



**WEST OTTAWA
PUBLIC SCHOOLS**

Middle School Handbook

Harbor Lights

1024 136th Avenue
Holland, Michigan 49424
<http://www.westottawa.net>
(616) 786.1000

Principal: Dennis White
Assistant Principals:
Students A-L, Shalonda Owens
Students M-Z, Elizabeth Levandoski

Macatawa Bay

3700 140th Avenue
Holland, MI 49424
<http://www.westottawa.net>
(616) 786.2000

Principal: Michael Fine
Assistant Principal: Linda Pinkham

Mission Statement

"It is the mission of Harbor Lights Middle School to foster the academic, social, and emotional growth of our students in a safe learning environment. We value our responsibility to educate and empower our students to become lifelong global learners who have a positive impact on their community."

Mission Statement

"Macatawa Bay Middle School strives to develop student citizens of character while being among the highest achieving middle schools in Ottawa County as measured by state, local and national assessments."

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

PHONE _____

STUDENT NO. _____

Daily Schedule

2 hour delay Schedule

Sixth Grade Schedule	
Homeroom/1 st Hour	7:50 – 8:49
2 nd Hour	8:53 - 9:43
3 rd Hour	9:47 - 10:37
4 th Hour	10:41 - 11:31
LUNCH	11:31 - 12:01
5 th Hour	12:05 - 12:55
6 th Hour	12:59 - 1:49
7 th Hour	1:53 - 2:43

Seventh Grade Schedule	
Homeroom/1 st Hour	7:50 - 8:49
2 nd Hour	8:53 - 9:43
3 rd Hour	9:47 - 10:37
LUNCH	10:37 - 11:07
4 th Hour	11:11 - 12:01
5 th Hour	12:05 - 12:55
6 th Hour	12:59 - 1:49
7 th Hour	1:53 - 2:43

Eighth Grade Schedule	
Homeroom/1 st Hour	7:50 - 8:49
2 nd Hour	8:53 - 9:43
3 rd Hour	9:47 - 10:37
4 th Hour	10:41 - 11:31
5 th Hour	11:35 - 12:25
LUNCH	12:25 - 12:55
6 th Hour	12:59 - 1:49
7 th Hour	1:53 - 2:43

Sixth Grade Schedule	
1 st Hour	9:50 - 10:24
2 nd Hour	10:28 - 11:02
3 rd Hour	11:06 - 11:40
4 th Hour	11:44 - 12:18
LUNCH	12:18 - 12:48
5 th Hour	12:52 - 1:26
6 th Hour	1:30 - 2:04
7 th Hour	2:08 - 2:43

Seventh Grade Schedule	
1 st Hour	9:50 - 10:24
2 nd Hour	10:28 - 11:02
3 rd Hour	11:06 - 11:40
LUNCH	11:40 - 12:10
4 th Hour	12:14 - 12:48
5 th Hour	12:52 - 1:26
6 th Hour	1:30 - 2:04
7 th Hour	2:08 - 2:43

Eighth Grade Schedule	
1 st Hour	9:50 - 10:24
2 nd Hour	10:28 - 11:02
3 rd Hour	11:06 - 11:40
4 th Hour	11:44 - 12:18
5 th Hour	12:22 - 12:56
LUNCH	12:56 - 1:26
6 th Hour	1:30 - 2:04
7 th Hour	2:08 - 2:43

Half-day Schedule

1 st Hour	7:50 - 8:15
2 nd Hour	8:19 - 8:44
3 rd Hour	8:48 - 9:13
4 th Hour	9:17 - 9:42
5 th Hour	9:46 - 10:11
6 th Hour	10:15 - 10:40
7 th Hour	10:44 - 11:07

Absences and Tardiness

Daily attendance and promptness is important for success, not only in school but in life. Students, parents, and the staff of West Ottawa Public Schools share the responsibility for regular and prompt attendance. When a student arrives at school after 7:50 am, he/she must report to the Reception Desk to explain his/her reason for late arrival, sign in, and be given a pass to class. Tardiness can be excused by a parent call or note. We encourage regular punctual attendance at school by all students.

When a student is absent, parents are expected to call the attendance office prior to 9:00 am on the day of the absence. Please give the following information when calling: name, grade, and reason/length of absence. If the school does not receive a call, we will attempt to contact the parents as to the status of their child.

If a student is to be dismissed prior to the end of the instructional day, the student's parent must provide written or verbal communication to the office excusing the absence and authorizing the student to sign out. In most cases, a parent must come into the building to check out their student at the Reception Desk. Prior communication by parents of prearranged absences with the attendance office is expected. Early notification will aid in the assembly of assignments to be completed during the student's absence. Students who become ill or injured during the school day, he/she should get permission from a teacher to go to the Student Center to call home.

Advanced Absence

For families that know in advance their student will not be in school, parents need to call the attendance secretary as soon as you are aware of the need to be absent. This will give teachers time to gather assignments for the student to work on in their absence. Students are encouraged to complete and turn in all required assignments before leaving school for an extended absence from school. In some instances, this will not be possible; and the student will be expected to turn in the assignment upon returning to school.

