



Grass Lake Middle School

Student Handbook 2023-24

**Grass Lake Middle School
1000 Grass Lake Rd.
Grass Lake, Michigan 49240
Telephone: (517) 867-5551
Fax: (517) 522-4775
Website: www.grasslakeschools.com**

**Superintendent: Dr. Ryle Kiser
Principal: Jeanene Byerly
Assistant Principal: George M. Gogol II
Administrative Assistant: Emily Mathews**

The mission of Grass Lake Middle School is to cooperatively guide students through the transitional years in a safe, positive environment by developing character and challenging students to achieve academic success on the path toward high school.

The Three Be's of GLMS!

**Be Confident,
Be Connected,
Be Creative!
Be a Leader!**

CODE OF CONDUCT

Activities

Activity nights, dances, and athletic events will be held periodically throughout the school year. Participation in activity nights and dances is limited to current GLMS students. Students must be in attendance throughout the entire school day on the day of the event to participate. Exceptions will be made for pre-arranged and documented appointments, for funerals, or school-sponsored activities. Approval to participate must be secured through the principal's office. Late pick-ups may result in the loss of activity privileges.

After-School Activities

Students need to be with a teacher or coach for all after school activities. All non-supervised students must exit the building within 10 minutes after the dismissal bell.

Assemblies

Expectations for students in assemblies are sitting in designated areas as told by the teacher, courtesy towards guest speakers, participants, and fellow audience members. If a student is asked to leave the assembly, he/she should report to the office and may miss future assemblies.

Attendance

The building opens at 7:20 – Students are released to go to lockers and get breakfast

Class begins at 7:30 – Students should be IN their classrooms ready to work.

- If a student is ill or will be absent, parents must call the office before 9 AM at 867-5550.
- The accumulation of ten or more absences per period per year may result in sanctions and a referral to the County Attendance Officer.
- Excused absences, which the student must make up missed work, include:
 - Student illness.
 - Funeral.
 - Medical/legal appointments – a signed statement from the doctor, dentist, etc... is needed.
- Unexcused absences include being too tired, staying home to babysit, overslept, missed bus, weather, excessively called in sick without doctor's notes.
- Suspensions
 1. Students must make up all work during an absence caused by a suspension.
 2. Students are not allowed on school or district property during a suspension.

All absences or tardies will count toward a student's ten allotted absences in a year.

- We will block (consider one occurrence) up to five (5) days for a vacation absence one time during a semester. After five days, each vacation day will be an additional absence.
- Homework requests are granted for students absent two (2) or more days. Requests require a 24-hour notice. Please call the school secretary at 867-5550 to make arrangements. Students should look for assignments posted on schoology and stay caught up with as much as they can using technology while they are out. A student has the same number of days to make up work after an absence as the number of days they were absent.
- For award purposes, perfect attendance means no absences or tardies.

Tardies

Will be charged if a student is up to 10 minutes late to their first class of the day (more than 10 minutes late will be considered an absence), or up to five (5) minutes late to any period after that (more than five (5) minutes late will be considered an absence). The accumulation of three (3) or more tardies to a single class in a marking period may result in a detention.

Counseling

The social worker may facilitate individual and group support for students. Students may reach out to our Social Worker using Schoology Messages to request a meeting.

Communication

The school district's website is www.grasslakeschools.com. Here one can find login links for parents and students. A staff directory can be found on the GLMS portion of the district website. In the login link section one can access PowerSchool. PowerSchool is the software system we use for grading purposes; teachers update their gradebooks weekly. Parents and students will receive login information from the school at the beginning of the year. Please check PowerSchool often to keep track of your child's progress. Schoology is the learning management system the teachers use for assignments and communicating with students about the daily happenings of classroom units, daily lessons, and assignments (both classwork and homework). Our Administrative Assistant will be sending out nightly Homework Hotline emails and weekly GLMS Announcements.

Chain of Communication: If a parent or student has a classroom concern they need to contact the teacher first. If the issue is not resolved, building administration should be the next contact.

Dress Code:

The GLMS dress code is to promote an atmosphere of academic success. Grass Lake Middle School students are expected to select clothing that is appropriate for the “business” of learning, while also maintaining the health , safety, and welfare of all our students.

