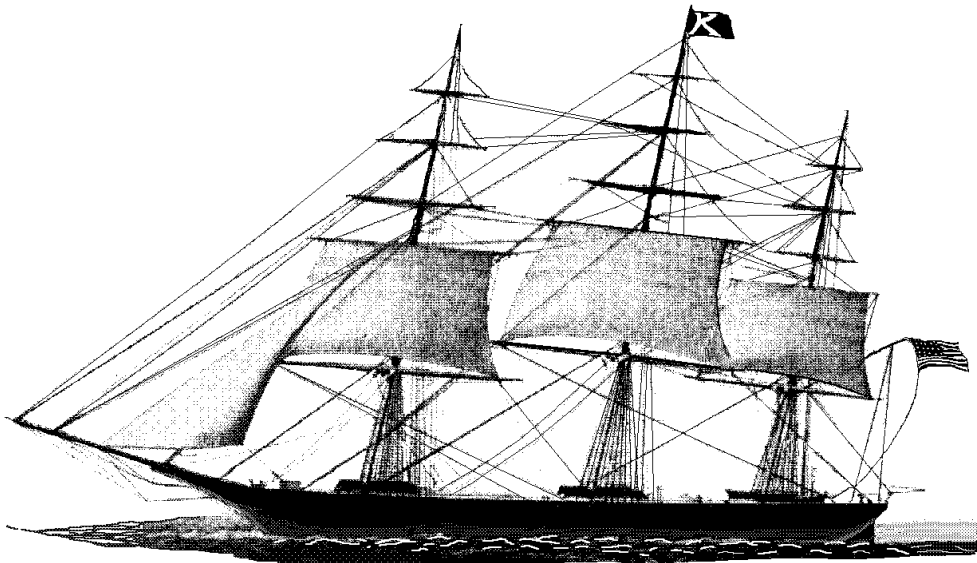


# **KENNEDY MIDDLE SCHOOL**

**23101 Masonic  
St. Clair Shores, MI 48082**

**“Home of the Clippers”**



**Student/Parent Handbook**

**2009-2010**

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**23101 MASONIC  
ST. CLAIR SHORES, MICHIGAN 48082**

**WELCOME**

To Parents/Guardians, New and Returning Students:

Welcome to Kennedy Middle School. The 2009-10 school year will bring many new opportunities and challenges. The staff and administration is here to help support you in your education and we encourage our students to take part in as many activities as possible to experience the middle school years.

Students and parents should take time to review the valuable information contained in this handbook. Student expectations, procedures, grade requirements, Student Code of Conduct and other pertinent information have been included to help ensure the success of every student.

You are invited to visit our website at [www.lakeshoreschools.org](http://www.lakeshoreschools.org) for additional information about Kennedy Middle School

Sincerely,

*Pam Vermiglio*, Principal

**MISSION STATEMENT**

Believing that all students can learn, the mission of Kennedy Middle School is to create, present, and nurture appropriate programs and to provide a safe, healthy, and secure environment for the young adolescent. Through the experiences and services provided, our students will develop the academic and social skills necessary to effectively deal with the changing self in a changing world.

**BOARD OF EDUCATION**

Sharon Bartl	Shannon Harvey	Kurt Ziegler
Mark E. Beghin	Susan Jamieson	
James A. Garver	Gerrit J.E. Ketelhut	

**CENTRAL ADMINISTRATION**

Mr. Chris Loria, Superintendent  
Mrs. Tesha J. Thomas, Executive Director of Educational Services  
Mr. Frank Thomas, Executive Director of Fiscal Services & Operations  
Mr. Donald Kling, Director of Maintenance & Operations Adult Education

**KENNEDY MIDDLE SCHOOL ADMINISTRATION**

Mrs. Pam Vermiglio, Principal  
Mr. David Kochan, Assistant Principal

## **COUNSELING DEPARTMENT**

The Counseling Department is prepared to give assistance to the students in every phase of their school life, which includes information about course selections, state endorsements, graduation requirements, college scholarships, vocational training, etc.

Students are assigned to counselors by the first letter of their last name:

Mr. Bob Plotkowski	7th grade & 8th grade A-L	285-8809
Ms. Brenda Shufelt	6th grade & 8th grade M-Z	285-8808

## **IMPORTANT PHONE NUMBERS**

Main Office	285-8800
Principal/Assistant Principal	285-8805
Media Center	285-8811
Attendance	285-8802
Food Service	285-8925
Band Director	285-8856
Choral Director	285-8855

## **LIFELONG SKILLS AND GUIDELINES**

Kennedy Middle School staff and students are dedicated to demonstrating the qualities necessary for living a full and successful life, personally and as a contributing citizen.

