

This signed form should be removed and returned to the User's Homeroom Teacher before he/she will be allowed to use the Network Technology.

## **USER'S RESPONSIBILITY DECLARATION 2011-2012**

I have read the Allegan Public Schools' District Technology Code of Ethics and agree to be responsible for and abide by all the Rights, Responsibilities, and Disciplinary Action outlined on page eight of the L. E. White Middle School Student Handbook.

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(User's Printed Name)

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(User's Signature)

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(Date)

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(Parent's/Guardian's Signature)

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(Date)

**L.E. WHITE MIDDLE SCHOOL**  
3300 West 115th Avenue  
Allegan, Michigan 49010

**STUDENT HANDBOOK**  
2011-2012

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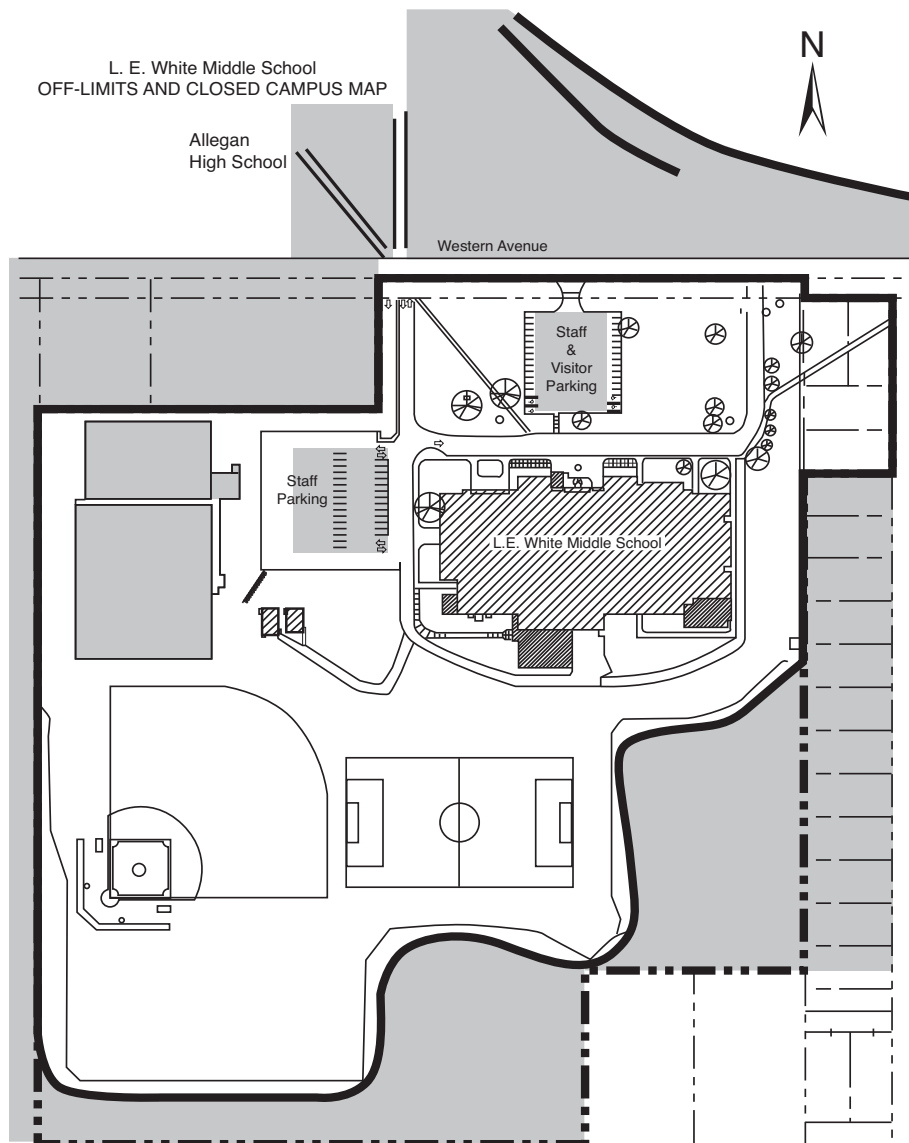
This Student Handbook belongs to: \_\_\_\_\_  
Student's Name

I have reviewed the contents of this handbook with my child.

\_\_\_\_\_  
Parent's Signature

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**The gray areas are off-limits to students during the school day.**

### **NONDISCRIMINATION POLICY #2060**

No person shall, on the basis of race, color, national origin, religion, sex, age, height, weight, marital status, political belief, disability, or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity through Allegan Public Schools.

#### **Grievance Procedure**

Students shall file their grievance with the building principal. Employees shall file their grievance with the immediate supervisor.

1. The principal or the supervisor shall announce his/her decision within two work days in the case of an employee.
2. Within five school days or work days, as appropriate, the principal's decision or supervisor's decision may be appealed to the superintendent. The superintendent shall affirm or modify the decision within three days from hearing the appeal.
3. The superintendent's decision may be appealed to the Board of Education within five school days or work days of such decision.
4. The Board of Education shall schedule a hearing within ten days after receiving the appeal and shall notify the student or employee that said hearing shall be conducted under the following rules and procedures:
  - A. Written notice shall be given of the date, time, and place of the hearing;
  - B. The student or employee may be represented by an attorney or other advisor of his/her choosing;
  - C. Witnesses may be presented at the hearing and may be questioned by the Board and its representatives and by the student or employee and his/her representatives;
  - D. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at said hearing;
  - E. There may be present, at the hearing, the principal or the supervisor, the Board of Education's attorney, and such resource persons as the president of the Board deems essential to the proper adjudication of the case;
  - F. The Board of Education shall render a written opinion of its determination within five days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

## INTRODUCTION

The contents of this **L.E. White Middle School Student Handbook** have been provided for students and parents so that the school rules and the expectations for student behavior are specifically identified.

We want each of our students to have a productive learning experience while he/she attends our school. We want students to come to school eager to learn and to actively participate in the educational processes in each of their classes.

The Middle School Staff has a strong desire to have each student meet with success. However, we are well aware that student success at school involves more people than the Middle School Staff. Parents must help the Middle School Staff by supporting the staff through attendance in meetings and communicating with the staff through notes to school and phone calls.

We encourage all of our students to display "Good Citizenship." **We want parents and students to understand that we define a "Good Citizen" as a student who demonstrates self-control; shows respect for adults, peers, and property; and observes classroom rules.**

## SCHOOL SAFETY

In the interest of maintaining a safe and orderly learning environment, it may be necessary to inspect students' lockers, purses, lunch boxes, book bags, backpacks, or any other container they may bring onto a school bus or the school campus. It should be understood by all students that an inspection of their personal items could occur at any time. When personal items are brought onto a school bus or the school campus, it is reasonable to expect that the above mentioned items could be inspected by school officials or law enforcement authorities.

## RESPECTFULNESS

1. Students will be **expected to be respectful** toward all adults here at school. Students must understand that they must show respect toward every adult in the school. The adults are not just their teachers, but include lunch period supervisors, custodians, maintenance workers, bus drivers, teacher aides, coaches, media center staff, activity chaperones, volunteer parents, officials for sporting events, and adults visiting the building.

Students displaying respectful student behavior are students who are polite and use good manners in all situations during the school day.

Students will be exhibiting disrespectful behavior toward adults whenever they: display impolite, rude behaviors and/or make impolite, rude verbal comments toward an adult; ignore the instruction of an adult; use profane or rude gestures toward an adult; use profanity or crude language in the presence of an adult; are insubordinate to an adult; deliberately disrupt the instruction in a classroom, etc.

2. Students will be expected to be respectful toward all other students here at school. We want students to follow the "golden rule," which is ... "to treat others as you want to be treated."

Students will be displaying disrespectful behavior toward their fellow students whenever they: disrupt the learning of the students in the classroom; spread rumors (true or false) about another student; "bully" another student by word or deed; call another student a nasty name; mock another student; verbally attack another student; and/or instigate the physical attack of another student.

## CONSEQUENCES FOR BEING DISRESPECTFUL

Disrespectful behavior will not be tolerated. The staff will speak with a student individually whenever he/she shows disrespect toward another person here at school.

Disrespectful behavior which is not immediately corrected will receive severe consequences which are outlined in the Allegan Public Schools Student Code of Conduct.

## SCHOOL IMPROVEMENT PLAN

2011-2012

### MISSION

**Create Tomorrow; Learn Today!**

### MISSION STATEMENT

Our focus is to send our students on to succeeding educational programs with a solid foundation of basic skills, a respect for themselves and for others, and a healthy, mature attitude which will enable them to become responsible, contributing citizens engaged in a lifetime of learning.

