

Please note: Blue text denotes changes in Student Handbook

## **STUDENT HANDBOOK**

**Student Code of Conduct**

2009-2010

### **GIBRALTAR SCHOOL DISTRICT GOALS**

#### **GIBRALTAR SCHOOL DISTRICT**

1. All schools will raise student achievement in the Gibraltar School District by providing a guaranteed state stand-based curriculum and focusing on a continuous cycle of school improvement while offering a safe, secure and orderly learning environment
2. The District will review, maintain and develop all technology and facilities to assure student success
3. All schools will foster/maintain a sense of unity among students, staff, parents and the community at large

#### **Brief History of Shumate Middle School**

In the city of Gibraltar on the corner of South Gibraltar Road and West Jefferson, stands Helen C. Shumate Middle School. Shumate was the district's first high school, then named Oscar A. Carlson High School. When the district built the new high school in 1980, the middle school was named for Helen C. Shumate, a former teacher and high school principal in the district. Mrs. Shumate has been characterized by her former students as a warm, understanding principal who ran a well-disciplined school.

#### **ADMINISTRATION**

**Brad Coon, EdS., Principal**  
**Tracy Richardson, Assistant Principal**

In the absence of the administrators, a teacher may serve as the designated principal.

**School Colors: Royal Blue & White**

**Mascot: Seahawk**

#### **Helen C. Shumate Middle School**

30488 W. Jefferson  
Gibraltar, MI 48173  
(734) 379-7600  
fax: (734) 379-2370  
<http://students.resa.net/gibraltarshumate>

## **Grievance Procedure**

This procedure is for: Title VI of the Civil Rights Act of 1964 - Title IX of the Education Amendment Act of 1972 - Title II of the Americans with Disabilities Act of 1990 - Section 504 of the Rehabilitation Act of 1973 - Age Discrimination Act of 1975

### **Section I**

Any person believing that the Gibraltar School District or any part of the school organization has inadequately applied the principles and/or regulations of:

- (1) Title VI of the Civil Rights Act of 1964
- (2) Title IX of the Education Amendment Act of 1972
- (3) Title II of the Americans with Disabilities Act of 1990
- (4) Section 504 of the Rehabilitation Act of 1973
- (5) Age Discrimination Act of 1975,

may bring forward a complaint, which shall be referred to as a grievance, to the local civil rights coordinator at the following address:

Ms. Kathy Wayda  
Gibraltar Board of Education  
19370 Vreeland Road  
Woodhaven, Mi 48183  
(734) 379-6350

### **Section II**

The person who believes a valid basis for a grievance exists shall discuss the grievance informally and on a verbal basis with the local civil rights coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps:

Step 1: A written statement of grievance signed by the complainant shall be submitted to the local civil rights coordinator, within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2: A complainant wishing to appeal the decision of the local civil rights coordinator may submit a signed statement of appeal to the superintendent of schools within five (5) business days after the receipt of the coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3: If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response to Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) 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) days of this meeting.

Anyone at any time may contact the U.S. Department of Education, Office for Civil Rights. The local coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the civil rights coordinator's office.

### **NOTICE OF NONDISCRIMINATION**

The Gibraltar School District does not discriminate on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, or disability in its programs and activities. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Inquiries related to discrimination should be directed to:

Ms. Kathy Wayda  
Gibraltar Board of Education  
19370 Vreeland Road  
Woodhaven, Mi 48183  
734-379-6350

Inquiries related to discrimination on the basis of disability should be directed to:

Mrs. Belinda Livingston  
Parsons Elementary School  
14473 Middle Gibraltar Rd.  
Gibraltar, Mi 48173  
734-379-7050

Board approved: 4/9/08

**NOTE FROM THE STAFF:**

The staff of Shumate Middle School shares a commitment to create a learning environment where everyone can excel to their highest potential.

This goal cannot take root without collaboration and cooperation from you the parent. Begin by reading and discussing this handbook with your child.

With your assistance and cooperation, we will be able to teach the students to attain skills, objectives, and goals that nurture life long learning.

In doing this, we encourage the values of hard work, respect for self and others, and service to school and community.

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**NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of the Gibraltar School District Board of Education not to discriminate against any student or employee on the basis of race, color, national origin, sex, or handicap and to provide a free and appropriate public education for each student and an appropriate work environment for each employee within its jurisdiction.

**HARASSMENT**

Shumate Middle School defines harassment as any form of written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, racial, physical characteristics, etc., toward a fellow student, staff member, or other person associated with Gibraltar School District. Any person feeling he/she is being harassed or discriminated against should lodge a formal complaint with the school's guidance counselor. The counselor will communicate the complaint to the school's principal with recommendation of the follow up of said complaint. Students displaying harassing or discriminatory behavior will receive consequences of suspension and/or possible recommendation for expulsion.

