

Springbrook Middle School



2021-2022

Parent and Student Handbook



Vision, Mission and Beliefs

Adrian Public Schools Vision Statement

Adrian Public Schools will provide dynamic, relevant, and rigorous global curriculum in a safe environment that fosters imagination, problem solving, teamwork, and innovation to create a collaborative and deliberate learning pathway for each student.

Adrian Public Schools Mission Statement

In partnership with families and our community, Adrian Public Schools provides a quality education, challenging students to excel academically and inspiring them to become contributing citizens within our diverse, ever-changing society.

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WELCOME TO SPRINGBROOK MIDDLE SCHOOL

Address: Springbrook Middle School
615 Springbrook Ave
Adrian MI 49221
www.adrianmaples.org

Phone: 517.263.0543 (Office)
517.417.6277 (Española)

Fax: 517.265.5984

Adrian Public Schools Administration Office

Address: Adrian Public Schools Board of Education Office
785 Riverside Ave. Suite 1
Adrian MI 49221

Phone: 517.263.2115
517.417.6277 (Española)

Fax: 517.265.5381

Adrian Public School Administration Team

Superintendent-----Bob Behnke
Assistant Superintendent and CFO -----Kathy Westfall
Curriculum Director & Instruction, State & Federal Programs ---Derrick Richards
Director of Special Education -----Deb Agnew
Director of Technology-----Kyle Modzel
Director of Operations -----Dave Gough
Adrian Public Schools Resource Officer -----Josh Perry

SPRINGBROOK MIDDLE SCHOOL CONTACT INFORMATION

Administrative Team

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First Student Transportation Contact Information Contact Information

217 Race Street Adrian, MI 49221

Phone: 517.263.2464

School Hours

	Normal Day	1/2 Day	2 Hour Delay	Maple Mentor
Hour 1	7:35--8:25	7:35--8:01	9:35--10:09	7:35--8:21
Pass	8:25--8:29	8:01-8:05	10:09--10:13	8:21--8:25
Hour 2	8:29--9:19	8:05--8:31	10:13--10:47	8:25--9:11
Pass	9:19-9:23	8:31-8:35	10:47--10:51	9:11--9:15
Hour 3	9:23-10:13	8:35-9:01	10:51--11:25	9:15--10:01
Pass	10:13--10:17	9:01-9:05	11:25--11:29	10:01--10:05
Hour 4	10:17-11:07	9:05--9:31	11:29--12:02	10:05--10:51
Pass	11:07-11:11	9:31-9:35	12:02--12:06	10:51--10:55
Hour 5	*11:07--12:36	9:35--10:01	*12:02--1:10	10:51--12:19
Pass	12:36--12:40	10:01--10:05	1:10--1:14	12:19--12:23
Hour 6	12:40--1:30	10:05--10:31	1:14--1:47	12:23--1:09
Pass	1:30--1:34	10:31-10:35	1:47--1:51	1:09--1:13
Hour 7	1:34--2:24	10:35--11:00	1:51--2:24	1:13--1:59
	8L 11:07--11:37 6L 11:36--12:06 7L 12:06--12:36		6L 11:25--11:55 8L 12:02--12:32 7L 12:40--1:10	8L 10:51--11:21 6L 11:20--11:50 7L 11:49--12:19
	Exam Day 7:35--8:40 8:40--8:44 8:44--9:50 9:50--9:54 9:54--11:00		6th 4th Hour 11:59--12:32 6th 5th Hour 12:36--1:10	

PRIDE

ATTENDANCE INFORMATION

Daily Attendance

Adrian Public Schools believes that regular school attendance relates directly to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student.

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in classroom discussion and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.

All absences must be communicated to the school office by the parent or guardian within 48 hours. Absences will be either excused or unexcused, depending on the circumstances surrounding the absence. All absences will be unexcused with the exception of the following appropriately documented circumstances:

1. The student's physical or mental illness (a physician's verification is required after 4 consecutive days of absences)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attendance at a funeral, wedding, or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Hospitalization
10. School Related Activities
11. Personal or family vacations

Assignments will be allowed to be made up according to building procedures.

Parents will be notified of their child's attendance record by report cards, progress reports, telephone calls, infinite campus parent portal, and letters.

