

SPRING LAKE

MIDDLE SCHOOL HANDBOOK

**A guide for students and parents regarding school policies
and codes of conduct**

2016-2017



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ADMINISTRATION AND SUPPORT STAFF

Principal..... Aaron West
Secretary to Mr. West Gail Brye
Athletic Director..... Cavin Mohrhardt
Secretary to Mr. Mohrhardt..... Susan Theune
Intermediate Principal Ben Lewakowski
Secretary to Mr. Lewakowski Lisa Sabo
Guidance Counselor Shana Woodwyk
Social Worker..... Kristi Kortman

SCHOOL SONG

Go, go you Lakers go, show them all your might
Go, go you Lakers go, go out and fight – Ra!, Ra!, Ra!
Hail, hail to Spring Lake, we’re proud as we can be
We’re here to cheer our team to victory.

WELCOME TO SPRING LAKE MIDDLE SCHOOL

Welcome to Spring Lake Middle School. As a group of faculty members, we will continue to embrace the opportunity to work with many of the finest young people in all of West Michigan. A student's educational experience is the result of a collaborative interaction between that young person, their parents, and the school. This combined effort, along with unparalleled community support, has created a standard of excellence that is firmly in place.

Even though our achievement results speak for themselves, we are always striving to improve and become even more effective and efficient as educators. Our primary goal for the 2016-2017 school year will be to provide you with experiences that will allow for the development of your academic and social skills so that you are fully prepared to move into the high school setting... exploratory opportunities are what we seek to provide. Ultimately this will allow you to move into a post-secondary experience while being college and/or work force ready.

Please come to school each day with a positive attitude and the desire to work hard. This, combined with treating other people that you interact with in a respectful manner, will allow you to have a positive and productive school year.

Sincerely,



Principal

MISSION STATEMENT

Our mission is to challenge all students with educational experiences which enable them to become literate, responsible, productive citizens and to create an environment which fosters high expectations, a positive self-image, and a belief in the value of learning.

BELIEF STATEMENT

We at Spring Lake believe that:

- Every Student Can Learn
- Teaching Makes A Difference
- Planning For Instruction Improves Student Opportunities To Learn
- Frequent Monitoring Of Student Progress Contributes To Effective Teaching And Learning

In order to continue our commitment to effective education, we will plan and provide accordingly.

2016-2017 SPRING LAKE MIDDLE SCHOOL FACULTY

ART & GRAPHIC DESIGN

Aaron Zuelke

BAND

Mark Grevengoed

Mike Truszkowski

BUSINESS

Shelly Ellingboe

CHOIR

Robin Kieft

COMPUTERS

Rachel Immink

Eric Kipling

Brandon Suchecki

FOREIGN LANGUAGE

Heather Brewer

Becky Gray

LANGUAGE ARTS

Heather Brewer

Greg Brown

Shelly Ellingboe

Brandon Suchecki

MATHEMATICS

Bree DeWeerd

Marisa Doane

Rich Hyde

Chad Wahlberg

MEDIA CENTER

Barb Duff

Lesley Reed

PHYSICAL ED/HEALTH

Bill Core

Naomi Van Singel

SCIENCE

Bree DeWeerd

Rachel Immink

Laura Molyneux

Chad Wahlberg

SOCIAL STUDIES

Eric Kipling

Tammy Kuhlman

Stacey Peterson

Jeremy Thelen

SPECIAL EDUCATION

Cassidy Hazekamp

Stacey Peterson

TECHNICAL EDUCATION

Erik Kipling

TITLE I

Keli Olson

ACADEMIC INFORMATION

Spring Lake Middle School operates under a 12-week trimester program. Parents are kept informed of academic performance through Power School Parent Access, report cards (sent home after each 12 weeks), and if necessary, paper progress reports. Scholarship is evaluated in terms of letter grades.

- A - Excellent performance- consistently high quality work
- B - Good performance- above average work and knowledge
- C - Fair performance- average work and knowledge
- D - Minimum performance- below average knowledge and work
- E - Unacceptable performance - no credit awarded
- INC - Incomplete - work must be made up or grade = E
- **CR - Credit
- **NC - No Credit

**In some instances classes may be elected by a student or grades issued by teachers on a credit/no credit basis. Courses taken on credit/no credit basis must be approved by the Principal.

PARENT INFORMATION

Parents are encouraged to use the school website, www.springlakeschools.org, by creating a parent account in PowerSchool. Parents are able to check grades, attendance, lunch balances, transportation information, and other information. Parents are also able to sign up to have progress reports automatically emailed through this parent portal. The guidance department has **short-term** forms and procedures to help “kick start” a student so they can learn how to be organized, productive, and successful independently.

Spring Lake Middle School will be utilizing School Messenger as the email system to notify parents of important events, trends, and messages. This is the same venue that will deliver the progress report information. This system pulls parent emails directly from PowerSchool, therefore inform the MS office of any email address changes. In the event that you do not have email, we will make arrangements to have a hard copy of these messages mailed to you.

HONOR ROLL

Honor roll is determined after each twelve-week report card. A student must earn a straight “B” (3.00) average in order to achieve recognition on the honor roll. No “D” or “E” grades may be received in that trimester and no poor behavior comment is acceptable for this recognition.

MIDDLE SCHOOL RETENTION POLICY

Promotion from one grade level to the next is not an automatic move that comes with the passage of time. Students learn basic skills at each level that we build upon. A 7th grade student may be retained in English, Math, Social Studies, or Science, if he/she has failed the course, or failed to complete the course. If a 7th or 8th grade student fails multiple core subjects, retention in the grade may occur. Special education students will have their cases reviewed and determined by the Special Education Department.

SCHEDULE CHANGES

In almost all cases, students follow the schedule they receive in August for the entire school year. In rare cases a change might be necessary. Parents, counselors, and principal will discuss the need for a change and make the adjustments if necessary.