***The contents of this handbook have been approved by the Gibraltar School District Board of Education.***

**Superintendent Office**  
Mr. Bruce Burger ..... 379-6351

**Director of Special Education**  
Mr. Tom Arkwright ..... 379-6360

**Director of Transportation**  
Ms. Valerie Mullins ..... 379-6370

**Carlson High School**  
Principal  
Mr. William Stevenson ..... 379-7100

Assistant Principal  
Mr. Ron Jacobs ..... 379-7100

Athletic Director  
Mr. Michael Quinn ..... 379-7125

**Shumate Middle School**  
Principal  
Mr. Brad Coon ..... 379-7600

Assistant Principal/ MS Athletic Director  
Mr. Tracy Richardson ..... 379-7600

Counselor (A-K)  
Ms. Jami Antosiewicz ..... 379-7612

Counselor (L-Z)  
Mr. Jon Roman ..... 379-7611

**Chapman Elementary School**  
Principal  
Ms. Susan Andrade ..... 379-6380

**Hunter Elementary School**  
Principal  
Ms. Els Furgeson ..... 379-6390

**Parsons Elementary School**  
Principal  
Ms. Belinda Livingston ..... 379-7050

**Weiss Elementary School**  
Principal  
Ms. Cindy Hoffman ..... 379-7060

## ART I - GENERAL INFORMATION

### ADMISSION REQUIREMENTS

Students applying for admission to Shumate Middle School must:

1. Successfully complete fifth grade at a recognized school.
2. Have a parent or legal guardian who is a resident of the Gibraltar School District.
3. Provide a copy of their birth certificate and immunization records when enrolling. (The State of Michigan requires that each student be immunized for diphtheria, whooping cough, tetanus, measles, Rubella or 3-day measles, polio, [Varicella](#), and Hepatitis B.)

### ATHLETICS

Shumate Middle School follows the rules and guidelines of the Michigan High School Athletic Association (MHSAA), also GSD Athletic Code recently adopted for extra-curricular participation.

### INSURANCE

Student accident insurance is made available to all students at the beginning of each school year. Premium payment should be returned to the Main Office by the announced deadline date.

### STUDENT EMERGENCY FORM

Student Emergency Forms are required. If a student becomes ill at school, we must have an alternative phone number to reach a parent or responsible adult.

### COUNSELING

Counseling services are available to all Shumate students. Every student is encouraged to seek help as needed.

### STUDENT OBLIGATIONS OR OUTSTANDING DEBTS

Only students who have satisfied their financial, academic or other obligations to the Gibraltar School District (Shumate Middle School) may be considered to have completed the school year. [Financial obligations must be satisfied prior to a student participating in any year-end trips \(ex., Cedar Point or class sponsored school dances\).](#) Report cards, progress reports, transcripts and/or other records will be held until such obligations have been fulfilled.

### GUEST TEACHERS

Periodically, the regular classroom teacher will not be in attendance and will be replaced by a guest teacher.

Members, students and staff, of our learning community will be respectful of our guests. Respectful behavior is an expectation we possess of all staff and students of Shumate Middle School.

### PASSES

[In an attempt to go "green" Shumate has decided to eliminate the use of Agendas. Each classroom will have passes which will be utilized for designated destinations \(locker, restroom, office, etc.\) and students must have possession of said passes.](#)

### QUIET AND ORDER

Quiet and order are essential to a safe and secure learning environment, students who deliberately violate our learning environment are considered disruptive and will be subject to consequences.

### VISITORS

1. Parents and guardians are welcome and encouraged to be active members of our learning community, we only ask that you make an appointment to assure the availability of the person(s) to be visited.
2. **All** adult visitors must report to the office upon entering the building for safety and security reasons. Upon signing in at the office, visitors will be given a badge to be worn in a visible area while in the middle school. Badges are to be returned to the office at the end of the visit. Please enter and exit by the main door near the office.
3. Student visitors are not allowed to attend Middle School classes or functions.

### FIELD TRIPS

Those not participating are required to attend school. Those not attending the field trip or school will be [considered](#) absent.

### PERSONAL DELIVERIES

Parents may leave items for their son/daughter in the main office. Personal delivery will not be made to individual classrooms. The purpose of this procedure is to minimize instructional interruption while maximizing building security and safety. [Birthday snacks or other "special" occasion snacks are not permitted during school day due to health concerns.](#)

### MESSAGES AND TELEPHONE USE

There is a courtesy phone for students in the office. A student must request a phone pass from a classroom teacher. Students may use the phone for school or extra-curricular reasons, no personal phone calls.

Staff members have phones in their classrooms [parents may call the teacher's direct line.](#) The call will go directly to the teacher's voice mail to minimize classroom disruption. [School staff will make all efforts to return calls within 24-48 hours. Please keep in mind that staff may be out of the](#)

building due to professional development, illness or personal business occasionally thus surpassing the 24-48 hours, so please be considerate of that.

## **INCLEMENT WEATHER**

When inclement weather causes a closing of school the procedures for closing will be as follows:

1. By 7:00 a.m. the following radio stations will be notified as to the closing WJR (760 AM), WWJ (950 AM), WXYZ (1270 AM), and CKLW (800 AM).
2. Parents should work out a plan with their children on what to do in case there is no one home and school is dismissed early for inclement weather or an emergency.
3. Parents should not telephone the school or radio stations for information concerning tornado plans or Fermi evacuation plans. The school telephone lines should be used for emergencies only.
4. Students will be dismissed by parent appearance in the school office only. Dismissal will not be honored by a telephone call.

## **LOST AND FOUND**

Clothing, notebooks or personal items will be placed in a designated area on the stage in the cafeteria. Items of value (jewelry, electronic devices, etc) will be kept in the main office. All lost items found by a student should be given to a Hall Monitor or office personnel.