All unexcused absences will be handled in the following manner:

- Step 1: After 5 absences a letter will be mailed home to notify parent.
- Step 2: After 9 absences, a call will be made along with a referral to the Truancy Specialist. Direct parent communication will take place, and an action plan will be agreed upon to address the root cause of the absences. The school attendance team will be notified and discussions to improve attendance will take place.
- Step 3: If absences continue. A re-evaluation of the root cause of the absence will be examined and a corrective action plan pursued. Failure to cooperate and comply will result in a complaint on behalf of the school district against the parent or guardian in probate court.

If the attendance expectations from the parent meeting are not met, a referral will be sent to the Truancy Prevention Specialist (TPS). The TPS will contact the family and determine the interventions needed at that point.

Late Arrival or Leaving Early

Students who arrive late will sign in at the office. After signing in they will get a late arrival pass fill it out and leave half at the office and use the other half for their pass into class.

Students who need to leave early:

1. When a student must leave school because of illness, appointments, etc., he/she must sign out in the main office. The parent must be contacted or a written note from the parent presented before the student leaves the building. No student may leave the building without parental and school permission. Students who leave the building without permission will be considered skipping class.
2. When a student becomes ill while in school, the office must be informed as soon as practical, and, when appropriate, parents must be contacted. Students who remain out of class because of illness and fail to notify the office personally or through a staff member, will be considered skipping class.

Tardy Policy

Promptness is extremely important and in fairness to all persons concerned, students are expected to be in class on time. Building staff will develop procedures and interventions to improve student promptness and discipline as necessary.

1. Any student who enters class after the bell will be marked tardy and given a verbal warning.
2. Any student with an excused pass will not be marked tardy
3. Any student enters a class five minutes after the bell and without an excused pass will be marked absent.
4. Students arriving late to school are to sign in at the main office and shall receive pass (unexcused or excused) to class. A note will be made in eschool as to the arrival time

of the students.

5. The following tardy consequences apply at Springbrook Middle School
 - a. Tardy 1-3 no consequences
 - b. Tardy 4-6 Lunch detention will be assigned
 - c. Tardy 6-9 After school detentions
 - d. Tardy 10+ ISS

Long-Term Absences

1. Parents of students who will be absent for three or more days should notify the office by letter or telephone (517-236-0543) to explain the absences and with timely notice obtain make-up work.
2. Parents of a student who will have a long-term absence because of hospitalization or confinement because of communicable disease, etc., should apply for homebound study, with the administration team by calling 517-263-0543
3. Students who are absent frequently with chronic medical problems requiring doctor's care should notify Mr. Parker at 517-263-0543.

EXTRA CURRICULAR ACTIVITIES & PARTICIPATION GUIDELINES

Springbrook Middle School offers a variety of extracurricular activities. We encourage students to participate whenever possible. Available activities include:

- Interscholastic Sports for 7th and 8th graders: Football, Cross Country, Volleyball, Boys Basketball, Girls Basketball, Swimming and Diving, Wrestling and Track
- Interscholastic Sports for 6th Grades: Cross Country, Swimming and Diving, Wrestling and Track
- Intramural Sports for all Students: Gymnastics, Soccer, Baseball and Softball
- Clubs: NJHS, Robotics club, Art Club, Quiz Bowl, Equations, Leadership Council, Musical, and Homework Club.

[JFK-Athletes Code of Conduct](#). School rules apply to students participating in extra-curricular activities after school, as well as during the school day. Students violating school rules during after-school extracurricular activities may be removed from these activities for the balance of the trimester.

All extra-curricular participants must be currently enrolled at Springbrook Middle School. . The only exceptions are pre-arranged excuses, or under emergency circumstances with permission from an administrator to participate. If a student violates the above policy, they will be held out of the group's next activities. Athletics also have academic requirements as stated by the MHSAA and the Adrian Public Schools Board of Education.

Any time a student is suspended from school because of a rules violation that student is not allowed to participate in any extracurricular activities during the period of suspension.

