

Bangor Public Schools
“Providing Educational Excellence as a Pathway to Success”

Bangor Middle School
803 West Arlington Road
Bangor, MI 49013

Mission Statement

Bangor Middle School is dedicated to providing a safe, productive, and positive learning environment in which all students will learn.

Principal:
Jim Greydanus

Dean of Students:
Dan Thorbjornsen

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This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student No. _____

Bangor Middle School
Student Guidelines
2009-2010

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Welcome

Hello and welcome to Bangor Middle School. We want to make every child successful and hope that “The Middle School Experience” is a fun and enjoyable time. These guidelines are a summary of information from the Bangor Public Schools student handbook that apply specifically to Bangor Middle School. The district handbook should be consulted for additional information.

Federal Law Compliance

Bangor Middle School hereby agrees to comply with federal law that guarantees that no person shall be discriminated against based on race, color, religion, national origin or ancestry, sex, marital status, or handicap.

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians and students over 18 years of age the right to inspect and review the student’s educational records within 45 days of the request for access. They may ask the school to amend a record that they believe is inaccurate or misleading.

FERPA requires that Bangor Middle School, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student’s education records. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed without prior written consent. A parent or guardian may notify the school principal in writing of any directory information that should not be disclosed within ten days of receipt of this handbook.

Section I – General Information

Emergency Medical Information

Each student must turn in an emergency medical information sheet to the school office. It is imperative that we are aware of allergies and any other medical condition that your child experiences. We also must have a phone number where a parent or relative can be reached in case of an emergency.

Medications

Medications that must be taken at school have to be stored in the office and must be in the original prescription container, including over the counter medications. The parent must complete the proper paperwork at the office and have it filled out by their physician or care provider in order for **any** medications to be dispensed at school. **All** over-the-counter medications such as Tylenol, cough drops, aspirin, or nasal decongestants are included in this policy by law. The forms may also be printed from the school’s website (www.bangorvikings.org).

All medications must be delivered & picked up by the parent.

Michigan law prohibits students from taking **any** medications at school without the proper authorization.

Hearing, Head Lice and Vision Screening

Students are periodically screened for hearing, head lice, scoliosis and vision difficulties.

Fines

Students are expected to care for school issued materials and to return these in reasonable condition. Students will be expected to pay replacement costs for materials lost or damaged beyond repair.

Items Not Allowed in School

Trading cards	Walkie-Talkies
Roller Blades, Skateboards (Heelys)	Electronic Games (during school day)
Laser Pointers	Video/Digital Cameras
Audio Devices (CD's, CD players, MP3's, I-PODs during school day)	

*Students may have cell phones in their possession, but they must be turned off during the school day.

*Items may be forfeited for a period of time or permanently confiscated.

Food Service

Breakfast and lunch are served daily. All students will be issued a secret PIN number for use at the point of purchase. Free/Reduced hot lunch forms are available in the school office.

Act of God Days and Delays

At times it may be necessary to cancel classes due to weather related conditions. All announcements will be made on COSY AM (940) and FM (103.7) radio as well as WWMT-TV (Channel 3) television. In addition, the school district will attempt to notify parents with the Instant Alert system. Please do not call the school.

Visitors

Parents are always welcome visitors to our school. Due to safety considerations all visitors **must** report to the office upon entering the building. Any visitor in the building **must** obtain a visitor's badge to wear while in the building. Anyone found in the building without the visitor's badge will be asked to report directly to the office. No friends, relatives, or anyone other than a parent, guardian, or advocate is allowed to attend class with a student. The school administrator has the right to regulate visitation in the building.

Lost and Found

All items considered lost and turned in to the office will be available for pick up. If you feel that you have lost an item at school, please check the lost and found in the office.

Agenda

Each student receives an agenda book when they enter the middle school. This book is to be used to record homework assignments and to plan ahead for projects, etc. **This book is required in EVERY class.** Please discuss this book with your child in order to see whether or not they have homework, or if a teacher sends home a note. **While this agenda may be personalized, this agenda must remain in good repair. Mutilated/lost agendas will need to be replaced at a cost of \$5.00 to the owner.**

Advisor/Advisee

Every middle school student will be assigned an advisor. This advisor will meet with each child to assist him or her with problems, advice, homework assistance etc. Parents may call the school to meet with their child's advisor.