### PHILOSOPHY STATEMENT

The philosophy of the L.E. White Middle School Staff is to involve our students in learning experiences while we encourage them to mature physically, socially, emotionally, and intellectually. As these students undergo the transition from elementary school to high school, we will teach them, guide them, and nurture them to the best of our abilities. While giving them room to grow, we will provide controls to help them learn and practice responsibility.

## STUDENT PERFORMANCE GOALS NORTH CENTRAL ASSOCIATION PERFORMANCE ACCREDITATION GOAL STATEMENTS

### Writing Goal

"The students will improve their ability to express their ideas in paragraph form."

### Reading Goal

"The students will improve their reading ability in all areas of curriculum."

### Math Goal

"The students will improve mathematical problem-solving skills in all academic areas."

## STUDENT APPEARANCE

It is expected that reason, good taste, and modesty in choosing appropriate clothing for school will be supported and encouraged by parents. **Any apparel that disrupts the learning environment will be considered unacceptable.** The faculty and staff consider the following items to be disruptive to our learning environment:

1. Hats, other headgear, and coats. These will not be worn in the building during school hours. Lockers are provided for these items.
2. Any type of clothing that advertises alcoholic beverages, tobacco, or promotes drug use; includes profanity or vulgar suggestions; promotes violence or gang involvement; makes sexual or satanic references; or makes reference to anything that distracts from the educational process.
3. **Tops that expose the midriff or tops that do not completely cover the shoulders and do not completely cover the chest area are unacceptable - preferred neckline is a crew neck design.** Shorts, skirts, dresses or jeans with holes that do not properly cover the skin when arms are fully extended to the fingertips are also unacceptable.
4. Jeans, slacks, shorts, skirts, and athletic wear that are not worn at the correct position at or above the hips are unacceptable.
5. Pajamas (top and bottoms) and slippers are not acceptable to wear to school. Sweatpants, jeans, and shorts must have a draw string or belt.

6. For safety reasons, shoes must be worn at all times. Sandals and flip-flops are not safe footwear for school, and are not allowed in some classes.

Any student who does not follow these appearance standards will be asked to make necessary changes to meet the standards. If the necessary changes are not made, the Behavior Expectations, Violations, and Consequences will be followed.

## ATTENDANCE POLICY

We believe:

Every day in school is of vital importance to each child. Days missed from school cannot be completely recovered. Regular school attendance is a stepping stone to a successful and productive life.

**Parents are to phone the school the morning of the day that their child is absent**, explaining the nature of the absence. Parents who do not have access to a phone are to send a written note to school with their child upon his/her return.

Parents will be allowed to excuse ten absences the first semester and an additional five absences the second semester (15 for the school year) by phone or written note. After the tenth absence of the first semester and the fifteenth absence of the year, the parent will be notified in writing that a note from a medical doctor will be required to excuse any additional absences.

If poor attendance continues, a parent meeting will be scheduled to discuss the problem. The Truancy Officer will be notified if the attendance problem is not corrected.

**Planned extended absences are discouraged and should be discussed with each of the child's teachers in advance.** Every student must accept the responsibility of making up assignments that are missed during an absence. Should you request an extended absence, all the student's work must be accumulated before he/she leaves for the absence and is due upon his/her return. Failure to turn in missing assignments the first day he/she returns will result in a lower grade on the report card.

"...Every parent, guardian, or other person in this State, having control and charge of any child between the ages of six and sixteen years, shall send such child...to the public schools during the entire school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which such child is enrolled." (**Michigan School Law, Section 340.731**)

## THE SCHOOL DAY

### MORNING ENTRANCE POLICY

Students will be allowed to enter the front door nearest the office and the cafeteria entrance beginning at 7:25 a.m.

### OUTDOOR OFF-LIMITS AREA

On school days, during the school hours 7:25 a.m. to 2:50 p.m., L.E. White Middle School students are not permitted in the gray areas of the map (on back of the Table of Contents page). After school is dismissed at 2:33 p.m., students are to go directly to their bus or home. Students should not be found loitering around any of the Allegan Public School Campuses, or on the "Tiger Trail" at the end of the day unless they are under the direct supervision of a teacher or other adult.

### TARDINESS

Students who arrive to school any time after 7:40 a.m. must report to the office before going to their class. When arriving, parents should bring the child into the building or send a note excusing him/her. Parents are allowed to excuse 4 tardies for the 1st period during each marking period. After the 4th parent excused tardy, the student will be referred to the student tardy policy.

Students are expected to report to each class on time.

A tardy will be defined as not being in the room when the chime sounds.

## TARDY POLICY

**Tardies start over each marking period.**

### \*Consequences (Per Hour)

1st Offense:	Verbal/Written Warning
2nd & 3rd Offense:	ASD
4th Offense:	Saturday School
5th Offense:	One-Day Suspension

Serious offenders will be reported to the Truancy Officer.

THE FIVE MINUTE BREAK BETWEEN CLASSES IS FOR THE STUDENT TO GO TO THE RESTROOM, GET A DRINK, GO TO HIS/HER LOCKER, AND GO TO CLASS ON TIME. **THIS IS NOT THE TIME TO COME TO THE OFFICE TO USE THE PHONE.** IF THE STUDENT HAS BUSINESS IN THE OFFICE, IT NEEDS TO BE TAKEN CARE OF BEFORE SCHOOL, DURING LUNCH, OR AFTER SCHOOL. NO PASSES WILL BE GIVEN TO STUDENTS TO GO TO CLASS. THEY WILL BE MARKED TARDY WHEN THEY ARRIVE TO CLASS.

**SKIPPING CLASS (CLASSES) -- Students who are more than five minutes late to class will be considered skipping. The consequences for skipping are specified on page 7, 3.b. Students who are absent for more than 15 minutes of any class period will be considered absent for the entire period.**

## ILLNESS

If a student becomes ill during school, he/she must report to the office. Parents will be contacted to pick up a child who is ill. Students who leave the building without checking out through the office will be disciplined.

## DENTAL AND MEDICAL APPOINTMENTS

Students wanting to be excused for dental and/or medical appointments must have their parents call the school to verify the appointment (a note may be sent if there is not a phone). School is out early in the afternoon, and it is hoped that appointments can be made for hours other than school hours.

## PERFECT ATTENDANCE

To be considered for "Perfect Attendance" a student can miss no more than three (3) class periods for the entire school year.

## BICYCLES

Bicycles will be placed in the bicycle racks and should be locked for your own protection. **The bicycle racks are off-limits to students** except when arriving in the morning or leaving after school. The school does not assume responsibility for damaged or lost bicycles.

## CELL PHONE POLICY

Allegan Public Schools recognizes the importance of student-parent communication for after-school transportation purposes (clubs, athletic practices, etc.) and has adopted the following policy in accordance with recent changes in Public Act 215 of the Michigan School Code.

Students may bring cell phones to school, but may not carry them on their person and must be kept in their locker - turned off during school hours and on all school buses. The school is not responsible for lost, stolen, or damaged cell phones or other electronic devices. Any violation of this policy will result in confiscation of the cell phone. A parent must pick up the cell phone from the middle school office and an after school detention will be assigned to the student. Repeated violations are considered insubordination and are subject to suspension under the insubordination policy.

## SNOW OR ICE DAYS

Because more than 60% of our students ride a bus to school, inclement weather may force the closing of school.

If school is closed, it will be announced over WKZO (AM = 590) or WQXC (FM = 100.9 or AM = 980).

### DAILY SCHEDULE

ENTRANCE BELL	7:25
WARNING BELL	7:35
1st Period	7:40 - 8:39
2nd Period	8:44 - 9:43
3rd Period	9:48 - 10:47
LUNCH PERIOD A	10:47 - 11:17
4th Period/7th	11:22 - 12:25
4th Period/6th	10:52 - 12:25
LUNCH PERIOD B	11:17 - 11:47
4th Period/8th	10:52 - 11:55
LUNCH PERIOD C	11:55 - 12:25
5th Period	12:30 - 1:29
6th Period	1:34 - 2:33
BUS BELL	2:45
STUDENT EXIT BELL	2:50

### LUNCH PERIOD AND BREAKFAST

Students can bring a lunch to school or buy a lunch in the cafeteria. Breakfast can be purchased each morning from 7:25 to 7:35 a.m. Students can deposit money into their lunch accounts anytime before school or during lunch.