## **CHANGES IN SCHEDULES**

Attempts will be made to provide all students with the best possible schedule. School officials for the following reasons will make changes:

1. Class size.
2. Lack of student ability to perform satisfactorily.
3. Situations as deemed necessary by the principal.

## **HOMEWORK**

Studying at home is encouraged for academic success. The amount of homework per class varies from class to class. Students will assume responsibility for obtaining and completing missing assignments. Assignments missed due to absence may be located on Student Connect and Parent Connect, and also may be located on individual Teacher Webpage if available. All Homework Requests should be directed to the school secretary.

## **EMERGENCY DRILLS**

In an effort to assure student safety emergency drills will be held throughout the school year. Instruction in drill procedures will be given at the beginning of each trimester and will be posted in

all rooms. Room evacuation and lockdown procedures vary from room to room and students should be familiar with them.

Drill procedures are routinely held throughout the year for: Fire, Tornado, Lockdown, Evacuation, Shelter in Place as required by the State of Michigan, Wayne County RESA and the Gibraltar School Board of Education.

## **TEXTBOOK POLICY AND SPECIAL FEES**

Students shall be issued the adopted textbook for their course of study. Students shall sign for their textbooks and are responsible for the care of the textbooks.

When no textbook is returned, the replacement cost of that text will be charged to the student. Damaged or mutilated texts - a charge up to replacement costs (minimum \$5.00) may be made at the discretion of the school for texts, which are abused other than normal wear.

## **PRIVACY ACT**

All parents and guardians of students under 18 years of age and all students 18 years of age or older have the right, pursuant to the Family Educational Rights and Privacy Act of 1974 to examine the official records of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness. Procedures for such examination and the challenge, including hearings on a challenge, shall be established by the Board of Education and made available upon request.

## **BUILDING USE AFTER SCHOOL HOURS**

All participants and spectators of after school activities must adhere to the rules of the building-governing students. Refusal to follow the rules will result in exclusion from all extracurricular activities. Students must be picked up at the conclusion of the activity. No returning to lockers after 3:10p.m., unless personally escorted by coach or supervising staff member.

## **SEARCH AND SEIZURE**

School principals or their designees have the right and duty to search a student's person or locker if there is suspicion that the individual has prohibitive matter at school. It is the school's duty to enforce school discipline and to protect the health and safety of the student and/ or student body.

## **PART II - MEDICAL & ILLNESS INFORMATION**

### **MEDICATION**

It is illegal for the school to distribute medication without proper notification. Students who need to take medication during school hours must obtain a Medication Permission Request Form from

the Main Office. The completed form **must** be returned to the main office along with the medication. The medication will be taken under the supervision of the principal's designee. The school district retains the discretion to reject requests for administration of medicine. It is the responsibility of the parents to inform the principal of any **change** in the child's health or change in medication. No medication or drugs of any kind are allowed in the student's locker or locations other than the main office.

### ACCIDENTS OR SERIOUS ILLNESS

Every effort will be made to contact the parent or legal guardian should an accident or illness occur. If the parent cannot be reached and the injury or illness is serious enough to require medical attention, the person in charge will arrange for the student to be taken to the nearest hospital for treatment. The Gibraltar School District and its employees assume no financial responsibility for this treatment or transportation.

### ILLNESS AT SCHOOL

In case of illness, the student will be sent to the office, where appropriate action will be taken. If the student is unable to stay in school, his or her parents will be notified.

### CONTAGIOUS ILLNESS

A student with a contagious illness will be sent home. When a student is absent because of a contagious or extended illness, he/she shall obtain written permission from the family doctor to return to school.

### UNIDENTIFIED RASH

A student with an unidentified rash will be sent home.

## PART III - ATTENDANCE

All students are expected to attend school regularly and to be on time for classes in order to achieve maximum benefit from the instructional programs. There is no way to duplicate the classroom experience after a student has been absent. There is a direct correlation between good attendance and classroom success. Daily and punctual attendance is required in all classes.

### ATTENDANCE RECORDS

Parents are asked to inform the school by phoning (734) 379-7600 each day that their child(ren) is (are) absent. The final determination of whether a student's absence is excused or unexcused rests with the school. Records are kept hourly and an up-to-date summary of student's attendance will be kept in the school office. Total attendance in each class will be reported on each report card. **Parents are responsible for providing the school with phone numbers where they or a designee may be contacted during the day.**

## DEFINITIONS

### ABSENCE

An absence occurs whenever a student is physically more than five (5) minutes late to class. **All absences count in determining attendance totals.** Generally, the only exception would be "school business" absences excused by the Principal.

### PARENT VERIFIED

An excused absence is any absence requested by a parent/guardian/school and accepted by the school. Examples include, but are not limited to the following:

1. Authorized school activities that cannot be scheduled outside the normal school day and are not exempted by the Principal;
2. Medical Illness-an extended illness of three (3) or more consecutive days and verified by a doctor may be counted as one (1) absence for the purpose of the attendance policy;
3. Medical Appointment;
4. Family Emergency;
5. Legal Requirements;
6. Pre-Approved Family Vacations; and/or
7. Special circumstances approved by Principal or his/her designee.

Documentation of other verification may be required to substantiate an excused absence. **Parents have a limit of two (2) school days to excuse an absence via telephone.** If the two (2) day limit is exceeded, it will result in an **unexcused absence.**

### SCHOOL BUSINESS

Authorized activities that cannot be scheduled outside of the school day and excused by the Principal are exempt from the policy and do not count towards a student's attendance totals.

