students entering 7th or 8th grade will be enrolled in a credit recovery program during their encore and/or exploratory periods. Students leaving 8th grade for the high school will be required to recover credit during the first trimester of the student's freshman year for which students will NOT receive graduation credit(s).

Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the office.

Grading Scale

Grading:

Our school has a standard grading procedure over each trimester, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

A Sample Grading Scale:

93.5 - 100	=	A	73.5 - 76.4	=	C
89.5 - 93.4	=	A-	69.5 - 73.4	=	C-
86.5 - 89.4	=	B+	66.5 - 69.4	=	D+
83.5 - 86.4	=	B	63.5 - 66.4	=	D
79.5 - 83.4	=	B-	59.5 - 63.4	=	D-
76.5 - 79.4	=	C+	Below 59.5	=	NC

Homework Expectations

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation. Selected learning experiences and skill development activities may be expanded and/or reinforced by extending class work through the assignment of school work to be done outside of the regular class schedule. Teachers may give homework to students to aid in skill development and the attainment of appropriate achievement levels. The type, frequency, and quantity of homework should be based on the needs and capacities of students as determined by the professional judgment of the teacher, and homework should be an application or adaptation of classroom instruction. Parental cooperation and assistance are essential to meet the instructional expectations and objectives of the student.

Student Records

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right to examine their official records, files, and data of the school district relating to the student. They also have the right to challenge any of the contents of said records to ensure accuracy and fairness. No records, files, or data directly relating to an individual student shall be made available to anyone without the written consent and notification of the student or of the parents/guardian of the student under age 18, except:

1. to the teachers and officials of this school district who have a legitimate educational interest in such information, or
2. when there has been a federal request for submission of student records in connection with the student's application for financial aid.

The student or parent will be notified if any of the above occur. For other investigation of student records, parental or student permission is needed.

Student Services

Guidance and counseling services are available to every student in our school. Three counselors are available to help with school and personal concerns. Each counselor is fully certified and trained with at least a master's degree in Counseling and Guidance. To see a counselor, a student should make an appointment with the receptionist in the Student Services office.

Student Support Center (SSC)

The Student Support Center (SSC) is a unique concept at the middle school. The room is staffed to handle student problems, medical needs, discipline issues (school and bus), affirmation programs for the

students, and the recruiting and coordinating of volunteers. The SSC coordinates the Mentor Program, which pairs students with adult community members, school staff and high school students.

Student Fees, Fines and Supplies

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Section 4: Discipline Policy

Discipline Overview

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Student Discipline Code

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the School staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Major Premise of Discipline & Conduct of a Student

1. Students have the right to be in school. Inherent in that right are students' responsibilities to respect the rights of others and to become actively and productively involved in their academic learning.
2. Good discipline uses logical and realistic consequences. Students who experience consistent, logical and realistic consequences learn that they, themselves, have positive control over their lives.
3. Trust, respect and courtesy among staff and students should be a constant within our school. These three qualities provide the foundation upon which behavioral expectations will be based.

Disciplinary Guidelines

A. The following offenses are those which are not only punishable by law, but will also result in the most severe consequences through school disciplinary action. These offenses include:

1. Possession and/or sale of weapons or explosive devices.
2. Possession, consumption, and/or sale of alcohol.
3. Possession/consumption*****, and/or sale****** of drugs, narcotics, prescription drugs and/or look-alike drugs.
4. Calling in bomb threats or pulling false fire alarms.
5. Theft.

*First offense for possession/consumption of drugs/narcotics/look-alikes will be a 10 day suspension from school; a 2nd offense will be a recommendation to the School Board for expulsion.

**First offense for the sale of drugs/narcotics/look-alikes will be a recommendation to the School Board for expulsion.

School disciplinary action for other offenses listed will be at least a 5 day suspension from school and at most expulsion through School Board action. The police will be notified as required by the administration and the student will be encouraged to enlist the aid of a counselor for rehabilitative purposes. The school has a sincere interest in the outcome of the counseling and requests that a release be signed by the student and his/her parent/guardian(s) allowing the school to have contact with the counselor in an effort to support the rehabilitation.