### WRITTEN WORK

All written assignments should be neatly written, spelled correctly, and have the proper heading. Teachers will ask students to follow suggestions listed below on all written papers.

In the upper right-hand corner of the paper, write your name, grade, subject, and date as follows:

Robert Q. Student  
Science 8  
September 6, 2011

It is important that students understand that all work they turn in should be **their own work**. If it is determined that a student has turned in work that has been copied from another student, was done by another student, or was duplicated from any other source, the student will receive consequences for cheating or for committing plagiarism as outlined in the Student Code of Discipline on page 7, 2.g.

### HOMEWORK

Homework is an activity that prepares, supports, reviews, reinforces, or advances current concepts/topics being taught in class. The purpose is to develop recollection abilities, understanding, and appreciation of the concepts/topics. It may be an activity that is started under the supervision of the instructor or given by the instructor to be completed by a specified time. These activities may be done independently or cooperatively, depending on the provided instruction.

### STUDENT HOMEWORK GUIDELINES

1. Pay attention to the explanation of each lesson.
2. Ask questions if you do not understand.
3. Write down the assignment, preferably on an assignment sheet or in an assignment book.
4. Use your class time wisely so that you can get help from your teacher during class.
5. Remember to take your incomplete assignments home.
6. Do your own work. Do not copy the work of others and try to submit it as your own.
7. Remember to bring your completed assignments to class.
8. Report to each class prepared (book, completed assignment, pencil(s), and gym clothes).
9. Keep your papers for each class organized in a notebook or pocket folder.
10. Take responsibility to obtain and complete make-up work from each teacher within the specified time.

### PHYSICAL EDUCATION DRESS POLICY

1. Students are expected to change into the appropriate gym clothes (T-shirts, shorts, sweatpants, tennis shoes, etc.). The gym clothes worn in class cannot be the clothes worn during the school day.
2. If a student does not dress and/or participate four or more times during the nine-week marking period, he/she will be assigned an after-school detention and could fail the class for the nine weeks.
3. Students will be excused from participating in physical education class if they have a note from a parent (one day only) or if they have a medical excuse from their doctor.
4. Students who are excused from participating in physical education class or who have been absent from class will be expected to do a "Review of a Sports Article" to earn the ten points for class participation.

### STUDENT TAKE-HOME PROJECT POLICY

1. Students shall be required to pay for the cost of materials of all projects they wish to take home. This decision must be made before the project is made.
2. Students desiring to make extra projects, special projects, or projects not listed among those normally required may do so with the instructor's approval. Materials used in the construction may be purchased before construction begins or as they are needed.

### REPORT CARDS AND GRADES

Daily grades, classroom participation, punctuality, class attitude, and effort, together with tests and final examination marks, are the determining factors used to evaluate the expected student outcomes for each class.

A "report card" indicating the student's achievement is issued at the end of each nine-week period. This report also includes remarks concerning the work of the student and his/her citizenship. Final grades are given at the end of each semester.

All "incompletes" must be made up before the next nine-week period ends.

### HONOR ROLL

Students who attain a 3.0 Grade Point Average or better on the final semester grades are placed on the honor roll. A "3.0 Grade Point" means that a student has a "B" average or better in all of his/her classes. Students who obtain a 3.5 Grade Point Average or better on the final semester grades will be awarded an "Academic Letter." A "3.5 Grade Point" means that a student has an "A" average in all of his/her classes.

### HALL PASSES

Hall passes are issued to students who, for some reason, need to be in the hall during class time. Teachers will issue hall passes written in ink. Only one person should be out of the classroom at a time, except in an emergency. Students will not be issued a pass to go see another student. Students in the hall without a pass signed by the teacher will be returned to the sending teacher. Repeat violations will result in an off-limits write up.

### PASSPORTS

No student having reported to school may leave the building before the normal dismissal time without written permission from the principal's office. A special passport will be issued upon request of parents or in case of emergency. Students should obtain these permits before school begins in the morning.

## VISITORS

BRINGING FRIENDS TO SCHOOL TO VISIT IS NOT PERMITTED. Please do not ask! Parents are always welcome to come to school and see our school at work. We ask parents to schedule in advance (if possible) and always register in the office before going to a classroom.

## MEDICATION

The administration requires that only parents bring to school medication that has been prescribed by a doctor, including over-the-counter medication. All medications will be kept in the school office unless special permission has been granted by the administration. Medication not registered in the office will be considered an illicit drug and may be appraised under the "Drug Policy," pages 8 and 9.

### DISPENSING MEDICATIONS (Board Policy 8600)

Medications may be given to students in school only under the following conditions:

1. The parent/guardian **must have** submitted a written request that the **prescribed medication** or over-the-counter medication be administered at school, AND
2. The school **must have** written instructions from the doctor regarding the administration of prescription medication AND written instructions from the parent for over-the-counter medication.
3. The medication **must be** brought into the office by a parent/guardian.
4. All medications, including aspirin, Tylenol, and other non-aspirin pain relievers, may be given only in the presence of another adult in the school office.
5. Medication must be legally approved and in legally labeled containers. This means parents should not bring medications to school in plastic bags or envelopes.

## SCHOOL PROPERTY

### COMPUTER USE

Students in the middle school will have the opportunity to use computer technology that we have available. **All students who wish to use the Internet will be required to complete the Technology Acceptable Use Policy Form. A parent must also sign this form before students will be allowed to use the Internet.** The Technology Acceptable Use Policy outlines student rights and responsibilities with regard to the use of all technology within the schools. This policy requires students and staff who use the technology to be responsible for and abide by all the rights and responsibilities outlined. The Acceptable Use Policy, the supervision of students while they are online, the use of "Cyber Patrol" software to block inappropriate Internet material from appearing on the user's computer, and other protective measures can ensure that students use these educational tools safely and appropriately.

### TEXTBOOKS

At the beginning of each semester, students are issued school-owned textbooks which have a replacement value of over \$150.00. Each textbook is numbered and evaluated. Students are responsible for the books they are issued and will be expected to take good care of them. If a book is lost or unreasonably damaged, reimbursement will be expected before new books are issued in the next school year.

### LOCKERS

Lockers belonging to the school are made available to students for their use as long as they are not abused. INSPECTION OF LOCKERS MAY BE MADE AT ANY-TIME AT THE DISCRETION OF SCHOOL OFFICIALS.

Lockers are assigned to only one student and are not to be shared. Lockers are to be locked at all times. Students must not give their locker combinations to other students nor are they to share their locker with another student. When this is done, students in effect have lost their guarantee of privacy and security.

In practice of good housekeeping, each student is expected to keep his/her locker in an orderly fashion and to help clean the area near the locker. Students are responsible for damage to their lockers, and they are expected to remove marks (inside and outside) as soon as they appear. No signs are to be stuck on lockers. **MONEY OR OTHER VALUABLES SHOULD NEVER BE LEFT IN A GYM OR HALL LOCKER. PLEASE LEAVE ALL VALUABLE ITEMS IN THE SCHOOL OFFICE WITH THE OFFICE PERSONNEL.**

### GYM LOCKERS

There are small lockers assigned for storage of gym clothes and equipment. Students are issued a combination lock to ensure the protection of their clothes and equipment. This combination lock will also be used to protect street clothes while the students are participating in the gym class or in after-school sports. Each student is responsible for the padlock issued to him/her.

### MEDIA CENTER

The Middle School Media Center is a place for quiet study, research, and leisure reading. The media center staff is available to assist you. We trust you to respect this collection of books and magazines so that other students can also make use of the facility. A book may be checked out for two weeks. Additional materials cannot be checked out until previous materials have been returned. Students must replace lost books.

## L.E. WHITE MIDDLE SCHOOL CURRICULA AND PROCEDURES

### COUNSELORS

Two counselors are available for conferences concerning educational information, personal guidance, and test interpretation. The counselors will meet with each student to plan his/her schedule for the next year. They are here to help the students. Parents should feel free to contact the counselors at any time.

### CHANGING CLASSES

Because of the six period schedule and the specific grade level curricula, it is almost impossible to change classes. A change will be made only if there is a class open and the student's schedule can accommodate the change. After the first two weeks, no change will be made without a parent conference with the teacher. If the change can take place, the following conditions must be met:

1. There must be a written request from the parent/guardian.
2. There must be a conference with the teacher and parent.
3. It must be approved by the child's counselor.
4. It must be approved by the principal and/or assistant principal.