Make-Up of Tests and Other Work

Students who are excused absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact their teacher(s) as soon as possible to obtain assignments.

General Safety and Conduct

Students are to respect the property of school and others as well as the authority of teachers and other school personnel and to respect reasonable directions from them. When asked by any staff member, a student must identify her/himself and/or accompany the staff member to the office of an administrator. Students can expect mutual respect on the part of all school personnel.

Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment.

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the principal.

Behavior

Behavior in the classroom: In each class, the teacher is the educational leader. The student will receive behavioral expectations from his/her teachers. These expectations will include academic requirements, rules, and discipline consequences. If classroom expectations are not met, the student will receive discipline consequences from his/her teacher. When a guest teacher, instructional assistant, or volunteer is in the room, the student should behave courteously and respond respectfully.

Behavior in the hallway: Students are asked to first get the necessary books and supplies for their next class before stopping to talk with friends. Students should stay to the right when walking in the hallway or crowd in front of lockers. Shouting, running or pushing in the hallway is not allowed. Lockers need to be easily accessed by all students.

Behavior in the library: The library has a variety of materials selected to meet the needs of students at each grade level. Librarians, instructional assistants, and teachers are available to help students using the center for class work and resource materials, as well as recreational reading. The hours are Monday – Friday 7:50 am – 3:00 pm. On many days the library will be available at lunchtime. Students who do not follow the library guidelines may lose library privileges for a period of time.

Behavior in the cafeteria: The cafeteria is a place of eating and social interaction. When in the cafeteria, it is important to treat yourself, others, and school property with dignity and respect. The adults supervising the lunchroom should be given the same respect.

In order to ensure a clean comfortable place to eat for all students, students are expected to use appropriate table manners, clean off the table when finished and dispose of garbage in the containers provided. Food may not be thrown. Food and beverages should be consumed in the cafeteria and not in the hallways or classroom.

Behavior outside of the building: Students must stay on school property unless checked out by a parent at the Reception Desk. Students may use the grounds outside of the building when authorized by an administrator. Students should not walk on any of the landscaped areas around the school. Bicycles must be kept locked in the racks during school hours. Students are not allowed to be near the bike racks during school hours. ***Motorized vehicles are not allowed at school. Use of skateboards is not allowed on school grounds.***

Behavior at assemblies and performances: Students should demonstrate the following behavior during assemblies and performances: sit quietly, applaud when appropriate, refrain from whistling, booing, and yelling, remain in seats until the performance is over, and follow the expectations of a teacher or supervisor.

Principal Authority

It is not possible, nor is it intended, to identify all infractions that may occur. The Principal has the authority in his/her discretion to identify other acts which constitute infractions under this policy and to establish appropriate discipline.

The following infractions of the disciplinary policy will result in consequences. These consequences may include: discussion with the student, communication with parents, administrative referral, counselor referral, parental conference, detention, behavioral plan, out-of-school suspension (1-10 days), long-term suspension or expulsion. Long-term suspension, expulsion, and/or severe misconduct violations may carry over to the high school. Acts committed against school personnel, violation of state law, or the severity of the incident may result in the initiation of a long-term suspension or expulsion. Police or other legal authorities will be contacted at all appropriate times.

Behavioral Infractions

1. Book/Gym/Duffel Bags/Back Packs

These items are not to be carried while in school. Small bags should only be used to carry gym clothing to physical education classes. When entering the school, students are to place bags in their lockers.

2. Electronic Devices

The use of electronic devices, including, but not limited to: cell phones, electronic games, I-pods, MP3 players and cameras can be disruptive to the educational process; such devices are not to be used in the school building without prior authorization. Students may use their electronic device before school and after school. Students must put their electronic device in their locker during the school day. Cell phones are not to be used for any reason during the school day. If a student is using their electronic device during the school day, it will be confiscated and the parent will have to come pick it up from the office.

The school is not responsible for lost or stolen electronic devices that students choose to bring to school. Loss of these items will not be investigated and it is highly recommended that they be left at home.

3. Dress and Appearance

Proper dress, hygiene, and good work habits work to promote good school behavior and consistent learning. Therefore, any attire that distracts from the educational process is not permitted in school. A general rule is that shorts and dresses should be fingertip length or longer. All sleeveless shirts must have at least a 3 inch strap. Exposure to any undergarments is prohibited. Pants must be worn in a manner such they do not sag excessively below the waist. For safety reasons, high-heeled or wheeled shoes are not to be worn at school. Examples of distracting attire are:

- inappropriate symbols (i.e. confederate flags, swastikas, gang signs, sexually suggestive or vulgar language)
- inappropriate products advertising alcohol or drugs
- mid-drift or excessive back exposure, tight shorts
- chains
- cropped or tight blouses/tops, mesh shirts
- hats (or any other head covering), visors, bandannas, sweatbands
- coats/jackets, gloves
- sunglasses

If dress or appearance is deemed inappropriate, a student may be asked to change their clothing or appearance, or be sent home from school.