- Students **must** wear...
 - ...a shirt with sleeves and covers the midriff (shirts must not be too low under the armpits or in the front).
 - ...pants, jeans, shorts, a dress, or a skirt must be of appropriate length (when the student is standing, with their arms at their side, the students' clothing should extend past the tips of their thumbs. Clothing items should not contain holes above the thumb line.)
 - ...shoes.
- Students **may not** wear...
 - ...hats or hoods during the school day
 - ...clothing that displays or advertises anything that is offensive, not age appropriate, or illegal
- Undergarments must be covered at all times.
- All dress code concerns will be handled by the building administrators and subject to their discretion.

Students whose attire does not comply with the above standards shall be directed to correct the situation using clothes supplied from the school, other clothes the student has with them, or call home for acceptable attire. Repeat offenders will be subject to the school discipline plan.

Directory Information

Every year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”: a student's name; address; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Parents and eligible students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within fifteen (15) days after receipt of the District's public notice.

Discipline

GLMS believes that responsible behavior is necessary for success in school.

Behavioral Offenses are classified into three categories stipulating the severity of offenses that carry with them appropriate consequences. Offenses are defined below with appropriate categories listed.

Level 1

Academic Dishonesty
Assembly Misbehavior
Disrespect
Disruptive behavior
Dress code violation
Insubordination
Leaving class without permission
Provocation
Horseplay
Obscenity/profanity

Level 2

Major Insubordination
Bullying
Skipped Class
Physical Confrontation
Food Fight
Verbal Confrontation
Technology Violation
Property damage/vandalism
Physical Confrontation

Level 3

Fighting
Making a threat
Falsifying School Records
Use/poss. of drugs/ tobacco/vape/alcohol
Use/possession of weapons
Harassment
Theft/possession of stolen property

Consequences for the above choices include the following. Students must be aware that repeat offenders will be handled using progressive discipline:

- Parental contacts
- Counseling
- Lunch detentions
- Before or After school detentions
- In-School Suspension (ISS)
- Exclusion from school and district activities
- Contact Law Enforcement
- Out-of-School Suspensions (OSS) for up to 10 days
- Out-of-School Suspensions (OSS) for up to 45 days (Given by the Superintendent)
- Expulsion from school (Must be approved by Board of Education)

Out-of-School Suspensions also result in the loss of privileges to attend or participate in after-school activities. Students who have been suspended are not allowed on school or district property during their suspension.

Discipline Notification Procedure:

Staff may contact a parent or guardian when a student misbehaves. A log entry will also be put in Power School. Parents will be notified by the classroom teacher when an after school detention is given as a consequence. Parents will be notified by an administrator when an ISS or OSS is given.

Students who are repeat offenders may be subject to elevated consequences and/or suspension. All disciplinary issues are subject to administrator’s discretion.

Behavioral Offense Definitions

- **ACADEMIC DISHONESTY**– Copying another student’s work or doing someone else’s work. Passing off another person’s work as your own (plagiarism). Using Artificial Intelligence (AI) to do your work. Falsifying school forms or signatures of teachers, school officials, or parents (forgery).
- **ALCOHOL/TOBACCO/DRUGS/VAPE USE/POSSESSION** – Use or possession of any drugs, drug paraphernalia, narcotics, tobacco, vapes or “look a like” substances.
- **ASSEMBLY MISCONDUCT** - inappropriate behavior at assemblies.