ATTENDANCE POLICY

GENERAL GUIDELINES

Because we believe that regular school attendance is essential to the learning process, the following attendance guidelines and procedures have been established.

1. Students are expected to attend all of their scheduled classes on time.
2. Whenever an assembly is scheduled, students must first report to class for roll.
3. An absence will be excused when the absence occurs due to illness, death in the family, family emergency, or medical situation.

An absence for reasons of importance other than those mentioned above should be discussed with and approved by middle school office personnel before the absence occurs.

Personal business and vacations should be scheduled outside the school day. When this is impossible, parents should contact the office.

If, at any time during the day, a student finds it is necessary to leave the building or school grounds, the student must obtain permission from the office and a parent or guardian and enter his or her name and check-out time on a sign-out sheet.

GENERAL ABSENCE PROCEDURES

1. A parent or legal guardian should call the middle school office, 846-5502, on the day(s) an absence occurs. All calls should be made within 24 hours of the absence.
2. If a parent is unable to call due to times of employment, a note must be provided the first day the student returns to school. Parents can also leave a message on our answering machine at any time excusing the student.
3. Unexcused absences result in no credit for the day, and will result in a Saturday detention.
4. Parents will be notified by mail when the student has accumulated an excessive number of absences. The school will attempt to notify parents after the 8th and 10th absences. The teacher's record will always be considered the official attendance record.
5. A student-parent-administrator conference may be required in cases of excessive absences or tardies.
6. Absences resulting from long-term illness will be evaluated on an individual basis.
7. The school will contact the truant officer for those students who are not regularly attending school and who are not 16 years of age. Excessive absence problems will be handled on an individual basis. Retention, court involvement, removal from class(es), and other actions will be considered.
9. Truancy, being absent without permission of parent or school, for all or part of the school day, will result in a Saturday detention. Persistent truancy could result in suspension and/or removal from classes.

TARDINESS

In order for classes to begin on time and use the full time of instruction, all students are expected to be in their scheduled classes on time. A tardy is when the student is not present in the room at the required time. Students have two tardies per 12-week trimester class before any disciplinary action is taken. We suggest checking with your teacher BEFORE you do anything that will make you late for the class.

1. If a student is late for class less than 15 minutes, the teacher will record the student as tardy. If a student is more than 15 minutes late for class, the teacher will record the student as absent.
2. Students missing any part of the day must report to the office to sign-in before attending class and will have a pass from the office.
3. Tardiness will only be excused for the following reasons:
 - a. Personal illness, doctor's appointments
 - b. Family illness or business
 - c. Late bus
 - d. Advanced excuses
 - e. School business

4. Students start with a clean slate at the beginning of each trimester.

TARDINESS DISCIPLINARY PROCEDURE

- A. First three offenses handled at the discretion of the teacher. As a general rule, teachers will assign a detention for the third unexcused tardy for the trimester.
- B. Fourth offense will be handled by the teacher who will assign a detention(s).
- C. Fifth offense will result in the student being assigned a Saturday detention.
- D. Further offenses will result in the student not being permitted into class and sent to the office where he/she will be assigned a Saturday detention or in-house suspension.

ADVANCED ABSENCES

Parent or guardian(s) requesting the student to be excused for a period of time must make the request by phone or in person at least two (2) days in advance. The following are reasons that an absence request is *Not Recommended* by the teacher(s) and/or administration:

1. If, in the judgment of the administration or the teacher, the length of the absence will seriously jeopardize the student's grade.
2. Poor attendance or academic record.

If the parent makes a decision to leave after the request is *Not Recommended*, parents accept the possible negative effect on student grades.

STUDENT DRESS CODE

The Spring Lake Board of Education considers the matter of individual student dress to be a responsibility of the parents of students attending schools within the district. However, it should be clear to all students and parents that any student dressing in such a way as to be a disturbing influence upon the normal operation of the school, or dressing in a manner that creates a safety or health hazard for themselves, other students, or any school employee, will not be admitted to class.

The following dress code guidelines have been established:

1. Students should strive for reasonable cleanliness of person so as not to be offensive to any other person.
2. Clothing and grooming considered distracting, indecent, or wholly inappropriate for the classroom will not be allowed. This would include, but not be limited to, beach wear, short clothing, short shorts or skirts (an inseam of no less than 5 inches is the expectation), clothing with holes, or bare midriff. No clothing that mentions or symbolizes alcohol, drugs, or tobacco may be worn. Coats, jackets, or insulated vests are not to be worn in the classroom. Middle School students are not to wear hats or non-medical headgear, or have facial piercings in during the school day. Any type of clothing that has lewd or offensive connotations should not be worn. Low cut clothing that shows cleavage is inappropriate for school. Straps (on tops or dresses) less than 1 inch or revealing neck lines (on tops or dresses) are not appropriate for school. Wallet chains, long chains, or sharp/pointed jewelry are not allowed. If student dress is deemed inappropriate, and no alternate clothing is available at school, parents will be called to bring in appropriate clothing.
3. Clothes shall be sufficient to conceal all undergarments at all times. Undergarments include boy's underwear and boxers and girl's bras/bra straps or underwear.
4. Tank tops are required under any off-the shoulder, low cut, or loose fitting top.

Specific clothing, health, and safety standards may be required in technology education, life skills, physical education, or on field trips.

BICYCLES, SKATEBOARDS, SCOOTERS & ROLLER BLADES

Bike racks are located on the east side (front of school). ALL BIKES ARE TO BE PARKED IN THESE RACKS. Bikes should be locked when not in use. SKATEBOARDS, SCOOTERS & ROLLER BLADES ARE NOT ALLOWED ON SCHOOL PROPERTY. Bikes are not to be ridden by school entrances, steps, ramps, parking lots, fields, or other non-road areas at any time!

