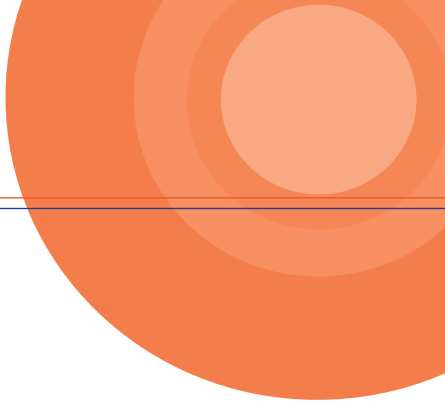




Garden City Middle School
Student
Handbook

Mr. Kevin English, Principal
Ms. Brandi Boswell, Assistant Principal

Please note: Updates may be made to the student handbook periodically. These revisions will be posted on the GCMS website and communicated as necessary.



**GCMS Student Handbook
 Table of Contents**

Garden City Middle School Mission Statement..... 5

Bell Schedules 6

Academic and Grading Policies 7

 Grading Scale..... 7

 Report Cards and Progress Reports 7

 Honor Roll..... 7

Extra-Curricular Activities..... 8

 School Dances/Activity Nights 8

 Student Council..... 8

 National Junior Honor Society 8

 Athletics 8

 Other Activities & Organizations..... 9

Student Attendance 9

 Attendance Philosophy 9

 Attendance Policy 9

 Attendance Procedures 10

 Excusing an Absence..... 10

 Excessive Absences 10

 Truancies..... 11

 Planned Absences..... 11

 Homework Requests 11

 Early Dismissals..... 11

 Make-Up Work 11

 Tardies..... 12

 Tardy Philosophy 12

 Tardy Policy..... 12

Student Behavior..... 13

 Positive Behavior Interventions and Supports (PBIS) 13

 Cougar Coupons 13

 Garden City Middle School’s Behavior Expectations 13

 Student ID..... 13

 Attendance 14

 Backpacks..... 14

 Electronic Communication Devices 14

 Classroom Behavior 14

 Compliance and Cooperation with Staff 14

 Language..... 14

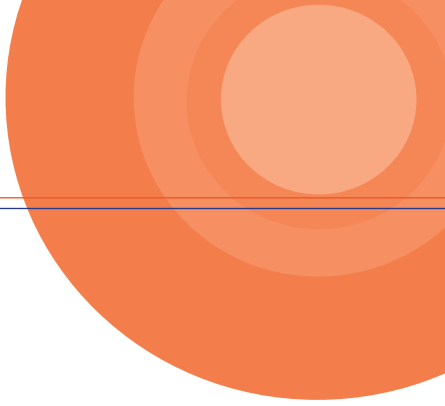
 Respect..... 15

 Sports Spectator Guidelines 15

 Other General Expectations 15

Table of Contents (cont.)

GCPS Board of Education’s Rules for Student Behavior.....	15
General Information and School Policies.....	16
Counselors.....	16
Lunch and Cafeteria Policies.....	16
Transportation.....	16
Textbooks.....	17
Lockers.....	17
Search & Seizure.....	17
Student Medication Procedure.....	17
Michigan eLibrary (MeL).....	17



Garden City Middle School Mission Statement

The Mission of the Garden City Middle School staff is to meet the unique academic, social, physical, and emotional needs of the early adolescent learner in a safe, supportive environment that promotes self-discipline, respect, collaboration, and a quest for lifelong learning.

Bell Schedules

The building opens each day at 7:15 AM for students to enter through the gymnasium doors. Students must wait in the gym or cafeteria until the bell dismisses them at 7:38 AM.

Regular Day Schedule

1st Hour	7:45 - 8:43 AM
2nd Hour	8:48 - 9:46 AM
3rd Hour	9:51 - 10:49 AM
4th Hour (A Lunch)	10:54 - 11:24 AM
4th Hour (A)	11:29 - 12:29 PM
4th Hour (B)	10:54 - 11:54 AM
4th Hour (B Lunch)	11:59 - 12:29 PM
5th Hour	12:34 - 1:32 PM
6th Hour	1:37 - 2:36 PM

Half Day Schedule

1st Hour	7:45 - 8:13 AM
2nd Hour	8:18 - 8:46 AM
3rd Hour	8:51 - 9:18 AM
4th Hour	9:23 - 9:50 AM
5th Hour	9:55 - 10:22 AM
6th Hour	10:27 - 10:55 AM