### UNEXCUSED ABSENCE

An absence that is not excused is an unexcused absence. Examples include but are not limited to: *Skipping/Truancy, Out-of-School Suspension, Oversleeping, Missed bus/ride, Car Trouble, Absence not properly excused.*

### ATTENDANCE POLICY CONSEQUENCES

A student who is absent from a class more than **seven (7)** days within a trimester will not receive a letter grade for that class. The student can receive a "G" (credit) for the class if all the requirements of the attendance contract are met. See addendum for copy of the attendance contract for Shumate Middle School.

### TRUANCY

A referral to the Circuit Court Juvenile Division may be initiated. **The parent(s) of the truant student is/are subject to the City of Gibraltar Ordinance 261,**

## **Parental Responsibility - Compulsory School Attendance.**

### **ARRIVAL TIME AT SCHOOL**

Students are discouraged to arrive to school prior to 7:55 a.m. unless a teacher has given approval or an activity has been scheduled, due to lack of supervision.

### **TARDINESS**

A tardy is given when a student arrives after the class has begun unless the student has a written or legitimate pass.

#### **Third Tardy:**

Written warning from teacher.

#### **Fourth Tardy:**

Student assigned an after school detention.

Continued disregard for attending class on time and for the disruption of peers' educational opportunity will be deemed as insubordination resulting in out of school suspension.

### **LEAVING SCHOOL EARLY OR ARRIVING LATE**

A parent, legal guardian or [other adult listed on Student Emergency Form](#) must provide picture identification in the Main Office before the student is released from school. The parent or guardian must sign the student out before leaving the building or school property. Students who arrive late must report to the office and sign-in before going to class.

## **PART IV - SCHOOL RULES**

### **LOCKERS**

Lockers are the property of the school. They are loaned to the students. Designated officials may, according to law and Board Policy, have access to student lockers when reasonable cause suggests that the welfare of students and other personnel may be threatened or that its contents may be related to an illegal act. Students are not allowed to change lockers. All students will be assigned a locker. Students must keep their lockers locked and not give their combination to anyone. Damaged locks or lockers should be reported immediately to the office so repairs can be made.

### **VALUABLES**

The safekeeping of personal belongings is the student's responsibility. Students should not leave valuables where they may be taken, including lockers. If something of value is needed for a class it is suggested the item be brought to the office for safekeeping.

### **CAFETERIA**

The cafeteria will be open before school and during the regular lunch periods, at which time students may purchase food. To avoid unnecessary cleanup problems, food and drink are not to be taken from the cafeteria or brought into the building to be consumed in hallways or

classrooms. Bag lunches may be brought to school and eaten in the cafeteria.

Students are responsible for taking care of their own lunch items such as papers, milk cartons, remnants of food and seeing that their tables are clean. All other cafeteria rules are to be followed. Abuse of the lunchroom by students, including not following the rules, can result in exclusion from the cafeteria, as well as additional consequences.

### **PLEDGE OF ALLEGIANCE**

Gibraltar School Board Policy requires the Pledge of Allegiance to be recited at the beginning of each school day. Students should stand and recite the Pledge paying proper respect to our country. Students will be exempt from reciting the Pledge because of personal beliefs.

### **SCHOOL NEWS FOR STUDENTS**

[Announcements are read daily during Advisory period. Students maintain the daily announcements on the scrolling format aired on school televisions.](#)

### **HALL PROCEDURES**

No student is to be in the halls while classes are in session unless he/she possesses a hallway pass. Students are to be in the area designated by the pass only. [Proper hallway etiquette is expected by all students at all times.](#)

### **BICYCLES AT SCHOOL**

Students riding bikes to school are to follow the basic local ordinances governing their use. All bicycles should be parked in the bicycle rack located near the school doors by the cafeteria. The school is not responsible for lost or stolen bikes. Bikes should be properly chained and locked. Bikes are prohibited inside of the school building.

## **PART V - STUDENT CODE OF CONDUCT GUIDELINES**

**Students are in school to gain an education. Each individual should be free to learn without interruption from other students. Shumate Middle School protects the right of all students to obtain a quality education. The Student Code of Conduct has been developed to protect that right. This Code of Conduct applies to all school activities and functions whether on school grounds or off campus.**

### **ACCEPTABLE STUDENT BEHAVIOR**

It is very difficult, if not impossible, to list or state what is "acceptable" behavior, good conduct, proper citizenship characteristics, and the like. However, in an effort to give students a general

- idea of what is expected of them, students should:
- . *Understand and follow school policies and rules;*
- . *Respect the worth and dignity of each individual;*
- . *Use proper language;*
- . *Have proper etiquette and appearance; and*
- . *Involve themselves in the total school program.*

## ACCEPTABLE DRESS AND APPEARANCE

The Shumate Middle School learning community believes that standards of neatness, modesty and appropriateness in clothing and accessories encourage a comfortable atmosphere for learning, work and self-discipline. All students are expected to follow the dress code, which was established in collaboration between student representatives and staff.