## **LIFE LONG GUIDELINES**

The Kennedy Middle School community embraces the following lifelong guidelines:

- Personal Best: To do one's best given the circumstances and available resources.
- Truthfulness: To be honest about feelings with oneself and others
- Trustworthiness: To be dependable and deserving of confidence (trust)
- Active Listening: To listen attentively with the intention of understanding
- No Put Downs: Never use words, actions, or body language that degrades, humiliates or dishonors others

It is our expectation that students develop an understanding of the personal and social behaviors that will enable them to do their personal best and thus will succeed in attaining their goals. Listed below are the Life Skills that Kennedy Middle School staff and students will use in order to fulfill this expectation.

- Caring: To feel and show concern for others.
- Common Sense: To use good judgment.
- Cooperation: To act according to one's beliefs despite fear of adverse consequences.
- Curiosity: A desire to investigate and seek understanding of one's world.
- Effort: To do your best.
- Flexibility: To be willing to alter plans when necessary.
- Friendship: To make and keep a friend through mutual trust and caring.
- Initiative: To do something of one's own free will because it needs to be done.
- Integrity: To act according to a sense of what's right and wrong.
- Organization: To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use.

- Patience: To wait calmly for someone or something.
- Perseverance: To keep at it.
- Pride: Satisfaction from doing one's personal best.
- Problem Solving: To create solutions for difficult situations and everyday problems.
- Resourcefulness: To respond to challenges and opportunities in innovative and creative ways.
- Responsibility: To respond when appropriate, to be accountable for one's actions.
- Sense of Humor: To laugh and be playful without harming others.

### GRADING PROCEDURES

Teachers explain their individual procedures at the beginning of each semester. Students receive grades every nine/ten weeks. Grades are based on the following scale.

90-100	A – 4.00	A = 12	B+ = 10	C+ = 7	D+ = 4	E = 0
80- 89	B – 3.00	A- = 11	B = 9	C = 6	D = 3	
70-79	C – 2.00		B- = 8	C- = 5	D- = 2	
60-69	D – 1.00					
0-59	E – 0.00					

### HONOR ROLL

To determine eligibility, the following scale is used:

A = 12	B+ = 10	C+ = 7
A- = 11	B = 9	C = 6
	B- = 8	

Gold Honor Roll: All "A" grades

Silver Honor Roll: All "A" and "B" grades

Bronze Honor Roll: "B" average with no grade lower than a "C"

No "N" or "U" in behavior grades or "NC" for the marking period.

### PROGRESS REPORTS

Progress Reports will be processed and sent home at the end of four/five weeks each marking period. These are not intended to be report cards. Weekly or daily progress reports for students can be requested through the Counseling Department. Parents may contact their son or daughter's counselor to make arrangements.

### CITIZENSHIP MARKS/BEHAVIORAL CONCERNS LIST

The citizenship grade received on the report card is a letter that represents the student's non-academic behavior within the classroom. The letters range from O- outstanding to U- unacceptable. A more detailed description of behavior that each citizenship grade represents is as follows: **Students who earn 3 Needs Improvement, or 2 Needs Improvement and 1 Unsatisfactory or 2 Unsatisfactory will be put on the KMS Behavior Concerns List.** This will result in your student being excluded from after-school activities, assemblies, certain field trips and any extra privileges that are provided to students. Students will have an opportunity to be removed from this list at the next progress report/marketing period. The minimum length of being on the list is between 4-5 weeks. Updates will be generated and letters sent home after each progress report/marketing period notifying the parent/guardian.

### TO EARN O-Outstanding

- Excellent attitude

- Excellent class participation
- Self-directed
- Responsible and conscientious
- Positive Attitude
- Dependable

**TO EARN S-Satisfactory**

- Participates as requested
- Treats others with respect
- Follows class rules
- Behavior is acceptable

**TO EARN N-Needs Improvement**

- Insufficient class participation
- Attitude/cooperation is not always positive
- Shows little respect for others
- Distracts others

**TO EARN U-Unsatisfactory**

- Class participation poor
- Poor classroom attitude
- Disrespectful
- Interferes with the learning of others

**MIDDLE SCHOOL COMPLETION**

Successful completion of grades six, seven, and eight requires a student to participate in academic and elective courses as described in the course outline. Graduation credits are not earned for sixth, seventh, and eighth grade course work; however, grading scales similar to those used in high school reflect the traditional 4.0 system. Students may be required or recommended to attend summer school if a failing grade is received in the middle school courses in order to be promoted to the next grade.