Exam Schedule

Day #1	
1st Hour	7:45 - 8:45 AM
2nd Hour	8:50 - 9:50 AM
3rd Hour	9:55 - 10:55 AM
Day #2	
4th Hour	7:45 - 8:45 AM
5th Hour	8:50 - 9:50 PM

Early Release Schedule

1st Hour	7:45 - 8:31 AM
2nd Hour	8:36 - 9:22 AM
3rd Hour	9:27 - 10:13 AM
5th Hour	10:18 - 11:04 AM
4th Hour (A Lunch)	11:09 - 11:39 AM
4th Hour (A)	11:44 - 12:30 AM
4th Hour (B)	11:09 - 11:55 AM
4th Hour (B Lunch)	12:00 - 12:30 PM

Academic and Grading Policies

Grading Scale:

Below is the school-wide grading scale, adhered to by all Garden City Middle School faculty:

Letter Grade	GPA Value	Percentage
A+	4.0	100
A	4.0	92-99
A-	3.67	90-91
B+	3.33	88-89
B	3.0	82-87
B-	2.67	80-81
C+	2.33	78-79
C	2.0	72-77
C-	1.67	70-71
D+	1.33	68-69
D	1.0	62-67
D-	.67	60-61
E	0.0	59 & Below

Report Cards and Progress Reports:

Report cards are issued four times during the school year, at the end of each quarter. Report cards will be viewable in MiStar Parent Connection and Student Connection. An Intouch message will be sent when report cards are viewable. The final report card will be mailed approximately one week after school is out for summer break. Report cards include a letter grade for each class, and may also include comments regarding student behavior, citizenship, and academic progress.

Progress reports are available each quarter. They can be viewed online (MiStar) approximately half way through each quarter and are designed to inform both students and parents of the student's academic progress in his/her classes. Progress reports also include comments regarding student behavior, citizenship and academic progress.

Students are encouraged to speak with their teachers if they have questions or concerns regarding their grade. Parents may also contact teachers via email. Email addresses are located in Parent Connection and on the website. If a personal conference is desired, either a parent or teacher may initiate a conference.

Honor Roll:

GCMS students are recognized for the Honor Roll if they earn a 3.0 grade point average or better each quarter.

Extra-Curricular Activities

School Dances/Activity Nights:

All school dances/activity nights begin at 6:00 p.m. and conclude at 7:30 p.m. The doors for each dance/activity night will close at 6:30 p.m. No student will be permitted to enter after 6:30 p.m. or leave before 7:30 p.m. unless previous arrangements have been made with a building administrator. In addition, once a student leaves the dance, they may not re-enter.

Only Garden City Middle School students are permitted to attend school dances/activity nights. No guests are permitted. Students must have their student I.D. in order to enter the dance/activity night. Students who do not have their I.D. will be required to purchase a replacement I.D. for \$5 in order to enter the dance.

Student Council:

Students can participate in student leadership opportunities through the Student Council. Elections are held during the fall of every school year to elect Student Council officers and representatives.

National Junior Honor Society:

Students with a cumulative 3.5 grade point average are eligible to apply for membership into National Junior Honor Society (NJHS). During the application process, candidates must also demonstrate an involvement in areas of leadership and service. Students who are admitted into NJHS will be inducted into the organization in the spring and will join those members who were inducted the previous school year. NJHS meets monthly and participates in various service projects.

Please note that in the event a member of NJHS is suspended for any reason, NJHS membership will be revoked for that student at the time of the suspension.

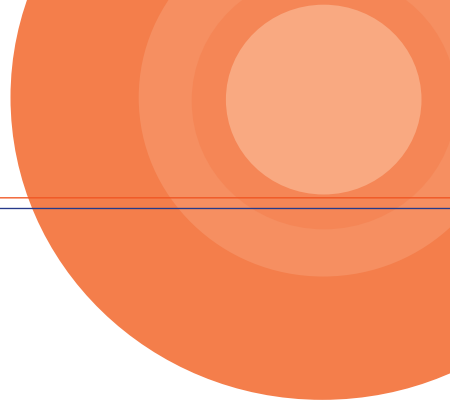
Athletics:

The following sports are available:

Fall	Winter	Spring
Boys Basketball	Girls Basketball	Boys Track
Girls Volleyball	Wrestling	Girls Track

In order to be eligible to play a particular sport, a student-athlete must have earned at least a 2.0 GPA in the previous card marking period. If at any point during the season, the student-athlete's GPA dips below a 2.0, the student-athlete will be ineligible from competing against other schools until the GPA reaches a 2.0 or better.