- BULLYING – Repeated behavior designed to torment another individual through name calling, verbal teasing or threats, or through physical threats. This type of behavior may include subjecting another person to insults, taunts, or challenges, which are intended to intimidate or provoke an adverse response.
- CONFRONTATION (Verbal) – Any statement or act, oral or written, which can cause another person apprehension or danger of bodily harm.
- CONFRONTATION (Physical) – Intentionally causing or attempting to cause physical harm to another through physical force.
- DISRESPECT - negative behavior, including speech, tone, or gestures towards school personnel.
- DISRUPTIVE BEHAVIOR- Behavior that disrupts the educational process of other students in the classroom or on school grounds.
- MEDICATION USE – All authorized medication must be kept in the office and be dispensed only by authorized school personnel. Use or the possession of any medicines on the student.
- FIGHTING - willfully engaging in physical contact, such as hitting, pushing, or grabbing with the intent to cause discomfort or harm.
- FOOD FIGHT - Planned or spontaneous action of throwing food during lunch period or other school functions by an individual or group.
- HARASSMENT - threatening, taunting, or provoking with verbally abusive language or behavior. This includes unwelcome sexual advances, sexual remarks, physical contact, racial slurs, or any verbal or physical action that creates a hostile, intimidating, or offensive learning environment.
- HORSEPLAY- rough or rowdy play that disrupts the flow of the educational process.
- INSUBORDINATION - refusal to obey a clear and reasonable directive from a teacher or school personnel, both in and out of the classroom.
- OBSCENITY/PROFANITY - inappropriate language or behavior in school or at school sponsored events.
- POSSESSION OF A WEAPON - this includes any object capable of causing injury, or any object that looks like a weapon.
 - The district follows the State of Michigan’s Weapons Free School Law. Weapons are considered to be any object capable of causing injury, or an object being used in a threatening manner. Students found to be in violation of this law will be suspended and/or subject to expulsion by the School Board, and the police will be contacted.
 - Do not bring or have in your possession any object that would be classified as a weapon. For purposes of this policy, a dangerous weapon is defined as a “firearm, dagger, dirk, stiletto, knife, pocket knife, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.
- POSSESSION/USE/SALE OF TOBACCO/VAPE PRODUCTS - All district buildings are considered smoke free. Violators will be subjected to criminal misdemeanor penalties punishable by a fine. The legislation affects all persons-students, employees and visitors. Students 18 or older may not use or possess tobacco or any tobacco products on school grounds or at any school sponsored event at any time. Smoking paraphernalia will be treated the same under the policy.
- PROVOCATION - Any words or acts that encourage unruliness that interferes with the education of others.
- SKIPPING - not attending all or a portion of class without permission.

- TECHNOLOGY VIOLATION - Engaging in inappropriate use of devices.
- THEFT OR POSSESSION OF STOLEN PROPERTY - The act of taking, possessing, or acquiring the property of others without their consent.
- THREAT – Any expression of intent to do harm, acting out violently against someone or something.
- VANDALISM - The willful or malicious destruction or defacing of school property or the property of others. This includes but is not limited to writing on desks, lockers, bathroom stall walls, bulletin boards.

Electronic Devices

Cell phones, tablets, smartwatches, or other personal electronic devices ARE NOT allowed to be in the classrooms, hallways, or during lunch. At all times, the use of audio, photographic or video recording capacity of any electronic device is prohibited. There are times when staff give permission to students to use their device as long as they abide by the Responsible Use Agreement. If electronic devices are used at times when it is not allowed, they will be confiscated and turned into the office. The first time in a school year that a student has a device confiscated; it will be held in the office for student pick-up at the end of the day. The second and subsequent offense in a semester; a parent/guardian must pick up the device and progressive consequences will be given. Grass Lake Community Schools and its employees are not responsible for any electronic device that is misused, lost, damaged, or stolen.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of a student's education records that the parent or eligible student believes are inaccurate or misleading. The parent or eligible student may ask Grass Lake Community Schools to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- In the view of the Michigan Dept. of Education, the “school record” includes a student’s disciplinary record, including any suspension or expulsion action against the student.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202-4605.

Fire, Lock-Down, and Tornado Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly

evacuation of and reentry into the building. Tornado drills will be conducted during the tornado season using the procedures provided by the State. Lock-Down drills are conducted in accordance with the Jackson County Office of the Sheriff.

First Aid or Illness

If any student is injured or too ill to remain in school, he or she will be directed to the office by the nearest teacher and a parent will be called.

Food/Lunch Program

Grass Lake Community School provides a nutritious breakfast and lunch program daily. For lunch our program offers two meal choices and on most days we also have a salad bowl for a third entrée choice. All of our meal choices must include a ½ cup serving of a fresh fruit or fresh vegetable or a combination of the two and a milk to make it a required meal. Grass Lake Middle School also provides a breakfast program every morning except on delayed start days. There is assistance through the Federal Government for free or reduced priced breakfast and lunch. Please contact the building office for more information. All inquiries are kept confidential. Breakfast and lunch will be full pay unless the student qualifies for free or reduced lunch benefits. New prices will be listed on the school website before each school year.