4. Food/Candy, Drinks, Gum

Food, candy and drinks are only allowed in the cafeteria or at staff supervised activities.

5. Public Display of Affection

Inappropriate displays of affection and/or physical contact are not considered acceptable behaviors at West Ottawa Middle Schools. Students are not allowed to hold hands, hug, kiss, or embrace each other in any way.

6. Skateboard Policy/Bicycle

Bicycles are to be locked and placed in the designated bicycle rack. Due to safety and security issues, use of skateboards and roller blades are prohibited on school property.

7. Technology Code of Ethics

The district Technology Code of Ethics lists the privileges and responsibilities for using the school district's technology. Each student will receive a copy of the code to read and discuss with parents. A signed copy of the code must be returned to the school before the student's computer account is activated.

8. Cheating/Academic Misconduct

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.

9. Forgery/False Representation

The act of fraudulently using, verbally or in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data such as excused passes, detentions, and/or teacher's forms which request parent signature shall constitute forgery or false representation.

10. Loitering Policy

Students are not to loiter after 3:00 pm. Students picked up after 3:00 pm must be picked up at the main entrance of the building. All students are to leave school property after dismissal unless they have a scheduled practice; teacher meeting; detention; or other authorized reason.

11. Disruptive/Disorderly Behavior

A willful act or behavior that jeopardizes or disrupts the educational atmosphere will be considered disruptive/disorderly behavior.

12. Disrespect

Speaking to any member of the school community in a discourteous, insulting, or profane manner is prohibited.

13. Fireworks/caustic/noxious Substances

The act of possessing, using, or transferring items such as firecrackers, smoke bombs, stink bombs, caustic/noxious substances, etc., on school property or at any school-sponsored activity is prohibited.

14. Obscene/Lewd/Vulgar/or Abusive Language or Gestures

Inappropriate language/gestures are prohibited.

15. Insubordination

Willful failure to respond to or verbally refuse to carry out a reasonable request by a staff member or other person in authority, including administrators, teachers, security person, secretaries, bus drivers, cooks, custodians, or any other school personnel shall be considered an act of insubordination.

16. Vandalism

The acts of willful destruction of school property and property belonging to others; and defacing school property such as lockers, desks, books, etc., are prohibited. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Examples of vandalism are, but are not limited to: defacing or physical destruction of school property or property of others, glass breakage, painting, writing, etching, spitting on school property or property of others

17. Unsafe Physical Play

Physical contact such as pushing, shoving, slapping, flicking, poking, tripping, etc. is prohibited.

18. Threatening Students/ Verbal Confrontation

Intimidating other students or interfering with other students by threats of violence or physical harm is prohibited.

19. Physical Confrontation

The deliberate act of hitting, or striking another student on school property is prohibited. This includes going to or from school and any school sponsorship activity.

20. Physical Assault

Physical assault means intentionally causing or attempting to cause physical harm to another person through force or violence. This type of behavior is strictly prohibited.

21. Striking or Threatening School Personnel

Intimidating school personnel or interfering with administrators or teachers by force, violence, or threat of violence is prohibited.

22. Bullying

Bullying can be defined but not limited to intimidation of others by gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

Examples of these acts are, but not limited to:

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbally, in writing or through electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement;
- G. electronically transmitted acts during school hours

Any student who believes s/he has been the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal.

***West Ottawa's official Bullying Policy can be found on our district's webpage-
www.westottawa.net***

23. Harassment

Harassment of any person in the school community is prohibited. Examples of harassment are, but not limited to: making fun of another student, stalking or targeting another student because of their sex, race, color, national origin, religion, height, weight, or disability. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough to negatively impact a student's education, physical or emotional well-being. Complaints of harassment will be investigated in accordance with AG5517.

24. Indecency/Obscenity/Hate Speech

All offensive acts, which include acts of immoral conduct, against commonly recognized standards of propriety or good taste as interpreted by the administration and/or teaching staff are prohibited. Vulgar acts in verbal or written form may include; pictures, gestures, caricatures, or suggestive/inappropriate clothing during any school activity.

25. Extortion/Blackmail/Coercion

Obtaining money, property, or service by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force is prohibited.

26. Gang Activity

Gang activity is defined as individual or group behaviors associated with belonging to a group of youths that promotes juvenile delinquency and which has an adverse effect on the school and learning environment. Students shall not engage in behaviors at school, while on school property, or at school-related activities that promote "gang" activity. This includes:

1. Wearing of clothing or other apparel, such as bandannas of any type (for both male and female students), or altering one's appearance to indicate gang affiliation.
2. Wearing of beads, earrings, or other jewelry that denotes gang colors or symbols.
3. Hand signals that communicate gang activity.
4. Violent behaviors such as fighting, verbal confrontations, individual or group conflicts ("standoffs").
5. Possession of weapons, as described in state law, is prohibited in school.
6. Displaying gang symbols on one's body, clothing, possessions, school locker, or other school property.
7. Any other activities deemed to be gang related. (The administration reserves the right to determine which behaviors, dress, or activities are gang related.)