All participants must have a current **MHSAA sports physical** on file before participating. **A CURRENT-YEAR PHYSICAL IS ONE GIVEN ON OR AFTER APRIL 15 OF THE PREVIOUS SCHOOL YEAR.**



Other Activities & Organizations:

GCMS typically offers three intramural sport seasons in which students may participate. Previous seasons have included sports like football, basketball, volleyball, and badminton.

Other organizations/clubs that have been present at GCMS in recent years include Pom Pon Club, Robotics, Japanese Quiz Bowl, Anime Club, All School Trip, Dungeons & Dragons Club, Poetry Club, GSA Club, and Board Game Club.

Student Attendance

Attendance Philosophy:

There is a high correlation between good attendance and academic achievement. To foster positive work and study habits, the Garden City Board of Education and Middle School staff believe that students must be in class in order to fully maximize their educational opportunities.

Students are expected to be on time for school and in class every day. Students and parents should be fully aware that, in most cases, what goes on in the classroom (daily teaching, interactions of students with teachers and with other students, discussions, lectures, audio-visual, reports, etc.) cannot be duplicated and constitutes a valid and crucial part of coursework. Furthermore, each student is expected to contribute to the daily academic activities in class. When a student is absent, the educational experience of all students in the class can be diminished. Regular and consistent school attendance helps develop responsibility and self-discipline.

Attendance Policy:

The purpose of the Attendance Policy is to encourage regular and consistent attendance and punctuality at school by all students. Disciplinary consequences, in most cases, for attendance related offenses, will avoid removing the student from class.

Students who do not attend school on the day of an evening event are not permitted to attend the evening event. This includes dances/activity nights, concerts, sporting events, farewell dance, etc.

Garden City Public Schools have attendance offices and/or secretaries to account for each student's attendance on a daily basis. It is the parent's responsibility to report every absence. Parents will be contacted via robocall message daily when their student(s) is absent or late.

The cooperation of parents, students, and school personnel is essential to student success.

Attendance Procedures:

It is important that parents inform the school each time their student is unable to attend. The procedure is outlined below:

Excusing an Absence:

It is the parent's responsibility to report each absence. Please call the school attendance number, (734.762.8400 - Option 1), before 7:35 a.m., and provide the student's name and grade level, whether the absence is a full or partial day (if a partial day, please indicate the time the absence will begin and end), your telephone number and your name. Your call will be recorded in a voicemail (24 hours a day) or handled directly by a secretary. A parent's phone call within 24 hours of the absence is appreciated. The absence is only considered excused if there is accompanying documentation for the following reasons:

Doctor's Appointment: Please request a signed note from the doctor on official letterhead indicating the date of attendance and return to school date, if necessary. Bring the note to school upon return.

Court Appointment: Please ask court personnel for a signed letter on official letterhead indicating the date of attendance. Bring note to school upon return.

Funeral Attendance: Please present documented funeral attendance information to the office upon return to school.

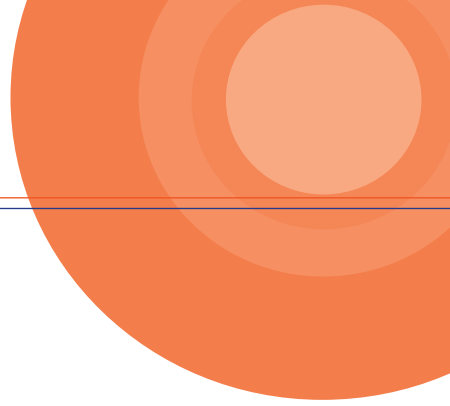
Excessive Absences:

Student attendance reports will be reviewed by school administrators. The following steps will be taken based on the total number of excused and unexcused absences:

5 (five) Absences: Parents will be notified of days absent and reminded of the need for regular attendance by letter and/or telephone. Parents will be notified in writing of absences and of the need for medical or legal verification for all additional absences.

10 (ten) Absences: Parents will be notified by letter of days absent and the date of a mandatory meeting with school administration and GCPD School Resource Officer to discuss absences and develop an attendance intervention plan. The student and parents will be given a copy of the attendance intervention plan. A copy of the plan will be placed in the student's CA-60 file and another copy will be forwarded to the Director of Student Services.