B. The following offenses are those which could be punishable in a court of law, but which are usually handled at school.

Major offenses include:

1. Fighting (directing an aggressive physical act toward another individual.)
2. Intimidation (the making of verbal or physical threats toward another individual.)
3. Sexual harassment (unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct or communication of a sexual or suggestive nature.)
4. Disrespectful or abusive language/gestures toward another individual.
5. Any action that seriously endangers another individual.
6. Defiance of rightful authority.
7. Willful destruction or defacing of school property.

School disciplinary action for these major offenses will be determined on an individual basis by the principal or designee. Possible consequences range from a two-day suspension from school with the maximum consequence being expulsion by the School Board.

C. Students who choose the following behaviors are in violation of school rules:

1. Skipping classes or tardiness (consequences outlined in the attendance/tardiness policy.)
2. Closed campus violations. Students are not to leave school grounds during the school day without a passport.
3. Dangerous or improper use of vehicles on school grounds.
4. Inappropriate public displays of affection.
5. Continuous disruptive behavior.
6. Using or displaying tobacco products and e-cigarettes.
7. Cheating.
8. Parking Violations

School disciplinary action for these offenses will be determined on an individual basis with the minimum consequence being an After School Detention.

Rights of Expression/Freedom of Speech

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

Due Process

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension.

- Suspension from co-curricular and extra-curricular activities may not be appealed.
- The student shall not be allowed to remain in school.
- The student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on suspension.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term Suspension or Expulsion from School
When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Dress Code Overview

We are proud of the students of our school and welcome their individuality and sense of style. Therefore, we do not have a severely restrictive dress code, but ask that our students abide by the following simple guidelines:

1) Footwear is required.
2) Clothing displaying profanity or vulgar suggestions will not be permitted.
3) Clothing advertising illegal drugs or alcohol, or dealing with death, destruction, or suicide will not be worn (no skulls, no blood.)
4) Conspicuously thin garments, bare midriffs, tank tops, cut-off t-shirts and muscle shirts are not permissible. Professional, tailored sleeveless clothing will be appropriate. Tank tops and spaghetti straps are not considered professional, and are therefore not accepted.
5) Shorts and mini-skirts must not disrupt the educational environment of the daily classroom.
6) Hats, head-coverings (this includes bandanas used in any form and athletic headbands), and hoods must be removed upon entering the building.
7) Pagers and cellular phones are not permitted for student use during school hours.
8) Spiked jewelry or “dog collars” should not be worn.
9) Wallet chains are not permitted.

***Interpretation of the Dress Code is left to the discretion of school staff members**

Electronic Devices
Devices such as iPods will be allowed the discretion of the staff. When a privilege is misused, devices will be confiscated and returned to the parent, at the end of the school year.

Cellular Telephones
A student may have a cellular telephone in the building, but it must remain out of sight at all times during the school day. Except as provided in the last part of this section, however, a cellular telephone may not be used in any manner in a school building or on property during school hours. During all times when its use is not permitted, a cellular telephone’s power, including its ring and vibrate functions, must be completely turned off, telephone calls may not be made or answered, and electronic communications or exchanges of information may not occur.

A violation of the cell phone policy will result in a detention issued and confiscation of the phone. Confiscated phones will be locked up in the office and must be picked up by a parent – absolutely no exceptions.

Possession of Wireless Communication Devices
A student may not possess on school premises during the school day any other electronic paging devices or communication device (i.e., other than a cellular telephone or a personal digital assistant as described above) without the express written permission of a school administrator following a parent written request (or the student's request if over 18) that is based on the student's health or other unusual reasons.