STUDENT EMERGENCY AND GENERAL INFORMATION

Injury

Any and all injuries should be reported immediately to the teacher and/or office. Parents/Guardians will be contacted when a child is injured and parental follow up is needed

First Aid and Medication

First aid supplies for minor injuries are kept in the office. Ice bags are also available for the more serious injuries. School personnel cannot furnish medication to students without parent and physician signed Administering Medicine to Minor Pupils form. (Form can be picked up in the office). When necessary, medication (including aspirin/Tylenol) must be brought from home and kept and used in the office area only. All medicine, prescription and over the counter medicine must have a signed Administering Medicine to Minor Pupils form on file and the administration of medication will be handled in accordance with Board Policy 5703.

Immunizations

All students must be properly immunized to attend Adrian Public Schools. Dates are kept on file and reviewed every year. Middle school students new to the district must show proof of immunization or a valid waiver, in the form prescribed by the health department at the time of entry. Students not properly immunized will be excluded from school in accordance with state law.

https://www.michigan.gov/documents/mdhhs/School_Req_for_Schools_553548_7.pdf

Breakfast and Lunch Information

Springbrook Middle Scholl offers a **FREE Breakfast and Lunch** program for all students. Students on most days will have 2 choices for hot lunch or they may choose a sub sandwich, peanut butter and jelly, chef salad, or a yogurt. Students must take a serving of a fruit or vegetable. Items that students can purchase include: an extra serving lunch, bottled water, juices, various chips, cookies, fruit roll ups, and other treats. Students may deposit money into their account during lunch or bring cash to pay for these items. On 2 hour delays, breakfast will not be served. Early release day's lunch will not be served. Delayed start half day lunch will be served but not breakfast.

Counseling

Springbrook Middle school has 2 counselors/social workers that work with our students. They work with students individually, in small groups and in large groups. If you would like

your student to request that a counselor/social worker meet with your student please fill out a consent for participation form which can be picked up in the office.

Backpacks

The carrying of backpacks by students poses risks to the students, crowding problems in the hallways, congestions in classrooms, and security problems for the school community. Students may use backpacks to carry books to and from school. Backpacks must be kept in student lockers after the beginning of the students' first class of the day until after the students' final class of the day. Students who carry backpacks during the day will be directed to return them to their school lockers.

School Safety Drills

Several fire, tornado, and lock down drills take place throughout the year, as required by state law, to be sure teachers and students know how to respond to the real situation, should an emergency occur. It is important that students take these drills seriously by listening and following instructions. School safety plans are posted on the district website, under the District Tab then select school emergency drills

Hallways

Unless students are issued a hall pass by a teacher or the office staff, they should not be in the hallways during class time.

Prohibited Items

Items that are not conducive to an academic environment or that can be hazardous to the safety of others are not prohibited in school or on school grounds. These items include but are not limited to: Vapes, tobacco, alcohol beverages, narcotics or look a likes, pornographic materials, knives, guns or look alike guns, matches, explosive of any kind, laser pointers or any other electronic device that disrupts the educational process. Possession of prohibited items will result in discipline, which can range from in-school suspension to expulsion from public schools in Michigan, depending on the item and the severity, as well as notification to the School Resource Officer or other county or state agencies.

Food and Drinks

With the exception of a clear water bottle. No glass bottles are to be brought to school. Students may carry water in a clear container and drink it in classrooms during the school day.

Lockers

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a

student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

Student locker combinations must be kept a secret. Students may only use the locker assigned to them. Any problem with lockers must be reported to the office immediately. Students are prohibited from "rigging" lockers for easy opening.

Lost and Found

All articles found at school should be turned into the office, where they will be held in a specified area. Students or parents/guardians are welcome to check "lost and found" at any time, but must check into the office prior to going to lost and found. If items are not claimed by the end of each trimester during the school year, they will be given to a charitable organization.

Telephone Usage

Phone calls are to be made during the student's lunch period, NOT during class time. The office phones may be used in case of illness or emergency situations as determined by office personnel. Personal cell phones may be used with permission from administration and only in the office.

Emergency Closings

In the event of inclement weather, or any other act that causes a school closing or delay it will be announced via the following formats:

- Posted on the website—www.adrianmaples.org
- Instant alert
- Media outlets—radio-WLEN 103.9 FM, WQTE 95.3 FM, WABJ 1490 AM; Television-WTOL Channel 11, WTVG Channel 13, and WNWO Channel 24

Transportation

A. Walkers

School doors open at 7:05 and we dismiss at 2:25. Students must walk on the sidewalks and not in the parking lots or bus loops. Once students arrive to school they are required to come into the building and not wander around outside.