OFF-LIMIT AREAS

Before, during, and after school, students should consider the parking lots and paved roads as the school boundaries. Athletic fields, practice fields, surrounding woods and marshes, etc. are off-limits to students, unless staff permission is given. Disciplinary action will follow violations.

CELL PHONES

Cell phones must be turned off and left in student lockers (we recommend locked) during the school day. Violations will result in confiscation, and possibly suspension for repeat violations.

Cell phone consequences:

- First offense: cell phone turned into main office until the end of the day
- Second offense: a detention will be assigned and parent may have to pick up the phone
- Third offense: a Saturday Detention is a possibility and the phone may be held for a period of time.

ELECTRONIC DEVICES

The Spring Lake Public Schools Chromebook Initiative allows each student to take a Google Chromebook home. Taking home a Chromebook expands the learning day and allows students to complete projects started at school. The student is responsible at all times for the care and appropriate use of the assigned Chromebook. If the student violates the guidelines agreed to in the District Technology Acceptable Use Policy or the rules and guidelines as explained in the Chromebook Handbook for Students and Parents, his/her privilege to take the Chromebook home may be restricted or removed and he/she may be subject to disciplinary action.

Full replacement cost for the Chromebook is approximately \$380.00. In the event of theft or accidental damage, insurance will cover the cost of replacing or repairing the Chromebook. Insurance for each Chromebook may be purchased by families. The appropriate care of Chromebooks will allow the future rates for insurance to stay low. The Chromebook remains the property of Spring Lake Public Schools. At the end of the school year or upon transfer from the district, parents and students agree to return the Chromebook to the school in the same condition it was issued to the student, less reasonable wear.

Electronic devices with video capability of any kind are strictly prohibited from school locker room areas and bathrooms. This includes, but is not limited to, phones, cameras, iPads, Chromebooks and readers. Unlawful use of electronic devices will result in the loss of privileges to possess, or use devices at school.

GUIDANCE AND COUNSELING SERVICES

The Middle School counselors are primarily concerned with helping students help themselves. A counselor is available should a student experience difficulty in classes or wish to discuss problems of a social or personal nature. The counselor will work with students individually on any problems they might have in adjusting to school situations. Students and parents are encouraged to contact the Guidance Department when problems arise which may affect school performance.

STUDENT RECORDS

General policy statement:

In compliance with the Family Educational Rights and Privacy Act of 1974, a parent or guardian of a student under 18 years of age and a student 18 years of age or over may have access to the records, files, and data of the school district relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness according to procedures established by the Board of Education. Such procedures shall be made available on request and shall include the opportunity for a hearing upon request.

No records, files, or data directly relating to an individual student will be made available to anyone without the consent of the student under 18 years of age except (1) to teachers and officials of the school district who have a legitimate educational interest in such information, (2) to officials of a school to which a student intends to enroll, in which case the student or parent or guardian shall be so notified, (3) to comply with a court ordered access to such records, in which case the student or parent or guardian shall be so notified, and (4) to honor a request from an Authorized Federal Administrative Agency when a student applies for financial aid. Federal Agency requests not connected with financial aid may be honored, but shall not include names of students or their parents or guardians or any means of identifying such students, parents or guardians.

Procedures for Student or Parent or Guardian Access to Student Records:

1. A request to examine student records shall be in writing upon forms specified by the school.
2. A request to examine records shall be honored within 30 days of its receipt. (Cannot exceed 45 days according to the law.)
3. Records may be examined in the Guidance Office during regular office hours at an agreed upon time, or at other times by special arrangement.
4. Records may be examined only in the presence of a counselor or a building administrator.
5. Assistance in interpreting the records shall be available to the student or parent/guardian.
6. The student 18 years of age or over, or the parent or guardian of a student under 18 years of age shall have the right to challenge the contents of the student's records as subsequently provided in these policies and procedures.

Procedures for access of student records to persons or agencies other than students 18 years of age or over or parents or guardians of students under 18 years of age are those covered under the general exceptions listed in the preceding general policy statement.

Procedures for transferring records on request of another school to which a student intends to enroll or on request to comply with a judicial order or subpoena:

1. Request for records shall be in writing on forms provided by the school.
2. Records requested may be sent without consent, but students 18 years of age or over or parents or guardians of students under 18 years of age shall be notified of the request and to whom records have been sent.
3. A copy of records sent shall be made available to the student or parent or guardian if so requested.

VISITORS

Student visitors are not allowed to attend SLMS. Adult visitors to the building must report to the office for a visitor pass. Visitors participating in classroom projects must complete a Volunteer Assessment Form.

LUNCH PROCEDURES

All 7th & 8th grade students eat lunch at 11:11 a.m. in the cafeteria/small gym. Students are not allowed to leave the building or be in any other area of the building. A variety of lunches are available in the cafeteria area. **Students are issued an ID card that establishes an account. Parents and students should make sure the account maintains a positive balance.** We recommend that students eat a nutritious lunch every day. Lunch is supervised and rules of conduct are enforced.

GENERAL CLASS BEHAVIOR

Students are expected to be ready to learn when they arrive in class. With four minutes passing time, most bathroom needs should be met between classes. Students should have books and materials when they arrive. Students who are unprepared for class should expect consequences from the teacher. As a general rule, detentions will be given for chewing gum or having food or drinks in classes. Students should report to their scheduled classes unless permission has been granted to do otherwise. Students go to class first to get permission to use a guidance pass, office pass, teacher pass, etc. Students are not to bring backpacks to class. Backpacks should be left in lockers until the end of the school day.

DISTRIBUTION OF LITERATURE

All non-school correspondence that is to be distributed must be pre-approved by the building principal. The school reserves the right to determine the appropriateness and the time and place of distribution. If distribution is denied, a written notice will be given to the party stating the rationale for the denial.

TEXTBOOKS

Textbooks are issued to all students. Students are responsible for the care and usage of these books. Students will be assessed reasonable fines to pay for excessive damage or loss.