### RETENTION IN GRADE

Students considered for retention in their grade will be handled on an individual basis. Each case will take into account many factors, such as attitude, age, ability, and the maturity of the student, as well as all final grades for the entire year. At the end of the second semester, a review board consisting of the administration and counselors will consider all possible retentions. The review board makes the final decision as to the placement of the student for the fol-

lowing year. To be promoted, a student must pass all classes for the entire year. Students may be advanced at the discretion of the principal.

## 6TH GRADE CURRICULUM

### ACADEMIC COURSES:

Reading and Writing skills will be taught and developed in each academic subject area.

Language Arts  
Mathematics  
Science  
Social Studies

### Enrichment Course Rotation (8 week): --

Foreign Language ▶ Physical Education ▶  
Computers ▶ Life Management & Tech Ed

### Elective Courses

6th Grade Band, 6th Grade Vocal, 6th Grade Art, 6th Grade Exploratory

## 7TH GRADE CURRICULUM

### ACADEMIC COURSES:

Language Arts  
Mathematics  
Science  
Social Studies

### ENRICHMENT COURSE ROTATION (Quarter Classes - will take four):

Foreign Language, Physical Education, Computers, Family & Consumer Science, Exploring Technology

### Elective Courses -- (Quarter, Semester or Year Long)

Art (Semester), Vocal Music (Year Long), Band (Year Long), Physical Education (Quarter), Sewing Creations (Quarter), Foods for Teens (Quarter), Exploring Technology II (Quarter)

## 8TH GRADE CURRICULUM

### ACADEMIC COURSES:

Language Arts  
Mathematics  
Science  
Social Studies

### EXPLORATORY COURSE ROTATION: (Quarter Classes - will take four)

Exploratory Technology 8 (Quarter), Family & Consumer Science (Quarter), Computers (Quarter), Physical Education (Quarter).

### ELECTIVE COURSES:

Foreign Language - Spanish I or French I (Year Long), 8th Grade Band (Year Long), 8th Grade Choir (Semester or Year Long), Art (Semester or Year Long), Physical Education (Quarter, Semester, Year Long), Sewing Creations (Quarter), Foods Around the Word (Quarter), Exploring Tech II (Quarter), Manufacturing Technology (Quarter).

## STUDENT ACTIVITIES

### STUDENT COUNCIL

Students of the L.E. White Middle School have an opportunity to take part in the student government by being elected to the Student Council. The Student Council consists of four sixth graders, four seventh graders, and four eighth graders.

Some of the aims of your Student Council are:

1. To assist in governing the student body.
2. To help solve general school problems.
3. To try to develop a fine school spirit among the students.
4. To promote school activities.

## CLUBS

Clubs can be organized for almost any area if there is enough interest and if an advisor can be found. We encourage students to take the initiative and organize clubs of their interests.

## YEARBOOK

The middle school yearbook will be created by a select group of students as an after-school activity. Selected students will be committed to many extra hours of time to complete the project.

## ATHLETIC OFFERINGS

Students who have a sincere desire to compete on an athletic team and are willing to devote the time and effort are urged to try out for the squad of their choice. **See Page 10.**

### Seventh and Eighth Grade:

Football -- Fall (Rocket Football)  
Cross-Country -- Boys and Girls -- Fall  
Basketball -- Girls -- Winter; Boys -- Winter  
Wrestling -- Boys -- Winter  
Volleyball -- Girls -- Fall  
Track -- Boys and Girls -- Spring  
Tennis -- Boys and Girls -- Spring

**Sixth Grade** Activities will be scheduled through the Recreation Department. Traditionally, sixth grade students have had athletic experiences in indoor soccer, basketball, and floor hockey. Other possibilities include cross-country, wrestling, and volleyball.

## CURRICULUM COUNCIL (SCHOOL IMPROVEMENT COMMITTEE)

The Curriculum Council is a committee made up of all aspects of the middle school. It meets monthly to discuss the curriculum, materials, and areas of school improvement. The council recommends textbook changes, course changes, and works to solve problems related to school improvement.

Our Student Council selects one student to represent the student body on this committee.

## STUDENT BEHAVIOR EXPECTATIONS

At all times, students are expected to display good manners and to conduct themselves showing courtesy, politeness, and respectfulness towards everyone at school. It is necessary to emphasize some specific expectations.

1. Students are answerable or responsible to all adults in the building, not just the teachers whom they have for class(es).
2. A student who has been sent from the classroom is expected to report directly to the principal's office. A conference with his/her teacher will be held before the student returns to class.
3. Students are expected to conduct themselves in the building with no yelling, no running in the halls, no scuffling, no pushing or shoving, and no use of profane, vulgar, or offensive language.
4. Students are expected to take good care of school property, their own property, and the property of other students.
5. Students who have skipped classes/school will not be allowed to ride the bus home.
6. Students must be out of the building at 2:50 p.m., unless they are under a teacher's supervision.
7. No food or drink may be consumed in the halls or classrooms without administrative permission.
8. Bikes are not to be ridden on the sidewalks, and bike riders must observe the one-way and stop signs. Skateboards can only be ridden in the designated area outside of the locker rooms.

9. Ample space is available for games and activities away from the road and driveways. Students are not to stand or play in the road, in the front drive, or in the parking lot with parked cars.
10. **Throwing snow** on school property is a violation of Student Code of Behavior - Rule 4.b. "Conduct or behavior which jeopardizes the safety of self or others.
11. Public display of affection (kissing) is unacceptable behavior. Display of affection is limited to the holding of hands.
12. No radios, tape players, electronic games, or sound reproducing systems should be brought to school. These devices are disruptive to the educational process. In addition, the school will not be responsible for them if they are damaged, lost, stolen or traded.
13. No pornographic materials are to be brought to school.
14. Chewing gum causes unnecessary work and makes a mess when those who chew gum do not show responsible behavior. Gum-chewing is permitted in the middle school under the following conditions:
  - a. Your teacher allows it.
  - b. It does not cause a classroom disturbance.
  - c. It is disposed of in a responsible manner.
15. Students being sent to the office from class for discipline issues will be assigned at minimum an ASD.

### LUNCH PERIOD EXPECTATIONS

1. Eating should only be done in the cafetorium. Food is not to be eaten in the halls or restrooms.
2. Students will report to an assigned area to eat.
3. Good manners and acceptable behavior are expected at all times.
4. All waste must be disposed of rather than left on tables.
5. Students will remain in their assigned areas until dismissed.

### MIDDLE SCHOOL BEHAVIOR INTERVENTION PLAN

When a problem occurs in the classroom, the teacher will meet with the student and begin a four-step plan. Intervention plans will be initiated with students for minor misbehavior, failure to do homework, failure to participate in class activities, etc,

- Step #1. The teacher and the student discuss the problem.
- Step #2. The teacher and the student review the problem, the student completes a "Change of Behavior Plan," and the student takes a "Communique" home for his/her parent to sign. An after-school detention will be assigned.
- Step #3. A meeting is held with the parent and the teacher. A letter is sent home stating that further problems will result in suspension from school for disrupting the learning process. A Saturday School or three ASD's will be assigned.
- Step #4. Reaching Step 4 will result in a ONE DAY (1) suspension from school. Suspension days will escalate with each additional step after Step 4.

### AFTER-SCHOOL/SATURDAY SCHOOL DETENTIONS

After-School Detentions will begin at 2:40 p.m. and last for 40 minutes. Saturday School Detention will begin at 8:00 a.m. and last for 2 hours (until 10:00 a.m.). Students will be expected to bring homework and all materials with them to detention. There is no communication, no passes will be issued, and unexcused tardiness will be considered skipping. Being asked to leave a detention will result in a

Saturday School Assignment. Skipping ASD detention will result in a Saturday School Assignment. Skipping Saturday School will result in a suspension.

Saturday school is a disciplinary opportunity given to parents and students to avoid a suspension. If two Saturday schools are skipped, the offending student will be suspended for one day for any future consequence that could have been a Saturday school detention for infraction(s) for the remainder of the school year.

### STUDENT CODE OF BEHAVIOR AND DISCIPLINE

**The following list of School Rule Violations and Consequences is in effect for all students whenever on school property or at a school event, whether home or away.**

A parent contact will be made for all violations requiring discipline.