1. Determination of appropriate dress is made by the administration. However, any faculty member may question the appropriateness of a student's attire and direct the student to the office.
2. Students may wear slacks, jeans or shorts to school. *Tights or tight stretch pants may not be worn as slacks.* Shorts must be of satisfactory length (no less than 4" inseam or fingers extended to student's side). Capri or cropped pants may be worn. Girls may wear skirts or dresses; however, they must follow the same criteria as stated regarding shorts being worn.
3. All pants, shorts, skirts must overlap with shirts...thus no midriff, small of back or undergarments are exposed.
4. Clothing should be clean and in good repair. Holes in jeans must be below the fingertips and no larger than the diameter of a U.S. quarter.
5. Shirts and blouses must have either sleeves or a collar. Any shirt/clothing advertising alcohol, cigarette, drug, hate or other inappropriate messages are not allowed.
6. Shoes must be worn at all times. Heels should not exceed 2".
7. Outerwear such as jackets, coats, hats and rollerblades should be removed when entering the school. Fleece or denim vests may be worn over a shirt.
8. To reduce distractions to the educational process hairstyle, jewelry and make-up should be worn in moderation.
9. For safety reasons (crowded hallways, excessive weight) backpacks/bookbags may be carried to and from school but **must be** stored in lockers. **Small tote bags which hold a book or two are allowed.**
10. School dress standards are applicable while attending extra-curricular or school related activities, including field trips.
11. Exceptions to the dress standards may be designated "Spirit Days" or other exceptions approved by administration.

Any apparel worn by students that administration considers inappropriate or unacceptable in fit, style or message will result in a consequence. Offenders may be required to change clothes or remain in the office until appropriate clothing is brought from home. Students who have repeat offenses will be considered insubordinate and subject to detentions or possible suspensions from school.

## DEFINITIONS OF DISCIPLINARY ACTIONS

Students of Shumate Middle School are expected to act responsibly and to treat others with respect. Failure to do so will result in consequences in an effort to teach students that they will be held accountable for their behavior.

1. **Conference with Student.** Our primary goal is to educate each student, not only academically, but socially as well. Our initial step in correcting inappropriate behavior of minor incidents will **be** to hold a conference with the student. We will discuss our expectations and work with the student in exploring more appropriate means in which to handle oneself in the social setting.
2. **Parent Contact/Conference.** A teacher or administrator will contact a parent at the initial sense that a student is having difficulty in making appropriate decisions regarding the student's behavior. Parents may be asked to attend a conference with a teacher, team of teachers and or administration. Our staff wishes to enter a collaborative relationship ensuring each student a healthy and safe environment in which to thrive.
3. **Detention.** Detentions are assigned for minor infractions of the student code of conduct. Detentions are held after school for half (1/2) hour and students must attend on the date assigned. Failure to attend a detention will result in an out-of-school suspension **or referral to Saturday School.** Students serving detentions must bring **a signed detention slip to the detention, with reading and/or writing materials.** Students must work the entire time. No talking is allowed. If a student is removed from detention due to talking, not working, etc., the student will earn an out-of-school suspension **or referral to Saturday School.**

Arrangements for transportation to and from detention are the responsibility of the parents. **Once a student has earned 4 detentions, the student's next office referral earning the student a detention will be assigned to Saturday School or receive an Out of School**

## Suspension.

4. **Out-of-School Suspension.** Suspended students are not allowed to participate in school activities or be on school grounds. Tests and homework are the responsibility of the student and must be made up
5. **Saturday School.** In response to find a more proactive and supportive form of consequence for inappropriate behaviors, Shumate will offer Saturday School. Students will be assigned to attend for, and not limited to: missing school work, repetitive/pattern behavior against the student code of conduct, in lieu of suspension for non-violent behavior and other issues deemed appropriate by administration.

- **1<sup>st</sup> Offense:** Conference with either counseling department/peer mediation or with administration
- **2<sup>nd</sup> Offense:** 3-10 day suspension
- **3<sup>rd</sup> Offense:** 10 day suspension and/or recommendation for expulsion

**Electronic Devices:** Examples: Cell phones, Ipod, MP3, etc. Students are discouraged from bringing electronic devices to school. If a student chooses to bring an electronic device to school, student must turn the electronic device off prior to entering the building. Students should leave electronic devices in locker or on person. If for any reason a staff member becomes aware of an electronic device through ringing, sight or other disruption to the educational process, student will deliver electronic device to said staff member. Following consequence policy will be carried out:

- **1<sup>st</sup> Offense:** turned into office and returned to student at the end of the day
- **2<sup>nd</sup> Offense:** turned into office and returned only to parent
- **3<sup>rd</sup> Offense:** turned into office, placed in school safe and returned to parent last day of school year for students

*It is our belief that students afforded the privilege have displayed a sense of responsibility, thus parents who entrust students with electronic devices will adhere to the policy and display responsible behavior.*

**False Fire Alarms:** Consequences out-of-school suspension to recommendation for expulsion.

**Fighting:** Physical acts of violence between two or more students.

- **1<sup>st</sup> Offense:** five (5) day suspension
- **2<sup>nd</sup> Offense:** ten (10) day suspension
- **3<sup>rd</sup> Offense:** recommendation for expulsion

**Harassment:** Those who violate the rights of others will be suspended from school. This includes threats, direct, indirect, verbal or written, and/or inappropriate notes. Consequences: conference to peer mediation to suspension.

**High School Visitation (without proper permission during school time):** Detention to suspension.

**Insubordination:** Deliberate refusal to obey a reasonable request or directive by a staff member. Consequences: conference to suspension.

**Lockers:** The assigned locker and contents are the student's responsibility. Sharing or exchanging a

## PART VI - INFRACTIONS AND DISCIPLINARY ACTIONS

Following is a list of unacceptable student behaviors. Should a violation not be listed because of mitigating circumstances, administrative discretion will be exercised and a proper consequence imposed for the violation.

