



2009-2010

STUDENT HANDBOOK AND PLANNER
Property of

GRANDVILLE MIDDLE SCHOOL
3535 WILSON AVE. SW
GRANDVILLE, MICHIGAN 49418
www.grandville.k12.mi.us

ADMINISTRATIVE OFFICE.....254-6610
ATHLETIC OFFICE.....254-6622
ATTENDANCE LINE (24 hrs.).....254-6708
COUNSELING OFFICE.....254-6616

OFFICE HOURS: 7:15 AM – 3:45 PM
BUILDING HOURS: 7:15 AM – 9:00 PM

ADMINISTRATORS

- Mrs. Theresa Waterbury, Principal
- Mrs. Angela Thornbrugh, Assistant Principal
- Mr. Mike Porco, Dean of Students/Athletic Director
- Mrs. Jessica Crampton, Title I/504 Coordinator
- Mrs. Roxane McCarron, 7th Grade Counselor
- Mrs. Chloeann VanSchoick-Fisher, 8th Grade Counselor

MISSION STATEMENT

The GMS staff, in partnership with students and community, will assure all individuals the opportunity to become self-directed learners, technology users, critical thinkers, effective communicators, and respectful citizens in a changing, global society.

Grandville Public Schools...Lead to learn, learn to lead

Statement of Non-Discrimination

It is the expressed policy of the Grandville Public Schools that no person shall be unlawfully excluded from participation, be denied the benefits of, or otherwise subjected to discrimination in employment or educational policies and programs because of race, religion, color, national origin, age, sex, marital status, or handicap.

CLASS SCHEDULES BY LUNCH ASSIGNMENT

A LUNCH

7:55 - 8:52.....1st Period
8:56 - 9:44.....2nd Period
9:48 - 10:36.....3rd Period
10:36 - 11:06..... A Lunch
11:10 - 11:58..... 4th Period
12:02 - 12:50..... 5th Period
12:54 - 1:42.....6th Period
1:46 - 2:39.....7th Period

B LUNCH

7:55 - 8:52.....1st Period
8:56 - 9:44.....2nd Period
9:48 - 10:36.....3rd Period
10:40 - 11:28.....4th Period
11:28 - 11:58..... B Lunch
12:02 - 12:50.....5th Period
12:54 - 1:42.....6th Period
1:46 - 2:39.....7th Period

C LUNCH

7:55 - 8:52.....1st Period
8:56 - 9:44.....2nd Period
9:48 - 10:36.....3rd Period
10:40 - 11:28.....4th Period
11:32 - 12:20.....5th Period
12:20 - 12:50..... C Lunch
12:54 - 1:42.....6th Period
1:46 - 2:39.....7th Period

LUNCH SCHEDULES:

A Lunch:10:36 - 11:06
B Lunch:11:28 - 11:58
C Lunch:12:20 - 12:50

Grandville Middle School

(www.grandville.k12.mi.us)

Middle School Student Day 7:55 am - 2:39 pm
Office Hours 7:15 am - 3:45 pm
Media Center 7:30 am - 3:00 pm
Building Hours (Mon - Fri) 7:15 am - 9:00 pm

Sally Weener, School Nurse 254-6455
Brenda Murphy 254-6618
G.M.S. Pool 254-6670
Media Center 254-6664

Middle School Office 254-6610
Attendance Line 254-6708
Athletic Office 254-6622
Guidance Office 254-6616

Teacher Information -To contact a teacher's voice mail, use prefix (254-), then the extension number listed below:

Teacher	Ext	email
Avink, Terri	6662	tavink@gpsk12.net
Bajema, Sandy	6646	sbajema@gpsk12.net
Banks, Dani	6682	dbanks@gpsk12.net
Barr, Bob	6652	rbarr@gpsk12.net
Bolkema, Sara	6787	sbolkema@gpsk12.net
Bridges, Rebecca	6660	rbridges@gpsk12.net
Burgess, Jeff	6650	jburgess@gpsk12.net
Callendar, Jennifer	6620	jcallendar@gpsk12.net
Camiller, Peggy	6692	pcamiller@gpsk12.net
Carmichael, Dave	6675	dcarmichael@gpsk12.net
Carpenter, Jill	6781	jcarpenter@gpsk12.net
Crabbe, Jen	6688	jcrabbe@gpsk12.net
Crain, Tonya	6687	tcrain@gpsk12.net
Dexter, Cindy	6640	cdexter@gpsk12.net
Golembiewski, Linda	6641	lgolembiewski@gpsk12.net
Grooters, James	6782	jgrooters@gpsk12.net
Groya, Janelle	6653	jgroya@gpsk12.net
Hansen, Rachel	6684	rhansen@gpsk12.net
Harkema, Wendy	6638	wharkema@gpsk12.net
Helferich, Sarah	6683	shelferich@gpsk12.net
Holtz, Amy	6645	aholtz@gpsk12.net
Jacobs, Amy	6631	ajacobs@gpsk12.net
Jautakis, Vicki	6696	vjautakis@gpsk12.net
Kirkland, Tiffany	6654	tkirkland@gpsk12.net
Kooiker, Jennifer	6624	jkooiker@gpsk12.net
Kuipers, Jenni	6651	jkuipers@gpsk12.net
Lapciuk, Mike	6657	mlapciuk@gpsk12.net

Teacher	Ext	email
Laubaugh, Bret	6628	blaubaug@gpsk12.net
LoPresti, Mary	6651	mlopresti@gpsk12.net
Lubbers, Ryan	6669	rlubbers@gpsk12.net
Luna, Nate	6672	nluna@gpsk12.net
Mahoney, Ann	6497	amahoney@gpsk12.net
Marvel, Bruce	6639	bmarvel@gpsk12.net
Matheson, Elizabeth	6661	ematheson@gpsk12.net
McCarron, Roxane	6621	rmccarron@gpsk12.net
McClain, Jim	6623	jmclain@gpsk12.net
Montgomery, Brenda	6632	bmontgomery@gpsk12.net
Moss, Sara	6663	smoss@gpsk12.net
Moylan, Shannon	6701	smoylan@gpsk12.net
Mulder, Kristyn	6625	kmulder@gpsk12.net
Murphy, Julie	6644	jmurphy@gpsk12.net
Obetts, Deb	6636	dobetts@gpsk12.net
O'Brien, Tom	6626	tobrien@gpsj12.net
Palazzolo, Mike	6643	mpalazzolo@gpsk12.net
Penning, Lynn	6682	lpenning@gpsk12.net
Philo, John	6667	jphilo@gpsk12.net
Ross, Maureen	6659	mross@gpsk12.net
Shealy, Darcy	6758	dshealy@gpsk12.net
Skidmore, Andy	6658	askidmore@gpsk12.net
Smith, Abby	6647	asmith@gpsk12.net
Stallings III, Henry	6695	hstallings@gpsk12.net
Stephan, Amy	6630	astephan@gpsk12.net
Stuart, Jamie	6681	jstuart@gpsk12.net
Susan, Melissa	6642	msusan@gpsk12.net

Teen Help Card

24-Hour Crisis Lines

First Call for Help

*211 does not work from a cell

211* or 1-800-887-1107
459-2255

Mental Health

Network 180

336-3909

National Suicide Prevention Lifeline

1-800-273-TALK (8255)

Medical/Overdose

Medical

911

Poison Control

1-800-POISON1

Sexual Assault/Rape

YWCA Crisis Line

776-RAPE

After 6:00 p.m., this # reverts to Cornerstone

(776-7273)

Family Violence/Child Abuse

Emergency

911

RAP Line

1-800-292-4517

Runaway/Shelter

The Bridge

451-3001

RAP Line

1-800-292-4517

GENERAL INFORMATION

ATTENDANCE: School attendance is compulsory by Michigan law. Grandville Middle School has the responsibility of keeping complete attendance records and making sure all students in the school are in attendance. Based on Grandville Board of Education policy, any absence from school, other than for illness, death in the immediate family or mandated court appearance, is discouraged. Appropriate rules and regulations regarding student absences are developed by each administrative building staff.