**PROMOTION, PLACEMENT AND RETENTION**

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. When making promotion, placement and retention decisions, a student's personal, social, physical and educational growth will be considered to place them in the educational setting most appropriate to their needs at the various stages of their growth.

The executive board that is made up of the following: Principal, Assistant Principal, Student Support Specialist and Counselors will decide promotion, placement and retention. The principal will have the final responsibility.

The following is the criteria that will be considered when determining if a student is going to be promoted.

- A student earns a final grade of "D-" or higher in all academic areas. \*

The following is the criteria that will be considered for student placement.

- A student earns a final grade of "E" in two or more academic areas. \*\*
- A student unsuccessfully completes summer school

- A student's retention history
- A student's age
- Any other information that will help make the best placement possible for the student

The following is the criteria that will be considered when determining if a student is going to be retained.

- A student earns a final grade of "E" in two or more academic areas.
- A student unsuccessfully completes summer school
- A student's retention history
- A student's age
- Any other information that will help make the best placement possible for the student.

\*Summer school is recommended if a student earns a final grade of "E" in one academic area.

\*\*Successful completion of summer school is mandatory if a student earns a final grade of "E" in two or more academic areas and the number of classes required varies.

An "E" in two classes requires one class in summer school

An "E" in three classes requires two classes in summer school

An "E" in four classes requires three classes in summer school

### **Definitions:**

#### Promotion:

Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria for that grade level.

#### Placement:

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the executive board recommends that it be in the student's best interest to move to the next grade.

#### Retention:

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the executive board.

### **SUMMER SCHOOL**

Summer School is a service run through St. Clair Shores Adult Education. It provides classes in areas of study for those students who may need to reinforce basic skills that were taught during the school year or which may need to earn credit for class(es) they may have failed during the school year. A fee is charged per each class taken.

### **TERMS OF THE MIDDLE SCHOOL**

Your child will use the following terms at Kennedy Middle School. **TEAM** refers to the teachers that your son/daughter receives in their **CORE** subjects (Math, Science, Social Studies, and Language Arts.) The term **EXPLORATORY** refers to the classes that are taken by the student that they have an interest in (Spanish, Band, P.E., Tech Education, Vocal Music, Computers, Art, and Health to name just a few). Some of these are offered only during certain grade levels. All students are assigned an **ADVISORY PERIOD**. During this time students are informed of daily announcements as well as

experiencing team building activities to support the life skills that are being taught. All students have an **ENRICHMENT** period. During this period of time students will experience activities that have been developed by the grade level **TEAMS**. These activities are in support of the students and their needs at that particular grade level.

### **TELEPHONE**

The phones in the general office are for school business only. The office phones may not be used by students to conduct personal business, but may be used by students in case of an emergency. The pay phones (25¢) may be used before and after school only.

### **ELECTRONICS USE**

Student use of electronic devices such as cell phones, cameras, video cameras, video games, laser pointers, iPods, MP3 and CD players is strictly prohibited during the school day and may result in confiscation of the device. Under certain circumstances, teachers may give permission for use of these devices as the classroom curriculum allows. Cell phones are for use before and after school only and are to be kept in student locker during the school day.

### **ATTENDANCE PROCEDURES**

Section 1561 of the Michigan School Code makes school attendance compulsory through the age of sixteen (16). Parents are expected to comply with compulsory education rules and policies. Parents shall not excuse their child from school for reasons that are arbitrary and capricious. If a parent consistently excuses their child from attending school for reasons that are deemed by the school to be unreasonable, the school shall seek legal remedies. All excessive school absences and tardies will be reported to the Macomb County Attendance Office **per Section 1561 of the school board.**

If any absence is necessary, parents must call the school before 9:00 a.m. and give the reason. Excused absences include illness, death in the immediate family, medical and/or dental treatment not available after school, evenings, or weekends, authorized religious holidays, and other absences approved in advance. If absences require a doctor's care, documentation of the appointment is encouraged. Make-up work is the student's responsibility. To receive credit, a student must hand in make-up work by the end of the time period equal to the length of the absence.