**Alcohol and/or Drugs (possession, transferring, or use of alcohol and/ or drugs as well as its paraphernalia):**

- **1<sup>st</sup> Offense:** Five (5) days to indefinite suspension, notification to civil authorities, and referral to a counseling program.
- **2<sup>nd</sup> Offense:** Ten (10) days to recommendation for expulsion from SMS, notification to civil authorities and referral to a counseling program.

**Assault/Battery:** Intentionally causing, attempting or threatening to cause physical harm to persons or property through force or violence. **Verbal Assault – the threat could either be spoken or written and could be a direct or implied threat.** Student-to-student will result in a 5-10 day suspension, with a possible recommendation for expulsion. Student-to-adult will result in an expulsion up to 180 days as required by law. Police may be notified.

**Physical Assault/Battery:** Student-to-student will result in suspension or expulsion up to 180 days as required by law. Student-to-adult will result in suspension or permanent expulsion for 180 days with possible application for reinstatement. Police may be notified.

**Bullying:** Is defined as persistent unwanted joking and teasing, unwanted comments and disrespect for another person's property.

locker and/or combination is prohibited. Anyone violating this policy is subject to a detention or suspension. Students are responsible for removing writing, pictures, marks, graffiti, etc. **No tape on lockers. Please use magnets when attaching sign to locker. If taped, the sign will be removed and discarded. Rationale: new paint and tape peels paint.**

**Loitering on School Property:** Students may arrive twenty (20) minutes before school and we ask that students vacate the building twenty (20) minutes after school, unless they are attending a planned school activity. We request this for safety reasons, as staff is not able to supervise and the custodial staff is working to clean the building. Violators will be subject to a referral to administration.

**Lunch Room:** Respectful and cooperative behavior is mandatory in providing a safe environment in the lunchroom. Unwillingness to follow lunch room rules will result in an office referral. Students will be subject to conference and possible suspension from school. Students are expected to clean table and floor surrounding their table. Refusal to do so will be considered "insubordination". See insubordination for consequences.

**Off-School Property:** Students who are seen breaking school rules off school property, but visible to school personnel during school hours or school sponsored activities, will be subject to the same campus disciplinary rules of the Student Code of Conduct. Students are subject to the Code of Conduct rules from the time they leave their home for school and until they return to their home from school unless a parent personally takes them to school or picks them up from school. At such time the parent assumes their responsibility.

We expect all SMS students to act responsibly and to practice good citizenship. Remember, you are a representative of Shumate and we pride ourselves on our citizenship.

**Plagiarism:** Students attempting to gain credit from someone else's work; i.e. student's papers, tests, worksheets, books, etc., will face consequences of detention, suspension and/or loss of credit.

**Possession or Use of Lighters and Matches:** One (1) to five (5) day suspension. [Certain circumstances considered arson could result in immediate recommendation for expulsion or long-term suspension.](#)

**Profanity or Obscenities:** [conference to suspension.](#)

**Public Display of Affection (PDA):** PDA should actually be an acronym for "private" display of affection. Handholding, arms around each other, kissing, etc. are inappropriate behaviors for

students of SMS. Referral: Conference to suspension.

**Running in Hallways:** Students are expected to walk in the halls, thus promoting and practicing safety for all members of our learning community. A detention will be issued.

**Theft:** The taking of something that does not belong to you will not be tolerated.

- **1<sup>st</sup> Offense:** three (3) day suspension and restitution to victim
- **2<sup>nd</sup> Offense:** five (5) to ten (10) day suspension, police contact, and restitution to victim
- **3<sup>rd</sup> Offense:** recommendation for expulsion, police contact and restitution to victim

**Throwing of Objects:** One (1) day suspension.

**Tobacco (possession and/or use of):**

- **1<sup>st</sup> Offense:** three (3) day suspension
- **2<sup>nd</sup> Offense:** five (5) day suspension and citation
- **3<sup>rd</sup> Offense:** ten (10) day suspension and citation
- **4<sup>th</sup> Offense:** recommendation for expulsion and citation

**Use of tobacco: Subject to Gibraltar City Ordinance No. 263, Smoking on School Property.**

**Weapons:** Possession of weapons on school property will result in indefinite suspension with recommendation for expulsion. Possession of simulated weapons is subject to administrative disciplinary action.

## **PART VII - ACADEMIC INFORMATION PROGRESS REPORTS**

Due to our improved technology, our parents and/or guardians of SMS students will have access through Parent Connect to check teacher grade books any time of the day. Each student's parent/guardian will receive a login and password to check up-to-date grades in each class. If one does not have access to a computer at home or work, we encourage you to visit your local library or contact the school and we can arrange computer access in our media center or auxiliary computer lab. We will not send home hard copies, as our technology has now afforded us an opportunity to save in printer costs and we can utilize our budget more [efficiently](#). We are excited to offer you this new convenience.

### **REPORT CARDS**

Report cards will be mailed approximately one (1) week after the end of each [trimester](#).

### **HONOR ROLL**

[Shumate Honor Roll is based on the 4-point Grade Point stated below. Students will be](#)

recognized for the academic honors through an Awards Night at the end of each school year. Students will earn recognition based on their cumulative GPA in the first two trimester grades of the given year. Honor Roll recipients will be recognized for meeting the following criteria:

- Gold
  - Cumulative GPA of 3.9 to 4.0
- Silver
  - Cumulative GPA of 3.5 to 3.89
- Bronze
  - Cumulative GPA of 3.0 to 3.49

the core content area classes and does not participate in a summer school program or program approved by school administration, the student will be recommended for retention if the student earns less than a “D average” or a cumulative score of 2.7 points or less for all three trimesters.