27. Unnecessary Devices or Objects

The use or possession of any items that may be deemed disruptive to the educational environment or present a health or safety concern as determined by the administration are not allowed.

28. Burglary/Theft/and/or Unauthorized Possession of Property Belonging to Others

Stealing of school property or personal effects of others, or stealing from an individual by force or threat of force is prohibited. Students may be responsible for full restitution and/or law enforcement officials may be contacted.

29. Tobacco Use

In compliance with state law and in the interest of health and safety, students shall not smoke or use tobacco in any form or be in possession of tobacco in any form, on any property or in any bus or building owned or operated by the Board of Education or while at any school function. Lighters and matches are not allowed in school and are subject to the arson rules. Law enforcement officials may be contacted for each occurrence.

30. Alcohol/Illicit Drug Policy

Sale of, distribution of or intent to distribute, possession of, use of, and/or being under the influence of any drug, alcoholic beverage, controlled substance, or any other substance which implies or includes abnormal behavior while on school property or at a school-related activity is strictly prohibited.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, over-the-counter medication or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines. If caught, the student may be suspended or expelled and law enforcement officials may be contacted.

- Use and/or under the influence - any physical condition that indicates consumption of any drug, alcoholic beverage, controlled substance, or any other substance which implies or includes abnormal behavior.
- Possession - physical possession of any drug, alcoholic beverage, controlled substance, or any other substance; this includes student's hall locker, gym locker or vehicle; or admittance of physical possession.
- Sale, distribution, or intent to distribute - any student who provides, distributes or offers to sell any drug, alcoholic beverage, controlled substance, or any other look alike substance on school property, at a school-related or school-sponsored function to any person at any time).

31. Arson: Purposely Setting a Fire

Maliciously or willfully setting a fire or doing any act, which results in the starting of a fire to a building or school and/or personal property or causing an explosion or the possession of explosive devices on school property is a violation of state and federal law and may result in disciplinary action up to expulsion.

Public Act 328, Section 1311 requires school boards and school administrators to impose expulsion as a penalty for arson

32. Bomb Threats/False Fire Alarms/False Emergency 911 Calls

Causing, by an act or in written form, a false fire alarm, bomb threat, or emergency 911 call is strictly prohibited and a Federal offense. This is a violation of state law, code 750.411a(1)(b) or (3)(b).

33. Weapons Policy

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. State law may require that a student be expelled from school for a period on 180 days if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- Any explosive, incendiary, or poisonous gas including bombs, grenades, rockets, missiles, mines or device that can be converted into such a destructive item.
- Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- Any similar object that is intended to invoke bodily harm or fear of bodily harm

Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to: padlocks, pens, pencils, laser pointer or jewelry. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student to expulsion.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board of Education believes that students, staff members, and visitors are entitled to function in a safe environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline. This policy is in compliance with the Gun-Free Schools Act of 1994 {20 USC 3351} as amended by P.L. 103-382 {Section 14601, Part F} and MCL-380.1311.

DISCIPLINE

The discipline of West Ottawa Schools is designed to motivate students to make better choices and decisions in the future. If it becomes apparent that one mode of discipline is not effective, alternative plans may be implemented. The first step is teacher contact with the parents involving behaviors of a minor problem. Major discipline problems will be dealt with immediately and contact with parents made after the fact (i.e. smoking, fighting, disrespectful conduct, etc.). Our discipline philosophy is based on three general goals for the building. They are:

*To provide an effective learning environment for all students

*To provide our students with a safe learning environment

*To have students show respect for school property, student property and all people at West Ottawa Public Schools

Discipline procedures to be used range from parent contact and student/teacher discussions to assignment of lunch detention, after-school detention, and in school and/or out-of-school suspension. It is important that parents, staff and students work together to maintain a positive, educational atmosphere. Our goal is that each student learns to be responsible for his or her own actions.

Every student and staff member has a right to personal safety and freedom to learn. With regard to discipline procedures, consistency for both administration and staff is held as a high priority. With changing trends in fads and items available on the market, it would be impossible for the administration of this school to list every potential problem that could surface at the school. In cases that for some reason are not listed in the discipline code where behavior is disruptive to the normal school day or endangers the health, safety and welfare of students, please be assured that discipline will be reasonable and just to correct the behavior.

It is the task of the building administrator to assign a consequence for unacceptable behavior. Below is a list of disciplinary actions that will be taken for violations of acceptable behaviors. The building administrator will conduct a thorough investigation before assigning any consequence. It is the administrators task to what type of unacceptable behavior was displayed and what will be the appropriate consequence according to the chart below.

Behaviors with a double astrick(**) indicates behavior that will include possible police involvement. Behaviors with a plus sign(+) indicates behaviors that are progressive and can carry over to the next school years. Progressive behaviors will be tracked as follows: 6-8, 8-9, and 9-12.