GANG ACTIVITY

Gang activity is defined as individual or group behaviors associated with belonging to a band of youths that promotes juvenile delinquency and has an adverse effect on the school and learning environment. Students shall not engage in behaviors on school property, or during school time or events that promote gang activity. This includes but is not limited to:

1. Wearing of clothing or other apparel such as bandannas of any type, or altering one's appearance to indicate gang affiliation.
2. Wearing of jewelry or any item that denotes gang colors or symbols.
3. Hand signals or any actions that communicate gang activity.
4. Violent behaviors such as fighting, shouting confrontations, individual or group conflicts ("Standoffs").
5. Possession of weapons as described by state law regarding prohibitions of weapons in school.
6. Displaying of gang symbols on one's body, clothes, possessions, or any school property.

Disciplinary actions will range from parental contacts to recommendation for expulsion. Behavioral contracts could be used.

GENERAL INFORMATION

DROP-OFF/PICK-UP

Parents are asked to not drop off students at school before 7:15 am. No supervisor is on duty to watch students who arrive early. Front entrance doors, doors by the superintendent's office, and doors by the band room will be unlocked by 7:15 am. The doors in back of the school by the choir room are used for bus drop-off and pick-up. Students being dropped or picked up mid-day must use the front entrance. All visitors need to report to the office upon arrival. Parents should pick up students in the main parking lot (south end of school) after school or practices.

REGULAR DAILY SCHEDULE

School begins at 7:50 a.m. (first bell is at 7:45 a.m.) and continues until 2:45 p.m. There are six 57 minute class periods with a 22 minute homeroom that meet daily for 7th and 8th grade students. Scheduled half days will release at 11:05 a.m.

Regular Daily Bell Schedule

PERIOD	TIME
Homeroom	7:50 - 8:12 a.m.
1 ST period	8:12 - 9:09 a.m.
2 ND period	9:13 - 10:10 a.m.
3 RD period	10:14 - 11:11 a.m.
LUNCH	11:11 - 11:41 a.m.
4 TH period	11:46 - 12:43 p.m.
5 th Period	12:47 - 1:44 p.m.
6 th Period	1:48 - 2:45 p.m.

TWO-HOUR DELAY DAY SCHEDULE

In the event of a two-hour delay, school begins at 9:50 a.m. (first bell at 9:45 a.m.) and continues until 2:45 p.m. There are six 40 minute periods for both 7th & 8th grade students.

Two-Hour Delay Bell Schedule

PERIOD	TIME
HR/1st period	9:50 -10:30 a.m.
2nd period	10:35 -11:15 a.m.
LUNCH	11:15 -11:45 a.m.
3 rd period	11:50 -12:30 p.m.
4 th period	12:35 - 1:15 p.m.
5 th Period	1:20 - 2:00 p.m.
6 th Period	2:05 - 2:45 p.m.

TOYS, CARDS, GAMES, ETC.

Students should not bring items not needed for education to school. There is no recess or play time to use toys, cards, games, etc. These items interfere with education, are lost, damaged, traded, etc.

PHYSICAL EDUCATION

We recommend that students label all of their physical education apparel to prevent loss. Locks for the locker room are also strongly suggested. **DO NOT LEAVE MONEY OR VALUABLES UNLOCKED! SEE YOUR PHYSICAL EDUCATION TEACHER FOR SUGGESTIONS BEFORE THINGS ARE LOST!**

STUDENT LOCKERS

Lockers are the property of the school and are assigned to students for the purpose of storing books, supplies, coats, and other items essential to the students' formal educational process and physical well-being. Students may not switch locker assignments without office approval in advance. Only school issued locks are allowed on lockers. Locks will be issued by the office if a student requests one. Students are responsible for these locks. Students are responsible for the condition of their assigned locker. Fines will be assessed for locker clean-up due to damage or defacing and for unreturned locks.

The school retains the right to inspect or to search students' lockers periodically, or at any time deemed necessary by the school administration or police. Materials that are not pertinent or necessary for the students' formal educational process or physical well-being may be confiscated and held at the school.

We usually have locker clean-outs prior to winter break and before final third trimester exams. All food items and unwanted items should be removed at these times.

MIDDLE SCHOOL ACTIVITIES AND DANCES Middle School dances are for grades 7 & 8 only!

1. Activity forms containing the date, time, sponsor, place, and chaperones must be completed by the sponsoring organization and filed in the office, with principal approval two weeks in advance of the activity.
2. All school dances must have in attendance at least three (3) teacher chaperones. Chaperones may be assigned on a class sponsor basis. Additional parental chaperones are welcome, and parents are always welcome to just stop in.
3. All activities are to be held on the school premises
4. The beginning and ending times of dances will be determined by the principal in conjunction with the advisor. In general, no activity shall last beyond 9:00 p.m.
5. The rules of social etiquette and good manners will apply at all activities.

6. A student who wishes to bring a guest to school activities must obtain a guest pass from the office before 2:30 p.m. on the Thursday before the dance. To avoid overcrowded conditions, only the first fifteen (15) visitors may be approved.
7. Middle school students are not allowed at high school dances. No high school students (GRADES 9-12) or intermediate/elementary students (GRADES K-6) will be permitted to attend middle school dances or activities unless a joint event is planned.

After activities, 7th grade parents are asked to please pick up students in front of school (students will exit through front doors) and 8th grade parents please pick up students in the main parking lot (students will exit by band room hall doors).

TELEPHONE USE

Students should use the phone located in the middle school office when needing to contact a parent. Parents should call 846-5502 to reach office personnel or to be transferred to a teacher. To reach a teacher's voicemail directly call 616-847-7905 and when directed enter the teacher's extension.