Backpacks/Bags
All backpacks/bags/cases are expected to be placed in the assigned locker. No backpacks, cases or large bags of any type may be carried to/from classes during the school day. Small purses may be carried but may not exceed a size which would allow textbooks and other large items to fit into. All materials such as coats, bags, books, blankets and extra clothing are required to be in the locker issued to each student.

After School Detention

After school detentions will be used as a consequence for skipping school and other offenses. After school detentions will be held in the SSC or with the designated teacher from 2:30 until 3:15 on Tuesday and Thursday.

Terms & Definitions of Various Behavior Infractions

Please see the handbook addendum on the website for list of various terms and definitions.

Drug Prevention Memorandum

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Section 5: General School Information

Accidents or Illness at School

In the event a student is injured or becomes ill he/she will be sent to the office where general first-aid will be given as needed. If the student needs to leave school because of injury or illness he/she must sign out at the office before leaving.

Medication, Usage and Guidelines

The Caledonia Community Schools Board of Education has adopted a policy on administering medication, which complies with State law. For the purposes of this policy, "medication" shall include all medicines prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies.

Board policy requires a written prescription from the student's physician, as well as written authorization from the student's parent, before prescription medication may be administered. All medications (prescription and over-the-counter) must be in the original container and have the original label. Medications and written prescriptions/ authorizations must be turned into the Main Office. New forms must be filled out each school year and can be found in the Main Office or on the school website.

Students who need to possess/self-administer asthma inhalers, EPI-pens, or prescribed emergency medication must have written authorization on file with the main office. A new form must be filled out each school year.

Students found to be in possession of medication (prescription and/or over-the-counter) without proper authorization will be subject to the Discipline Policy.

More detailed information on medications and their usage at school may be found in the Handbook Supplement on the Caledonia Schools website.

Celebrations (Birthdays and/or Holidays, Treat Preparation)

We do not encourage the delivery of balloons, flowers, etc. to the school as students are not allowed to have these items in the halls, classrooms or on the bus.

Communication to Parents

Our school newsletter will be published throughout the school year. Information about school activities and upcoming school events will be presented in the newsletter. As a cost-saving measure, all school and teacher newsletters will be emailed. A hard copy of the newsletter will be made available for those families without internet access. It will also be posted to our school's web page.

The district newsletter, Cal Communicator, is periodically mailed to all citizens of the Caledonia school district. It is designed to give citizens an overview of our total school community.

Computer & Technology Use Expectations

Before any student may take advantage of the School's computer network and the Internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed on the first day of school.

Field Trip Guidelines

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

Lost & Found

Lost and found is located in the SSC. Parents are encouraged to mark students' personal items, if they are to be brought to school. *Personal items of value should NOT be brought to school.*

Student Sales

No student is permitted to sell any item or service in school without approval of the principal. Violation of this may lead to disciplinary action.

Use of the Media Center/Library

The Media Center is a place for quiet group and individual study and research. The Media Center program is designed to help students find, generate, evaluate, and apply information that helps them function effectively as members of society. Students are expected to adhere to the following Media Center rules and regulations:

1. The Media Center is available for student use during the school day. Students may enter the Media Center during class time with a pass from a staff member.
2. No food or beverages are allowed in the media center.

Fire, Lockdown and Tornado Safety Drills

Fire, Tornado, and Lockdown drills are required by law for student safety and are expected to be taken seriously. Each teacher will review evacuation procedures and students will be expected to carry these out in a safe and orderly manner.

Smoking

Smoking is not allowed anywhere on Caledonia Community School grounds.

Use of School Phone

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. In cooperation with the office personnel, the staff will initiate all calls on behalf of a student seeking permission to leave school.

Use of School Equipment & Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Visitors

Please be aware that all visitors (including parents) are required to report to the main office before being allowed into educational areas during school. In general, friends from out-of-town or other schools will not be allowed to visit school or classes. These inquiries should be directed to the principal.