B. Busses

Students at Springbrook Middle School are expected to conduct themselves according to the Code of Conduct Bus Rules ([JFC Code of Student Conduct Bus Rules](#)) and our Springbrook Pride Expectations for our Positive Behavior Supports Program and to practice ([PRIDE Matrix](#)) such virtues as productivity, respect, integrity, determination, and excellence, in all school settings—including the bus. Following school rules on the bus is essential not only for developing good character, but for ensuring students' safety.

The proper behavior among students while being transported on a bus is fundamental to safety. The lack of appropriate behavior on the bus has an effect on every student's safety. The most dangerous aspect of unruly behavior is the distraction it causes to the bus driver, whose main focus is concentrating on traffic and traffic conditions, not on discipline. Any behavior that causes the driver to shift their attention from traffic to discipline will not be tolerated. Safe student transportation for all students is our goal.

If a student breaks a rule on the bus, the driver will notify the principal, and swift action will be taken. **Serious misbehavior may lead to the suspension or expulsion of bus riding privileges. The school will remove students from the bus if bus rules are not followed.**

Parents with specific complaints about bus service should notify an administrator or call transportation at: 263-2464 to specifically speak about an incident. **MIDDLE SCHOOL STUDENTSS MUST BOARD THE BUS AT THE MIDDLE SCHOOL NOT THE HIGH SCHOOL**

C. Parent Pick Up

If you are picking up or dropping off your student use the parent drop of loop. Make sure to follow the flow of traffic and do not cut through, as this causes further delays and accidents can happen. Remind your student to not run through the parking lot, and to look for cars before going. Remember the doors open at 7:05 and we dismiss at 2:25.

Visitors

All visitors are required to sign in at the office and wear a name tag. Parents are encouraged to visit Springbrook Middle School at any time, subject to the discretion of building administration and consistent with Board Policy. All visitors must pre-arrange their visitations with the classroom teacher(s) and the office.

CELL PHONE AND COMPUTER USAGE

Cell Phone Policy

Cell phones are useful devices. They may be used in a classroom with permission only, and in the cafeteria during lunches. If a student has their phone in hand or is using it without specific direction or permission, it will be confiscated. The phone will be turned into the office.

The extent of the confiscation is dependent upon the circumstances present at that time and within the discretion of school authorities. Whether or not or when the cell phone is returned to the parent/guardian is also dependent upon the circumstances presented at the time of the violation.

Students are not permitted to make videos or take pictures of any other students during school hours. Cell phones are never to be out in the restrooms, or locker rooms.

- 1st, 2nd, and 3rd Offense(s)—phone is confiscated and student may pick it up at the end of the day
- 4th, 5th, and 6th Offenses—parent/guardian must retrieve the phone from the office.
- 7th Offense—student may no longer bring cell phone device to school.

Administration has the right to restrict students to bring cell phones on 1st offense if deemed the severity of the offense warrants such.

Computer Usage

The Adrian Public Schools encourages and strongly promotes the use of technology among students, staff and community members. Individuals who use technology must have proper authorizations and adhere to district policies and regulations.

Computers and the district –area network are provided for students and staff to conduct research and communicate with others about school matters. Access to such will be provided to students and staff who shall act in a considerate and responsible manner.

Communication over networks should not be considered private. Network supervision and maintenance often requires review and inspection of directories or messages. Messages are sometimes diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records at any time.

In compliance with Children’s Internet Protection Act (CIPA) requirements, the district provides internet filtering software and staff supervision to monitor inappropriate material and/or visual depictions for all district network users which includes but is not limited to: (a)

access by any user to obscene and child pornography material; (b) access by minors to inappropriate and/or harmful matter on the internet; (c) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (d) unauthorized access, including so-called “hacking” and other unlawful activities by minors online; (e) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (f) restricting minors’ access to materials harmful to them.

The District shall educate minors about appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. A student’s failure to comply with Policy 3116 and the applicable acceptable use agreement may result in discipline or loss of technology privileges. Students have no expectation of privacy in or right to continued use of District technology resources.

Individuals who use district technology are expected to sign and adhere to the employee or student Technology Usage Regulation.