Students may purchase lunch and breakfast through the Meal Magic Accounting System that is set up for each student in our building. Parents can make daily, weekly, or monthly deposits into their student's accounts. Checks are accepted (preferred) and should be made out to Grass Lake Community Schools. Deposits to lunch accounts may be made in the morning in the designated receptacle in the kitchen door. Due to the flow of the lunch lines during lunch, we prefer deposits to be dropped off by morning but can be given to the cashier at lunch if necessary. To ensure that your student's deposit is done correctly, please put it in a sealed envelope with your student's full legal name and student ID number and/or grade. Parents may also make credit card deposits through the Family Portal (formerly Send Money to School) website located on the Grass Lake Schools Food Service, Middle Schools website. The link to Family Portal (formally Send Money to School) will be located on the left hand side of the Middle School web page. Please note that payments through The Family Portal website will be deposited into the student's account one business day after the transaction. Please be aware that it is up to the parent/student to keep track of funds left in a student's account. For your convenience, you may view your child's lunch account balance by going to the Food Service Department on the Grass Lake Community Schools Website and click on the web link provided there. This will allow you to view your child's account balance at any time. If you have any questions regarding your student's accounts, please contact the Food Service Director at 517-867-5597.

Grievance Procedure

If any person believes that Grass Lake Community Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title IX or is in some way discriminatory on the basis of sex, he/she may bring forward a complaint, which shall be referred to as a grievance, to the Local Title IX coordinator at the following address:

Superintendent of Schools
Grass Lake Community Schools
899 South Union
Grass Lake, MI 49240
(517) 867-5540

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Local Title IX Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint within two (2) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps:

Step 1 - A written statement of the grievance signed by the complainant shall be submitted to the Local Title IX Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days.

Step 2 - If the complainant remains unsatisfied, he or she may appeal through a signed, written statement to the Board of Education within five (5) business days of his or her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with concerned parties and their representative within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 3 - If, at this point, the grievance has not been settled, further appeal may be made to the:
Office of Civil Rights, Department of Health, Education, and Welfare
Washington, D.C. 20201

Hallway Restrictions

All students must fill out an online hall pass to be out of the classroom during class time and at lunch.

Homework Policy

To be able to receive full credit, it is important that the assigned work be turned in on time. Late assignments will have a reduced grade and may even result in a 0 if not turned in based on each teacher's Late Work Policy.

Leaving School

Students will be permitted to leave the middle school early only if there is an emergency, extreme illness, or with parent/administration agreement.

Lockers

Every student at GLMS is issued a hall locker each year. Lockers should not be switched or shared unless permission from the administration. Students must be responsible for keeping their locker clean and free of trash at all times. Lockers must be closed and locked when not in use. Failure to follow these guidelines could result in the loss of the privilege of having a locker available to you. GLMS will not be responsible for articles lost or stolen from lockers. A fee will be charged for damaged or for unclean lockers. Student lockers are the property of the district. School authorities for any reason may conduct periodic general inspections of lockers and backpacks at any time, without notice, without student consent, and without a search warrant. Students will be expected to use their lockers. Backpacks will not be allowed in the classrooms. Hats and phones are to be kept in their lockers.

Lost and Found

Lost and found items are turned into the office and placed on the table in the front foyer. All unclaimed clothes are donated to a local charity at the end of each quarter.

GLMS Lunch Time

Lunch is a time for students to relax and recharge. While in the cafeteria for lunch we expect that students will talk among themselves quietly, and follow basic guidelines of behavior. Throwing food, horseplay, shouting, popping lunch materials (milk cartons, bags, etc.), cutting in line, or not cleaning up after themselves, will not be tolerated and may be subject to disciplinary action. Students must get permission and a pass to be able to leave the cafeteria. All food and drink will remain in the cafeteria area, except for unflavored water, which can be carried to the classroom.

Media Center

Students may check out books for a period of three weeks. All materials checked out of the library must be returned to the Media Center by the due date. If a book or materials are lost or damaged beyond use, a replacement fee will be assessed and is the responsibility of the student. There is a limit of three books checked out at a time.

Medications

Medications are to be presented to the office in original prescription bottles correctly labeled with specific information including child's name, dosage, name of doctor, and pharmacy. This includes all over-the-counter medications like aspirin or Tylenol, inhalers, and all prescription medications. Students may not share any medication with other students or staff. All students taking medications at school need to have a signed medication form, available from the office, on file with the office.

Physical Education

Physical Education is an important aspect for students. All students taking physical education are expected to participate unless they have a medical excuse from a physician.

Cooperation Between Police and the School

Cooperation between police and the school involves cases in which police request permission to question students during the school day or when police are called by the school to help in the questioning of students. Whenever it is necessary for the police to question a student, the following practices will be observed:

- The law officer must present reasonable evidence to the administration that questioning is necessary.
- The questioning will be in private in the office.