15 (fifteen) Absences: Parents will be notified of days absent by letter. A copy of the letter will be forwarded to the Student Services Director. The director, in collaboration with school administration, will review all cases of extreme school absenteeism. Propriety of court action will be evaluated in regards to the student and/or parent due to extreme absenteeism from school.



Truancies:

Students who are truant from class, or school, may not receive credit for daily assignments missed and will be referred to administrators for disciplinary action. The absence will be considered unexcused. Disciplinary action will likely avoid the removal of students from classes. Disciplinary action may include lunch detention or after school detention. Suspension may result if the student does not comply with these disciplinary actions.

Planned Absences:

Absences for reasons other than illness or death in the family are strongly discouraged. If your child must be absent for an extended period or for an emergency reason, notify the school that your child will be absent. If time allows, your child will receive a form to take to his/her teachers, notifying teachers of the expected absences and requesting homework assignments. It is requested that vacations during the school year be avoided whenever possible.

Homework Requests:

When a student has been absent three or more days, he/she can make a homework request by contacting each teacher through email. For absences of less than three days, students can check their Google Classroom for assignments, as well as contacting the classroom teacher.

Early Dismissals:

Parents are requested to schedule appointments after 2:36 p.m. to avoid the need for an early dismissal. If it becomes necessary for the student to be released from school for a doctor/dental appointment or for other unavoidable emergencies, students must be signed out by a parent/guardian (or someone designated by the parent/guardian on the emergency card) in the office before leaving the building. A student must also report to the office to check in when returning from an early dismissal. Identification will be required from anyone picking up a student. If someone not listed on the emergency card will be picking up the student, this information should be included in a handwritten note and given to the office staff.

Make-Up Work:

A student who has been absent has the responsibility for securing and completing their missed assignments. The time allowed for make-up work shall not exceed twice the number of days absent. The teacher has a responsibility, when requested, to develop and assist in giving make-up assignments, quizzes and tests. Regular classroom assignments may not be made up when absences are unexcused.

A student with an absence due to suspension has the responsibility for securing and completing make-up assignments, and will be allowed one day per day of absence to make-up work missed. In cases of multiple consecutive days of absences, due to suspension, a student will be allowed no more than three days to make-up missed work.

Please note that an absence does not automatically extend a due date for a class assignment. In general, daily assignments should be turned in upon the student's return to school/class. Obligations, such as term papers and classroom assignments, which have been scheduled in advance will be expected to be submitted on or before the pre-established due date unless otherwise designated by the teacher.

Tardies:

Tardy Philosophy:

Being on time is a life skill important to each student's future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students. Promptness to class ensures that students do not miss instructional time.

Tardy Policy:

There are few legitimate reasons for tardiness. Students have 5 minutes between classes to take care of their personal needs (i.e., using the restroom, getting water, going to their lockers, etc.). "Hallsweeps" may be randomly conducted, and students may be assigned detention.

The following consequences will occur in the event a student is tardy per hour per marking period:

1st Tardy:	Automated phone call home
2nd Tardy:	Teacher warning and automated phone call home
3rd Tardy:	Counselor and student meeting
4th Tardy:	Administrator and student meeting
5th Tardy:	After-school detention
6th Tardy:	Administrator, student, and parent meeting

Additional tardiness may result in further consequences and/or interventions.

Except in rare and persistent cases, students will not be removed from classes due to attendance/tardiness problems.

Student Behavior

Positive Behavior Interventions and Supports (PBIS):

PBIS is a multi-tiered system of supports to teach, reward, and support students for meeting school-wide behavior expectations. All students are expected to be safe, respectful, and responsible, and will be taught the behavior expectations matrix below. Throughout the year, students will be celebrated for meeting these expectations.