1. **Matters relating to public and private property:**
  - a. **Theft** - Any student or students involved in stealing.
    - First Offense** - 1-3 day suspension\*
    - Second Offense** - 3-5 day suspension\*
    - Third Offense** - 5-10 day suspension\*
    - Fourth Offense** - 10 day suspension\* and recommendation for expulsion
 \*Possible police report  
**Possession of stolen property** - Same as above.
  - b. **Damaging, defacing, or destruction of property.**
    - First Offense** - 1-3 day suspension and restitution
    - Second Offense** - 5-10 day suspension and restitution
  - c. **Misuse of books, materials, equipment.**
    - Offense** - Suspension from class and after-school detention; restitution
  - d. **Off-Limits** - Presence in any hallway, classroom, or interior area without specific permission from a teacher, counselor, or administrator (hallway pass).
    - First Offense** - Warning
    - Second Offense** - After-school detention
    - Third Offense and any other** - Saturday School
  - e. **Trespassing** - Presence in any Allegan Public School building or on any Allegan Public School Campus without permission, either during the day or after school hours.
    - First Offense** - Verbal warning
    - Second Offense** - Letter
    - Third Offense** - Police report
2. **Matters pertaining to citizenship:**
  - a. **Disrespect, discourtesy, the bullying of a fellow student, or inappropriate hallway behavior.**
    - First Offense** - Warning
    - Second Offense** - After-school detention or Saturday School
    - Third Offense** - 5-10 day suspension
  - b. **Failure to actively participate in lesson: i.e no assignment or no book or no pencil and/or not using class time to work on assigned task.**
    - First Offense** - Warning
    - Second Offense** - After School Detention
    - Third Offense** - Saturday School detention
 \*Possible suspension for repeat offenders
  - c. **Failure to comply with class expectations, continued disruption.**
    - First Offense** - Removal from class 1-3 days and detention
    - Second Offense** - Removal from class 3-5 days and Saturday School
    - Third Offense** - 1-3 day suspension and removal from class with a withdraw, fail grade

- d. **Conduct determined to be disruptive to the ongoing educational processes of the school or class. This includes insubordination.**  
**First Offense** - 3 day suspension  
**Second Offense** - 5 day suspension  
**Third Offense** - 10 day suspension, recommendation for expulsion
- e. **Use of profanity, swearing, obscenity, or name-calling (including character, racial, ethnic, or religious slurs).**  
**First Offense** - After-school detention  
**Second Offense** - Saturday School or 3 after-school detentions  
**Third Offense** - 1 day suspension
- f. **Severe act of disrespect to a staff member.**  
**First Offense** - 3-5 day suspension  
**Second Offense** - 5-10 day suspension  
**Third Offense** - 10 day suspension with possible recommendation for expulsion
- g. **Forging of permission slips, excuses, and/or school forms.**  
**First Offense** - Exclusion from activity, detention, and/or Saturday School  
**Second Offense** - 1-3 day suspension
- h. **Cheating (Plagiarism).**  
**First Offense** - "0" and no credit on work involved  
**Second Offense** - Same as first, and Saturday School  
**Subsequent Violation(s)** - Same as second and mandatory parent meeting
- i. **Violation of state laws, local ordinances, approved safety, health, and fire codes.**  
**Offense** - Up to 10 day suspension and notification of police
- j. **Possession, use, or distribution of intoxicants, illegal drugs, or tobacco products.**  
See policy on pages 8 and 9.
- k. **Possession of or use of weapons or explosives, including firecrackers and firearms.**  
See policy on page 9.
- l. **Repeated Citizenship Violations** - Rules 2.a., 2.b., 2.c., 2.d., 2.e. - In addition to receiving the consequences for the inappropriate misbehaviors of this section, students who continuously violate the Citizenship Rules will also be required to have a meeting with the administration and their parents.  
**Ultimate Consequence** - Recommendation for expulsion
3. **Matters pertaining to attendance:**
- a. **Closed Campus** - At the middle school, no student shall leave the school campus during the school day without prior permission from the office. Closed Campus is in effect when students arrive at the school campus each day, whether by bus, car, walking, etc. It is expected that all students shall remain on the school campus until dismissal.  
**First Offense** - Warning  
**Second Offense** - 3 day suspension  
**Third Offense** - 5 day suspension  
**Fourth Offense** - 10 day suspension, parent conference  
**Fifth Offense** - 10 day suspension, expulsion recommendation
- b. **Skipping** - Students who are more than five minutes late to class or leave class without permission will be considered to be "skipping."  
**First Offense** - 2 after-school detentions  
**Second Offense** - Saturday School  
**Third Offense** - Suspension
- c. **Skipping School** - Students who miss three or more classes will be suspended until a parent meeting is held and assigned a Saturday School.
- d. **See Attendance Policy** -- page 2
4. **Matters pertaining to safety of others:**
- a. **Physical attacks or threats to students.**  
**First Offense** - 1-3 day suspension  
**Second Offense** - 3-5 day suspension  
**Third Offense** - 5-10 day suspension and recommendation for expulsion  
Depending on severity - Police notification
- b. **Conduct or behavior which jeopardizes the safety of self or others.**  
**First Offense** - 1-3 day suspension  
**Second Offense** - 3-5 day suspension  
**Third Offense** - 10 day suspension and possible recommendation for expulsion
- c. **Fighting.**  
**First Offense** - 1-3 day suspension  
**Second Offense** - 5 day suspension  
**Third Offense** - 10 day suspension, expulsion recommendation
- d. **Extortion** -- Act of taking something from someone by using fear.  
**First Offense** - 3 day suspension  
**Second Offense** - 5 day suspension  
**Third Offense** - 10 day suspension
- e. **Physical threat or attack on teacher, administrator, or other school personnel.**  
**First Offense** - 5-10 day suspension, possible expulsion for severity, police notification  
**Second Offense** - Recommendation for expulsion
5. **Gross misdemeanor - Conduct detrimental to the moral functioning of the school or school activities:**
- a. **Removal or suspension for misbehavior from school activities, including athletic contests, field trips, social events, team activities, etc.**  
**First Offense** - Suspension from all future events or activities
- b. **Appearance or dress disruptive to learning.**  
Turn clothing inside out, go home and change, or put on another shirt or jacket.  
**Refusal** - suspension for a day.
- c. **Inappropriate or offensive actions or suggestions. Improper display of affection in school building, school property, or at a school activity.**  
**First Offense:** Warning, detention, Saturday School, or up to 10 day suspension with the possibility of expulsion and police report, depending upon the severity of the infraction.
6. **Electronic devices:**  
Electronic devices such as cell phones, MP3 Players, iPods, or any other type of communication or sound reproducing devices, cannot be used during school hours. Students who violate this rule will have the device confiscated and the device will be returned only to a parent.  
Cell phones cannot be used during school hours. During the school day (7:40 a.m. to 2:33 p.m.) student cell phones should be turned off and safely secured in the student's locker. See Cell Phone Policy - page 2.  
**First Offense** - After School Detention and confiscation of phone  
**Second Offense** - After School Detention and confiscation of phone

**ALLEGAN PUBLIC SCHOOLS  
ADMINISTRATIVE RULE/  
PROCEDURE #7200  
TECHNOLOGY ACCEPTABLE  
USE POLICY  
TECHNOLOGY CODE OF ETHICS**

Use of technology at Allegan Public Schools is a privilege extended to students, faculty, and staff to enhance learning and exchange information. Each user of technology shall read the following *Rights, Responsibilities, and Disciplinary Action* statements and sign the *User's Responsibility Declaration* form at the beginning of the assignment book prior to accessing and using technology.

**RIGHTS:**

- Users have the right to use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.
- Users have the right to access information from outside resources which facilitates learning and enhances educational information exchange.
- Users have the right to access the Internet to retrieve information which facilitates learning and enhances educational information exchange.
- Users have the conditional right to sign up for Listservs and Newsgroups on the Internet which facilitate learning and enhance educational information exchange.

**RESPONSIBILITIES:**

- Users are responsible for utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.
- Users are responsible for properly using and caring for that hardware and software which they have been trained to use and refraining from using any technology for which they have not received training.
- Users are responsible for adhering to the rules established by the technology facilitator for use of the hardware, software, labs, and networks in the school.
- Users are responsible for obtaining permission from the technology facilitator before bringing in their own software and using it on school equipment.
- Users are responsible for preventing knowingly installing computer viruses on school equipment.
- Users are responsible for keeping hardware and software from being relocated, removed from school premises, or modified without permission from the technology facilitator.
- Users are responsible for adhering to the printer use guidelines established by the technology facilitator.
- Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
- Users are responsible for all material received via the Internet under their user account and accept responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school via the Internet.
- Users are responsible for making all subscriptions to Listservs or Newsgroups known to the technology facilitator and seeking prior approval before requesting such subscriptions on the Internet.
- Users are responsible for maintaining the integrity of the electronic mail (e-mail) system, reporting any violations of privacy, and making only those e-mail contacts which facilitate learning and enhance educational information exchange.