### **TARDINESS**

Tardiness limits a student's learning time and is disruptive to others in the class. Therefore, tardiness can result in parent notification, detention, and other disciplinary action. The KMS tardy policy states that a child who is late 3 times to any class will be issued an after-school detention.

Please call the office @ 586.285.8800 to report a tardy. If the student arrives **BEFORE 9:00 AM**, they should go directly to their advisory class. When a student arrives **AFTER 9:00**, they must sign in at the office. The office will generate a tardy slip to admit them to class. Excessive absences (which include medical, illness, excused, unexcused and suspensions) and tardies will be reported to the Macomb County Attendance Office.

### **OUTSLIPS/EARLY RELEASE OF STUDENTS**

If you need to pick up your child for an appointment during the school day, please call and request an "Outslip" from the office. The number is 586.285.8800. If you call prior to the start of the day, have your child stop by the office before his advisory to pick up his/her copy. If you call later in the morning, an outslip will be generated and a copy sent to your child so they can prepare to leave before you arrive. Please note that the party picking up the student must be listed on the original emergency card, and a "Picture ID" will be required during sign out. If you follow this procedure whenever possible, we can have your student ready and waiting for you in the office. After you sign your copy

of the outslip, you may leave the building with your child.

### **HOMEWORK/HOMEWORK REQUESTS**

Homework is assigned in most middle school courses. Students are responsible for completing all assigned work. In the event of an absence, students are responsible for getting work that they may have missed. Make-up assignments are to be completed within a period of time equal to the length of the absence. After your student is out ill for three (3) or more consecutive school days, you may call the office (586.285.8800) and request homework for your child. Homework is generally available at the end of the next school day. Please call before you stop by to ensure that homework is ready for pick up.

### **PRE-ARRANGED ABSENCES/VACATIONS**

Proper procedures have been established in the main office to excuse a student from school for reasons of recovery, family trips or other legitimate causes. It is the responsibility of the parent/guardian to notify the counselor as early as possible of such a circumstance. This is to be done by a signed parent/guardian note indicating the reason, and expected duration of the absence. **Parents are encouraged to plan vacation times when school is not in session.** Obtain a trip form in the office; have it signed by the teachers and parent/guardian. The student will also have the assignments that are to be missed written down. The form is to be turned back into the office for attendance purposes.

### **MAKE-UP WORK FOR ABSENCES/SUSPENSIONS**

An absence does not excuse a student from the obligation to make up tests or assignments. On the student's initiative, upon returning from an excused absence, arrangements must be made with the teachers to complete missing assignments and tests. Assignments and tests will not be accepted for unexcused absences. Consideration for the amount of days absent will be the responsibility of the student and teacher to agree on a reasonable time frame for make-up work to be turned in (i.e. 3 days out, 3 days after the day the student returns).

Students absent due to hospitalization or family emergency for an extended period of time will be given consideration for make-up work.

Class work for students on suspension will be provided; however, some work may be alternative assignments. Students should use previous class instruction notes and textbooks to complete work while on suspension. Students on any suspension are responsible for all assigned work and are required to turn in the assignments on the due date determined by the teacher.

While a student is home ill or suspended (for three or more days), homework can be requested through the counseling office. When a request is made, the homework will be available at 3:30 p.m. the following school day.

### **BICYCLES, SKATEBOARDS, ROLLERBLADES AND VALUABLES**

All bikes should be put in the rack provided by the school. Since the school is not responsible for thefts, it would be advisable to lock your bike. Skateboards and roller blades will be placed in the student's locker. CD players, MP3 players, cameras, large sums of money or any other items of value should NOT be brought to school. If these items are brought, the school will not be held responsible.

### **BUS INFORMATION**

It is absolutely necessary that students realize the importance of behaving in a reasonable manner and following the rules established by the driver while on the school bus to and from school and during field trips. It should go without saying that the school bus driver has a very important job to perform. A wrong decision or unnecessary distraction can cause injury or even death to students riding the bus. Therefore, the bus driver **MUST** be obeyed at all times. **STUDENTS WHO CONTINUALLY CAUSE DISRUPTIONS ON THE BUS WILL BE SUSPENDED FROM RIDING THE BUS. BUS**

TRANSPORTATION IS A SERVICE PROVIDED TO STUDENTS, WHICH CAN BE TAKEN AWAY.

### **DAILY PLANNERS**

It is recommended that all students purchase a daily planner (\$2.00) at the beginning of the school year. STUDENTS ARE TO CARRY THEIR DAILY PLANNER TO EVERY CLASS AND RECORD THEIR DAILY ASSIGNMENTS. A replacement fee of \$5.00 will be charged for each **additional** planner that a student may need to purchase due to destruction or loss.