COUGAR EXPECTATIONS MATRIX

	Hallway	Restroom	Cafeteria	Library	Classroom
Be Respectful	<ul style="list-style-type: none"> Keep hands and feet to self Use appropriate language Follow staff directions 	<ul style="list-style-type: none"> Respect privacy of others Use equipment and supplies appropriately 	<ul style="list-style-type: none"> Wait your turn in line Use appropriate volume Respect others' space 	<ul style="list-style-type: none"> Use books and equipment appropriately Maintain a quiet environment Allow others around you to learn 	<ul style="list-style-type: none"> Follow classroom rules Use classroom materials appropriately Engage in behaviors that promote learning
Be Responsible	<ul style="list-style-type: none"> Keep hallway clear; clean up after yourself Keep hands and feet to yourself Go directly to your destination 	<ul style="list-style-type: none"> Clean up after yourself Be prompt Use your time wisely Report vandalism or inappropriate behavior 	<ul style="list-style-type: none"> Keep your area clean Consume all food and beverages in cafeteria Say please and thank you 	<ul style="list-style-type: none"> Stay on task Return items where they belong Check out items as directed 	<ul style="list-style-type: none"> Arrive on time with materials Participate and remain attentive Clean up after yourself Complete work as assigned
Be Safe	<ul style="list-style-type: none"> Use hallway time efficiently and appropriately Walk through hallways Keep hallways clear and clean 	<ul style="list-style-type: none"> Wash hands with soap and water Use for intended purpose only Demonstrate self control 	<ul style="list-style-type: none"> Keep hands and feet to yourself Remain seated until dismissed 	<ul style="list-style-type: none"> Follow directions Stay on district approved websites 	<ul style="list-style-type: none"> Follow emergency procedures when asked Wait to be dismissed Keep hands, feet, objects to yourself

Cougar Coupons:

These can be earned by students who exhibit positive, respectful, and responsible behaviors. During lunch on Fridays, students can use their Cougar Coupons to enter for a chance to play Plinko and win cool prizes.

Garden City Middle School's Behavior Expectations:

In addition to the Board of Education's Code of Conduct and Rules for Student Behavior, the following expectations are in place for students:

Student ID:

Students must carry their student ID at all times including when on school transportation and at extracurriculars, and must make it available upon request of faculty or staff. If it is lost, a new one must be purchased in the school office.

Attendance:

Students will attend all regularly scheduled classes and school activities unless officially excused.

Backpacks:

Students are to store their backpacks in their lockers each morning, before heading to class. Backpacks can be retrieved upon dismissal. Purses and handbags may be carried by students.

Electronic Communication Devices:

Cellular phones, iPods/MP3 players, CD players, portable speakers, and all gaming devices (PSP, Nintendo DS, etc.) are not permitted to be powered on in school. Students wearing headphones, earbuds, or the like will have their phone and earbuds confiscated for parent pickup. All electronic devices must be powered off and stored away during the school day.

If a student uses a personal electronic device during the school day, the following will occur:

- 1st Offense: Warning and device is turned into the office.
- 2nd Offense: After-school detention and device is turned into the office.
- 3rd Offense: After-school detention and device is turned into the office.
- 4th Offense: Device is turned into the office and turned over to a parent.

Additional infractions may result in additional consequences and/or interventions.

Note to parents: Communicating electronically (texting, paging, calling) with your student(s) during instructional time is a violation of the district's Code of Conduct and will result in student disciplinary action. Emergency matters are best channeled through office staff and building administration.

Classroom Behavior:

Any behavior that detracts from instruction and learning is disruptive and inappropriate. Such behavior will result in teacher/parent/administrative intervention.

Compliance and Cooperation with Staff:

A student shall comply with instructions and directions of teachers, student teachers, substitute teachers, paraprofessionals, administrators, other school personnel or persons acting in a chaperone or supervisory capacity. A student shall cooperate with school district administrators and/or teaching staff investigating possible violations of the district Student Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to school district staff.

Language:

Appropriate language is expected throughout the building and at all school events.

Respect:

Students will demonstrate respect for themselves, each other, the entire school community, as well as the Garden City Middle School campus.

Sports Spectator Guidelines:

Students attending sporting events, whether home or away, must adhere to all school rules and behavior expectations, including:

- Having their student IDs on them.

- Remaining in the bleachers/designated areas.

- Noisemakers are not allowed.

- If a student is absent from school, they may not attend the event.

- Demonstrating courtesy and respect.

Other General Expectations:

- Students are responsible for the disposal of litter or debris by using proper receptacles.

- Halls, classrooms, cafeteria and school grounds should be kept clean at all times.

- Students are not to loiter in hallway intersections, corridors, or restrooms. Skateboards and rollerblades are not permitted on the school bus, nor are they allowed to be used on school grounds.

GCPS Board of Education's Rules for Student Behavior

All students are expected to comply with the Board of Education's Rules for Student Behavior. A copy of the Rules for Student Behavior, included within the Code of Conduct, was made available to you upon updating or enrolling your student through the MiStar Parent Connection portal for the current school year. Paper copies are available in the school office upon request. The most current version of the Student Code of Conduct is available on the Student Services department's website [here](#).