CHAPERONE / VOLUNTEER EXPECTATIONS

All Volunteers must complete a Volunteer Form and be approved before they are allowed to volunteer in the school.

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction. Volunteers may also be involved in field trips, and extra-curricular activities, consistent with board policies

Please be aware that all expectations for students, as outlined in the student handbook, apply also for adults specifically:

- Volunteers must check in with the office upon arrival and check out when you depart
- Any personal injury must be reported to the main office immediately

ACADEMIC PROGRESS

Parent Teacher Conferences

Formal parent/teacher conferences are scheduled two times per year to facilitate communication between parents and teachers regarding students’ progress. Refer to the

school calendar for specific dates. Dates are usually set in the months of October and January.

Infinite Campus Parent Portal

Infinite Campus Parent Portal allows parents and students to view student registration, behavior, scheduling, attendance, assignment, and grade information. To log in to the parent portal go to www.infinitecampus.com. You will need to set up your account to get started.

Report Cards and Progress Reports

Report cards are run at the end of each Trimester. They will be sent home with students. Progress reports are run at the midway point of each Trimester and will also be sent home with students.

Honor Roll Policy

Springbrook Middle School may publish an all A Honor roll report and an all A/B Honor Roll Report after each trimester.

Student Assistance Team

The Student Assistance Team, (SAT) is a school team, which includes the parent and, when appropriate, the student, in a positive, problem solving, intervention process. It assists students by ensuring that the school and community are doing everything possible to make students school lives successful. Students are most successful when there is a strong spirit of cooperation between home, school, and community. Based on this shared responsibility, the SAT meets to explore possibilities and strategies that will best meet the educational needs of the students, and support teachers and parents. The SAT includes the most important people in the student's life, parents or caregivers, teachers, school administrators or designees, and any other school or community members who can provide support. If you feel like your student needs to have a SAT meeting please fill out the SAT parent request form. You can find one in the back of the handbook.

STUDENT RECOGNITION

Citizen of the Month

Once a month 1 student may be recognized at the Board of Education Meeting for receiving the Citizen of the Month at Springbrook Middle School. Teachers will nominate students for the award and the staff will choose one to receive the recognition.

Monthly Teacher Award

Once a month each teacher may recognize 1 student from all their classes to be recognized as their student of the month. The student receiving the award will be recognized for their behavior, work ethic, and attitude displayed during the month.

Scholar Athlete

Athletes in each sport have the opportunity to be recognized as a scholar athlete. Coaches in each sport will nominate a athlete on their team for the award. Students must have all A's and B's, and be deemed a great teammate on his/her team with their attitude and work ethic.

NJHS Induction

Membership in National Junior Honor Society is based on standards of Scholarship, Leadership, Service, Citizenship, and Character. Students must apply and be selected for NJHS. The induction process and ceremony take place in the spring of the seventh grade year, with full membership in the eighth grade year. Members participate in activities and community service throughout the school year.

Academic Honors Night

We will have a ceremony at the high school Performance Arts Center to celebrate students that receive departmental awards, academic awards, and attendance awards. The ceremony will take place May.

STUDENT CODE OF CONDUCT

Student Discipline- Generally

The District is committed to providing students and staff with a safe learning environment free from substantial disruption. Consistent with this commitment, the District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

This Board Policy applies to all student conduct that occurs: (1) on school property; (2) at a school-sponsored or school-related event; (3) on the school bus; (4) traveling to or from

school, including at a school bus stop; and (5) at any other time or place if the conduct has a direct nexus to the school environment.

Code of Student Conduct Guidelines

The Student Code of Conduct contained in the student handbook defines in detail how the Board of Education expects students to conduct themselves while 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. The Districts Student Code of Conduct discipline table is available here. [JFC-R](#)

A record of a student's misconduct as well as disciplinary actions which result in suspensions or expulsions are to be made a part of the student's permanent record until he/she leaves the school. Such records are to be released in accordance with District Policy and state and federal law.

Classroom Behavior

Generally, classroom behavior standards throughout the schools should be consistent. However, each teacher is expected to specify particular rules and procedures suited to the specific needs of each classroom.

Disturbances which interrupt the learning process cannot be permitted by any teacher. The student should wait until the end of the period or seek a mutually convenient time to discuss a problem with the teacher unless it pertains to the lesson.