Teachers

Teachers are available during their planning time, and after or before school to meet with parents and students. You may call the office (427-6824) to arrange for a conference. Teachers will regularly update progress reports on Edline. Please contact the school for access information to this online tool.

Conferences

Parent/Teacher conferences are held twice a year, in the fall and again in the spring.

Emergency Drills

Bangor Public Schools regularly conducts emergency preparedness drills to teach students how to respond in emergency situations. These include fire, tornado, and lock-down drills. They are conducted periodically throughout the school year. Students are expected to take all emergency drills seriously and conduct themselves in an appropriate manner.

Section II – Academics

Report Cards

Students will receive an academic grade for each class one-week after the end of the marking period. The scholastic grades of A, B, C, D denote a passing grade. An Incomplete (I) grade may be given if circumstances prevent a student from completing their work. This work must be completed and turned in no later than two weeks after the grading period ends. Midway between each grading period a progress report will be issued to each student. If you wish a weekly report, please contact the guidance counselor's office (427-6824). Report cards may be kept by the office if a child has a fine for a lost textbook, sports equipment, locks, or other items.

Retention Guidelines

The staff of Bangor Middle School is committed to helping each student succeed. Teachers and Administrators will develop systems of communication with parents and guardians concerning students who are having difficulty in school. These systems will include:

Various forms of documentation and communication will be completed early in the semester or school year so that intervention strategies can take place from both the parents and the teacher's perspective.

Interim reports for students achieving below average will be sent home halfway through each grading period. These reports should be signed by the parent and teacher to write comments as well as for the parent to request a conference.

Regular grade level teamings will take place to discuss strategies for a child who may be having difficulty in school.

After school programs and summer school programs may be used to supplement a student's academic needs or remedial concerns.

Appropriate documentation of the student's, school's and parent's participation in all strategies/interventions will be kept and reviewed on a regular and timely basis.

In the event that a student fails more than two marking period of any core class, then retention in that grade for the following year may be explored. Summer school may be advised for students with academic difficulties. The following areas will be considered in each case:

- **Academic ability and achievement**
- **Cognitive concerns and appropriate placement**
- **Attendance/truancy concerns**

Please note this would apply to the core curriculum areas only. There are four marking periods at Bangor Middle School. The school administration will make the final decision on all students being considered for retention.

Section III – Student Activities

Athletic Eligibility

Each week teachers complete an eligibility review and return it to the athletic director.

Students must be passing three out of five classes.

Students will be expected to score a 1, or 2 on a 3-point citizenship scale. A student earning two 3's in a week is not eligible to participate in sports.

A child must have been present in school the entire school day to participate in any activity, unless excused by an administrator.

A child can't participate if he/she is suspended from school.

This is a list of guidelines. Other rules will apply. See athletic office for any other questions.

Section IV – Student Conduct

Attendance Policy

Students enrolled in the Bangor Public Schools are expected to be in attendance each day that school is in session, except in cases of illness or other situations of a personal nature which are unavoidable and would be interpreted as excused absences. Michigan State Law requires school attendance through age 16 and regular daily attendance is essential to a student's successful educational experience. Frequent absence or repeated tardiness will be grounds for the school to take action to resolve the problem in order to ensure the student's academic success in school.

Definitions/Procedures for Attendance

All students are expected to attend school on all scheduled days. Likewise, all students are expected to attend all scheduled classes. **A student's absence will be considered excused for: 1) personal/family illness, 2) death in the family, 3) extended hospitalization, 4) severe road/weather conditions, 5) religious observations, 6) attendance at a health clinic or doctor's office/chronic medical condition confirmed by a physician, 7) a mandated court appearance.** **Excused absences must be documented either by a telephone call or in writing by a parent/guardian and submitted to the school before or upon the student's return to school.**

Excessive unexcused absences shall be considered to be 3 days in a semester in grades 6-8.

Administrative procedures have been established to deal with situations of excessive absence and tardiness. These procedures include notification to the student verbally at 5 days of unexcused absence, and referral to the Police Liaison Officer. A letter is also sent to the parent requesting them to contact the assistant principal. Should a student then reach 8 days of unexcused absences, a letter notifying the parents will again be sent and the school will be obligated to inform the court system of the absences. Anytime a child misses school, it is expected that the parent will contact the school in written or verbal form.