Volunteers

The school and district offers many volunteer opportunities for parents and community members. Please call the office for more information.

Walking to School

Students who walk or ride their bikes to school are asked to arrive no earlier than 7:00 AM. Students walking/riding bikes home are to wait in the front foyer. For safety purposes, students will not be dismissed from front foyer until busses have pulled out.

Section 6: Bus Transportation

Bus transportation is provided as a convenience and a privilege to transport many of our students to and from school and for special trips such as athletic events, field trips, etc. As with most privileges, there are accompanying responsibilities which must be assumed by bus passengers. Failure to accept these responsibilities may result in the loss of riding privileges for a period of time.

Bear in mind that the bus is an extension of the classroom and similar conduct is expected. The bus driver assumes the same role on the bus that the teacher plays in the classroom. The bus driver may, at his/her discretion, assign seating and contact parents concerning improper conduct of student passengers.

Students may only ride on their assigned bus, boarding and getting off at the same point each day. Changes in student busing are allowed for long term changes only, and must be done through the Transportation/Maintenance Center (891-0224). Bus passes will not be issued at the building level.

Michigan Law states that "Students may take only those items on a bus that will fit on their own lap." Anything larger is not to be brought on the bus. This does include instruments and sports equipment. Golf clubs, skateboards, hockey sticks, fishing poles, skies, snowboards are not allowed on regular buses.

For more information on the expectations of our students who ride the bus, please see the supplement to the handbook.

Section 7: Athletic Training Code

Students are offered a wide variety of extra-curricular sports activities. Every attempt will be made to allow as many students as possible to participate in athletics. It is important to know that Caledonia is a member of the WMMSC (West Michigan Middle School Conference) League. 7th & 8th grade students are eligible to participate in the following sports offered by membership in this league: Cross Country, Girls Basketball, Boys Basketball, Track, Girls Volleyball, Wrestling, Tennis, and Cheerleading. Our 8th Hour program also offers opportunities for students to participate in after school sports. Parents will be requested to attend parent meetings, per individual sport, which will be conducted by the coach of the sport. Information about physicals and participation fees are listed below:

Physicals:

Students must have on file a current physical issued after April 15, 2012. Physical cards are available in the MS Activities Office or HS athletic office.

Physicals must be on file before participating in the first scheduled try-out and/or practice.
Each year, in June, sports physicals are offered at the high school, for a minimal fee.

Participation Fee Schedule:

$75.00 per sport. The fee will be $50.00 for each additional child from the same family participating in a sport during the same season. There will be a $300.00 limit collected per family per academic year. (Note: Middle school participation fees are separate from high school fees.)

Fees are due prior to and no later than the first game of the season. If the fee constitutes a financial hardship for the family, the Athletic Office should be notified in writing before the first contest so that financial arrangements may be made.

Uniform Policy:

Uniforms will be issued to athletes to use during season.
Uniforms are to be worn only during scheduled contests, not to and from contests or during school hours.
Uniforms need to be returned in the same condition as they were received.
Uniforms will be turned in to athletic office within one week of last scheduled contest.
If a uniform is not returned, the student will be charged for the cost of a new uniform.

Game Cancellations:

Every effort will be made to adhere to the posted schedules handed out by coaches. However, there may be times game dates must be changed. Cancellations will be made by 1:30 pm and students will be asked to call home to inform their parents of the change. Parents may also check the school website for cancellations.

Travel/Transportation:

Transportation to and from games must be carried out using school busses. Exception to this policy would be lack of available busses, or a very limited number of athletes to be transported. The coach or other responsible adults may drive a school-owned van.

A schedule of departure times is to be worked out with the athletic office before the start of the season. It is the head coach's responsibility to check these times. If private vehicles must be used, then parental permission slips must be obtained.

Busses do not stop for meals going to or returning from sporting events. Nutritional sack lunches, brought from home, are recommended for athletes.