The teacher has the responsibility and authority to maintain order anywhere in the school, particularly, of course, in the classroom. When a student repeatedly disrupts a class, corrective action should first be taken by the teacher. Disciplinary consequences according to this code will be administered in situations more extreme than applicable for administration by the teacher.

A rule of reason, restraint, and understanding applied to any difficult situation will go further in resolving existing differences.

If a teacher finds it necessary to send a student from a classroom for any reason, the student is to report immediately to an office.

Due Process

The District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. If a District administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement or take

other measures to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in Board Policy 5206A.

All suspensions or expulsions require notice and an opportunity to respond, as explained in greater detail in Board Policy 5206A.

Short-term suspensions are 10 or fewer school days and may be issued by a building administrator, consistent with Board Policy.

Long-term suspensions are 11-59 school days and may be issued by the Superintendent or his/her designee, consistent with Board Policy.

An expulsion is removal from school for more than 60 school days. Expulsion hearings will be held before the Board of Education, consistent with Board Policy.

Student due process rights and appeal rights are explained in detail in Board Policy 5206A.

Before suspending or expelling a student, the District will consider the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Educational Programming During Suspension or Expulsion

Except as otherwise provided by District policy, a student who has been suspended or expelled may not be on school property, attend classes or other school functions, or participate in extracurricular activities during the student's suspension or expulsion. School officials may assist students who have been suspended or expelled to explore alternative means, as allowed by law, to earn credit and to complete course work during the period of the student's suspension or expulsion.

Students with Disabilities

Students with disabilities have additional rights related to student discipline. The District will follow all applicable state and federal laws related to disciplining students with disabilities, as further explained in Board Policy 5206B.

Administrative Guidelines for Code of Student Conduct

I. Responsibility

A Student has the Responsibility

1. To respect the rights and viewpoints of other students and school personnel.
2. To attend school regularly and arrive in classes on time.
3. To care for school property and the property of others.
4. To work cooperatively with all members of the educational family to assure an environment conducive to learning and following school rules.
5. To appropriately respond to adult directives.

A Parent/Guardian has the Responsibility

1. To teach his/her student to respect the rights and viewpoints of other students and school personnel.
2. To teach his/her student to obey the law and follow school rules.
3. To discuss the school rules with his/her student.
4. To see that his/her student is in school every day unless he/she is ill and to see that his/her student get to school and attends all classes on time.
5. To work cooperatively with the school personnel in revolving discipline problems and promoting a positive attitude towards school and teachers.
6. To reinforce the importance of good citizenship and personal behavior while enroute to and from school, and at all times while on school grounds and at school sponsored events.
7. To keep the school informed of correct demographic information, especially change of address, telephone numbers, emergency contacts, or family status.
8. To be aware of his/her student's attendance and academic status.

Applying the Student Code of Conduct

- A. Consequences are designed to be fair, firm and consistent for all similarly-situated students in Adrian Public Schools. They apply to all students in any school or other district building, on school premises, in school vehicles, and at school-related events. Consequences listed are intended to allow administrators' latitude within the range to apply reasonable disciplinary action warranted by the situation.

The list of offenses found here [JFC-R](#) is intended to give students notice of the types of misconduct that may result in sanctions. It is not possible to list every misbehavior that occurs. The administration reserves the right to respond to misbehaviors not specifically listed in the Student Code of Conduct as necessary to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel.

- B. When a student exhibits persistent disobedience, other consequences will be implemented. (Usually after the fourth offense.) Progressive discipline will be used in conjunction with existing district policy on suspension and expulsion. A single act of misconduct may be sufficiently serious under the totality of the circumstances to warrant or require suspension or expulsion.
- C. Actions which may be used by district staff to discipline students and/or encourage them to modify their behavior include, but are not limited to: student conference, parent/guardian contact or conference, warnings, community service, reprimand, parent chaperone, Saturday school, restitution, detention, removal from class, in-school suspension, out-of-school suspension, dismissal from school, expulsion, referral to law enforcement authorities, conflict resolution training and recommendation to alternative disciplines.
- D. Teachers may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student engaged in behavior described in Board Policy 5206E. The procedures in Board Policy 5206E must be followed
- E.