### **AEROSOLS AND OTHER FRAGRANT SPRAYS**

Aerosols, body sprays, perfumes, colognes, hair spray or other sprays may not be used in the hallways or classrooms of the building, as they may be irritants to those with allergies. Students may use solid or roll on deodorants in the locker rooms before or after physical education classes or events.

### **EMERGENCY PLANS**

Fire, tornado and emergency plans have been established. Appropriate procedures are outlined and posted throughout the school building. Students and staff are informed as to the location of fire exits and tornado shelter areas. In addition, there are emergency procedures for threatening and non-threatening situations. There are two situations that would require the building to be in lock down; 'Code Red', which indicates a threatening situation, and 'Code Yellow', indicating a non-threatening situation. When the building is in lock down, no one may leave or enter the building. This provides as much security and safety for students and staff as possible. The building principal (or designee) decides when the building is in a 'Code Red' or 'Code Yellow' situation. Unsafe building conditions may warrant an evacuation of the building; students and staff will be directed to a site either on or off campus. In the event an evacuation to an off campus site is necessary, Kennedy Middle School student and staff will be transported to Lake Shore High School, (alternative site is Rodgers Elementary School). Drills for all of the above situations are practiced throughout the school year.

### **RELEASE OF STUDENTS DURING AN EMERGENCY SITUATION**

During an emergency or crisis situation, students will only be released to parents/guardians or persons listed on the student's emergency card. Students will not be allowed to walk home.

### **END OF DAY**

**Students should leave school property at the end of the school day (3:30)** unless they are participating in an after school activity, have a conference with a teacher, or are staying for detention.

### **LOCKERS**

Students are held responsible for the contents of their lockers. The school is not responsible for any materials missing from lockers. **PLEASE PLACE YOUR NAME ON ALL OF YOUR POSSESSIONS.** The school is not responsible for lost or stolen materials but will assist in every way to help recover materials.

- Lockers should be kept clean and locked at all times.
- No food is to be stored in the lockers following the lunch period.
- Nothing is to hang inside or outside of the locker using any kind of adhesive material (tape, glue, etc.)
  - Anything hung in this manner will be removed during any locker check or locker clean out.
- All lockers are equipped with a combination lock.
- Lockers may be used before/after school, before/after lunch and at times authorized by team teachers.

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student and student lockers under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Students' lockers are school property and remain at all times under control of the school district; however, students are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Such finding shall be turned over to proper legal authorities for ultimate disposition.

Each student will have his/her own locker. The locker is issued at the beginning of the school year. To avoid locker problems, we encourage students to remember the following and put them into action:

- No student is allowed to change or move into another student's locker without authorization from the Administration. A student violating this rule is subject to discipline.
- Quickly learn the combination and how to open your locker.
- DO NOT share your combination with anyone (even your best friend).
- Report anyone who is tampering with your locker to the office.
- DO NOT leave valuable items (such as purses, money, jewelry, etc.) in your locker.

#### **COMPUTER PASSWORDS**

Computer passwords – A computer password is given to each individual student at the onset of the school year. Like a locker combination, each student should memorize his/her password and should never share it with other students.

#### **SCHOOL CLOSING**

Please call the school hotline for current information. Out of consideration for the safety and well being of the students, the Superintendent may close single buildings or buildings district wide if hazardous weather conditions or emergencies warrant such action.

#### **NON-DISCRIMINATION POLICY**

Lake Shore Public Schools does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of race, gender, national origin, creed, religion or disability.

#### **HARASSMENT POLICY**

The District prohibits sexual or other types of harassment. Victims of harassment are encouraged to come forward with appropriate allegations. Complaints shall be filed with the Building Administrator. The privacy of the charging party and of the person accused will be kept strictly confidential.

#### **TITLE VI, TITLE IX, SECTION 504, ADA INFORMATION**

Lake Shore Public Schools is obligated under the law to make reasonable accommodations for

individuals with handicaps. Certain due process procedures are in place to protect the rights of students and parents.

If any person believes that the District has violated the law in regard to its compliance with Title VI, Title IX, Section 504 or the Americans with Disabilities Act, he/she may file a complaint with the Compliance Coordinator, Mr. Dennis Frendo, Director of Special Education, 28859 Harper, St. Clair Shores, MI 48081.