Tardy Policy

It is expected all children arrive at school on time in the morning and report to class on time. Unexcused tardies will result in the student receiving a lunch detention. Arrangements must be made with the principal if the detention can't be served during that time,. If the child fails to serve the detention, a day of in-school suspension will be given. A student is considered insubordinate upon the second offense of not serving a detention and subject to a one day out of school suspension. Some tardies may be excused at the administrator's discretion. Tardies that won't be excused include, but are not limited to:

Overslept	Skipping a class and was late
Missed the bus	Forgot to bring a note from parent explaining situation
Alarm clock didn't go off	Parent running late
Car trouble	Had to "catch" ride with another person and they were late

Four accumulated tardies will result in ½ day in-school suspension. Patterns of excessive tardiness will require detention time before and/or after school hours.

This book contains guidelines. Situations may arise where other disciplinary action may be necessary to maintain the educational environment.

Student Expectations

1. Be respectful to yourself and others
 - a. Keep hands, feet and other objects to yourself
 - b. Call others by their appropriate names
 - c. Keep voice at conversational level

2. Be Responsible
 - a. Walk at all times
 - b. Use appropriate language
 - c. Have a pass in the halls unless during passing times

3. Follow Staff Directions
 - a. Follow directions given by any staff member
 - b. Follow direction immediately
 - c. Acknowledge the direction with words/actions
 - d. If you disagree with direction, follow it, then calmly arrange to discuss it later.

The Bangor Middle School Code of Conduct

The following is the code of conduct to be used by the students, teaching staff, administration, and parents/guardians of the Bangor Middle School to consistently, fairly and accurately assign consequences for violating rules or acting inappropriately. Teaching staff will consistently enforce school rules, and establish classroom procedures to provide an orderly and constructive learning environment. When a staff member determines that additional intervention is necessary, he/she will refer students to the administrative staff. Please note that matters not covered in the discipline code will be handled at the discretion of the administration.

Category I: Self-Defeating Acts (Teacher-managed/classroom)

Self-defeating acts only hurt you. They interfere with the number one priority and focus of the school day: Your Education! Our goal is to prevent these acts from becoming habits which may have a negative effect on your future.

- Lack of supplies (pencils, pen, paper, books, etc.)
- Tardiness
- Dress code violation
- Disrupting the Quality of Classroom Instruction
- Cheating/plagiarism
- Failure to show for assigned detention
- Violating established classroom procedures

Lack of Supplies: Students are expected to come to every classroom during their school day prepared with all the necessary tools to do work. A student's job is defined as putting forth their best effort in each class.

Tardiness: Students are expected to arrive on time to each class. Being on time is critical in many aspects of life: work, play, relationships, and school. In order to reach your potential, being on time for instruction, activities, and assessments means you won't miss any information, thus you'll have everything you need to be successful.

Disruption of Quality Classroom Instruction: Students are expected to contribute to an environment conducive to learning for all. Disruptive activities are those which interfere with teaching, learning, or another's personal rights. Consequences depend upon how often behaviors are repeated, or how severe the disruption.

Inappropriate Attire: Each student has the right to dress in ways which represent his/her individuality. However, students are expected to dress in a manner that does not disrupt the educational process. The following guidelines need to be followed for all school events. Other items may be included in this list at the administrator's discretion:

1. Shoes, sandals, flip-flops must be worn at all times.
2. No slippers may be worn, unless prescribed for certain events (spirit days, classroom activities, etc.).
3. No coats are to be worn in class/Detention Room.
4. All shorts and skirts must come to the end of the fingers when arms are extended down.
5. No clothing designed to be worn as an undergarment is appropriate for school.

6. No spaghetti strap shirts are allowed without covering or wearing a shirt underneath them that has sleeves.
7. Pants must be worn at the waistline. No “sagging” will be allowed.
8. Bottoms made with flannel, “satin”, or fleece, designed to be worn as pajamas or “loungewear” will not be allowed unless approved for wear on designated spirit days.
9. No clothing shall promote gang activity, drugs, alcoholic beverages, inappropriate language or messages.
10. No hats, visors, “doo-rags”, bandanas, or scarves may be worn in the school building.
11. No half shirts, midriffs, or shirts that don’t cover the stomach completely can be worn. Tops and bottoms need to “overlap” at all times.
12. No book bags in class.
13. No body piercing can have chains etc. hanging from them.
14. No dog or wallet chains, or spiked collars or bracelets, may be worn.