Unacceptable Behavior	Disciplinary Action
**,+ Assault – physical	1st offense- 5 day suspension 2nd offense- 10 day suspension 3rd offense- Administrative Hearing
Assault - verbal	1st offense-2 day suspension 2nd offense- 3 day suspension 3rd offense- 5 day suspension
**,+Assault with a weapon	1st offense- Administrative Hearing
**,+ Confrontation-physical	1st offense- 3 day suspension 2nd offense-5 day suspension 3rd offense- 10 day suspension 4th offense- Administrative Hearing
Confrontation- verbal	1st offense- 3 detentions 2nd offense- 5 detentions/Saturday School 3rd offense- 2 day suspension
** Video Taping a Fight	1st offense- 5 day suspension 2nd offense- 7 day suspension 3rd offense- 10 day suspension 4th offense- Administrative Hearing
** + Alcohol use	1st offense- 10 day suspension 2nd offense- 10 day suspension 3rd offense- Administrative Hearing
** + Alcohol possession	1st offense- 5 day suspension 2nd offense- 10 day suspension 3rd offense- Administrative Hearing
** +Alcohol distribution	Administrative Hearing
** + Drug use	1st offense- 10 day suspension 2nd offense- Administrative Hearing
** +Drug possession	1st offense- 10 day suspension 2nd offense- Administrative Hearing
** +Drug distribution	Administrative Hearing
** + Weapons- air soft gun	Administrative Hearing-pending investigation
** + Weapons- knife	Administrative Hearing-pending investigation
** + Weapons- gun	Administrative Hearing

Unacceptable Behavior	Disciplinary Action
** +Weapons- Other objects used as weapon	Administrative Hearing
** + Bomb Threat	Administrative Hearing
**Tobacco possession	1st offense- 1 day suspension 2nd offense- 3 day suspension 3rd offense- 5 day suspension
**Tobacco use	1st offense- 3 day suspension 2nd offense- 5 day suspension 3rd offense- 10 day suspension
** Tobacco distribution	1st offense- 10 day suspension 2nd offense- Administrative Hearing
** +Non-Aggressive Gang Activity	1st offense- 5 day suspension 2nd offense- 10 day suspension 3rd offense- Administrative Hearing
** +Aggressive Gang Activity	Administrative Hearing
** +Graffiti/tagging	1st offense- 5 day suspension 2nd offense- 10 day suspension 3rd offense- Administrative Hearing
Inappropriate-Vulgar Language towards staff	1st offense- 3 day suspension 2nd offense- 5 day suspension 3rd offense- 10 day suspension
Vulgar Language/Obscene gesture	1st offense- 1 day suspension 2nd offense- 3 day suspension 3rd offense- 5 day suspension 4th offense- 10 day suspension
**Intimidating/Stalking	1st offense- 3 day suspension 2nd offense- 5 day suspension 3rd offense- 10 day suspension 4th offense- Administrative Hearing
**Ethnic/Racial Harassment or Intimidation	1st offense- 3 day suspension 2nd offense- 5 day suspension 3rd offense- 10 day suspension 4th offense- Administrative Hearing
** ,+Sexual Harassment ~counselor recommendation at all levels	1st offense- 5 day suspension 2nd offense- 10 day suspension 3rd offense- Administrative Hearing
Kidnapping	1st offense- Administrative Hearing
Arson	1st offense- Administrative Hearing
Use of incendiary device	1st offense- 10 day suspension

Unacceptable Behavior	Disciplinary Action
** Verbal Harassment ~counselor recommendation at all levels	1 st offense- 3 detentions 2 nd offense- 5 detentions/Saturday School 3 rd offense- 3 day suspension 4 th offense- 5 day suspension
False Alarm	1st offense- 10 day suspension 2nd offense- Administrative Hearing
Theft- under \$50	1st offense- 3 detentions 2nd offense- 5 detentions/Saturday School 3rd offense- 2 day suspension
Theft- over \$50	1st offense- 5 day suspension/restitution 2nd offense- 10 day suspension/restitution 3rd offense- Administrative Hearing
Vandalism- under \$100	1st offense- 1 day suspension 2nd offense- 3 day suspension 3rd offense- 5 day suspension 4th offense- 10 day suspension
Vandalism- over \$100	1st offense- 5 day suspension 2nd offense- 10 day suspension 3rd offense- Administrative Hearing
Extortion	1st offense- 10 day suspension 2nd offense- Administrative Hearing
Academic Dishonesty/Cheating	1st offense- teacher given consequence 2nd offense- teacher given consequence 3rd offense- 3 detentions
Plagiarism	1st offense- 5 detentions/Saturday School 2nd offense- 2 day suspension 3rd offense- 3 day suspension 4th offense- 5 day suspension
Skipping class	1st offense- 1 detention 2nd offense- 3 detentions 3rd offense- 1 day suspension 4th offense- 3 day suspension
Disturbing Class/Other People	1st offense- 1 detention 2nd offense- 3 detentions 3rd offense- 1 day suspension 4th offense- 3 day suspension/ PBIS referral for Tier 2 Interventions
Failure to serve detention	1st offense- assigned an additional detention 2nd offense- 1 day suspension/ still responsible for skipped detention