SCHOOL ORGANIZATIONS

ATHLETICS

The athletic program for the middle school students consists of 10 different MHSAA sanctioned sports – 5 for the boys and 5 for the girls. All Students must have a current physical form (a valid form is dated on or after April 15 of the previous year) signed by a doctor and parents before they are allowed to practice for an interscholastic team. One physical allows the student to participate in multiple sports. A per sport fee will be charged and must be paid to participate in sports. Middle School sports are as follows:

FALL - 8th grade Boys Football, 7th and 8th grade Girls' Volleyball, and Co-ed 7th/8th grade Cross Country

WINTER I - 7th and 8th grade Boys' Basketball, Competitive Cheerleading, 7th/8th grade Girls' Swimming

WINTER II - 7th and 8th grade Girls' Basketball, Boys' Wrestling and 7th/8th grade Boys' Swimming

SPRING – 7th/8th Boys' & Girls' Track & Field

During the school year and summer, different clinics and non-interscholastic opportunities are offered. Students are encouraged to participate in these activities and to communicate their interest in a sport with a coach.

STUDENT COUNCIL

The purpose of the Student Council is to further cooperation between students and faculty, promote citizenship, and create more interest in the school curriculum and events.

CLUBS

School facilities may be available for club use. Arrangements for use of these facilities should be made two weeks in advance by contacting the office.

EMERGENCY DRILLS

Various drills are scheduled throughout the year. All classrooms have an emergency exit map for fire drills. If the fire alarm rings, students are to follow the instructions of the teacher and proceed outside immediately under the designated route. A tornado drill is usually scheduled for the spring. Students are to proceed to the locations listed in the rooms and follow instructions. Lockdown and Shelter-in-Place procedures are to be followed as instructed by school officials.

SPRING LAKE PUBLIC SCHOOLS TORNADO POLICY:

Spring Lake Middle School has a tornado plan that mandates where students and staff go when authorized to do so. Students must sit next to the walls or lockers when instructed. Each room of the school has a designated area.

A. Tornado Watch

Upon notification of a tornado watch, school officials will monitor the weather and take the necessary precautions. Normal student dismissal times and transportation operations will be followed.

B. Tornado Warning

Upon notification of a tornado warning from authorized authorities, the following procedures will be followed:

1. All school employees will remain on duty.
2. Students will not leave the building, but will be taken by their teacher to their designated area and instructed what to do until the "all clear" has been given.
3. If the warning exceeds the normal school day, the students will remain in the buildings until the warning is lifted, unless they are picked up by their parent/guardian.

STUDENT CODE OF CONDUCT

It is expected that all students will demonstrate the common elements of good citizenship while in attendance at the school. This requires that the student conducts himself/herself responsibly in relationships with others. Cooperation, courtesy, and respect for teachers and fellow students are essential elements in accepting this responsibility. The following is a list of policies that govern student conduct at Spring Lake Middle School.

The administration will consider all disciplinary matters on an individual basis. Although disciplinary penalties are indicated in the student code of conduct, these disciplinary penalties are normal disciplinary penalties. Under certain circumstances these penalties can be increased due to aggravating circumstances or decreased due to mitigating circumstances. The seriousness of the incident giving rise to discipline and the student's past disciplinary record will be considered to determine an appropriate penalty.

Students involved in a discipline problem that requires more than a verbal warning will have a disciplinary notice sent home to the parent/guardian(s) explaining the situation and the penalty. In the case of serious incidents, the parent/guardian(s) will be contacted by phone and will receive a disciplinary notice in the mail, or electronically.

DETENTIONS

Detentions are held on Tuesdays, Wednesdays and Thursdays from 2:55 until 3:40. Students will be assigned detentions for minor infractions. If a student has a unique circumstance (doctor's appointment, family emergency, etc.) where he/she is unable to attend on the assigned date, the student's PARENT must call the PRINCIPAL to make arrangements. **DETENTIONS ARE TO BE SERVED AFTER SCHOOL AT 2:50 ON THE ASSIGNED DATE UNLESS THE STAFF MEMBER WHO ISSUES THE DETENTION SETS UP AN ALTERNATE TIME AND PLACE. THIS INSURES STUDENT SUPERVISION.** Students who do not show up for a scheduled detention, without parental contact or excuse, may be assigned a Saturday detention. **The most common causes for detention are: tardiness, missing assignments, classroom or hallway misbehavior, food or gum in class, being unprepared, missing a class, minor profanity, or other inappropriate actions. STUDENTS NEED TO ARRANGE TRANSPORTATION HOME AFTER DETENTIONS. STUDENTS CANNOT RIDE THE ELEMENTARY BUS AFTER DETENTIONS.**

SATURDAY MORNING DETENTIONS

Saturday morning detentions are held from 8:00 a.m. to 11:00 a.m. Students will be expected to do school work during this time. Students will usually, but not always, be given a reminder to show up for this detention period. If a student fails to attend a Saturday morning detention, without parental contact informing the school about an illness or crisis at home, he/she will be assigned to the next Saturday detention and/or given a one-day suspension. Failure to attend the second Saturday detention will result in a two (2) day suspension. Students will be informed about the location.

The most common causes for Saturday detention are: attendance problems, continued or more serious misbehavior, refusing to complete assignments, minor insubordination, profanity, failure to complete after-school detentions, or other inappropriate actions.

IN-HOUSE SUSPENSION

An in-house suspension is a more serious step than detention. The student is separated from the other students. The student is expected to do school work during the day. The rules of in-house suspension will be explained to the student when they arrive at the in-house setting.

In-house students are expected to be on their best behavior. If there are any violations of the rules (leaving without permission, talking, destroying property, etc.) it may result in a three (3) day home suspension. In-house is normally used when a suspension is necessary because we feel it is a more productive and structured way to suspend.

HOME SUSPENSION

Short-term suspension (ten (10) days or less). Students may not be permitted to attend school for a determined length of time. This is used as a more serious form of discipline. Students suspended for three (3) days or more must have a parental conference with the principal before they will be permitted to return to school. Students may not be on school property during this time (includes all extra-curricular activities).