Absences: Each day a student is absent from school, parents are asked to call the Middle School Attendance Line by dialing **254-6708**.

Homework may be collected for a student after being absent for a period of 2 or more days. Homework is requested by calling the school office (254-6610). Students are encouraged to find a study buddy on their team to call for assignments when absent for one day.

Leaving School: Grandville Middle School is a closed campus. Parents/legal guardians must send a note or call school to arrange for students to leave school for appointments. Students may be released **ONLY** to persons authorized by parent/legal guardian **in writing** or on the **emergency data card** kept in the office. The parent of custody shall provide the school with a copy of custody order. Absent such notice, the school will presume the student may be released into the custody of either parent. **PARENTS/LEGAL GUARDIANS MUST REPORT TO THE MAIN OFFICE TO PICK UP THEIR STUDENT AND SIGN OUT THE STUDENT.** Upon returning, the student must sign in to receive a pass. A student must be present in school a minimum of 4 class periods to participate in co-curricular and interscholastic activities.

Absences (Prearranged): Whenever a pre-planned request for absence from school is made, students need to bring a note to the main office with the date(s) of and reason for the absence. The school requests that notification of the absence is provided at least two weeks before the planned absence is to begin. Students will be given a "Prearranged absence" form to have their teachers sign. Once all of the student's teachers have signed the form it must be returned to the office. When such absences occur, class assignments, tests or quizzes assigned ahead of time are to be made up when the student returns, based on a Prearranged Absence form due date. **Long term assignments are due when originally assigned.** It must be understood that there are certain assignments and class activities which require students to be present to complete. Individual team policies regarding make-up work are sent home during the first week of school.

ACCIDENTS, INJURIES, ILLNESS: Students are directed to report any accident, injury or illness to the first staff member available. **FOR SAFETY REASONS, STUDENTS MUST ASK THE OFFICE PERSONNEL TO CALL A PARENT OR GUARDIAN WHEN NOT FEELING WELL INSTEAD OF CALLING FROM ONE OF OUR PAY PHONES.** Students are asked to complete an accident report for injuries sustained at school. Parents will be notified immediately. When leaving school, students must be signed out in person by a parent or guardian.

AFTER SCHOOL ACTIVITIES: Students who remain after school must be supervised by a teacher, coach or other staff member. Students are not to remain after school to wait for friends. There is no supervision for students waiting for practices or events to begin. Students are expected to leave the school building until the start of the practice or event. GMS students are welcome to attend Grandville High School athletic events. Students are expected to be well-behaved representatives of their school and of the Grandville School District. For that reason, the GPS Board (policy 5855) recommends that all middle school students be accompanied by an adult chaperone when they arrive at the event and throughout its duration.

ARRIVING AT SCHOOL: When the bus arrives or when parents drop students off on campus, students are officially at school. Students are not to leave the school campus for any reason between the time they arrive and the time school begins. Students who choose to leave school or are not in their designated area will be considered absent from school without permission and will be assigned a disciplinary action. Designated areas for students before school are the cafeteria, the media center, or outside in front of the building. The doors will open at 7:00AM for students. Once arriving on campus, students are to remain in the designated area until the 7:30 AM bell.

ARTICLES PROHIBITED IN SCHOOL: Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some way with school procedure. (*See Nuisance Items, p. 16*)

ASSEMBLIES AND FIELD TRIPS: Attending and participating in assemblies and field trips is a privilege. Any student who does not behave in a courteous and cooperative manner while arriving, attending and returning from an assembly or field trip will be removed and may not attend future events. Students who have demonstrated continuous inappropriate behavior in school will not be allowed to participate in field trips and assemblies. **Planned field trips are always a required school day. Students not attending must be present in school.** Students may be charged fees for District-sponsored trips, but no student shall be denied participation for financial inability, nor shall non-participation be penalized academically.

ATHLETICS: Grandville Middle School encourages all students to participate in the athletic program that is offered. Students should listen to announcements for information regarding signing up. Copies of the athletic eligibility rules are available in the Athletic Director's office. GMS athletes will set good examples for all members of our school community. All student

athletes will be given a *Grandville Middle School Student Athlete Handbook* which they and their parents/guardians are to read, sign, and abide by. Students choosing not to abide by the rules set forth in the handbook will not be allowed to participate in the athletic program. In addition, athletes must follow the rules set forth by their coaches. Students who are suspended will not be allowed to participate from the time of notification of the suspension until the date of return. Athletic insurance information and physical forms can be picked up in the office. **Students are not allowed to participate or compete with any athletic team unless they have: 1) A physical/insurance form filled out completely and on file dated after April 15 in the office before tryouts begin. 2) A pink slip obtained from the office.**

The Grandville School District has found it necessary to implement an equipment and transportation fee for our middle school to help with the cost of our athletic program. The equipment fee is \$20.00 and the transportation fee is \$15.00. For students involved in more than one athletic activity and families that have more than one child involved in athletic activities, a cap is established. The fee cap is two sports for each individual child or \$200.00 per family. This fee must be paid to the Athletic Director's office after the start of the first week of team practices. Fees are waived for students who qualify for free or reduced lunch.

Grandville Middle School recognizes that academic responsibilities come before athletic opportunities and has implemented an academic eligibility policy to emphasize this. All student-athletes are required to maintain a grade of C- in all of their classes at all times. Furthermore, student behavior in their classes and throughout the school day is expected to be above reproach at all times. Student-athletes who do not meet these criteria may have their participation suspended until improvement is demonstrated. For more information, please refer to the *Grandville Middle School Student Athlete Handbook*.

Performance-Enhancing Substances

Use of a performance-enhancing substance by a student, no matter their source, is a violation that will affect a student's athletic eligibility and extra-curricular participation. **The list of banned substances for the 2008-2009 school year include:** Herbal Ectasy, Shape-Fast Plus, Thermogen Tea, Metabolife 356, Ultimate Orange, Diet Fuel, Herbal Rush, Energy Rush, Xenadrine, Biodrine, Ripped Fuel, 3-Andro Xtreme, Adipokinetic, Animal Cuts, BetaLean, Dyma-Burn, Xtreme, Dymetadrine Xtreme, Energel, Metacuts, Thermo Speed, Yellow Jacket, Ripped Force, Andor-Gen, Andro-Stack, Androstat, Animal Stak, Nor Andro Ripped Fuel, Nor-Stak, Nor-Tek, Rest EZE, Blue Nitro, Revivarent G, GH revitalizer, GHR, Remforce, Renewtrient, Gamma G, IsomaX, Firewater, Invigorate, Somoatomax-PM, Thermo-Lift, Herbal Thermotabs, Hydroxycitrate, Hydroxycut, and Citrimax.