General Information and School Policies

Counselors:

Each student will be assigned a counselor, based upon the student's grade level. Students will have the same counselor for both their seventh and eighth grade years.

Lunch and Cafeteria Policies:

Students will have the opportunity to choose their seat in the cafeteria. All students will enter the eating area and sit down while waiting for their table number to be called for hot lunch. All students have the opportunity to select a free lunch this school year. Students are expected to use a conversational tone when talking with friends while remaining in their seats. Students are expected to clean up after themselves and use good manners while eating.

After all tables have been called to receive a hot lunch, students will have the opportunity to purchase a snack-type or flavored water item from the snack line. Prices range from \$.50 to \$1.50. Students may only purchase what they can eat during lunch. No food or drink (except clear water) is permitted to leave the cafeteria.

Parents and guardians may bring food for their child(ren) to the Main Office. Please do not bring birthday treats, large pizzas, etc. for other students. Food delivery services, such as DoorDash and GrubHub, are not permitted.

Transportation:

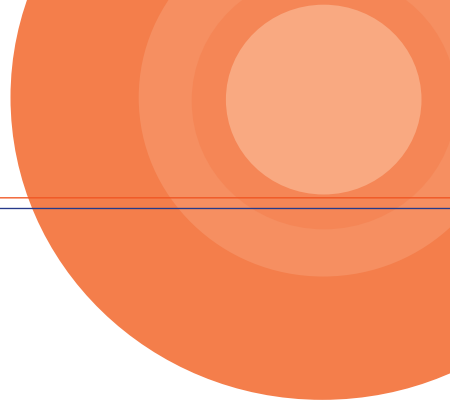
School bus transportation is a privilege. The school district has an established policy providing school bus transportation for all middle school students living more than one and one half miles away from Garden City Middle School.

Students must carry their student ID at all times, as the student ID also serves as a student's bus pass. In the event a student cannot provide his/her student ID to the bus driver during the p.m. run, the student will not be permitted to ride the bus. Students must not allow other students to use their ID. If a student misplaces or loses his/her ID, they must purchase a new ID in the main office as soon as possible.

Considering the importance of safety, students must demonstrate respect toward the bus driver by following all instructions. Furthermore, students must recognize that vandalism to the school bus is not permissible. Students are expected to adhere to the same behavioral expectations on the school bus as they do within the school building. School administration may suspend a student from riding the school bus for the remainder of the school year or any other stated period of time for gross misbehavior. Such behavior includes, but is not limited to smoking, vandalizing, or endangering the safety of themselves or others, etc.

Students who miss their bus must contact a parent or emergency contact in order to arrange for transportation. A phone is available for use in the school's main office. An alternate bus will not be provided in such instances.

Special transportation needs for special education students can be arranged through the Special Services Department.



Textbooks:

Textbooks are the property of Garden City Public Schools and are loaned to students at the beginning of the school year. Once a textbook has been assigned to a student, it is the student's sole responsibility to maintain the textbook. Upon loaning textbooks to students, staff members record the serial number of the textbook as well as its condition. If a textbook is lost, damaged or defaced, the student will be responsible for the cost of repair or replacement of the textbook.

Lockers:

Lockers are school district property and may be searched at any time by school personnel. Each student is responsible for his/her locker and its contents. Lockers are not to be shared.

Search & Seizure:

To maintain a safe learning environment, school personnel may search a student, a student's belongings and/or a student's locker, and in the process, may seize any illegal, unauthorized or contraband materials discovered. Failure of a student to permit a search and seizure will be considered grounds for disciplinary action.

Student Medication Procedure:

Garden City Public Schools require a physician's written order to administer any medication. Medications, both doctor ordered and over the counter, must be kept in the school office. The student's parent/legal guardian must provide the school with a completed "Administration of Medication by School Personnel" form. Forms are available in the main office and on the website. All doctor ordered medications are to be in the current prescription container with the student's name and prescribed dosage.

Michigan eLibrary (MeL):

Students have the ability to request books through the Michigan eLibrary (MeL). Book titles will be reviewed by staff prior to distribution to students. While we do our best to screen every title that is requested by students, the ultimate responsibility rests with a parent or guardian to review what a student is reading.

GARDEN CITY PUBLIC SCHOOLS