Long-term suspension (eleven (11) days or more - usually a semester.) This form of discipline is very serious and requires school board action to impose it. This will be used only in serious incidents and cases of persistent misconduct.

EXPULSION

Expulsion is the final step in disciplinary procedures, which requires action by the Board of Education. At this point the student would be removed permanently from attending Spring Lake Public Schools. This will be used in very serious incidents or in the case of persistent gross misconduct by the student.

DISCIPLINE PROBLEMS

The following is a list of discipline problems. Student expectations and the penalty for misconduct are included. This list is not inclusive. The administration reserves the right to determine what behavior is inappropriate and may act upon situations not specifically listed below.

- A. **RESPECT FOR STAFF MEMBERS AND STUDENTS:** It is expected that all students will demonstrate polite and respectful behavior toward all persons in the building. Students who display serious insubordination, gross disrespect, persistent disobedience, or participate in a gross misdemeanor will face disciplinary action. Penalties may range from a detention to a ten (10) day suspension. Abusive language to any adult at school will result in disciplinary action.
- B. **DISRUPTIVE BEHAVIOR:** Students who act inappropriately in class or whose behavior is considered to be disruptive to the orderly conduct of the school can be removed from the class and referred to the office for disciplinary action. The teacher has the authority to assign a student a detention; therefore, if students are sent to the office it will be considered a serious disruption problem. If a student is sent to the office, the teacher or principal will usually assign a detention. If the problem recurs, the students will receive progressively more severe disciplinary action. The normal progression is detention, Saturday detention, in-house suspension, short-term removal from the class, and permanent removal from the class. If students are taken out of a class, they must report to the office for that time. The students will have an unexcused absence from the class and may receive a grade reduction.
- C. **PROFANITY AND ABUSIVE LANGUAGE:** This type of behavior will not be tolerated. Students involved in this type of behavior will be given a penalty that can range from a detention to a suspension.
- D. **BOY- GIRL RELATIONSHIPS:** While it is not the intent of this policy to discourage the development of healthy relations between boys and girls, it maintains that open, or overt displays of affection (kissing, hugging, close bodily contact) exceeds the bounds of appropriate and acceptable school behavior. Students involved in this type of behavior may be given a detention and parents may be contacted.

- E. **SUBSTANCE ABUSE:** Students involved in, or attempted involvement in the use, sale, transfer, or possession of any alcoholic beverages, drug, narcotic, or mind-altering substance will result in the following disciplinary action:
- First Offense** - Will be ten (10) days home suspension from school and notification given to the proper authorities. *With successful completion of Chemical Dependency Classes with a parent, a student can reduce the suspension to five (5) days.
- Second Offense** - Suspension for the semester or ten (10) days whichever is the greatest. Authorities will be notified. Prior to re-admittance, the student must show verification of involvement in substance abuse counseling.
- Third Offense** - Indefinite suspension pending action by the Board of Education to permanently expel the student from attending Spring Lake Public Schools.
- F. **DRUG PARAPHERNALIA:** Items used in consumption of drugs are not allowed at school. Students should expect confiscation, police notification, and suspension.
- G. **TOBACCO:** Based on state law and regulated by the Board of Education, students are prohibited from possessing or using tobacco on school premises, or from leaving school grounds during the school day to use or possess tobacco products. Penalties will range from two to three days suspension and police notification. Further violations will require more serious steps of action.
Students and parents are reminded that staff members will report under-age smoking even if it is not on school grounds.
- H. **VANDALISM:** Spring Lake students are to be complimented upon the extent to which they have shown pride in their school by not writing on desks and walls of the buildings and defacing them. Let's continue this practice. Students responsible for inflicting malicious damage to the school or property may be turned over to legal authorities for prosecution. The students will pay for the damages and be subject to suspension from school. Minor vandalism will result in clean-up duty or detention
- I. **FIREWORKS AND STINK BOMBS:** Students involved in, or attempted involvement in use, sale, transfer, or possession of fireworks, smoke bombs, or any other incendiary device will receive a minimum three (3) day suspension from school. Students who possess or use non-incendiary stink bombs or any other nuisance item that interferes with education will be assigned a suspension.
- J. **GAMBLING:** Gambling of any nature is prohibited on school premises and will result in the school taking disciplinary action toward the individual(s) involved. Card playing is prohibited at all times unless it is a school-sponsored activity.
- K. **FELONY:** Students involved in a felony, on or off school grounds, will be considered for disciplinary action which may include up to an expulsion from school. These situations will be considered on an individual basis by the school administration.
- L. **THEFT:** Students involved in the theft of materials will be subjected to disciplinary action. Each offense will warrant further disciplinary steps. Each incident will be dealt with as an individual case. Usually, police involvement and a suspension will follow a theft.
- M. **WEAPONS:** Weapons of any kind are prohibited. Any weapons will be taken and turned over to the police department. The students will also be subject to disciplinary action that can range from suspension to expulsion.
- N. **FIGHTING:** Students involved in aggressive actions will be disciplined. The following procedure will be used:
- First Offense** - Up to a three (3) day home or in-house suspension.
Second Offense - Up to a ten (10) day home suspension
Third Offenses - Longer suspension/possible expulsion
- If the aggression continues after the intervention of an adult, additional disciplinary action will be taken. Assault will be considered a felony and may be reported to the proper authorities.
- O. **NON-PARTICIPATION IN CLASS:** Students who do not complete assignments and/or do not participate in class will be considered a disciplinary problem. Common practice for students falling under this category will be parental notification, assign detention time, hold a parental conference, short-term removal from the class, reviewing the student's schedule, etc.
- P. **HARASSMENT, SEXUAL HARASSMENT, AND THREATENING BEHAVIOR:** Harassment may include, but is not limited to the following:
1. Verbal harassment or abuse
 2. Written harassment or abuse
 3. Pressure for sexual activity
 4. Repeated remarks to a person, with sexual or demeaning implication
 5. Unwelcome touching

6. Suggested or demanding sexual involvement accompanied by implied or explicit threats
7. Threatening remarks- either verbal or written or gestured
8. Inappropriate name calling, repeated unwelcome verbal or physical actions with the purpose of teasing, irritating, or angering another person. Any student who alleges harassment by another student should report directly to the principal.