### **ENGLISH AS A SECOND LANGUAGE**

All students who are identified on the home language survey as non native English speakers will be referred to the Macomb Intermediate School District for bi-lingual tutoring services. In addition these students will be screened twice yearly to determine ongoing eligibility for bi-lingual services. Parents may refuse bi-lingual services by placing those requests in writing and sending those requests to the Macomb Intermediate school District, Office of Bi-lingual Services.

### **SCHOOL IMPROVEMENT**

In accordance with PA 25, Kennedy Middle School has an active school improvement process. As with most middle schools, KMS follows the North Central Association (NCA) process and has received NCA accreditation. Typically, each school improvement cycle lasts for approximately five years. Every staff member is an active member of one of the school improvement committees. Students and parents are welcome to join a committee as well. The purpose of school improvement is to improve student achievement and the overall school environment.

### **RELEASE OF DIRECTORY INFORMATION**

School Board policy allows for the release of certain student information (names, addresses, etc.) to groups and individuals with a legitimate need to know. Requests for such information should be directed to the Superintendent who reserves the right to decline any such request at his sole discretion.

Parents and/or students may request that such information not be released. Such a request should be submitted in writing to the Building Principal.

### **STUDENT ID**

Students are supplied with a picture ID at the beginning of each school year. This ID may be required for entrance into school-sponsored activities, for purchases in the cafeteria, and for checking out books from the media center. Students are required to carry their ID cards at all times and to show identification or give their correct name to any staff member upon request. Replacement ID's can be purchased for \$5.00 in the main office.

### **PARKING**

We ask that parents **drop off all students in the west side parking lot**. We ask that you do not use the lot in the front of the building due to our bus traffic and the transportation of materials throughout the district. Your support is greatly appreciated in this matter.

### **VISITORS**

We would ask that all parents and/or visitors to the building between 8:00 am - 4:30 pm **report directly to the main office to sign-in**. At this time we will provide you with a visitors pass and notify the staff member you are visiting. If you need to see a teacher it is requested that you either e-mail or call to schedule an appointment. Appointments with staff should be made twenty-four (24) hours in advance for any meeting. **Do not enter the classroom without an appointment**. These sign in procedures are a part of our effort to provide a safe and secure environment for your child.

### **SCHOOL PROPERTY/SEARCH & SEIZURE**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities have the right to search a student and/or their belongings, student lockers and desks; and may seize any illegal or unauthorized materials discovered on the search.

Further, student lockers and desks are school property and, under the "reasonable suspicion" provision of the law, are subject to a search at any time by a school official without student or parent consent. A student's failure to permit searches and seizures will be considered grounds for disciplinary action. Professional and ethical standards will be maintained when such searches are conducted.

### **MEDIA CENTER**

The Media Center is an integral part of Kennedy Middle School. Students are instructed in how to use the media center both individually and by class. The library is available to all students during the school day with a signed pass from their teacher. Additional hours will be posted as they become available. The library is a quiet area devoted to study and research. All students must sign in and out of the library.

Every Kennedy student will use their student ID to check out materials. Materials may be checked out for three weeks or on a two-day basis. An overdue fine of **10 cents per day** is charged for books that are returned late. All overdue books must be returned and fines paid. Students are expected to properly care for media center materials and equipment. Kennedy students take full responsibility for replacement or repair of lost or damaged materials.

Special library events/activities will be advertised in the school newsletter, on the library blog page, and via special email announcements.

### **FOOD SERVICE**

The cafeteria is open to all students for lunch five days a week on regular school days; it is also open at 8:15 a.m. each morning for students that would like to purchase breakfast. Students are provided several choices that include hot and cold lunches. The prices are subject to change; should this occur, ample notification will be given. Lunch is not served on half days.

### **BOOKS**

Students should take extreme care and caution regarding their assigned textbooks. Students will be responsible for all fines accrued for lost or damaged books. Fines must be paid in full before the start of the next school year. Each student, upon enrollment, is required to pay a \$35.00 refundable book deposit.

### **LOST AND FOUND**

Lost articles of clothing are placed in the bin in the corner of the cafeteria. Lost and found textbooks, purses and jewelry items are kept in the main office. Some lost jewelry may be kept in the gym until the end of the year, and then sent to the office. Please be responsible with your books and personal belongings. Often items that are reported stolen have been carelessly laid down and forgotten in the classroom. If you lose an item and it is not in the lost and found, check all the classrooms you visited during the day. Make sure your books and other items are marked so that you can verify ownership. Unclaimed items are generally disposed of after each semester.