IV. **Student Code of Conduct- Definition of Offenses**

[JFC-R](#)

V. **Student Code of Conduct- Definitions of Consequences**

Corporal punishment is prohibited by state law and Board Policy. The following are example of types of discipline that may be issued for a particular offense

- A. **Alternative Discipline**
- B. **Conference**
Face to Face meeting or telephone conference with student, parents/guardians, and school personnel. (teacher and/or administrator)
- C. **Contract** (student/parent/administration)
Contract developed by student, parent/guardian, teacher and/or administrator which outline's corrective steps to be taken by the student, and consequences in the event that the student fails to comply.
- D. **Detention**

Detaining or holding back a student before/after school, or during lunch for a specific period of time.

E. Expulsion

“Expel” or “Expulsion” means a disciplinary removal from school for 60 or more days.

The Board may suspend or expel a student for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension or expulsion. Before exercising this authority, the Board must consider all of the following factors:

- The student’s age;
- The student’s disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Any time the Board finds that a suspension of more than 10 school days or expulsion is warranted, the Board must explain its rationale in writing. The Board’s rationale must be based on the above factors.

Before exercising this authority, the Board must provide the student due process as described Board Policy 5206A. If the student is a student with a disability, the student’s discipline is subject to Board Policy 5206B.

F. Suspension

“Suspend” or “Suspension” means a disciplinary removal from school for less than 60 school days.

The Board may suspend or expel a student for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension or expulsion. Before exercising this authority, the Board must consider all of the following factors:

- The student’s age;
- The student’s disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;

- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Any time the Board finds that a suspension of more than 10 school days or expulsion is warranted, the Board must explain its rationale in writing. The Board's rationale must be based on the above factors.

Before exercising this authority, the Board must provide the student due process as described in the Board Policy 5206A. If the student is a student with a disability, the student's discipline is subject to Board Policy 5206B

G. In-School Suspension

Temporary denial to a student of attendance in classes; suspension will be served in school.

H. Restorative Practices

"Restorative Practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct.

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's policy to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the Board must consider whether restorative practice should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

A victim-offender conference is one type of restorative practice. Although not mandatory, a victim-offender conference allows the offender to repair harm caused to the victim through a formal, safe conference that includes the victim, a victim advocate, supporters of the victim the offender, supporters of the offender, and other relevant member of the school community. A victim-offender conference must be initiated by the victim and, if the victim is under 15, must be approved the victim's parent/guardian. The attendees may require the offender to do one or more of the following: (1) apologize; (2) participate in community service, restoration, or counseling; or (3) pay restitution. The selected consequences will be described in a written agreement signed by all attendees and must identify the time frame for the offender to complete the

consequences. No person who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

Reinstatement Following Expulsion

It is the policy of the Board to consider a petition for reinstatement from an expelled student and the parent/guardian and to follow the requirements of sections 1311 and 1311a of the Revised School Code. For more information on reinstatement following Expulsion, see Board Policy 5026C.

SEARCH AND SEIZURE

Search and Seizure

School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death. A reasonable suspicion search must be justified at its inception and reasonable in its scope. All searches will comply with Board Policy 5103.

ADRIAN PUBLIC SCHOOLS ATHLETIC CODE OF CONDUCT

Basic Philosophy

The Athletic Code of conduct as Adopted by the Adrian Board of Education. [JFK-Athletic Code of Conduct](#) The Athletic Department views participation in sports as a privilege and not a right. It is our belief that proper conduct for athletes is a 24 hour, 12 month proposition.

ATHELTIC DEPARTMENT RULES AND REGULATIONS

- A. A valid physical examination form (given after April 15th of the previous school year) and emergency form with parental/guardian signatures must be on file before tryouts or first practice session.
- B. The athlete must adhere to all rules and guidelines established by the Michigan High School Athletic Association (M.H.S.A.A.) and Adrian Public Schools. He/she is expected to conduct himself/herself in a manner that is consistent with the Adrian Athletic Department and promote a positive image of Adrian Public Schools. Evidence of unacceptable behavior will be dealt with by the coach with the approval of the Athletic Director.
- C. Academic Eligibility – The M.H.S.A.A. requires that: “No student shall compete in any athletic contest during any semester/trimester who does not have to his or

her credit on the books of the school represented, at least 66% passing credit the last semester/trimester during which he/she shall have been enrolled in grades six to eight, inclusive. This means that student athletes must have passed Five (5) classes the previous semester/trimester. The Adrian Public Schools has adopted weekly grade checks in which students must be passing all of their classes.