#### GRADE-POINT EQUIVALENTS:

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0
D-	=	0.7
E or F	=	0.0

#### CONDUCT CODE:

- 1 Excellent
- 2 Good
- 3 Satisfactory
- 4 Poor
- 5 Unsatisfactory

#### PROMOTION/RETENTION

##### Promotion:

Based on our 4.0 GPA scale. Our expectation is for all students to display mastery of the Grade Level Content Expectations in all core content areas. We have a tiered promotion requirement:

1. Promotion
  - a. Must pass all core content classes with a minimum of a “C average” or a cumulative score of 6 points for all three trimesters.
  - b. Promotion to next grade.
2. Promotion with Reservation
  - a. Must pass all core content classes with a minimum of a “D average” or a cumulative score of 3 points for all three trimesters.
  - b. Promotion to next grade, but would strongly encourage a remediation tutorial summer school program to prepare student for next grade.

##### Retention:

Based on our 4.0 GPA scale. Students must earn the above stated criteria in ALL core content area classes for consideration for promotion. If a student fails to meet the criteria in one or more of

#### POSITIVE ACTION PROGRAM

This program is designed to reward students who are noticed performing in a positive manner, helping others, etc. Staff award tickets, students write their name on the back and place the ticket in a jar in the Main Office. A drawing is held weekly and the winners have a choice of prizes.

#### PART VIII MEDIA CENTER/ TECHNOLOGY LABS MEDIA CENTER

Students who come to the Media Center are expected to be doing work with media material. The Media Center is a place of study and only talking conducive for study is allowed.

Students are expected to leave the Media Center neat and orderly. Encyclopedias, magazines, CD's, video equipment, and newspapers are to be returned to their proper place. If in doubt, ask the librarian or teacher.

#### TECHNOLOGY LABS

The technology labs are places for work on individual computers. Your talk should not interfere with the concentration of others. Upon leaving the lab, your station should be in proper order.

1. Headphones placed on top of your computer;
2. The keyboard straightened;
3. The mouse placed on the pad; and
4. No cords hanging over the work area.

#### COMPUTER WORKSTATION GUIDELINES

1. You are responsible for the care and well being of the computer workstation you are using. Report any problems **IMMEDIATELY** to the teacher in charge.
2. You are only allowed to use programs that have icons on the desktop and access files of your own data. Entering the system files or changing any settings is prohibited.
3. You may not at anytime install files, programs, utilities or applications brought from somewhere else.
4. If your workstation goes down as a result of misuse, you are financially responsible for repairs (both equipment and labor costs).
5. Failure to abide by the technology guidelines will be grounds for forfeiture of your technology privileges, with the potential for loss of credit.

## INTERNET POLICY

1. You are only allowed on the Internet when there is adult supervision.
2. You are only allowed to use the Internet for authorized purposes.
3. E-mail for personal purpose is not allowed.
4. E-mail use for classroom instruction with the permission of the teacher is allowed.

## PRINTING/COPY POLICY

You may use the printers for class assignments.  
You may use the printers for reference material at the cost of \$.10 per page.

## FINES

You will be charged a fine of \$.05 per school day for any checked out media materials that are returned late.

## PART IX - STUDENT ACTIVITIES

### STUDENT ACTIVITIES PHILOSOPHY

Research has shown time and time again, that the more students are involved in their learning community through co-curricular activities (clubs, sports, etc.) the more they succeed and enjoyment in school. Shumate is proud to offer many opportunities to our students and strongly encourage all to take full advantage of these opportunities. We believe that the following should be accomplished in our student activities programs:

1. Participants will benefit socially, emotionally and physically from the program or club.
2. The activities program is an integral part of the educational program as a means of providing a desirable learning experience and serves as an area where self-interest can be cultivated.
3. Participants should conduct themselves in a manner that will bring credit to themselves, their school, and their community.
4. Participants in the student activities program must learn discipline in terms of loyalty, health, responsibility, and respect for others.

### STUDENT ASSEMBLIES

Shumate students have always received high regard from visitors who have provided our students with educational support through assemblies. It is our expectation that we will continue to display the utmost respect in student assemblies. Show your Shumate Pride.

### STUDENT CLUBS

Student clubs require a faculty advisor and approval by the Principal. The Principal then

submits a request to the Co-Curricular Committee for approval. Once approved it is sent to the Superintendent of Schools for final approval by the GSD Board of Education.

### ACTIVITIES NIGHT

Periodically, activities are held for Shumate Middle School students only. The exact time and dates will be announced during the school year. Activity Nights are organized and sponsored by the Shumate Parent Group.

### STUDENT GOVERNMENT

All students enrolled in Shumate are members of the student body who elect a Student Council to channel student opinions, ideas and suggestions. This helps to improve school programs and expand and support student activities.

### JUNIOR NATIONAL HONOR SOCIETY

The Helen C. Shumate Chapter of the Junior National Honor Society will annually induct those 7<sup>th</sup> and 8<sup>th</sup> grade students who meet the requirements some time after the end of the second trimester of each school year. The procedure for selection will be as follows:

1. All students with a cumulative Grade Point Average of 3.3 or higher will be given a Student Activity Information Form to fill out. On this form they will be asked to list all of their extra-curricular activities they have participated in throughout 6<sup>th</sup> and 7<sup>th</sup> grades. They can include any charity work, boy scouts or girl scouts, church organizations, sports teams, etc.
2. A five-member faculty council will review these activity forms, as well as consider the students' leadership, service, citizenship, and character to best of their ability. The faculty council will then vote to accept or reject the candidates. A majority vote of the faculty council is needed for acceptance.
3. A student may appeal, in writing, if they are not accepted. However, the final decision rests with 5-member faculty council.