Cheating/Plagiarism: Students are expected to put forth energy, ingenuity and time to produce their work for all assignments. Students who simply receive answers from others miss out on learning opportunities. The person who takes answers from another student without their prior consent or copies a source word for word has committed a robbery. Such offenses will be taken seriously.

When students make choices inconsistent with school expectations they may face consequences.

The range of possible consequences includes: Warning (verbal/written), Time Out, Parent/guardian notification, Parent/guardian conference with teacher, Student Conference with Team, Extra Work Assignments, Behavior Plan, Detention(Lunch), Before/After School Detention, or Removal from class.

Category II: Socially Unacceptable Acts (Referral to Administrator)

Socially Unacceptable Acts are offensive to others. They are disrespectful to people and the educational environment. They invite incorrect perceptions of you.

- Insubordination
- Inappropriate Behavior
- Public Display of Affection
- Littering
- Building use violations (restrooms, cafeteria, lockers, etc.)
- Profanity
- Misbehavior for a substitute
- Unacceptable use of Computers
- Truancy

Insubordination- Students are expected to respond in a timely and respectful manner to all reasonable requests from any adult in the middle school. Insubordination, or willful defiance, is defined as the refusal to follow any reasonable request of any adult in the school.

Inappropriate Behavior- Students are expected to follow school rules, respect the rights of students and staff, and to resolve conflicts in a positive way. Inappropriate behaviors occur when students violate a school rule, or when a student's actions interfere with teaching, learning, and/or another person's rights.

Public Display of Affection-School is a place for learning. All students should conduct themselves in an appropriate manner at all times. Students are expected to avoid inappropriate or excessive displays of affection or any other touching that may be perceived as inappropriate in nature.

Littering- Students are expected to dispose of their trash. Our school reflects the students and staff who learn and work here. It is important we maintain a clean building.

Misbehavior in the Cafeteria-Students are expected to be well-behaved in the cafeteria. Following the rules for lining up, receiving your lunch, and cleaning up will help a large number of students get served in the shortest amount of time. Students may not cut in line, engage in horseplay, buy food for other people, or engage in any other behaviors which unfairly delay service.

Profanity-Students are expected to use language which is appropriate to school. In our building we expect students to speak to every person, students and adults alike, with dignity and respect. We teach proper grammar, speaking and writing skills, along with extensive vocabulary providing acceptable tools for communication.

Least severe-Use of words which are considered offensive and inconsiderate.

Moderately severe-Profanity used deliberately or to insult another.

Most severe-Profanity or gesture(s) used to make a threat, attack, or to challenge authority.

Misbehavior for a Substitute-All students are expected to be well-behaved in classes taught by a substitute teacher. Substitute teachers are an important part of the school, and students must give them proper respect. Misbehavior for a substitute teacher interrupts your learning and the learning of your classmates.

Unacceptable use of computers-Students are expected to follow the acceptable use policy while accessing computers in the school. They are responsible for protecting their username and password.

Truancy-Students are expected to attend school on all scheduled days. A student's absence will be considered excused for: 1) personal illness, 2) illness or death in the family, 3) impassable roads or severe weather conditions, 4) religious observations, 5) attendance at a health clinic or doctor's office, 6) a required court appearance. Likewise, all students are expected to attend all scheduled classes.

Excused absences must be documented either by a telephone call or in writing by a parent/guardian and submitted to the school before or when the student returns to school.

When students make choices inconsistent with school expectations they may face consequences.

The range of possible consequences includes: Warning (verbal/written), Time Out, Parent/guardian notification, Parent/guardian conference with teacher, Student Conference with Team, Extra Work Assignments, Behavior Plan, Detention(Lunch), Before/After School Detention, Removal from class, Loss of cafeteria privileges, Loss of school privileges (Dances, Sports, etc.), Litter Duty, Referral to school support services, Mandatory parent/guardian attendance, Suspension.

** Lost school privileges may be earned back by students by completing School/Community Service hours assigned by the administration.*

Category III: Unsafe Acts

(Administrator)

Unsafe Acts are defined as those acts that a reasonable person would deem hazardous to themselves, others or the person committing the act, including bystanders. The creation of a safe school environment necessitates that these types of incidents be dealt with swiftly, and with regard to the severity of the offense.