- D. **Team Travel** – All members of the athletic teams will travel to and from contests with the team in transportation provided by Adrian Public Schools unless previously arranged with the Athletic Director. If this should arise, notification to the Athletic Director or Coach is mandatory. An athlete never has permission to ride with anyone other than a parent/guardian unless previously arranged with the Athletic Director.

- E. **Vacations** – Athletes who accompany parents and/or guardians on family vacations during school vacation periods are excused. Athletes who accompany parents and or guardians on trips due to extenuating circumstances and which occur during the school year at times other than school vacation periods must meet with the Athletic Director as to whether the absence will be excused or unexcused. Athletes who plan not to accompany their parents and/or guardians on a vacation during school vacation periods, but have parent and/or guardian approval, must meet with the Athletic Director as to whether the absence will be excused or unexcused. In regards to the above mentioned absences, the athlete’s status on the team will be affected per the discretion of the coach and approval of the Athletic Director.

DISCIPLINARY PROCEDURES

1. Disciplinary action may be imposed by the coach for violation of “team” rules.
2. A coach may suspend an athlete from interscholastic athletic activities for up to one week for repeated “team” rule violations or other violations of the Athletic Code of Conduct. All such suspensions shall be reported to and are subject to the review of the Athletic Director.
3. Disciplinary action for violations of the Athletic Code of Conduct are handled by the Athletic Director or Assistant Principal.
4. Suspension from interscholastic athletic activities beyond one week may be imposed by the Athletic Director, Assistant Principal or Principal.
5. Corporal punishment is prohibited.

TEAM REGULATIONS

Team regulations can be identified as guidelines that involve infractions that are applicable to a specific sport. The Head coach, with approval and input from the Athletic Director, will be responsible for the content of such rules. It is important to recognize the varying nature of each sport, while still maintaining a consistent philosophy of dealing with

violations. A copy of individual rules must be published, handed out to team members and a copy on file before the season begins.

A. Team Attendance – An unexcused absence is an absence not approved by the coach or Athletic Director

1. 1st Offense: one game suspension
2. 2nd Offense: number of games suspended is equal to 1/5 of season
3. 3rd Offense: number of games suspended is equal to 1/3 of season
4. 4th Offense: number of games suspended is equal ½ of season

B. School Attendance

1. Unexcused Absence – (one class) – Any athlete that has an unexcused absence from school may not participate in a practice or contest on that day or the day is discovered by the Attendance Office.
2. Excused Absence – An athlete who has an excused absence is eligible for the next practice or contest. He/she must be in attendance at school for at least 3 hours on the day he/she competes. Special consideration may be granted by the Athletic Director, if appropriate.

C. School Behavior – It is the philosophy at Adrian Public Schools that athletes establish an exemplary image regarding school behavior. An athlete who receives a disciplinary referral will be disciplined by his/her individual coach, Assistant Principal or Principal.

INSURANCE

It is the responsibility of the athlete and the parents to complete the insurance form and submit the claims. If you have questions, you can get information from the Athletic Department.

ACKNOWLEDGEMENT OF CODE OF CONDUCT

When you sign the physical form, you also signify that you have read and agree to comply with the Adrian High School Athletic Code of Conduct and the athletic policies as set forth by the Michigan High School Athletic Association. You may keep this copy of the Code of Conduct for your records.

Parent Request - Student Assistance Team

Parent Questionnaire

Name of student: _____ Grade: _____

1. What are your child's greatest strengths?
2. What are your child's greatest needs?
3. How would you describe your child's attitude toward school?
4. Please comment on your child's development of relationships with peers.
5. What are your goals for your child next year?
6. What are your future hopes and goals for your child?
7. What behavior(s) does your child show when doing schoolwork at home?
8. How do you show your child they did a good job or that you are proud of them?
9. What hobbies and/or special interests does your child have?
10. What do you see as your child's strengths and what are your concerns, if any in these areas?

Math:

Reading:

Writing:

Social Studies

Science:

Other areas:

Please return to your child's teacher/counselor/administrator