**Third Offense** - Suspension and parent meeting and confiscation of phone until parent meeting is held.

**7. Suspensions and expulsions:**

During the time a student is suspended or expelled, the student may not attend school for the specified period of time, **nor may the student enter upon any school property, nor may the student attend or participate in any school-related activity.**

**8. Harassment - Sexual Harassment - Hazing - Nuisance Threats:**

**Harassment** of others is not acceptable and will be treated as a serious offense.

Harassment, in general, may include any speech or action which unjustifiably, or without legitimate school-related purpose, creates a hostile environment for students.

**Sexual Harassment** includes unwelcome sexual advances or any form of improper physical contact or sexual remark. Any sexual harassment concern may be referred to the sexual harassment officers.

**Hazing - Zero Tolerance** - Hazing of others is not acceptable and will be treated as a serious offense. Hazing, in general, includes an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew, or should have known, endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization.

**Nuisance Threats** - A "Nuisance Threat" situation will be considered whenever a student chooses to pass on an unsubstantiated threat or a rumor of a threat by sharing information of a troubling nature to cause alarm or to cause concern on the part of classmates, parents, or members of the community. "Nuisance Threats" will be investigated, verified, documented, and assigned appropriate consequences.

**First Offense** - Warning, detention, and/or up to 10 day suspension from school contingent upon severity of the infraction.

**Second Offense** - Up to 10 day suspension

**Third Offense** - Recommendation for expulsion

**9. Student distributed material:**

Any material handed out by students or displayed on school property must be approved by the school principal or designee before it can be distributed to other students. Failure to follow procedure will result:

**First Offense** - Warning and/or up to 3 day suspension

**Second Offense** - 5-10 day suspension

**10. Any offense of a severe or criminal nature may result in a suspension of up to 10 days, recommendation for expulsion, and/or referral to authorities. At any time, a reasonable suspicion may result in the search of any person, locker, or personal property of any student including vehicles.**

- Users are responsible for maintaining a log of all contacts made on the Internet, a count of all mail received via Internet, and logging the full Internet address of any files transferred.
- Users are responsible for adhering to the copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other resources.
- Users are prohibited from using the technology for personal or private business, for product advertisement or political lobbying, or for making financial commitments on the Internet.
- Users are prohibited from the malicious use of the technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems.

#### DISCIPLINARY ACTION

- Users violating any of these Rights and Responsibilities will face disciplinary action.
- Users violating any of these Rights and Responsibilities may be banned from using school hardware and telecommunications software to access the Internet.
- Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
- Users who wish to continue using school hardware, software, and Internet access may be required to attend additional training sessions in their use for any unauthorized use of these technologies.
- Users violating any of these Rights and Responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

#### ILLCIT SUBSTANCES

The Board of Education is concerned with the well-being of its students and the successful accomplishment of its mandate to provide education to the students of the Allegan Public Schools, Allegan, Michigan. Moreover, the Board of Education recognizes that substance use/abuse by students is illegal and constitutes a grave threat to their physical and mental well-being. Accordingly, it is the policy of the Board of Education to implement a drug prevention program and to prohibit the unlawful possession, use, distribution, sale, or being under the influence of illicit drugs and alcohol by all students on school premises, or as part of any school business, activity, or function pursuant to Public Law 101-226, otherwise known as the Drug-Free Schools and Communities Act Amendments of 1989.

#### TOBACCO PRODUCTS

Possession of tobacco or tobacco products is illegal for all students in the Allegan Public Schools, **on school grounds or in sight of school buildings**, and is a suspendible offense. Use of tobacco on school grounds will be referred to the law enforcement authorities and a \$50 citation will be issued. Possession is defined as having tobacco on one's person, whether lighted or not, exhalation of smoke, or other obvious evidence of tobacco use or possession. Lighters will be confiscated. In all discipline cases involving tobacco, students and parents will be encouraged to contact area counseling agencies.

**First Offense** - 2 day suspension from school

**Second Offense** - 5 day suspension from school

**Third Offense** - 10 day suspension from school

**Fourth Offense** - Suspension from school until an expulsion hearing is held with the Board of Education. This hearing is to be held within 10 school days of the incident.

#### OTHER ILLICIT SUBSTANCES - DEFINITIONS

**"Illicit substances"** include alcohol or alcoholic beverages in any form; illegal drugs including, but not limited to, those substances defined as "controlled substances" pursuant to Federal and Michigan law; anabolic steroids, human growth hormones, or other performance-enhancing drugs; substances purported to be illegal, abusive, or performance-enhancing, i.e., "look-alike drugs."

• **Penalties for buying, using, possessing, being under the influence of illicit substances, or being in possession of drug paraphernalia.**

**First Offense** - 10 day suspension from school or 5 day suspension from school and the completion of a Bio/Psycho/Social/Chemical Assessment at a licensed treatment agency approved by the administration, and provision of written verification of completion.

**Second Offense** - Suspension from school until an expulsion hearing is held with the Board of Education. The hearing is to be held within 10 school days of the incident.

• **Penalties for selling or distributing illicit substances.**

**First Offense**

Suspension from school until an expulsion hearing is held with the Board of Education. The hearing is to be held within 10 school days of the incident.

#### FIREWORKS/EXPLOSIVES

Due to the extreme safety hazard and potential for serious injury to students and staff members, the Allegan Public Schools has implemented the following policy regarding fireworks and/or explosive devices:

1. Students found in possession of fireworks of any kind will be suspended from school for three school days. The second offense of possession will result in a five day suspension from school. The third offense will result in suspension and referral to the Board of Education for expulsion.
2. Students involved in igniting fireworks, throwing a lighted firework or explosive device, being in possession of a lighted firework, or discharging or otherwise using any kind of firework, explosive device, or smoke bomb will, on the first offense, be suspended five school days. The second offense will result in suspension from school and referral to the Board of Education for expulsion. If the violation is of a gross or large magnitude in nature, the responsible student(s) will, on the first offense, be suspended from school and referred to the Board of Education for expulsion.
3. This policy will be in effect when a student is on school property, at any time during the day or night, or when the student is attending **any type** of away school activity.
4. Since fireworks are illegal in Michigan, students found possessing or using any type of fireworks will be referred to the appropriate law enforcement agency.

#### DANGEROUS WEAPONS

In 1994, both the Federal and State legislatures passed very strict laws regarding students who bring dangerous weapons to school.

If a student brings a dangerous weapon to school, the Michigan law insists that a local Board of Education expel the student from school for a period of 180 school days.

A dangerous weapon is considered to be one of the following: a firearm, a dagger, a dirk, a stiletto, a knife with a blade over three inches in length, a knife opened by mechanical device, an iron bar, or brass knuckles.

#### 1999 STATE LEGISLATION

Public Acts 102, 103, and 104 are addressed in the Allegan Public Schools Code of Behavior and Discipline, Policy 8100.

**APS BOARD POLICY #8100**  
**SECTION VII**  
**ACADEMICS AND ELIGIBILITY**

It is the expectation of the school that each student, by diligent use of his/her abilities, will earn passing grades in all classes (a class is defined as receiving one-half credit) and meet graduation expectations.

With a high expectation for academic performance in mind, we will establish the following minimum criteria for student participation in driver education, all co-curricular activities (defined as activities not a part of a class which receives credit, i.e., sports, jazz or pep bands, clubs, etc.), and if deemed necessary by the administration, other designated after-school activities (i.e., Middle School lock-in, etc.).

1. In order to be eligible for co-curricular activities, a student:
  - Must be “on track” for graduation,
  - Must have four credits at the end of ninth grade,
  - Must have ten credits at the end of tenth grade,
  - Must have sixteen credits at the end of eleventh grade,
  - Must have twenty-two credits at the end of twelfth grade.

**Sixth, seventh, and eighth grade students must be passing five of six classes to be eligible.**

2. This participation will be monitored on a regular basis so that students will be able to improve and meet minimum expectations in academics and citizenship.
  - a. Regular eligibility checks will be made at mid-marking periods via interim progress reports and at the end of marking periods via report cards.
  - b. A student/athlete declared ineligible would remain so until the next regular eligibility check (approximately three weeks) unless the teacher(s) of the class(es) the student is failing provides notification to the appropriate administrator that the student is **PASSING** before the next scheduled eligibility check.
  - c. A student declared eligible would remain so until the next regular eligibility check. A teacher(s) must notify the appropriate administrator that the student is no longer passing his/her class(es) after the beginning of the fourth week.
  - d. By MHSAA rule, if a student athlete does not pass four classes in the previous semester, he/she is ineligible for the entire next semester.
3. The student will be in attendance the entire school day unless he/she has notified the attendance secretary of a prearranged absence. The administration reserves the right to make final judgement in emergency situations.