Unacceptable Behavior	Disciplinary Action
Failure to serve detention cont.	3rd offense- 2 day suspension/ still responsible for skipped detention 4th offense- 5 day suspension/ still responsible for skipped detention
Failure to serve Saturday School	1st offense- 1 day suspension 2nd offense- 2 day suspension 3rd offense- 3 day suspension/ parent conference upon return
Gambling	1st offense- 3 day suspension 2nd offense- 5 day suspension 3rd offense- 10 day suspension 4th offense- Administrative Hearing
Academic Insubordination	1st offense- 1 detention 2nd offense- 3 detentions 3rd offense- 2 day suspension 4th offense- 5 day suspension
Possession of unnecessary object	1st offense- 2 detentions 2nd offense- 1 day suspension 3rd offense- 3 day suspension
Refusal to Identify Self	1st offense- 3 detentions 2nd offense- 1 day suspension 3rd offense- 3 day suspension 4th offense- 5 day suspension
Loitering	1st offense- warning 2nd offense- 1 detention 3rd offense- 3 detentions 4th offense- 2 day suspension
Unsafe Physical Play	1st offense- 3 detentions 2nd offense- 5 detentions/Saturday School 3rd offense- 2 day suspension 4th offense- 5 day suspension
Violation of Computer Acceptable Use Policy	Loss of computer privileges

Right to Due Process

If a student, parent, or legal guardian disagrees with a disciplinary action or feels his/her due process rights have been violated, the Appeals Process is as follows:

1. Contact the Principal within two (2) school days from notification of the violation.
2. If you do not agree with the decision of the Principal, you may appeal to the Superintendent of Schools or his/her designee within two (2) school days of the Principal's decision. The appeal must be written, contain the basis of the appeal and have the support of the custodial parent or guardian through a proper signature. The only appeals that will be considered at the Superintendent level are long term suspension and expulsions.

Areas of Authority

Assuring the authority granted to it by law, the West Ottawa Public Schools establishes the following areas of authority over student conduct:

- While attending school
- While on a school vehicle
- While under the jurisdiction of the school (field trips, etc.)
- While on school district property
- While at any school-related event
- Inappropriate interaction between students and staff occurring outside of regular school hours, activities, or grounds
- Conduct at any time or place which directly interferes with the operations, discipline, or general welfare of the school
- While the student is commuting to and from school

SAFE SCHOOLS

Action Steps for Students:

There is much students can do to create safe schools. Talk to your teachers, parents and counselor to find out how you can get involved and do your part to make your school safe. Here are some ideas that students in other schools have tried:

- * Listen to your friends if they share troubling feelings or thoughts. Encourage them to get help from a trusted adult such as a school psychologist, counselor, social worker, or trusted adult. If you are very concerned, seek help for them. Share your concerns with your parents.
- * Work with local businesses and community groups to organize youth-oriented activities that help young people think of ways to prevent school and community violence. Share your ideas for how these community groups and businesses can support your efforts.
- * Work with your teachers and administration to create a safe process for reporting threats, intimidations, weapon possession, drug selling, gang activity, graffiti, and vandalism. Use the process.
- * Help to develop and participate in activities that promote student understanding of differences that respect the rights of all. Volunteer to be a mentor for younger students and/or provide tutoring to your peers.
- * Know your school's code of conduct and model responsible behavior. Be a role model and take personal responsibility by reacting to anger without physically or verbally harming others.
- * Seek help from your parents or a trusted adult - such as a school psychologist, social worker, counselor, or teacher if you are experiencing intense feelings of anger, fear, anxiety or depression.

Tips for Parents:

Parents can help create safe schools. Here are some ideas that parents in other communities have tried:

- * Discuss the school's discipline policy with your child. Show your support for the rules and help your child understand the reasons for them. Involve your child in setting rules for appropriate behavior at home.
- * Talk with your child about the violence he or she sees - on television, in video games, and possibly in the neighborhood. Help your child understand the consequences of violence.
- * Teach your child how to solve problems. Praise your child when he or she follows through.
- * Help your child find ways to show anger that do not involve verbally or physically hurting others. When you get angry, use it as an opportunity to model these appropriate responses for your child.
- * Help your child understand the value of accepting individual differences.
- * Note any disturbing behaviors in your child. For example, frequent angry outbursts, excessive fighting and bullying of other children, cruelty to animals, fire setting, frequent behavior problems at school and in the neighborhood, lack of friends, and alcohol or drug use can be signs of serious problems. Get help for your child. Talk with a trusted professional in your child's school or in the community.
- * Keep lines of communication open with your child- even when it is tough. Encourage your child always to let you know where and with whom he or she will be. Get to know your child's friends.

* Listen to your child when he or she shares a concern about friends who may be exhibiting troubling behaviors. Share this information with a trusted professional, such as the school psychologist, principal or teacher.

* Be involved in your child's school life by supporting and reviewing homework, talking with his/her teachers, and attending school functions such as parent conferences, class programs, open houses and PTA meetings.

* Work with your child's school to make it more responsive to all students and to all families. Share your ideas about how the school can encourage family involvement, welcome all families and include them in meaningful ways in their children's education.