### **MEDICATION DISPENSATION**

If it is necessary that a student take medication at school, a parent/guardian and the doctor must sign a medication form. Medication will be kept in the school office. The Lake Shore Public Schools Student Medication Parental Permission Form must be used. Students are not allowed to carry any

medication with them or keep medication in their locker. Parents must make arrangements through the Main Office if they wish to have medication administered to their son/daughter during the school day.

For over the counter medication to be dispersed, a doctor's note must be on file allowing the school to disperse the medication. Students can carry inhalers throughout the school day if they are not comfortable leaving it in the main office.

### **STUDENT INSURANCE**

The school district does not provide an accident insurance policy for students. However, parents may purchase coverage for their child at the beginning of each school year. The cost for insurance is nominal. For further information, please contact the school office.

The school district does not profit from this sale of student insurance policies and only offers this as information that may be useful to parents.

### **STUDENT ORGANIZATIONS**

The following co-curricular organizations provide opportunities for KMS students to get involved with their school and peers outside of the classroom setting.

#### **NATIONAL JUNIOR HONOR SOCIETY**

The Kennedy Chapter of the National Junior Honor Society is an organization made up of seventh and eighth graders who have demonstrated excellence in the areas of Character, Service, Leadership, Citizenship, and Scholarship. Students are invited to be part of this organization after they meet the criteria

established by the national organization. Criteria include at least a 3.0 cumulative GPA at the end of the third marking period. Any student who received an "N" or a "U" for citizenship on a report card during the current year of consideration is ineligible. After a student has met these qualifications in scholarship and citizenship, KMS faculty will rate students in the areas of Character, Service, and Leadership. Once the student has been rated, a faculty council meets to review all of the five areas of consideration. They determine if a student is eligible to be inducted into the National Junior Honor Society.

#### **STUDENT COUNCIL**

Student Council is the student governing body of our school. A general school-wide election is held in the spring prior to the start of the new school year for the election of officers. In the fall, each advisory class nominates and votes for one student council representative. All students are invited to attend weekly meetings but officers and representatives are expected to attend meetings and serve as members of various committees. Student Council sponsors a canned food drive, community service activities, an annual talent show, and advisory contests and activities.

#### **INTERSCHOLASTIC SPORTS**

Kennedy Middle School offers interscholastic sports for boys and girls in 7<sup>th</sup> and 8<sup>th</sup> grade. Participation in athletics is a privilege gained only after suitable academic and citizenship achievement is established. Two groups establish the standards of eligibility: the Michigan High School Athletic Association and the local school. **Weekly eligibility is determined by progress reports submitted to the Athletic Director regarding academic grade, citizenship, and effort.** Students participating in interscholastic sports will be expected to adhere to the guidelines set forth in the Lake Shore Public Schools Athletic Handbook. The intramural program at Kennedy Middle School, which includes various seasonal sports, is open to all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students.

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Volleyball	Track
Girls Basketball	Boys Basketball	
Cheerleading	Wrestling	
Cross Country	Cheerleading	

### **STUDENT BEHAVIOR AT ASSEMBLIES**

Student assemblies will be scheduled periodically throughout the school year. Assemblies are intended to be both entertaining and educational. Assemblies are not free time where any type of behavior is acceptable. When the entire student body and faculty are assembled for a program, we ARE Kennedy Middle School! Students must be courteous and participate in helping to create the proper spirit and behavior at all school-sponsored assemblies. The type of behavior exhibited reflects directly on each of us. Students who have poor citizenship may be assigned to a teacher-supervised detention room and not allowed to attend the assembly. Any student causing a disruption or exhibiting improper behavior at an assembly will be removed from the assembly and may result in the elimination from assembly programs for the remainder of the school year.

### **PARENT ORGANIZATIONS**

Parents are encouraged to join the parent group called the "Parent Teacher Club" (PTC). This group meets monthly on the 4<sup>th</sup> Tuesday of each month at 7:00 p.m. Its purpose is to provide an avenue for communication between parents and the building principal. The PTC is also active in fundraising, field trip sponsorship and extra-curricular activities. Parents of athletes or band students are invited also to join this group. Parent involvement in the school is extremely important and valuable to the success of programs and continual improvement.

### **STUDENTS IN SCHOOL BUILDING AFTER SCHOOL HOURS**

Students may not be in the building after 3:45 p.m. unless they are in the company of a teacher, coach, or activity sponsor. Students waiting for a ride must wait outside and conduct themselves in an orderly fashion. We request parents pick up their children in a timely manner to avoid loitering and possible disciplinary problems.