# L. E. WHITE MIDDLE SCHOOL & ALLEGAN HIGH SCHOOL ATHLETIC HANDBOOK

## ATHLETICS

Interscholastic athletics offers many educational opportunities and as such is an extension of the classroom. All students are encouraged to participate and take advantage of these opportunities.

L. E. White Middle School offers the following sports: basketball, cross-country, football, tennis, track, volleyball, and wrestling.

## ELIGIBILITY RULES

A student:

- A seventh grade student must not be 14 years old before September 1.
- An eighth grade student must not be 15 years old before September 1.
- Must have earned at least 1 1/2 credits (passed three classes) in the previous semester.
- Must be doing satisfactory work, in accordance with current school policy, in all classes.
- Must display good citizenship in all classes.
- Must not accept prizes worth more than \$25.00 as a result of athletic competition.
- Must not use or possess tobacco, alcohol, or illegal drugs.
- Must have a signed Athletic Participation form (which includes a current physical) on file in the Athletic Director's office. The physical must be **completed** after April 15.

## ADVANCED ELIGIBILITY

Seventh or eighth grade student-athletes who become 15 years old before September 1 may participate on a high school team. Those students would be limited to four years of high school eligibility and all other high school regulations would apply, including doing passing work in at least four full credit classes. The student-athlete and his/her parents/guardians must meet with the Athletic Director to discuss this option. Application for approval to participate on a high school team must be made by completing an MHSAA "Eligibility Advancement Application."

## SEMESTERS OF ENROLLMENT

Students enrolled in grade seven or eight are not limited in the number of semesters of competition.

## SEMESTER RECORDS

In the middle school, students must have passed at least three full credit subjects in the previous semester of enrollment and must be currently passing at least five courses to be eligible.

## COLLEGE ELIGIBILITY- NCAA CLEARINGHOUSE

If a student-athlete has intention of playing sports at the college level, he/she must contact the counseling office and/or athletic office to process information regarding the NCAA Clearinghouse. The NCAA Clearinghouse processes potential student-athletes' transcripts to determine college eligibility.

## TRANSFER STUDENTS

A student who transfers into the Allegan Public Schools must consult with the Athletic Director to determine when he/she is eligible to participate in interscholastic athletics as determined by the MHSAA Handbook.

## PHYSICAL EXAMS

A student-athlete must have passed a current year physical examination and have it on file in the athletic office. Current year means that the physical was completed after April 15 of the previous school year.

## TRANSPORTATION

**Most transportation to away contests will be provided by coaches or parents who are on an approved driver list. On some occasions, school buses may be used. In either case, student-athletes must ride to and from the contest on school approved transportation.** For contests where the school provides transportation, student-athletes will ride to and from the contest with coaches and teammates. At times, family circumstances may require other transportation arrangements. A written permission note from the student-athlete's parent/guardian shall be required each time alternate travel arrangements are requested. The note must be presented to the Athletic Director the day prior to the contest. The coach and/or Athletic Director have the right to accept or deny all requests.

## GAME DISQUALIFICATION

If a student-athlete is disqualified from an athletic event by the appropriate game officials, a meeting may be held to discuss the circumstances which led to the disqualification. The meeting will be held the next school day or as soon as all the parties can be present. The meeting will include the student-athlete, athlete's parent(s), coach(es), and Athletic Director. When a student-athlete is disqualified, he/she must sit out the next athletic event per the MHSAA Handbook. It is possible that additional game disqualification(s) may be added to the mandatory disqualification by the Athletic Director, in consultation with the coach and athlete(s), after review of the circumstances. Behaviors that could warrant additional game disqualification include, but are not limited to, fighting and inappropriate gestures and language.

## MISSING PRACTICE

The student-athlete should always contact his/her coach and let him/her know if a practice has to be missed. Each coach has his/her own individual rules regarding reasonable or acceptable excuses for missing practice. It is the coach's and student-athlete's responsibility to understand what is considered excused or unexcused.

## PRACTICING FOR A SPORT OUT-OF-SEASON

When a student-athlete is involved in a sport in-season, it is recommended the student-athlete should stay focused on that particular sport. The coaches and athletic administration do not encourage student-athletes to begin practicing for out-of-season sports during in-season sports. If a student-athlete wishes to work or participate in out-of-season practices during an in-season sport, the student-athlete and parent/guardian should meet with both head coaches of the sports in questions and work out a compromising schedule.

## **RESIGNATION FROM A TEAM SPORT**

Resignation from a team during the season is a serious matter. These decisions affect not only the resigning athlete, but other team members as well. It is only fair and reasonable to expect that the student-athlete and perhaps his/her parents discuss that decision with his/her coach prior to leaving the team. Often, difficulties can be resolved with satisfactory results for all concerned. Athletes who do resign from a team, however, cannot expect to participate in another sport until the team's season ends, and they will forfeit all awards and honors for that sport for that season.

## **EQUIPMENT**

Coaches are responsible for issuing equipment to the student-athlete. It is the responsibility of the student-athlete to return equipment to the coach and/or athletic office as directed by the coach. If a student-athlete fails to return equipment in a timely fashion, the student-athlete's awards, diploma, etc., will be held. When equipment is damaged, lost, and/or stolen while in the care of the student-athlete, it is the student-athlete's responsibility to pay the replacement cost of the equipment. If the student-athlete is a graduating senior and fails to return equipment, his/her diploma will be withheld until such items are returned to the athletic office. If the student-athlete is an underclassman, he/she will not be allowed to practice or participate in other sports until such time as the equipment is returned to the athletic office.

## **ALLEGAN PUBLIC SCHOOL TEAM AWARDS**

At the start of each season, each coach should inform team members of the criteria to be used in determining the awards for each particular team.

## **ATTENDANCE**

A student-athlete must be in attendance for at least half of his/her scheduled classes (three class hours) on the day of an athletic event to be eligible to participate in that day's practice or contest. Exceptions may be granted by the Athletic Director in emergency situations.

If a student-athlete is suspended from school, he/she will not be able to attend practices and/or contests during the time of suspension. Student-athletes should be aware that coaches have the flexibility and/or authority to withhold student-athletes from contests due to behavior resulting in a school suspension.

Allegan Public Schools expect student-athletes to be in school the entire day following a sports contest. Unexcused absences on the day after a sports contest will be handled in the following manner:

**First Offense:** - A verbal warning will be issued to the student-athlete.

**Second Offense:** - The student-athlete will be ineligible for the next contest immediately following the violation.

## **SCHOOL WORK MISSED DUE TO AN ATHLETIC EVENT**

Completion and submission of school work that will be missed due to participation in an athletic event is the responsibility of the student-athlete. It is the responsibility of the student-athlete to check with teachers prior to the class that will be missed to determine due dates and assignments.

## **ACADEMIC ELIGIBILITY**

The following eligibility requirements pertain to middle school students:

1. Academic eligibility will be cumulative from the beginning of each marking period.
2. Academic eligibility will be monitored on a regular basis so that students will be able to improve and meet minimum expectations in academics and citizenship.
3. A student-athlete declared ineligible would remain so until the next regular eligibility check (approximately three weeks) unless the teacher(s) of the class(es) the student is failing provides notification to the appropriate administrator that the student is PASSING before the next scheduled eligibility check.
4. A student declared eligible would remain so until the next regular eligibility check. A teacher(s) must notify the appropriate administrator that the student is no longer passing his/her class(es) after the beginning of the fourth week.
5. If a student-athlete is forced to drop a class due to a failing grade, but is taking enough credits to be considered a full-time student, the student-athlete remains ineligible for two weeks. If by dropping the class, the student is no longer considered full-time, the student-athlete remains ineligible for the remainder of the semester from when he/she is officially dropped from that class per the MHSAA handbook.

NOTE: Coaches and teachers are expected to inform athletes about their eligibility status. However, the responsibility for knowing their status lies with the student-athletes. Information regarding course assignments, grades received, and calculation of the student-athlete's cumulative grade must be provided by a teacher at the end of the next regular school day following a written request by the student-athlete or his/her parent or guardian.