Bullying

Endangering the welfare of self or others including fighting

Loitering

Presence in areas designated off limits

Riding bike, scooter, skateboard on campus

Bullying-Students are expected to treat others in a positive and respectful manner. Bullying of any kind is unacceptable and will not be tolerated at our school. If bullying does occur, all students should inform an adult. The incident(s) will be taken seriously. This means that anyone who knows that bullying is happening is expected to inform a staff member. Bullying is the use of aggression that is hurtful to another person. Bullying results in pain and distress to the victim. Bullying can be:

Emotional	being unfriendly, being disrespectful, excluding, tormenting
Physical	pushing, kicking, hitting, punching or any use of violence
Racist	racial taunts, graffiti, gestures
Sexual	unwanted physical contact or sexually abusive comments
Homophobic	because of, or focusing on the issue of sexuality
Verbal	name-calling, sarcasm, spreading rumors, teasing

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with dignity and respect. This includes student-to-student, student-to-adult, and adult-to-student. Anyone that feels that he or she is a victim of bullying should report it immediately. Children who bully others can be warned, suspended, or expelled at the administrator's discretion.

Endangering the welfare of self or others including fighting-Students and staff are expected to maintain a non-threatening physical and emotional environment in which to learn. Any student who engages in a physical fight with another student should expect to receive consequences for such actions.

Loitering/Presence in areas designed off limits -When on campus before, during, and after school, students must be supervised.

Riding bike, scooter, skateboard on campus-The School Board has stated in its policy that the use of skateboards on school property is prohibited. Bicycles/scooters must be operated in a safe manner, and may not be used during school hours.

When students make choices inconsistent with school expectations they may face consequences.

The range of possible consequences includes: Loss of school privileges (Dances, Sports, etc.), Referral to school support services, Mandatory parent/guardian attendance, Suspension, Conference with Liaison Officer/Law Enforcement.

**Lost school privileges may be earned back by students by completing School/Community Service hours assigned by the administration.*

Category IV: Illegal Acts/Other Unacceptable Acts

(Illegal, Hazardous, Violation of Revised School Code)

Our system of law defines illegal activities very clearly, and they occur infrequently in our schools. Students need to be aware, however, of the behaviors which will fall under this heading on even minor occurrences.

Illegal or Other Unacceptable Acts

The following is a list of behavior offenses (Unacceptable Acts) that can lead to, Restitution/Restoration, suspension, expulsion and/or criminal prosecution at the discretion of the administrator.

Use of force or violence to cause physical injury

Damage to public or private property

Possession of dangerous objects

Harassment, making threats, intimidation/participation in hate violence

Stealing/Robbery/Extortion

Possession/selling of controlled substances

Smoking (includes on school grounds or at a school event)

Obscene acts

Possession of drug paraphernalia

Receiving stolen property

Possession of an imitation firearm

Sexual harassment/Assault

Please note matters not covered in the discipline code will be handled at the discretion of the administration. At all times the severity of the situation will be determined by the administration. In all cases involving referrals to the police the administration may elect to press charges.

Weapons Free/Violence Free School Zone

Bangor Public Schools adheres to federal policy regarding weapons in schools. If a student possesses a dangerous weapon or poses a significant threat to the safety and well being of those in school, he or she may be removed from school. Removal may include suspension, expulsion and/or an alternative educational placement. Any student who is aware of a potential safety threat is under obligation to report this to an adult immediately.

Child, Book Bag, Locker Searches

Searches are rarely performed. However, the school administration reserves the right to search any child, book bag, locker, etc. This will be carried out in a reasonable scope.

Appeal Process

Any parent, guardian, child or anyone wishing to challenge an administrative decision must first speak to the building principal.

When students make choices inconsistent with school expectations they may face consequences.

The range of possible consequences includes: Suspension, Restitution/Restoration, Expulsion, or Criminal Prosecution.

Section V – Transportation

Bus Regulations

Bus transportation to and from school is provided for all students, including a cross-town bus for city students. Riding the bus is a privilege, not a right, and may be revoked at any time that the student's behavior makes the bus unsafe. If you have any questions concerning transportation you may contact the office (427-6824) or the Transportation Department (427-6834). If you have a problem with a specific bus driver, please speak first with the transportation department supervisor.