- The principal or his or her designee will be present during the questioning.
- Student records and communication remain confidential and will not be turned over to the police unless the student or parent gives permission for their use.
- Permission must be obtained from a parent or guardian before a student is removed from the school premises. The only exception to this relates to cases of felony or cases of misdemeanor committed in the presence of a law enforcement officer.

In the above cases, the school will inform the parent/guardian of the action immediately by telephone, if possible.

Student Pick-Up and Drop Off

All bus traffic is contained on the east end of the building. Bus parking spaces must remain clear for pick-ups and drop offs. Parents dropping students off or picking them up are to only use the west parking lot. All unsupervised students must be picked up by 10 minutes after the dismissal bell.

Sports Requirements

Grass Lake Middle School has grade requirements for remaining eligible to participate in athletics. Details will be provided in athletic contracts. The Michigan High School Athletic Association requires that every student/athlete who participates MUST have a current completed physical form on file at the school to practice and play. All students must be in school the entire day to participate after school unless the absence is accompanied by a note from a doctor or some other family emergency has occurred.

Telephone

GLMS students are limited to using the office phone with permission from a staff member. The phone in the office is to be used to call a parent if a student is not feeling well or other times when it is deemed necessary by a staff member. Students are not permitted to call or text parents without going through the school office.

Textbooks, Chromebook, School Supplies

Students will receive and be responsible for any textbooks, Chromebook, calculator, and other school supplies given out. These will be checked each year for damages or loss. Fines will be assessed, if necessary.

Visitors

Visitors are welcome in the school and need to check in at the office when entering the building. Student visitors from other schools are limited, and will only be allowed with prior notification and permission from the teachers and the principal.

Weather Emergencies/School Cancellations:

From time to time, school must be delayed or closed due to weather-related or emergency conditions. Every attempt is made to make the decision before 6:00 a.m. An automated call will let families know of school cancellations. These will also be announced on our school website. In the event of a tornado warning, school will not be dismissed, and children will be requested to stay at school and take cover. Unless the administration is reasonably certain that children can be transported home safely, there will be no attempt to transport until the warning is lifted. In the event of other severe weather warnings or conditions, such as power outages, the superintendent's office shall make a decision regarding the dismissal or retention of students.

Wellness Policy

Grass Lake Community Schools has adopted a Wellness Policy to promote the health and academic performance of our students. In keeping with the intent of this policy, possession or use of “energy” drinks by students is prohibited at Grass Lake Middle School.

ALCOHOL/DRUG ABUSE

Alcoholics Anonymous	517-789-8883
Henry Ford Alleg. Substance Abuse Services	517-205-2732
Henry Ford Addiction Recovery Center	517-205-4001
Jump program	517-787-7920

Family Service & Children's Aid 517- 787-7920

COUNSELING/MENTAL HEALTH

Chelsea Outpatient Mental Health 734-593-6000
Family Services and Children's Aid 517-787-7920
Lifeways Community Mental Health 517-780-3332
The Child and Parent Center 517-788-4445
U of M Child/Adolescent Psychiatry 800-525-5188
Catholic Social Services 517-782-2551
DO CHA'S, INC 517- 788-4605

CRISIS ASSISTANCE

Child Abuse and Neglect Hotline 800-422-4453
Domestic Violence Helpline 800-799-7233
Aware Domestic Violence & Sexual Assault 517-783-2861
National Eating Disorders Association 800-931-2237
Suicide Lifeline/Hope Line 800-273-8255
Parent Help Line 855-427-2736
Runaway Hotline/Teen Assistance 800-621-4000
Self Harm Information Line 800-DON'T CUT
Trevor Project (LGBTQ) 866-488-7386
OK2Say Student Safety Hotline 855-565-2729

HEALTH CARE

Jackson County Health Department 517-788-4420
Planned Parenthood 800-230-7526
Non-Emergency Help (24/7) 517-789-1211

MENTAL HEALTH

Community Mental Health 800-284-8288
Henry Ford Allegiance Mental Health 517-789-5971
St. Joseph Mercy Chelsea Behavioral Health 734-593-5251



Grass Lake Fight Song

There's a town that's known as Grass Lake
There's a high school known to all
Their specialty is learning,
But those Warriors can play ball.
Grass Lake teams are seldom beaten;
All through the game they fight;
Fight for the only colors, blue and white.

Smash right through that team go through
Watch the points keep growing.
Grass Lake teams are bound to win
They're fighting with a vim, Rah, Rah, Rah!
See that team is weakening;
We're going to win this game!
Fight, Fight, come on team Fight!
Victory for Grass Lake High!