ATTENDANCE/ACADEMIC AWARDS: Grandville Public Schools values and recognizes positive attendance habits. The district will issue an **"Exceptional Attendance"** award to students who do not miss school for the entire school year. The district will issue an **"Outstanding Attendance"** award to students missing fewer than 3 days (21 class periods) for the school year.

The building will issue **"Exceptional Academic Performance"** awards to students who achieve all A's, and an **"Outstanding Academic Performance"** award for students who achieve all A's and B's in their classes for the year. Seventh grade students who receive A's and B's in all classes may request registration for accelerated courses (Applied Science, Level I Foreign Language, etc.)

BOOK BAGS/BACK PACKS/DUFFLE BAGS: All book bags, purses, back packs and duffle bags must be placed in lockers and not carried to classes.

BOOK DAMAGE/LOSS: Students are responsible for keeping books covered and in good condition. Students will be assessed full replacement cost if books are lost or a percentage of their replacement cost if damaged.

BULLYING: Grandville Middle School defines bullying, violence and aggression as...

Aggression (violence) is any look, gesture, word or action that harms or has the potential to harm a person's body, feelings, friendships, reputation or property. (See Rubric on pg. 12)

Any student that believes he/she has been or is the victim of bullying/harassment is expected to immediately report the situation to a teacher, administration, or other school personnel. Any student witnessing the bullying/harassment of another student is also expected to report. Retaliation and intentionally false reports may result in disciplinary action.

CAFETERIA: The GMS cafeteria staff offers breakfast and lunch each school day.

- Students are expected to use their ID cards for cafeteria purchases. Those forgetting their ID card will still receive lunch, but will be sent to the end of the line to expedite the serving process.
- Parents/guardians are able to send in money to cover meals for a week, month or for whatever period of time they wish. **Checks for the exact amount are to be made out to Grandville Public Schools Food Service. Change cannot be given.** Online account access is available and can be set up at www.lunchdeposit.com
- Snack bar items may also be purchased by using the bar coded card only if parents/guardians have completed and returned an authorization form to school.

Students are not to loan their ID card or money to other students. Students are responsible for all charges on their card. (See "Lending Money/Personal Articles")

CAFETERIA POLICY/RULES: All students are responsible for cleaning up after themselves. **Food and beverages are not to be removed from the cafeteria.** Students are to eat and conduct themselves in an orderly, courteous manner. All trays, dishes, eating utensils, etc. are to be returned or discarded properly by individual students. Students are responsible for the clean up of the table area to which they are assigned.

Lunch Passes - Students are expected to remain seated in the cafeteria, unless they have a written pass from a school staff member. Students wishing to participate in a quiet environment after eating lunch may report to the Media Center. **To gain entrance to the Media Center, students need to have signed out a Library Lunch Pass before lunch that day from the Media Center.** After eating lunch students must show their Library Lunch Pass to a lunchroom supervisor and then report directly to the Media Center. Students wishing to meet with teachers during lunch must have a pass from that teacher.

Outdoor Lunch Activities- Weather permitting, students who have finished their lunch and cleaned up their area may be allowed to go outside with supervision during the last fifteen minutes of their lunch period.

8TH GRADE TRIP: Grandville Middle School sponsors an 8th grade trip as a special end of the year activity for eligible 8th graders enrolled fulltime since February 1st. In order to be eligible for the trip students cannot have accumulated, since February 1st, over 3 silent supervised lunch sessions, 4 detentions, a Saturday School assignment or any in-school or out-of-school suspensions. Detentions for arriving to school late will start accumulating again at the beginning of the 3rd trimester and will also count against the 8th grade trip.

CELL PHONES/ELECTRONIC DEVICES: Cell phones, Ipods, or other electronic devices may not be visible at any time during the school day. They must also be turned off during the school day and can not be used at any time in the school building. Electronic communication devices having the capability to take pictures (i.e. camera phones) are **NOT TO BE USED** for that purpose on District property or at District events at any time(GPS Board Policy 5136). Students taking or distributing illicit photographs via an electronic device shall be permanently expelled. GMS is not liable for the loss or theft of cell phones. Students violating this policy are subject to disciplinary action (See Conduct Code).

CLASSROOM RULES AND REGULATIONS: In addition to the general school conduct expectations, each team or teacher will issue a written list by the end of the first week of school of team rules and expectations to each student on the team.

CLUBS/ACTIVITIES: There are many clubs which students can join at GMS. They include, Art Club, Yearbook Club, Student Council, Science Olympiad, Odyssey of the Mind, Lego League, Botball, Video Club (S.N.I.C.) and Foreign Language Club. Activities include a school play, talent show, faculty/student basketball, dances, and an end of the year trip for 8th graders. Students wishing to start a new club should speak with a school administrator.

COUNSELING SERVICES: Our certified counselors are an integral part of our staff at Grandville Middle School. The counselors work closely with teachers, administrators and parents to provide support for the following areas: academic planning, academic difficulties, family issues, interpersonal conflicts, and test administration. Counseling meetings are scheduled by appointment during school hours. Students may stop by the guidance office to let their counselor know they would like a meeting. Parents may schedule a meeting with the counselor by phoning the guidance office to set up a mutually convenient time (254-6616). The focus of school counseling is to provide short term, solution-based assistance. When necessary, parents will be encouraged to utilize outside agencies for more ongoing student support.

DAILY PLANNER: The school daily planner is given to each student at the beginning of the school year. **Students are to carry their planner to every class and record their daily assignments. The planner also provides an official hall pass area for all students.** Parents should check their child's planner regularly to help monitor homework and keep assignments current. Students who lose or deface their planner will need to purchase another from the school office for \$5.00.

DETENTION: After school detention runs immediately after school is dismissed, 2:45 – 3:30, on Tuesday and Thursday. Morning detentions run daily, 7:00 – 7:45 AM. Administration and individual staff members (Teams) may assign detention for behavior problems or other issues determined to be detrimental to a positive educational environment. Detention is held in a specific room under the supervision of a school staff member. Parents are notified of assigned detentions by a discipline notice sent home with their student. It is the student's responsibility to deliver the disciplinary notice to his/her parents. This notice is to be signed by the parent and returned to the person assigning it the next school day. Students who miss an assigned detention twice will be assigned a Saturday School Assignment. (See Saturday School) When a detention is assigned, transportation of the student is the responsibility of the parent/guardian. When receiving notification of detention, parents are expected to contact the administration if the student is unable to serve on the assigned date or to discuss a mutually agreeable detention time.

DISCIPLINE REGULATIONS: (Refer to “Student Conduct Code”) All Grandville Middle School discipline regulations are in effect in school; on school property; at all school activities including athletic contests, field trips, and school sponsored events; and including to and from school on district provided transportation. Administrators have the right to question and investigate conduct that interferes with the education process. When students are questioned during an investigation, time constraints do not always allow parent notification. In the event an investigation may lead to police/court involvement an attempt will be made to notify parents. Students and parents should be aware that behavior which disrupts the education process may lead to suspension from school. Saturday School Assignments and after school detentions are given as disciplinary actions for misconduct. Administrators have the flexibility to evaluate each case and work with each student individually.