Trip Conduct:

Representatives of Caledonia Middle Schools are expected to look and act like ladies and gentlemen. This is especially important when they are on the road. Discipline in this area is manifested in the following manner:

- Everyone should be on the bus, ready to leave, at the set time of departure.
- Everyone should be properly dressed and remain so throughout the trip.
- Mannerly conduct must be maintained on all road trips.
- Athletes must obtain permission from the bus driver ahead on time to eat on the bus. Athletes are to make sure all trash is picked up before leaving the bus.
- All athletes should maintain emotional stability in the face of failure or success.
- Athletes riding the bus will return home on the bus unless the coach allows them to ride home with an authorized adult. Written notification must be submitted to the coach well in advance of the away contest. Athletes not riding the bus home from a competition must be signed out with the coach before leaving.

Athletes, at all times, should follow the behavior guidelines of the middle school's six Character Pillars.

Changing/Quitting a Sport:

Quitting any team sport must be regarded as a serious matter. No athlete should quit a sport without being in "good standing". This means that the athlete has talked with the coach involved, notified the athletic office in writing, paid all fees, and returned all equipment. An athlete will be permitted to participate in the next sport season if he/she is cleared according to the "good standing" guidelines.

Academic Eligibility

Eligibility will be checked every two weeks.
A grade below C- (70%) is considered failing for eligibility purposes.
A student-athlete who is below a C- in two or more classes will appear on the ineligibility list.

Eligibility Cycles

Athletes who are ineligible will be required to attend all team functions (i.e. meetings, practices, etc.). Once a "Plan of Action" sheet is presented to a student athlete, it is the athlete's responsibility to return the completed form to the coach. If a completed "Plan of Action" sheet has not been returned, students are still expected to attend the scheduled practice or competition, but will not be allowed to participate.

1st Offense
The student athlete is placed on probation.
Athletes must submit a written "Plan of Action" **prior** to participation.

2nd Offense
The student athlete is ineligible to play in the next middle school athletic contest.
Athletes must submit a written "Plan of Action" **prior** to participation.
The student athlete is ineligible to play in the next middle school athletic contest. The student athlete is expected/required to attend any games for which they are ineligible, sit on the bench with the team, and take part in any non-game related activities.

3rd Offense
The student athlete will not participate in athletic competitions for 1 week and must schedule a parent meeting with the middle school athletic coordinator/administrator before further participation will be allowed.

The student athlete is ineligible to play in the next middle school athletic contest. The student athlete is expected/required to attend any games for which they are ineligible, sit on the bench with the team, and take part in any non-game related activities.

Appeals may be submitted to the Athletic Office for extenuating circumstances. The principal must approve ALL decisions at this level.

Middle School Athletic Training Code

Caledonia Community Schools provide a well-rounded program of interscholastic and competitive athletics. It is a privilege afforded by the Board of Education to each member of a Caledonia athletic team. The athletic program at the middle school is a privilege.

Student athletes must develop and maintain habits of personal behavior and health that will enable them to perform at an optimum level. These requirements are in place to minimize the risk of injury and to also allow a student to represent themselves and Caledonia in a manner, which merits respect from all. Questions regarding the Training Code and its application may be directed to your head coach or to the middle school athletic coordinator.

Who Abides by the Code

All members of athletic teams (players, managers, and trainers) are bound by the following training rules at all times throughout the entire calendar year.

Tobacco Use and Possession Violations

Athletic training rules forbid the use or possession of tobacco (in any form) by any athlete who represents a school athletic team.

Penalty

First Offense will result in immediate suspension from interscholastic competition for 30% of the scheduled athletic contests in the sport the athlete is participating in, or will participate in. The suspension (if not completely served) will carry over into the next season of competition if the athlete does not complete the required 30% in the season in which the offence was reported.

Second Offense will result in suspension from all athletics for a period of twelve (12) months from the first date of the suspension.