* Talk with the parents of your child's friends. Discuss how you can form a team to ensure your children's safety

Bus Transportation Guidelines

Bus stops and bus routes are established on the basis of safety and efficiency. The district reserves the right to change stops and routes when necessary. Bus routes are planned to provide the maximum number of students at each pickup point with a minimum number of "turn-arounds" and "back-tracking" for each bus. The following information should be reviewed:

1. Bus stops are chosen with safety in mind and based on several important factors as well as the State of Michigan guidelines. Bus stops must avoid as much traffic as possible. Stops should not be on a hill or before or after a curve. Buses should be visible for 400 feet in both directions when stopped, and stops shall be at least 200 feet apart.
2. Students should arrive at their bus stop five minutes prior to the scheduled arrival of the bus. This will allow time to catch the bus but not enough time for problems among students to arise. **PARENTS AND GUARDIANS ARE RESPONSIBLE FOR THE SAFETY AND CONDUCT OF THEIR CHILDREN WHILE GOING TO AND FROM THE BUS STOP AND WAITING FOR THE SCHOOL BUS.**
3. While waiting for the bus, students should stay off the street or road. Students must stay back at least ten (10) feet to allow the bus to safely enter the loading zone in a single file line. Students should never run alongside a departing bus.
4. Students should cross the street **at least ten (10) feet in front** of the school bus and only **after** the driver has signaled to the student that it is all right to do so. Riders will receive instructions on proper crossing procedure from the bus driver. Students must **never** cross the street behind a school bus.
5. Once students board a bus, they must remain on that bus until they reach their final destination. The only exceptions are regularly scheduled shuttle buses between schools.

Parent cooperation is required to make sure students ride their assigned bus. This ensures that the District knows exactly who is on a bus so that a student can be located in an emergency; overcrowding is controlled, and other possible problems can be prevented.

Parent/guardian Responsibilities

1. Accept joint responsibility with school authorities for proper conduct of their children when riding the bus. Discuss with children appropriate bus safety rules and bus stop/bus rider behavior.
2. Make certain their children arrive at the bus stop on time in the morning five minutes prior to the scheduled pick-up time.
3. Provide necessary supervision and/or protection of their children while going to and from the bus stop and be responsible for them until the bus arrives.
4. Work with school personnel to reinforce appropriate behavior whenever necessary.
5. Provide alternate transportation for their children if suspended from the bus.
6. Ensure that payment is made for damages resulting from vandalism to the bus.
7. Restrict the size of objects that may be transported. Objects are limited to items that can be safely held by a student in a bus seat. Skateboards, pets, and unauthorized substances are not allowed on the bus.
8. Support emergency evacuation and early dismissal plans as established by the school district. Teach and remind children of the family's emergency plan if they arrive home early and no one is there to meet them.

Student Responsibilities

1. Realize that riding a school bus is a privilege. Exercise appropriate behavior at all times.
2. Show proper respect for the rights, safety, and comfort of others on the bus. Students should keep their hands to themselves.
3. Be at the bus stop five (5) minutes before the scheduled pick-up time. Stay off the roadways by a least ten (10) feet while waiting for the bus. Buses cannot wait for tardy students. Fighting, pushing, shoving, and other inappropriate behavior will not be tolerated.
4. Cross ten (10) feet in front of the bus when necessary, and only after the driver has signaled that is it all right to do so. Never run behind or in front of a school bus.
5. Remain seated while the bus is in motion. When the bus comes to a stop, keep your hands, feet, and other objects out of the aisle so that others can exit safely. The emergency door is to be kept free and available at all times.
6. Open windows only with permission. Nothing may be extended out of a bus window, and students are not to shout at other vehicles or persons.
7. The bus driver is the sole authority on the bus. Follow the bus driver's instructions the first time they are given. No profane, abusive, or vulgar language, gestures, or threats will be permitted.
8. Remember that eating food, candy, gum, drinking liquids, smoking, and possessing illegal substances or obscene materials are not allowed on the bus. Help us keep your bus clean.
10. Realize that any driver distraction is potentially hazardous to the safety of all passengers.
11. Report any damage of the bus to the driver. Intentional damage to a bus will result in disciplinary consequences including restitution.

Violation of Bus Policy #3546 may result in suspension from riding the bus. In addition, gross misconduct on the bus may result in disciplinary action at school, up to and including suspension from school. All regular buses will be equipped with video cameras.

Closing of School - Delays

Listen to radio stations, 1450 WHTC, 105.7 WOOD, and television channels 8, 13 and 21 for school closing information. Information may also be found at westottawa.net. If school must be closed during the day due to an emergency, students will be bused home as soon as possible.

Communication

School to home communication regarding student progress includes:

- Report Cards: Sent to homes following each marking period.
- Individual Progress Reports: Initiated by the teacher or administration on an individual basis.
- Parent/Teacher Conferences: In addition to traditional fall and spring conferences, parents or teachers may schedule conferences whenever necessary.
- Parent Portal (internet access) will give relevant information regarding classroom assignments and academic standing.
- Students are encouraged to make use of their student planners.