DRESS AND APPEARANCE: At all times, students are expected to be dressed neatly and cleanly and must not present health or safety problems. The administration will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools (GPS Board Policy 5511). Examples of prohibited attire include:

- Head coverings
- Clothing printed with profanity or inappropriate language/slogans including those promoting alcohol/drug use, tobacco use, violence, hatred, gang representation, Satanism or sexually suggestive material.
- Studded jewelry (wristbands, necklaces, belts, etc.).
- Tank tops, muscle shirts, sleeveless tops with less than 3" shoulder width, see-through jerseys, tops that expose midriff/undergarments/cleavage, opened back tops and tops with immodest necklines.
- Bare/stocking feet or slippers.
- Visible undergarments.
- Sagging pants/exposed undergarments
- All other attire/accessories determined inappropriate or disruptive by the administration.

Students violating the foregoing rules may not be admitted to class and may be suspended from school. Under normal conditions, students are not permitted to wear coats, jackets or other outerwear in school. In the event that the building climate requires wearing of these items, the classroom teacher may grant permission.

DISORDERLY CONDUCT: Any unlawful student assemblage; or group act of disruption, violence, vandalism, or building seizure; or interference with the functioning of school personnel or any student or group of students will not be tolerated. Students involved in such acts may be subject to disciplinary action.

DUE PROCESS: Administrators, teachers, and staff have the right to question conduct which materially or substantively interferes with the educational process. However, when disciplinary action is taken against a student by a teacher or administrator, students have the following rights: to be informed in writing of the reason for that action, to present any facts that will support their defense, and an opportunity to have a hearing to discuss both sides of the issue and/or appropriateness of the action.

Appealing disciplinary action - Students can appeal the action of a teacher or other staff member to the Dean or Assistant Principal. Students can appeal the decision of the Dean to the Assistant Principal. Students can appeal the decision of the Assistant Principal to the Principal. A decision made by the Principal can be appealed to the Superintendent, and a decision made by the Superintendent can be appealed to the Board of Education. **These appeals are not automatic but must be requested in writing by the end of the third school day following the disciplinary action taken when the previous appeal was heard.**

EXPULSION: Expulsion is the removal of a student from school by the Grandville Public School's Board of Education. Removal may be permanent or for the remainder of the school year. Expulsion is used when behavior has not been corrected through other means of discipline or when a student's behavior is extremely detrimental to the health, safety, and welfare of the student body. Procedural guidelines for expulsion will be followed, and students and parents will be notified of their rights by an administrator. (GPS Board Policy 5610 & 5610.01)

FUND RAISING: The building Administration must approve the preliminary planning and/or initiation of any requests by students, parents, teachers, and/or other groups for fund raising activities. All fund raising activities or any items for posting must be approved by the building administration and must be consistent with school board policies. **Students participating in school fund raising are responsible for any collected monies or value of unreturned merchandise.** Students are not permitted to participate in unauthorized fund raising activities in school or on school grounds.

GOOD STANDING: Field trips, activities and club participation are a privilege for students in “good standing.” Students in good standing are those who have no overdue fees/charges, demonstrate regular attendance and have served all detentions and Saturday School assignments.

HALL PASSES: Students out of class while classes are in session are to have proper written passes (preferably through the use of the planner) issued by the classroom teacher or office.

HOMEWORK: Students are encouraged to develop good study habits. Each teacher has established a homework/make-up work policy, which will be sent home with students by the second week of school. Students and/or parents with questions regarding homework should contact the classroom teacher.

Homework: Assignments and current grades will be posted on the Parent Portal in Infinite Campus at least every two weeks.

Make Up Work: Make-up work is the responsibility of the student. Students are expected to ask teachers for their work missed during an absence. This does not include the make up of long range assignments, tests or quizzes, which were assigned ahead of time and are expected to be due when originally assigned.

Late Work: Students who fail to complete homework on time are expected to do so as soon as possible. Students will receive course syllabi that outline late work guidelines.

IDENTIFICATION CARD (ID): Each student is issued an identification card at the beginning of the school year. Students are required to carry their ID card with them during the school day. It is required for checking out books from the Media Center and to access student lunch accounts. ID cards may also be required to participate in or gain entry to school sponsored activities. Lost ID cards must be replaced through the office for a cost of \$5.00. Students who deface or destroy their ID cards will be required to purchase a new one.

INCOMPLETE GRADES: In those rare cases where a student is unable to complete all the work for a class by the end of the grading period, the teacher may assign an incomplete (I) grade. This is a temporary grade that must be resolved within two weeks of the end of the marking period for which the (I) was given. It is the **student's responsibility** to make arrangements with the teacher to complete the work and resolve the grade. An "I" that is unresolved at the end of the two-week time period will become an "F".

LENDING MONEY/PERSONAL ARTICLES: Students are not to **lend** money or personal articles. Students are not to ask fellow students to **borrow** money or personal articles. The school is not responsible for money or personal articles. Money is not available from the school office. The school is not responsible for recovering articles loaned to other students.

LOCKERS (INCLUDING LOCKER ROOM LOCKERS): The school administration retains control over lockers and desk space LOANED to students. Lockers are assigned to students for their convenience and for the purpose of storing supplies, coats, and other items essential for the formal education process. **School officials, therefore, have the right and duty to inspect and search student lockers if there is reason to believe there is a violation of law or school regulation.** Searches can be made for such items as lighters, cigarettes, drugs, weapons, missing library/text books, or goods stolen from school or individuals. Students should be aware that periodic searches of the lockers may be made for such items as missing library books. Students are responsible for the contents and condition of their locker. Anything found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. Students may not display in or on their lockers any slogans or symbols making reference to or promoting illegal substances (including alcohol and tobacco) or words, pictures, or symbols that are derogatory, racist, obscene or vulgar. Stickers are not to be put in or on lockers. Students are issued a private locker combination. Because of crowded conditions, students will often need to share a locker with a partner. **Students are not to give their locker combination to anyone except their partner. Students are expected to lock their lockers and should not set lockers for easy opening or jam lockers to keep them from locking.** The school will not be responsible for belongings missing from lockers.

Students must stay in the locker that they have been assigned. If there is a problem with the locker or the student's locker partner, the student should contact an administrator or teacher to improve the situation.

IF STUDENTS KEEP THEIR LOCKER COMBINATION PRIVATE AND THEIR LOCKER LOCKED, THERE IS NO WAY ANOTHER PERSON CAN GET INTO THE LOCKER WITHOUT OBVIOUS DAMAGE.

Students are expected to use a combination lock to secure and protect their belongings in the locker rooms. Locks are available for rental through the Athletic Office for a \$5 deposit.

LOITERING AFTER SCHOOL: Students not transported by bus are expected to be off school property **twenty minutes** after dismissal unless under the supervision of a teacher, coach, club advisor or staff member.

LOST AND FOUND: Students are reminded that all books and personal items are their responsibility. GMS is not responsible for articles misplaced, lost or stolen. The cost of repairing damaged books or replacing lost books is the responsibility of the student/parent. **Found articles must be brought to the main office or disciplinary action may result.** Found articles that are not claimed after 30 days are disposed of.