## **TRAINING RULES AND REGULATIONS**

### **CONDUCT AND/OR BEHAVIOR**

Being a member of an athletic team is regarded as an honor and privilege. At no time should a student-athlete's conduct and/or behavior reflect poorly on the team, school, or community. If poor conduct and/or behavior is exhibited, disciplinary action may be issued by the coach and/or the administration.

### **USE OF ILLEGAL SUBSTANCES**

Any student-athlete (regardless of age) who uses, possesses, distributes, conspires, plans, coordinates, or attempts to use, purchase, possess, or distribute alcohol, steroids, tobacco (all forms), other illegal substances, or look-alike substances will be suspended for one-fourth (25%) of the current scheduled season in which the student-athlete is participating. If the student-athlete is not currently in a sport or if the number of contests left in the season is less than one-fourth of the season, the penalty will be carried into the next sports season. Fractions of contests will be rounded down if .49 or below. For the first infraction of substance abuse, it is recommended the athlete and parents attend a substance abuse screening administered by an outside agency. Information will be taken from the following three sources: APS staff, law enforcement agency, or self-admission.

A second violation during the athlete's high school/middle school career will result in one-half (50%) of the current scheduled season in which the student-athlete is participating. If the student-athlete is not

currently in a sport or if the number of contests left in the season is less than one-half of the season, the penalty will be carried into the next sports season. For the second infraction of substance abuse, it is recommended the athlete and parents attend a substance abuse screening administered by an outside agency.

A third violation during the student-athlete's high school/middle school career will result in forfeiture of all athletic privileges for one year (365 days from the first day of suspension).

Fourth and fifth violations will follow the same consequences as found under a third violation.

The following training rules and regulations will be in effect for the full calendar year. Students serving suspension during a season will be expected to complete that season in good standing for the suspension to count. The athletic director and coach may take into consideration extenuating circumstances in fulfilling that requirement.

### **MISDEMEANORS AND FELONIES**

If a student-athlete is charged with a misdemeanor or felony crime, an immediate athletic suspension may occur.

If a student-athlete is convicted of a misdemeanor or felony crime, the student-athlete may be suspended until the Athletic Director, Administration, and/or Athletic Review Board can meet and review the circumstances which may result in further suspension.

### **PROCEDURAL STEPS**

When student-athletes or parents feel they are being unfairly treated, they must proceed in the following order:

1. Set up a time to talk with the coach. Usually immediately after a game is not an ideal time to discuss concerns. If the issue is not resolved at this level, continue through the following steps:
2. Meet with the Athletic Director.
3. Meet with the Athletic Review Board.
4. Meet with the Allegan Public School Superintendent.
5. Request a meeting with the School Board.

### **ATHLETIC REVIEW BOARD**

The Athletic Review Board will be a five member "ad hoc" review panel made up of individuals from the following groups:

1. Principal, assistant principal, or another administrator if the principal or assistant principal is not available;
2. Two non-participating parents,  
One parent is chosen by the student/parents,  
One parent is chosen by the Athletic Director/Administration;
3. Two non-participating head coaches,  
One head coach chosen by the student/parents,  
One head coach chosen by the Athletic Director/Administration.

All parties will meet to discuss the issue(s) at hand. After all parties have had their opportunity to speak, the review board will meet to come to a consensus regarding the issue(s).

### **UNFORESEEN CIRCUMSTANCES**

Any violations of the rules and regulations specified in this handbook that have no specified consequences will be in the domain of the Athletic Director. It is the responsibility of the Athletic Director and/or Athletic Review Board to determine the specific consequences of each violation.

### **HANDBOOK REVISION**

The Allegan Public Schools' Athletic Handbook will be reviewed annually by the athletic administration. In addition, the Athletic Handbook will be reviewed in the spring of the following years by "ad hoc" committee comprised of student-athletes, parents, coaches, teachers, and administrators, and approved by the School Board: 2005, 2007, 2009.

## CORE DEMOCRATIC VALUES

Core Democratic Values are the fundamental beliefs and constitutional principles of American society which unite all Americans. These values are expressed in the Declaration of Independence, the United States Constitution, and other significant documents, speeches, and writings of the nation.

A. **Life** - A person's right to life cannot be violated except in certain extreme circumstances, such as in the protection of your own or others' lives.



B. **Liberty** - The right to liberty is an unchangeable human right. Other ideas and practices cannot be forced upon anyone.



1. **Personal Freedom:** The right to think, to act, and to be an individual without government control or protest.

2. **Political Freedom:** The right to participate in the political process.

3. **Economic Freedom:** The right to buy, sell, and trade private property with minimal government interference, and the ability to change employment at will.

C. **The Pursuit of Happiness** - Everyone has the right to attempt to obtain happiness, so long as they do not violate the rights of others.



D. **Common Good** - Public or common good requires that individual citizens have the commitment and motivation to work together with other members for the greater benefit of all.

E. **Justice** - People should be treated fairly in the distribution of the benefits and responsibilities of society, the correction of wrongs and injuries, in the gathering of information, and in decision-making.



F. **Diversity** - Variety in culture, ethnic background, race, lifestyle, and belief is not only allowed, but is also desired and beneficial in a multi-cultural society.

G. **Equality** - All people have the right to:

1. **Political Equality:** Equal political power. No person can be denied this right unless by due process of the law.

2. **Legal Equality:** Equal legal rights before the law.

3. **Social Equality:** No legal limitations can be placed on a person due to his/her social class.

4. **Economic Equality:** All people have the same economic status.



H. **Truth** - People can demand that the government refrain from lying and that the government must disclose all information to the people. This is an important element in the bond between government and the people.



I. **Popular Sovereignty** - The people are collectively the leaders of the nation and hold ultimate authority over public officials and policies.

J. **Patriotism** - True citizens show a love and devotion for their country and the values on which it depends.

## CONSTITUTIONAL PRINCIPLES

A. **Rule of Law** - Both the government and the people of the nation must obey all laws.



B. **Separation of Powers** - The legislative, judicial, and executive powers of the government should be given to separate institutions to maintain the limitations placed upon them.



C. **Representative Government** - The people have the right to elect others to represent their opinions and interests in the government.



D. **Checks and Balances** - The powers given to the different branches of government should be balanced, so that no branch can dominate the others. Each branch also has the ability to limit the power of other branches.



E. **Individual Rights** - All people have certain basic rights that are not created by the government. These include the right to life, liberty, freedom, and the "pursuit of happiness." It is the duty of the government to protect these rights, and it may not place unfair or unreasonable restrictions on these rights. Many of these rights are outlined in the Bill of Rights.



F. **Freedom of Religion** - All people have the right to practice their faith or beliefs, if any, without persecution.



G. **Federalism** - Power is shared between the state and national governments, as written in the Constitution.



H. **Civilian Control of the Military** - People who are not in the armed services should control the military in order to preserve democracy.



## PLAGIARISM AND CREDITING SOURCES

The use of another person's words or ideas for the purpose of presenting the information **as the writer's own** is plagiarism. According to the Modern Language Association (the standard bearer in academic research and publication), to plagiarize is "to give the impression that you have written or thought something that you have, in fact, borrowed from someone else" (MLA Handbook 21). Writers document their sources to give credit to those works and authors who have contributed. Failure to document adequately results in plagiarism, an offense that not only leads to lawsuits in the professional community, but can also lead to expulsion and failure in high schools and colleges. Plagiarism does not have to be intentional; it may just be the failure to make clear what has been borrowed. The teacher reserves the right to assign a plagiarized paper an automatic "F."

**Note-Taking:** Plagiarism can be avoided by proper note taking. When researching, fill out a bibliography card for each source researched. Then fill out a note card with the page number of the researched material for each piece of information. If filled out correctly, these cards can be easily used for the bibliography and endnote pages. Note cards should be used for direct quotations, for ideas, and for information gathered from sources. When not using direct quotes, put the gathered information into your own words so you are not tempted to plagiarize later.

## CITATION OF SOURCES

Citation of sources means giving credit to the source of borrowed information. Two ways are used in citing sources: endnotes and parenthetical citation. Whereas a bibliography is a listing of works used (in alphabetical order) at the end of the research paper, citation of sources throughout your writing guides the reader to the exact work and page number where your information was found. This can be done by inserting a superscript number after selected information and referring to an endnote page (endnoting), or by placing the author's name and page number of the information in parenthesis after the selected material (parenthetical citation). Because most colleges use both methods, both methods are taught at most high schools. Make sure you check with your teacher for the preferred method of documentation of the assignment.