Third Offense will result in permanent suspension of the athlete from participation in athletics for his/her remaining time in middle school.

Suspension Procedure

The student will be informed of the violation and suspension by his/her coach and/or athletic coordinator. A parental contact will be made by the coach and/or athletic coordinator to inform the parent/guardian of the violation and suspension.

An appeal of the suspension may be requested by the parent/guardian and/or athlete to the building principal within ten (10) days of receipt of the suspension letter. Said appeals must be in writing to the principal.

Possession or Use of a Controlled Substance/Alcohol Violations

Athletic training rules forbid the possession, use or abuse of any drugs (schedule1), anabolic steroids, look alike drugs, narcotics or alcohol in any form by any athlete who represents Caledonia Community Schools.

Penalty

First Offense will result in immediate suspension from interscholastic competition for 50% of the scheduled athletic contests in the sport the athlete is participating in, or will participate in. The suspension (if not completely served) will carry over into the next season of competition if the athlete does not complete the required 50% in the season in which the offence was reported.

Second Offense will result in suspension from all athletics for a period of twelve (12) months from the first date of the suspension.

Third Offense will result in permanent suspension of the athlete from participation in athletics for his/her remaining time in middle school and entire high school career.

School Suspension
An athlete serving an in-school or out-of-school suspension will not be allowed to practice or participate on the days of the suspension. If a suspension carries over the weekend (Thursday-Friday-Monday), the athlete will not participate in any Saturday events. The suspension is not considered an unexcused absence.

Student Code of Conduct Violation

An athlete shall conduct him/herself in such a manner as to not bring discredit to the school, team, or him/herself. Examples of behavior unbecoming an athlete are stated in this handbook under the "Student Code of Conduct". Athletes are to exhibit exemplary citizenship both on and off the playing field.

Athletes referred to the SSC with two minor violations during a 2 week eligibility report period will follow the Eligibility Cycle previously mentioned in this section.

If the SSC, with Principal review, determines that a major violation of the Student Code of Conduct has occurred, the athlete may be placed on the Eligibility Cycle immediately.

Athletics Attendance

School Absences
An athlete may not participate in an athletic event or practice if he/she has been absent from school the day of the athletic event or practice. **He/she must be in school for the ENTIRE SCHOOL DAY** unless the student athlete has received PRIOR permission by the principal or his/her designee.

Types of allowable pre-excused absences include school functions, medical or dental appointments, funerals or other valid reasons that may not involve an illness of the athlete. Students who are ill for a partial day, are excused by school, and return to school the same day ARE NOT ELIGIBLE TO PRACTICE OR PLAY THAT DATE.

A student athlete, who misses school on Friday, with an excused absence, may play in a Saturday contest if he/she has parental permission. Athletes are expected to be present for an entire practice or competition.

Excused Absences
Before the end of the first week of practice, athletes must present their coach with any anticipated absences that can't be rescheduled so that these absences will not be penalized.
A parent/guardian must submit a signed note, e-mail or phone message to the coach, stating the reason for an absence before an absence will be considered excused. (A student absence from the school day will be considered excused, without a note, if the student's parent/guardian has contacted the office regarding the absence.)

Unexcused Absences (N)
Athletes with an unexcused absence may not participate in the next competition. They will be required to attend and sit on the sideline/bench with the team during the competition. Athletes will be dropped from the team on the third unexcused absence.

Tardies
3 unexcused tardies to practice will count as an unexcused absence. (Being on time means being dressed in appropriate clothing and shoes, ready to warm-up by the time of practice or report time for a competition.)

A student tardy to a competition may not participate until after half-time.

Students who are picked-up late from practice or a competition will receive an unexcused absence if the coach has followed the cycle below:

1st Occurrence = Conference with student.

2nd Occurrence = Contact with parent
3rd Occurrence = Unexcused absence

Student athletes completing in a different sport out of school during the in-sport season commit to placing his/her school team first.