**Please be aware that a 3.3 GPA alone is not enough for acceptance.** The student must show he/she is outstanding in the following areas:

**LEADERSHIP** - To show leadership students must be involved in activities where they have been given a chance to display that they have the ability to be a leader. This can include scout groups, clubs, sports teams, student council, band, or any organization in the school or

community.

**SERVICE** - Service contributions are any activities that are done without compensation to the individual performing the service. Examples of service contributions are any volunteer activities that help the school, your classmates, or your community for which you are not compensated. Charity work such as raising money toward a cause, participating in Scouts, religious groups, or volunteer services that help the elderly, poor, or disadvantaged should be considered.

**CITIZENSHIP** - Citizenship is shown by participating in activities such as Scouting, community organizations, and school clubs. These activities should show the importance of civic involvement, and a high regard for freedom, justice, and respect of the American form of government.

**CHARACTER** - A person of character should demonstrate the following six qualities to be considered a good candidate: respect, responsibility, trustworthiness, fairness, caring, and citizenship. These qualities are demonstrated everyday in school by taking criticism graciously, displaying a desirable attitude, complying with all school rules, being honest and reliable, showing self-discipline, being punctual, truthful, honest, and showing concern and respect for others.

Any eighth grader with a 3.3 GPA who is not yet a member will also be given a chance to fill out a form for consideration.

Seventh graders who submitted forms and are not chosen will be allowed to re-submit as eighth graders as long as their cumulative GPA remains above the 3.3 minimum required.

## **STUDENT ACTIVITIES AND ATTENDANCE**

A student must be in school all day in order to practice for or participate in student activities. If a student skips a class, he/she will be prohibited from participating in that day's activities.

Students, unable to participate in their assigned Physical Education classes, may not participate in after-school athletic events or activities. We recognize that there may be extenuating circumstances. In such cases, the [Assistant Principal](#) may make exceptions.

## **FIELD TRIPS**

Field Trips are a worthwhile part of the total educational program. All groups going on field trips shall be under the direction and control of the professional staff member(s) during the entire trip and regulations will be communicated to the students participating in the field trip. Students may be excluded per teacher [and/or](#)

administrative discretion.

## **SCHOOL-WIDE FUNDRAISERS**

Each year the student body participates in sales for the benefit of the whole school. Profits from the sale are used to purchase items deemed necessary by the student body, staff and [administration](#).

## **FUNDRAISING BY CLASSES AND ORGANIZATIONS**

We recognize funds are necessary for carrying out the activities and programs of various classes and club organizations. Students are required to receive permission to sell at school. Once permission is received, selling may only take place before or after school and during the lunch period.

## **PART X - TRANSPORTATION SCHOOL BUS CONDUCT-**

Conduct of students riding school busses will be regulated and acceptable discipline maintained. The bus driver has an awesome responsibility to make sure their students are transported safely. The driver is in complete charge of his/her bus at all times. When a discipline problem arises on a bus, the bus driver will write a conduct report on the student violation. The bus conduct report will be submitted to the Principal or his designee. As a general procedure, misconduct will be treated in progression from steps one (1) through six (6), however, more serious offenses are listed and the step it will be handled at for a first incident and how it will be handled for additional offenses.

1. Verbal warning
2. Written warning with call from parents to transportation parental conference.
3. One (1) to five (5) day suspension from bus
4. Six (6) to ten (10) day suspension from bus
5. One month suspension from bus
6. Suspension for balance of year from bus

## **RULES FOR SAFE BUS CONDUCT**

The following rules are posted in each of the busses. The administration reserves the right to add or subtract from these rules, as it deems necessary.

1. Students shall be at the curbside of the street, well off the roadway, while waiting to board the bus.
2. Students shall never cross the street behind a standing school bus to load or discharge.
3. Students are to enter and exit from the front of the bus except in emergency situations.
4. Students are to remain seated at all times when the bus is moving.
5. Students should not be involved in behavior that is distracting.

6. Profane or abusive language will not be permitted.
7. Students are not to put any part of their body outside of the bus at any time.
8. Eating or smoking is not permitted on the bus.
9. Students are not to tamper with door handles or other safety equipment at any time.
10. Students are not to throw any objects into, within, or out of the bus at anytime.
11. Students must maintain silence at all railroad crossings.
12. The bus driver may assign students to specific seats when it is in the best interest of all students on the bus.
13. Students are not to leave the bus without permission of the bus driver.
14. Parents or guardians of students who deliberately damage or deface any bus shall be responsible for all costs necessary to return the bus to its predamaged condition.

The above rules are designed to protect all bus passengers from injury. Parents or guardians are urged to remind students of their responsibility while riding to and from school while involved in a class field trip activity.

#### **RIDING A DIFFERENT BUS**

Parents must contact Transportation Office.

#### **WALKERS CONDUCT**

Walkers will remember that they represent Shumate Middle School and behave in a manner that reflects well on the school and themselves. The Student Code of Conduct will apply to walkers to and from school.