MEDIA CENTER (Library): The Media Center serves students from 7:15 AM to 3:10 PM. Students may use the reference materials in the Media Center and check out books, magazines, and information files. Materials checked out must be renewed or returned by the due date. Students are responsible for the replacement or repair cost of lost or damaged materials. Students who have overdue books or missing books previous to a school sponsored activity may not be allowed to attend the next activity, class trips and possibly other extra-curricular activities unless their obligations are paid. To visit the Media Center during class time, students must have a pass from their classroom teacher. Students who choose not to use the Media Center time wisely or quietly will return to class and lose Media Center privileges for an indefinite period of time.

MEDICATIONS: The dispensing or use of prescribed or over the counter medication shall be made in accordance with the following procedures:

1. Medications to be administered by designated school personnel must be sent directly from the pharmacy or physician's office or brought to school by the **student's parent/guardian**.
2. When a school employee is to administer medication, the name of the pupil, name of medication, dosage, and time that it must be taken must be on the original container from the pharmacy and **accompanied by a "Medication Administration" form which is signed by the student's physician and parent/guardian must be resubmitted annually**.
3. The medication will be kept in a safe place in the main office.
4. Send only the amount of medication that is needed for the school day, **in the original container**, or in the case of prolonged need, send the amount for the week or month. **We will not send medications home with a student.**
5. **Students are not allowed to possess, take, or distribute over the counter medications and they are not available from the school office. This includes all medications and herbal remedies.**

Students are allowed to carry and administer their own medication only if:

- a. it is warranted by a potential life-threatening condition (Ex. Asthma, sting allergies) and advised by their physician, AND
- b. a self-administration form is on file in the office signed by the student's parent, physician and principal.

NEWSLETTER: Our school newsletter is called "DAWG BYTES". It is mailed home the first week of each month. If you do not receive it in the mail, please contact the school office.

PARENT PORTAL: Teachers are expected to update grades on the Parent Portal every two weeks to give parents an accurate and current picture of each student's progress.

Student grades, current assignments, and attendance are available for parents to review through the Parent Portal. Parents who do not have access to the Parent Portal may submit a valid email address to the Middle School office at **jhorowski@gpsk12.net or cvanderslice@gpsk.12** to set up an account. The Portal may be accessed through the district website www.grandville.k12.mi.us.

Parents may request progress reports by calling the Middle Guidance Office at 254-6616. It is the student's responsibility to pick their progress report up from the office and bring it home.

PARENTAL INVOLVEMENT POLICY: The Grandville Public Schools' Parental Involvement Policy is available online through the district web site (www.grandville.k12.mi.us) or a paper copy is available in the Middle School office.

PARENT-TEACHER CONFERENCES: Parent-teacher conferences are scheduled twice per year. The purpose of conferences is to allow parents/guardians five minutes to meet with each teacher and discuss student needs and progress. If parents/guardians wish to meet longer than five minutes or are unable to schedule conferences, they may call the GMS office and make an appointment with their student's teacher or team. Parent-teacher conference forms are mailed to parents several weeks before conferences are held. After parents complete and return them to the office, individual conferences are scheduled. **Conferences are scheduled on a "first come, first serve" basis.**

POLICE SCHOOL LIAISON OFFICER: The Grandville Police Department in cooperation with the Grandville School District has placed a specially trained police officer in the district. The police liaison officer strives to improve police relations with students, thus giving them a better understanding of the law and its enforcement. His primary responsibility is to serve and protect the staff and students. Our Police School Liaison Officer is Officer David Greco. He can be contacted at 254-6451.

PROMOTION AND RETENTION/SUMMER SCHOOL: Teachers will announce their grading practices at the beginning of each year or trimester. Parents of students failing the course will be notified in writing of the student's unsatisfactory progress prior to the student's failure and in time for the student, parent, and teacher to work together to seek an improvement in a student's performance. In grades seven and eight, students will be considered for retention if:

- 1. They fail four core academic subjects. (Math, Language Arts, Social Studies, Science) Students failing two or three core subjects may attend summer school to make up a failed course. (GPS Board Policy 2440)**
- 2. They are achieving significantly below ability and grade level.**
- 3. Retention would have a reasonable change of benefiting the child's long-range educational interest.**

Whenever such retention is being considered the parents will be invited to a meeting with appropriate staff no later than the beginning of the third trimester to discuss the matter. The discussion shall consist of an explanation to the parents of their child's current academic standing in its relationship to the group and his/her own individual ability. Goals will be set for the last trimester. During the last two weeks of the final trimester, the student's progress will be reviewed. At this time, the final decision of retention shall be made by the Principal and staff responsible for the education of the child per board policy.

PUBLIC DISPLAYS OF AFFECTION: No public displays of affection are appropriate in the school setting. Subsequent displays will be result to further disciplinary action (Refer to Code of Conduct). Refusal to cooperate may subject students to further disciplinary action and possible parent contact.

SATURDAY SCHOOL: The administration **may** offer Saturday School (8:00AM- 11:00AM) for violation of any school rule which would normally result in out of school suspension. Parents will be notified either in writing or by telephone when their student has received a Saturday School Assignment. Information explaining Saturday School procedure will also be relayed to parents. Parents may elect to have their student serve the Saturday School Assignment or receive the suspension. Students who receive a Saturday School assignment and do not show up for the assignment will then receive an out of school suspension. Parents are responsible for arranging transportation to and from Saturday School for their student. Students must bring homework to Saturday School and will also be assigned a Learning Packet to complete while present at Saturday School.

SEARCH AND SEIZURE: To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student and their locker and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and parking lot are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials, including all computer and network files. School authorities for any reason may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant. Trained dogs may be used for periodic searches for inappropriate substances. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If the search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities and are subject to all school and state codes for disciplinary actions. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history (GPS Board Policy 5771).

SEVERE WEATHER POLICY: In the event of severe weather students could possibly be detained beyond regular dismissal time. Students will then be kept in school until the warning is lifted. GMS has a plan to place students in a protected area in case a "shelter in place" is ordered.

Snow Days: The present Board "SNOW DAY" policy of keeping school in session when prudently possible shall be continued. School closing shall be announced via the local radio station (Presently 105.7 FM is the official school news media.) Snow day information can also be gained by accessing the district WEB SITE (www.grandville.k12.mi.us).

2 Hour Delays: In the event that school need to start late due to weather or other circumstances, a two hour delay may be utilized. In this case, all school times, i.e. bus pick ups, school start time, etc., will be delayed by two full hours. This will make school start time 9:55 a.m.

SILENT SUPERVISED LUNCH: Silent Supervised Lunch is used as a reflection and consequence for behavior that fits the Grandville Middle School definition of violence/bully behavior (See Rubric in Code of Conduct). Students who have been assigned a Silent Supervised Lunch will get their lunch and report to the designated area to complete a reflection form.