Students determined to be guilty of sexual harassment may be subject to disciplinary action that may include detention, a parental meeting, suspension, or in cases of repeated or dangerous offenses, expulsion may be recommended.

- Q. **CHEATING:** Cheating is not only inappropriate, but actually interferes with the learning process. The first offense of cheating will result in a "Zero" for the assignment and a Saturday detention. Removal from the class and failure may occur to habitual cheaters.

BULLYING and OTHER AGGRESSIVE BEHAVIOR

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

NOTIFICATION

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

IMPLEMENTATION

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

PROCEDURE

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate the policy. The investigation must be completed as promptly as the circumstances permit.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

NON-RETALIATION/FALSE REPORTS

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

DEFINITIONS

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

DUE PROCESS GUIDELINE

In order to assure that the educationally related legal rights of educators, students, and parent/guardian(s) are protected, the following guideline has been developed to be used in the event that a student is to be suspended or expelled.

LENGTH OF SUSPENSION SHORT-TERM (ten (10) days or less)

Who suspends - Building administrator or designee

Procedural Due Process Requirements:

- A. Oral or written notice of the charges given to the student by the administrator or designee.
- B. The administrator or designee will explain the evidence against the student.
- C. The student will be given the opportunity to present his/her side of the story.
- D. Decision may be appealed to the building principal within two (2) school days if given by designee.

Note: Notice of charges may be verbal or written and a hearing will be given to the student prior to disciplinary action unless the student's presence endangers persons or property or threatens disruption of the academic process. Also, a student does not have the right to call witnesses on his or her behalf, to cross-examine adverse witnesses, or to be represented by legal counsel when subjected to short-term suspensions. There is no appeal available beyond the building level principal.

LENGTH OF SUSPENSION LONG-TERM (eleven (11) days or more) or EXPULSION

Who suspends - Board of Education, upon recommendation of the Superintendent.

Procedural Due Process Requirements:

- A. If a student wishes to appeal this action, he/she must submit a request in writing to the Superintendent within three school days for an informal hearing before the Superintendent. The student will be presented with charges, evidence, and witnesses, if any.

- B. If a student wishes to appeal this action, he/she must submit a request in writing to the Superintendent within three school days. If the Superintendent recommends the long-term suspension to the Board of Education, the student has a right to a formal Board level hearing and the right to present witnesses and evidence at the hearing, written notification of specific charges and of the witnesses against the student, a report of the facts to which the witnesses will testify, a reasonable opportunity to prepare for the hearing, a right to cross-examine adverse witnesses, and a right to counsel.

NOTE: If a student is suspended by the administration pending a recommendation that the Board suspend for a long period or expel the student, the Board will conduct its hearing and reach a decision within ten (10) school days, unless the student or the student's representative requests additional time to prepare for the hearing, in which event the suspension shall continue.

DRUGS, TOBACCO, ALCOHOL - Look Alike Drugs Policy

The Spring Lake Board of Education recognizes a problem with "look alike drugs," which may or may not be illegal drugs. The intent of this policy is to prevent the possession or sale of look alike drugs on school property. It is understood that only through establishing the following procedure will we be able to deal with this problem.

1. It is against school policy to deliver, attempt to deliver, or cause to be delivered a non-controlled substance which the person:
 - (A) represents to be a controlled substance, or
 - (B) represents to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance.
2. Proof of any one of the following is a prima facie evidence of the above:
 - (A) The substance substantially resembles a controlled substance (Black Cadillac, Black Beauty, Yellow Jacket, Blue and Clear, Brown Bomber, White Cross, Purple Heart, Valium, Librium, cocaine, marijuana, etc.)
 - (B) The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, gum wrapper, etc.)
 - (C) The substance isn't labeled as required by the FDA.
 - (D) The person states that the substance may be resold at a price that substantially exceeds the value of the substance (50 cents a hit or more, for example).
3. Sale of any drug is against school policy.
4. No person may advertise a non-controlled drug:
 - (A) if the ad contains any untrue, deceptive, or misleading representation regarding the effect of the drug.
 - (B) promoting sale of a drug which has not been approved for human consumption for its physical or psychological effects.
 - (C) which the person knows is manufactured to resemble a controlled substance, or which the person represents to be of a nature, appearance, or effect that will allow the recipient to display, sell, distribute, or use the drug as a controlled substance.

TRANSPORTATION INFORMATION

Parents/guardians are now required to register online to request their student be put on a bus route. Registration is done on the Spring Lake Schools website and clicking on Transportation. Permanent or temporary bus stop changes can also be made by completing the Permanent/Temporary Bus Stop form on the website. Parent/guardians can also access up-to-date bus route and bus start/stop information via PowerSchool Parent Access.

BUS PASSES

Due to increased ridership on the buses, bus passes are no long available.

All Transportation policies, guidelines and rules are also available on Spring Lake Schools website.

MEDICATIONS

All medication must be administered by a staff member designated by the principal. Parents must fill out and sign an *Administration of Medication Consent Form* that stays on file in the office. Non-prescription medications are not purchased by the school. Parents may bring in non-prescription medications in unopened, original container and school personnel will distribute as directed on the Consent Form. We will not dispense any medication that has not been supplied by a legal guardian, along with a signed Consent Form. All medications will be destroyed after July 1st. Students will not be given leftover or remaining medication, only a parent can pick up the remaining medication.