Home to school communication includes the following ways parents can stay in contact:

- Use Parent Portal to monitor grades, homework and work completion.
- Make regular calls to the attendance office.
- Voice mail: Simply dial the teacher's number for personal contact or voice mail. Parents may leave a message for a teacher 24 hours a day.
- Attend Open House and other student activities.
- Schedule a conference with your child's team of teachers.

Administrators

School administrators want to help each student be successful. You are encouraged to see an administrator if you need assistance with any problems, questions or simply wish to have someone listen to your concerns.

Counselors

Services provided by the counseling department include: academic and personal counseling; advice to parents on educational and/or other issues; schedule planning; individualized education plans; referrals to outside agencies, group counseling and support services; consultations with teachers, school psychologists/social workers regarding special needs of students. Most students prefer to schedule appointments to see their counselor. Students should schedule appointments through the registrar/secretary when the counselors are not available. Emergency situations are given top priority.

Individuals with Disabilities

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. The protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

Emergency Procedures

Information sheets are posted in each classroom outlining directions to follow in case of a tornado, fire, or emergency lock down. The fire alarm is a sustained sound made by a special horn. Tornado and emergency lock downs are made by a P.A. announcement. Attention and cooperation are necessary during all drills and emergencies. Teachers will give further instructions about leaving the building in case of emergencies. In case of an emergency, students must remember to follow all instructions and remain silent.

Food Service

Students may purchase lunch with cash or on an account. An account is already in place for each student and is opened when a student deposits money in the account. Students may not put an account into a negative balance. Money must be in an account before the account is used. It is important that students use their I.D. card every day. Not having an I.D. card inconveniences staff and other students. Students who do not have their card may have to use a designated line.

Injury and Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Use of Medication

Asthma Inhaler and Epi-pens:

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the district and updated annually.

Non-prescribed (over-the-counter) Medications:

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision in the Code.

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the receptionist upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to meet with a member of the staff, she/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient time. Students may not bring visitors to school.

Lost and Found

You should report a loss immediately to your teacher, the office or check the "Lost & Found." All items brought to school should have your name written in permanent ink. You are strongly advised not to bring any valuables to school. The school is not responsible for lost or stolen articles.

Lockers

Students are to keep their locker neat and orderly and asked not share their combination with anyone. The security of a student's locker depends on the student. Combinations will not be changed during the school year. School authorities may conduct periodic inspections of lockers at any time without notice, without consent, and without a search warrant.

Search and Seizure

Search of a student and his/her possession may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

The district maintains its right to also conduct random, unannounced canine searches in order to provide and maintain a safe and orderly school environment. West Ottawa Public Schools partners with the Ottawa County Sheriff's Department to conduct these searches along with other emergency exercises.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken, held, or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs, and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic computer files, databases, email and any other electronic transmissions contained in or used in conjunction with the District's computer system. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Administrative Right to Implement New Rules and Regulations

The administration of West Ottawa Middle Schools reserves the right to establish rules and regulations which are not stated in this handbook but which are necessary and proper for carrying out the educational programs of the school. When the administration judges that a student's behavior adversely influences others, interferes with the educational process, or infringes on the rights of others, disciplinary action will be taken.

All rules and guidelines are subject to the policies of the West Ottawa Public Schools Board of Education. These policies are available online or on request through the district administration office at 1138 136th Avenue or by calling 738-5700.

7th and 8th Grade Interscholastic Athletics

Athletic Secretary

Marcy VanDyke – 786.1010

We encourage all students to participate in athletics. Our desire is that all 7th and 8th grade students take advantage of our middle school athletic program, which offers a variety of opportunities. Our goal is to provide meaningful and positive experiences for our students inside and outside the classroom. The seasons are relatively short and help students identify their abilities and enhance their talents. We offer four seasons of competitive sports each school year. A physical examination is required before participating in any sport.

Academic Eligibility

West Ottawa Public Schools require that a student must be passing six (6) of his/her seven (7) academic classes during the current semester. Students will not be allowed to compete in athletic contests during the current semester if they have not passed ten (10) of their (14) fourteen classes in the previous semester. Each week the student's eligibility will be monitored through communication with the teachers, coaching staff, and athletic office. If a student is marked ineligible, he/she will be placed on probation for one week. During this probation period, the student will continue to practice with the team but will not participate in competition. The student will address his/her academic progress during this period with assistance from the coach and teachers. This whole process is a means of helping student-athletes enjoy and achieve success in the classroom and on the playing field.

Physical Examination

Students must have a valid physical examination before they may try out for any sport. A physical exam administered on or after April 15 is valid for the upcoming school year. The completed physical form must be on file in the front office PRIOR to trying out. The Athletic Code of Conduct is located on the opposite side of the physical form and also requires the signature of the athlete and his/her parents. One physical exam is sufficient for the entire school year. Physical forms are available in the main office.

Attendance

An athlete must be present in school for at least half the school day in order to participate in a practice or competition. Exceptions must be approved by the athletic director.

Admission Prices

Family - \$8 Adults - \$3 Students - \$2