SPECTATOR/AUDIENCE BEHAVIOR: Acceptable spectator/audience behavior for sporting events varies from that of concerts, plays and assemblies. Positive support and respect for teams, athletes and officials is expected. Jeering or booing opposing teams and officials will not be tolerated. All school rules are in effect at home and away events. Out of courtesy and to show respect for the performers, once a concert, play or assembly begins, late arrivers are to wait until between numbers or scenes to take a seat. **During concerts, plays and assemblies limit appropriate participation to applause.**

SUSPENSION: Suspension is defined as a temporary exclusion of a student from school and school activities for a specific period. A suspension may be for a short-term (not exceeding 10 school days) or for a longer term (exceeding 10 school days). **Students are not permitted on school property for any reason when they are suspended from school and may not attend or participate in any school activities whether held at Grandville Middle School or at other sites during the designated time of the suspension.** In some instances the school may refer a student to an appropriate intervention program. Students may be required to provide proof of participation in the intervention program in order to return to school from suspension. Suspended students are to take all of their textbooks home with them as they are responsible for making up missed school work during the suspension.

TELEPHONE/PAY PHONE: The office telephones must be free for school business and/or **emergency calls only.** Students are not allowed to use school phones for personal arrangements. The hall pay phone is to be used only before school, during lunch (with staff permission), and after school. Calls should be limited to 3 minutes. Students should have 50 cents with them in case they need to use the pay phone.

TRANSPORTATION/BUS RULES (When students board the bus, school rules are in effect): Parents of students needing “day care” before and/or after school should contact transportation for “Grandville Public Schools Transportation Department Daycare Policy.” No busing will be provided for special events such as working on school projects, overnight stays, or just to bring friends home to visit. Should an emergency occur related to transportation, please call the transportation office at 254-6530. Bus transportation is a service provided for public and parochial school students who reside within the Grandville School District. Students who are disruptive, or act in a threatening manner, may be temporarily or permanently denied bus service depending on the seriousness of the infraction. The following bus rules are mailed to all parents/guardians previous to the start of school:

1. Be on time and board the bus in an orderly manner.
2. Students must share seats, remain in them and face forward.
3. Keep voices quiet. No shouting, screaming, singing or whistling can be allowed.
4. No fighting, arguing, pushing, hitting or kicking.
5. No profanity, smoking, spitting or throwing of objects.
6. Keep all parts of your body, and all objects, inside the bus.
7. Keep the aisle clear at all times. Band instruments and bags are to be held on your lap.
8. No food, candy or drinks should be consumed while on the bus.
9. Follow driver’s instructions for crossing after leaving the bus.
10. No harmful or illegal objects on the bus.
11. Do not litter, write on or damage the bus in any way.
12. The emergency door is to be used for emergencies only.
13. Students are not allowed to ride any bus except their assigned bus under any circumstances.
14. All school rules apply on the bus.

VIOLATIONS OF ANY OF THESE RULES COULD RESULT IN IMMEDIATE SUSPENSION OF BUS PRIVILEGES.

VENDING MACHINES: Beverages and snacks may be purchased from the vending machines after school only. **Unsealed food and opened beverages are not allowed in the hallway, gymnasium, auditorium or classroom without prior administrative permission.** During athletic events, beverages will be sold in the cafeteria/gym lobby.

VISITORS: The school policy is to accept only those visitors who have legitimate business at the school. Parents, guests and visitors are asked report to the main office upon arrival to pick up a “VISITORS” badge. **Parents are welcome and are requested to inform teachers in advance when visiting classes.** Students from other schools are not allowed to visit classes with GMS students.

WATER BOTTLES: Students may be permitted to carry a water bottle to class with a doctor’s note on file in the office.

YEARBOOKS: School yearbooks are ordered through the middle school and not ordered with student picture packets. **Students should keep their receipts and should present them when picking up their yearbooks.** Yearbooks may be held until all end of year obligations (i.e. Media Center fees, cafeteria account overages, damaged/lost book fees etc.) are satisfied.

STUDENT CONDUCT CODE

The purpose of the student conduct code is to define categories of misconduct and penalties for violations. It is the student's responsibility to read and understand these regulations. They will serve as a guide for disciplinary decisions at GMS. Although the code of conduct is arranged according to specific violations student disciplinary records will be reviewed as part of each investigation. Prior Code of Conduct violations will be considered when determining disciplinary action.

Any violation of state statute, Board of Education policy or social norms will result in disciplinary measures up to and including detention, Saturday School assignments, suspensions or expulsion. This clause covers all unacceptable behaviors not specifically listed in this handbook.

CATEGORIES OF STUDENT MISCONDUCT AND PENALTIES

Misconduct Related to Bullying/Violence Student to Student: A safe environment where others are accepted and valued is the most educationally effective environment. The Grandville Middle School staff have committed to make sure that all students feel safe at school and have developed a definition of bullying/violence and the consequences that will result from these types of behavior. Any behavior fitting this definition will have consequences applied using the following rubric.

Grandville Middle School defines bullying, violence and aggression as...

Aggression (violence) is any look, gesture, word or action that harms or has the potential to harm a person's body, feelings, friendships, reputation or property.

Behavior	1 st Offense	2 nd Offense	3 rd Offense
Horseplay – “Goofing around” or “playing” that may include pushing, shoving, grabbing, jumping on, mean or rude gestures or name calling/teasing where there is no imbalance of power	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Warning 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Student/admin call parent • Silent supervised lunch • Reflection form completed 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Student/admin call parent • Two silent supervised lunches • Reflection form completed
Mild Aggression/Teasing – Name calling, taunting, ridiculing, insulting remarks, spreading rumors, directed profanity, or other behavior that would hurt others' feelings, written or spoken.	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Student/admin call parent • Silent supervised lunch • Reflection form completed 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Student/admin call parent • Two silent supervised lunches • Reflection form completed 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Student/admin call parent • Three silent supervised lunches • Reflection form completed
Moderate Aggression – <ul style="list-style-type: none"> • Physical contact – intimidation: pushing, shoving, grabbing, tripping, etc. • Verbal or other intimidation: threats of physical or emotional aggression, planned exclusion, etc. • Personal property: disrespect of personal property. 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Two Silent Supervised lunches • Student/admin call parent • Reflection form completed 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Three Silent supervised lunches • Student/administrator call parent • Reflection form completed 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Student/administrator call parent • Suspension for remainder of the day, possible continuation for 1 – 2 additional days • Reflection form completed
Severe Aggression – <ul style="list-style-type: none"> • Physical contact intending to or resulting in injury: hitting, kicking, fighting, and similar behavior that risks injury to others. • Intimidation: ethnic/sexual harassment, stalking, severe threats of emotional or physical violence, etc. • Personal property: stealing or destruction of personal property. 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Suspension for the remainder of the day, possible 1 – 3 additional days. • Student/administrator call parent • Optional administrator/parent conference 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Parent/administrator conference • Behavioral Intervention Plan • 3 – 5 day out of school suspension 	<ul style="list-style-type: none"> • 15 second intervention • Teacher documentation • Parent/administrator conference • 5 – 10 day out of school suspension • Possible referral for long term suspension/expulsion

Note: Administrative discretion is reserved for all infractions. Consequences assigned may be modified and may include police involvement in any above category based on the circumstances, severity, and/or one's previous disciplinary profile. Students violating behaviors in excess of three offenses will be placed on an individual plan with additional consequences.

Misconduct Away From School: Any student who engages in any misconduct off school property that was initiated at school, is related to a school situation, brought into school or is the result of disciplinary action being taken by school personnel will be subject to disciplinary action up to and including expulsion.