GIFTED AND TALENTED PROGRAMS

While we believe that our core curriculum is rigorous and sequential, Spring Lake Middle School also offers academically challenging programs including escalated course work and selective electives. All of these options are competitive and may require any or all of the following; ACT composite scores as determined by Spring Lake Middle School, consecutive level '1' scores on the Michigan Educational Assessment Program (MEAP), teacher recommendation, and/or an 'A' grade in previous coursework. The principal has the final say in determining what, if any programs will be offered from year to year.

SPRING LAKE MIDDLE SCHOOL PARENTAL INVOLVEMENT POLICY

Spring Lake Middle School involves parents in a variety of ways. Parents serve on choir, band, and athletic booster groups. Parents chaperone field trips and student activities. They are involved in the school improvement process and serve on the local reproductive health committee. Spring Lake Middle School hosts an annual open house and parent teacher conferences throughout the year. Either the school or parents can set up a parental visit with a teacher team during the school day. Student Council members involve their parents in activities. Parents are always welcome at dances and activity afternoons. In addition to the above, parents are involved in ad hoc committees when the need arises. All parent volunteers working in classrooms during the school day must complete a Volunteer Assessment Form. Only one form is required for the district per year.

TECHNOLOGY CODE OF ETHICS

Use of technology at Spring Lake Middle School is a privilege extended to all individuals who wish to enhance their learning experiences. Each individual has the right to make use of all authorized hardware and software found in classrooms and in the media center to facilitate personal academic growth. Users shall also accept the responsibility for the preservation and care of that hardware and software.

It is the user's responsibility to:

1. Make sure no hardware or software is destroyed, modified, or abused in any way.
2. Use the computer and computing system only for education or research and in a manner consistent with the purposes of Spring Lake Public Schools.
3. Not bring food or drinks into any room containing computers or electronic equipment.
4. Sign in when instructed to do so when entering a computer facility.
5. Keep images containing inappropriate material or materials deemed inappropriate for school use from being used on school premises.
6. Refrain from using the computers to harass other users or to infiltrate a computer or computing system and/or to damage the software components of a computer or computing system.
7. Software will only be installed by a teacher with permission of the technology coordinator.
8. Print no more than 3 copies of any document using a printer. (If more are needed, see a staff member and use a copier).

Internet Acceptable Use Policy

The goal of participation in the Internet is to assist in the collaboration and exchange of information between and among individuals and between Spring Lake Public Schools or other schools and institutions.

1. Individuals have the right to access the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication skills.
2. Individuals have the right to use the following methods for accessing information: Electronic Mail (e-mail) **ONLY WITH STAFF PERMISSION FOR RESEARCH PURPOSES**, File Transfer Protocol (FTP).
3. Personal use of e-mail (for sending and receiving) is not allowed at SLMS.
4. Individuals will accept the responsibility of keeping copyrighted software of any kind from entering the local area via the Internet.
5. Individuals may not use File Transfer Protocol (FTP) to access any materials or files that are inappropriate or dangerous to the integrity of the local area network or the Internet.
6. It is an individual's responsibility to maintain the integrity of the private electronic mail system. The individual has the responsibility to report all violations of privacy.
7. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
8. Users will be required to log all connections made while on-line with the Internet. The type of connection will be identified and all file transfers while on-line must be included in this log.

Spring Lake Public Schools reserves the right to log Internet use and to monitor fileserver space utilization by users while respecting the privacy of user accounts. SLPS reserves the right to temporarily remove a user account on the network to prevent further unauthorized activity.

Spring Lake Intermediate/Middle School Media Center

Staff Members

Barb Duff
Lesley Reed

Monday through Friday.....7:30AM – 3:00PM
Intermediate School students require a teacher pass before school hours

Due dates are set so materials will be returned and made available for others. The due date is stamped on the back of the book.

Use of the Media Center: The media center is maintained as a facility for quiet study and made available for students before and after school. Guidelines are as follows: a pass is required during the school day, no food or beverages are allowed, copy machine and printers are for school projects with a charge for personal use, computer usage is governed by the district policy.

Rules for Responsible Use

1. **Loans & Fines:** Books from the general collection, magazines and flash drives are loaned for a two-week period and can be renewed up to three times. Reference Books may be checked out for one week only, with no renewals allowed. There will be a **Fine** levied on overdue materials. The fine for all overdue general collection books, magazines, and flash drives is **\$0.10** per day. The fine for **Reference** books is **\$0.50** per day. The maximum fine for materials that are overdue, damaged, or lost is the replacement price plus a processing fee.
2. **Printers:** Students may use the printers located in the MC. There is no charge for copies needed for school projects. A total of five black and white copies are allowed per project. One color copy is allowed per project. Non-school related copies cost \$0.25 each black/white page and \$1.00 each color laser copy.

3. **Periodicals/Magazines:** Current issue (most recent copy) may be read in the MC; past issues may be checked out for 2 weeks.
4. **Copy Machine:** Students may use the copy machine located in the MC. There is no charge for copies needed for school projects. A total of five copies are allowed per project. Copies for personal use cost \$0.10 each.
5. **Backpacks:** No backpacks are allowed in the Media Center. Take what you need out of your backpack and leave it near the entrance doors.
6. **Portable Music Devices:** Students may not listen to iPods or other audio devices in the MC without teacher permission.
7. **Food/Drinks/Gum:** Eating, drinking and chewing gum are not allowed in the MC.

NOTICE REGARDING NON-DISCRIMINATORY POLICY

Spring Lake Public Schools does not discriminate on the basis of race, color, religion, gender, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities. Auxiliary aids and services are available for hearing and visually impaired upon request. For assistance call the Michigan Relay Center at (800) 649-3777 (voice and TDD). The following office has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent of Schools
Spring Lake Public Schools
345 Hammond Street
Spring Lake, MI 49456
(616) 847-7919

THIS PUBLICATION AUTHORIZED BY THE SPRING LAKE BOARD OF EDUCATION