Misconduct Related To Attendance:

After a student is absent **5 days** (excused or unexcused) an informational letter regarding attendance will be sent to the parent/guardian. When a student has missed **10 days** (excused or unexcused) a second attendance letter will be sent to parents. **More than 10 days absence** (excused or unexcused) is considered chronic absenteeism by law. Students missing more than 10 days of school may be asked to provide a doctor's verification of illness for those missed days. **Chronic absenteeism (missing 10 days) will result in referral to the Kent Intermediate School District for truancy investigation.**

If the school does not hear from parents by 9:30 AM on the day of absence, the school will contact the parent at home or work to determine the reason for absence. **When no excuse is provided within 24 hours, the absence will be unexcused and the student will be considered truant.** If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. Missing the bus, oversleeping, babysitting, malfunctioning alarm clocks, and parents not waking students up are examples of unexcused absences.

Tardiness to School: Students are expected to be on time for school. **A little late is too late.** Students arriving late for school must first report to the main office and sign in before going to class. Upon the 4th unexcused tardy during each trimester, students are assigned detention. (Refer to *Student Misconduct Code*, Misconduct Related to Attendance)

Examples of unexcused tardies include: missing the bus, oversleeping, car trouble, oversleeping, babysitting, malfunctioning alarm clocks, parents not waking students up, and traffic. **Students who are more than 10 minutes tardy to class (unexcused) will be considered absent from that class.**

Tardiness to Class: Students are expected to arrive on time and prepared for their classes so that learning time is maximized. Attendance is taken each hour throughout the school day. Consequences for tardiness to class are determined by the classroom teacher and will be shared with students during the first week of school.

1. Excessive unexcused tardiness to school (first period):
 - a. 3rd tardy during trimester: written warning
 - b. 4th tardy during trimester: detention
 - c. 5th tardy during trimester: Saturday School
 - d. 6th tardy during trimester: meeting with parents/Saturday School/possible out of school suspension

2. Unexcused absence from individual class including skipping or cutting:
 - a. 1st offense: parent contact and detention for each hour of class missed (all work must be made up during detention)
 - b. 2nd offense: parent contact and Saturday School (all work must be made up)
 - c. 3rd offense: treated as persistent disobedience (*See Persistent Disobedience*)

3. Unexcused absence from the scheduled school day (truancy):
 - a. 1st offense: parent contact and Saturday School
 - b. 2nd offense: parent contact and Saturday School or 1 to 3 days suspension
 - c. 3rd offense: parent contact and Saturday School or 3 to 5 days suspension
 - d. 4th offense: treated as persistent disobedience (*See Persistent Disobedience*)

***STUDENTS MAY NOT RECEIVE CREDIT FOR WORK MISSED DURING AN UNEXCUSED ABSENCE.**

4. Violation of compulsory school attendance laws:
Referral to **Kent County Intermediate School District** or legal action for students under the age of 16 years

Misconduct Related To Citizenship

1. Closed campus: Students are not allowed to leave campus for any reason without proper authorization between the time they arrive on campus and their first period class. Students also may not leave campus between the time of dismissal and the time they board their bus.
 - a. 1st offense: parent contact and Saturday School
 - b. 2nd offense: parent contact and Saturday School, possible 1 to 3 days suspension
 - c. 3rd offense: parent contact and Saturday School or 3 to 5 days suspension
 - d. Repeated offenses: treated as persistent disobedience (*See Persistent Disobedience*)

2. Dishonest student behavior i.e. forgery, cheating, lying:
 - a. 1st offense: parent contact and detention, possible Saturday School, possible suspension
 - b. Repeated offenses: parent contact and Saturday School, possible 1 to 5 days suspension

Cheating, including plagiarism, on homework, tests, or quizzes will result in consequences being assigned by the classroom teacher and may include at a minimum receiving a “0” on the assignment, in addition to disciplinary consequences. Cheating on standardized assessments such as the MEAP test will be handled according to the guidelines of the MEAP Administrator’s Manual.
3. Profanity, obscenities, offensive comments, use of obscene or profane language or gestures; duplication, distribution, posting or possession of offensive materials:
 - a. 1st offense: possible parent contact, possible detention, possible Saturday School or 1 to 5 days suspension, possible police contact
 - b. 2nd offense: possible parent contact, possible 5 to 10 days suspension, possible recommended expulsion, possible police contact
 - c. 3rd offense: treated as *Persistence Disobedience*
4. Profanity, threats, obscenities, offensive gestures, offensive comments, verbal/written abuse, intimidation/harassment directed to an authority figure:
 - a. 1st offense: parent contact and 1 to 3 days suspension, possible police contact
 - b. 2nd offense: parent contact and 1 to 5 days suspension, possible police contact
5. Unauthorized buying and/or selling of merchandise (food, candy, gum, tapes, CD’s, etc.):
 - a. 1st offense: possible parent contact and detention, possible Saturday School, possible suspension, possible police contact.
 - b. Repeated offenses: parent contact, possible 1 to 3 days suspension, possible police contact.
6. Gambling: student involvement in betting or wagering or games of chance:
 - a. 1st offense: parent contact, possible Saturday School, possible 1 day suspension
 - b. 2nd offense: parent contact, possible 3 days suspension
 - c. 3rd offense: parent contact, 1 to 3 days suspension, possible police contact
7. Public Displays of Affection
 - a. 1st offense: parent contact, possible detention, possible Saturday School, possible suspension
 - b. 2nd offense: parent contact, Saturday School, possible suspension
 - c. 3rd offense: parent contact, 1-3 days suspension

In addition to school consequences, the police may be contacted, depending on the severity of the incident.
8. Sexual Harassment: Inappropriate touching, obscene gestures, unwelcome sexual advances, spreading of rumors related to sexual behavior, and other verbal, written, or physical conduct of a sexual nature to other students or to staff members. Possible consequences include parent contact, detention, Saturday School, suspension, recommendation for expulsion. (Board Policy 5517)
 - a. 1st offense: parent contact, possible detention, possible Saturday School, possible suspension
 - b. 2nd offense: parent contact, possible Saturday School, possible 1 to 3 days suspension
 - c. 3rd offense: parent contact, possible 3 to 5 days suspension, treated as persistent disobedience
9. Insubordination: (disregarding school authority)

Insubordination is the failure to follow directions given by a school staff member. Students are expected to respond appropriately to such directions regardless of whether they agree with them or not. Students will be given an opportunity to express disagreement to a school administrator at a later and appropriate time.

 - a. 1st offense: parent contact, possible detention, possible Saturday School, possible 1-3 days suspension
 - b. 2nd offense: parent contact, possible Saturday School, possible 3-5 days suspension
 - c. 3rd offense: treated as persistent disobedience (*see Persistent Disobedience*)

Misconduct Related To Illegal Substances

1. Possession, use, distribution or sale of tobacco products or smoking paraphernalia (lighters/matches) on all Grandville School property and school sponsored activities:
 - a. 1st offense: parent contact and Saturday School or suspension, possible police contact
 - b. 2nd offense: parent contact and 1 to 3 days suspension, possible police contact, possible citation up to \$50 (As per P.A. 198, 1986)
 - c. 3rd offense: parent contact and 3 to 5 days suspension, possible police contact, possible citation up to \$50
 - d. Repeated offenses: treated as *Persistent Disobedience*
2. Use, possession or under the influence of an illegal/controlled substance, drug (marijuana, barbiturate, amphetamine, etc.) and possession of drug paraphernalia or Consumption, possession, transfer, sale, arranging a sale or under the influence of alcoholic beverages on all Grandville School property or school sponsored activities:
 - a. 1st offense: parent contact/police referral and immediate removal from school followed by a ten day suspension (This may be reduced to a minimum of 5 days with verification that the student has attended a substance abuse treatment program arranged by parent or guardian.)
 - b. 2nd offense: parent contact/ police referral and immediate removal from school followed by a 10 day suspension, possible recommended expulsion.
3. Sale, arranging sale, transfer or intent to transfer illegal substances:
 - a. 1st offense: parent contact/ student turned over to authorities for prosecution, immediate removal from school followed by suspension for up to 10 days and recommended expulsion (Board Policy 5530 - Drug Free Schools).
4. Sale, arranging sale, transfer or intent to transfer, use, possession or under the influence of prescription drugs, over the counter substances, (including diet pills/appetite suppressants/caffeine pills), herbal remedies, and look-alikes, on District grounds, in District buildings, and/or in connection with any District activity is prohibited. Any student who violates the above policy may be subject to disciplinary action, up to and including expulsion. In addition, students may be required to satisfactorily participate in a drug assistance or rehabilitation program. (Board Policy 5530 - Drug Free Schools)
5. Students are not to bring any pills (including over-the-counter) to school unless the GMS office has a self-administration form on file in the office. This form must be signed by the student's parents, building principal, and physician.

Misconduct Related To Public and Private Property

1. Computer/Network Misuse and Abuse: Accessing, modifying, or tampering with programs or files the student is not authorized to use; installing unauthorized programs or utilities on a hard drive or file server; using school equipment for any purpose not related to school assignments or approved school activities.
 - a. 1st offense: parent contact, possible loss of all computer access privileges; possible suspension from school one to three days

Grandville Public Schools provides students with access to the District's electronic communication system, which includes Internet usage. A student handbook of guidelines on district-provided access to electronic information, services and networks is included in this planner. This is to be read by students and parents/guardians. Before a student is granted permission to use school technology, parents/guardians and the student sign and return the "Acceptable Policy Card" provided by teachers.
2. Vandalism or damage of school/personnel property:
 - a. 1st offense: parent contact and Saturday School, possible 1 to 10 days suspension and restitution, and possible police contact
 - b. 2nd offense: parent contact and 1 to 10 days suspension and restitution, police contact, and/or recommended expulsion
3. Misuse of books, materials, lockers and school equipment:
 - a. 1st offense: parent contact, possible detention, possible Saturday School and/or restitution
 - b. 2nd offense: parent contact, possible 1 to 3 days suspension, restitution
4. Theft of school/personnel property and/or possession of stolen/lost property:
 - a. 1st offense: parent contact and detention or Saturday School or 1 to 10 days suspension, restitution, possible police contact
 - b. 2nd offense: parent contact and 1 to 10 days suspension and restitution and/or recommended expulsion, possible police contact

5. Trespassing (unauthorized presence in building or on school property):
 - a. 1st offense: parent contact, possible Saturday School, possible 1 to 10 days suspension, possible police contact
 - b. 2nd offense: Repeated offenses: same as above

Misconduct Related To Safety

1. Gangs: Any display of gang related clothing, hand signs, graffiti, behavior or any other indication of gang membership or activity.
 - a. 1st offense: parent contact, possible suspension, possible police referral
 - b. 2nd offense: police referral, possible suspension, possible expulsion
2. Weapons: Possession of weapons or objects that can do bodily harm or possession of objects intended to represent guns, knives, bombs or other weapons. This policy also prohibits all persons from possessing a firearm (including air and gas powered guns), ammunition and explosives, dagger, dirk, stiletto, knife, pocketknife opened by a mechanical device, iron bar, brass knuckles, or any other item used or designed to inflict bodily harm and/or intimidate others. In addition, look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report dangerous conditions are prohibited (Board Policy 5772).
 - 1st offense: Confiscation of weapon or other potentially harmful object; possible police referral; possible suspension from school up to 10 days; recommended for expulsion from school as mandated by state law.
3. Possession of fireworks/crackers and smoke/stink bombs, look alike ammunition:
 - a. 1st offense: parent contact and 1 to 10 days suspension, possible police contact, possible recommended expulsion
 - b. 2nd offense: same as above
4. Possession and or use of nuisance items: Electronic devices, (CD players, MP3 players, games, tape recorders, etc.), skateboards, roller blades, are not permitted to be used in school. Students bringing such items to school for after school use must leave them in their lockers or book bags (upon entering the building) or bring them to the office. The school will not be responsible for the loss or damage of such items. Items not allowed in school include wallet chains, hard balls, pagers, yo-yos, aerosol/non-aerosol sprays, rubber bands, toy guns, water pistols, hood ornaments, latex balloons, paint balls, paint ball guns, squeeze bottles, BBs, laser lights, spit wads, playing cards and other items determined to be a nuisance by staff/administration.
 - a. 1st offense: taken and/or returned to parent
 - b. 2nd offense: taken for the remainder of the school year
 Use of nuisance items to cause injury:
 - a. 1st offense: parent contact, possible detention, Saturday School, suspension and police contact
 - b. 2nd offense: parent contact and 1 to 3 days suspension
5. Cell Phones: Cell phones may not be visible at any time during the school day and must remain off. Cell phones may not be used at any time when students are in the school building.
 - a. 1st offense: confiscation of item for remainder of day for retrieval by student
 - b. 2nd offense: confiscation of the item for retrieval by a parent
 - c. 3rd offense: may result in suspension up to 3 days and confiscation of the cell phone until a time to be determined by administration.
6. Cell phones with data communication capabilities and photographic capabilities are not to be used at school or at school events. Students are not to use them in any way to share inappropriate information, invade the privacy of others, send or receive personal/text messages or cheat on tests.
 - a. 1st offense: confiscation of cell phone and cell phone not returned until a parent conference has been held, possible Saturday School, possible suspension, possible expulsion
7. Disregarding lunchroom rules or inappropriate behavior in the lunchroom:
 - a. 1st offense: parent contact, possible lunchroom clean-up duty, possible loss of cafeteria privileges, possible detention or 1 to 3 days suspension
8. Throwing snowballs:
 - a. 1st offense: parent contact and 2 days detention, possible Saturday School, possible suspension
 - b. 2nd offense: parent contact, Saturday school and possible 1 to 3 days suspension
 - c. 3rd offense: treated as persistent disobedience (*See Persistent Disobedience*)

9. Backpacks/Jackets: Students may not bring their backpacks or jackets with them to class.
 - a. 1st offense: Students will need to bring the item back to their locker and will be assessed a tardy.

Persistent Disobedience: Persistent Disobedience is the continual and purposeful failure to follow the directives of school personnel and abide by the Grandville Middle School Conduct Code.

Parent contact, 1 to 10 days suspension, possible long-term suspension, possible referral to an alternate placement, possible recommended expulsion