### **STUDENT WITHDRAWAL FROM KMS**

When a student is moving out of the Lake Shore School District or withdrawing from KMS for any reason, the student must obtain an EXIT FORM from the office to be signed and partially filled out by the parent/guardian. Then the form must be taken to all of his/her teachers and librarian for their signature indicating that the student has returned all books, equipment, etc. If the student is leaving for any reason other than moving out of the District, a parent/guardian **must** first confirm the student's withdrawal. Provided there are no outstanding books or fees from previous semesters, the student will then be reimbursed for their book deposit. Kennedy Middle School will release the student's file upon request from the forwarding school.

### **TECHNOLOGY USE POLICY**

At Kennedy Middle School you will have access to a high-speed connection to the Internet. When you use the computers at Kennedy, you have a responsibility to use them correctly. This means that they should not be used to access or create materials that don't belong at school. This includes, but is not limited to, images and messages that are sexually explicit, grotesquely violent or seek to demean or harass others. Please be aware that the privilege of computer use at Kennedy depends on your ability to use them correctly. You may lose that privilege if you are unable to act responsibly. There is no

charge for using the KMS Internet services. However, only those students who have turned in an **Internet Access Parent/Guardian Permission Form** will be allowed to access the Internet.

## **LAKE SHORE PUBLIC SCHOOLS MIDDLE SCHOOL** **ATHLETIC HANDBOOK**

### **MISSION STATEMENT**

To ensure the lifelong academic, social and career development of all students becoming responsible and valued citizens.

### **GUIDING PRINCIPLES**

Lake Shore athletics seeks to accomplish the mission by:

1. Developing physical, mental and emotional growth.
2. Developing and maintaining a dedicated and expert coaching staff.
3. Offering a variety of extra-curricular opportunities that will meet the diverse needs of students.
4. Encouraging and actively seeking parent and community involvement.
5. Facilitating the development of leaders and good role models.
6. Believing that athletics is a privilege, not a right.

### **ROLES AND EXPECTATIONS OF THE STUDENT-ATHLETE**

1. To be a positive role model, possess a quality work ethic, be dependable and honor the code of conduct.
2. Academic requirements are a first priority.
3. Exemplify teamwork, dedication and sportsmanship.
4. Be alcohol and drug free and a non-smoker.

### **ROLES AND EXPECTATIONS OF THE PARENT/GUARDIAN**

1. Support and encourage their son/daughter to be successful as they participate in athletic programs.
2. Be aware of what is expected of them and their son/daughter by the coaches.
3. Be a role model in sportsmanlike behavior and encourage the same behavior from their son/daughter.
4. Communicate concerns directly to the coach in order to promote a supportive and positive relationship.

### **ROLES AND EXPECTATIONS OF COACHES**

1. Be a good role model in personal habits, language and conduct.
2. Establish clear communication with parents and athletes.
3. Promote an educational experience in the areas of character development, sportsmanship, personal relationships, and developing a strong work ethic.
4. Be responsible for guiding the team and individuals for higher but attainable goals.
5. Supervise activities at all times.
6. Exemplify professionalism at all times.

### **ROLES AND EXPECTATIONS OF THE ATHLETIC DIRECTOR**

1. Coordinate all athletes, coaches and programs.
2. Oversee due process of players, parents and coaches.
3. Communicate athletic and school system guidelines to players, parents and coaches.

## **ROLES AND EXPECTATIONS OF THE PRINCIPAL**

1. Oversee athletic department and programs.
2. Act as an agent for appeals concerning issues that are not settled by the athletic director.

## **SUMMARY**

It is our belief that the above guiding principles and expectations will promote and ensure an athletic program that all stakeholders can be proud of. The following appendix contains specific information about maintaining these standards.

## **ATTENDANCE**

1. All athletes must be enrolled as a full time student.
2. Athletes must attend at least 1/2 of school day to be eligible to participate in either practice or competition that day. Any exceptions must be pre-approved by the Athletic Director and must be documented.
3. If a student is suspended from school for any reason the athlete may not attend any athletic activity, including practice, either as a participant or spectator, home or away.
4. Athletes are required to attend all scheduled practices.
5. Verified absence from school is verified absence from practice.
6. Athletes are responsible to report to coach if they cannot attend practice (coach will give number to contact).
7. If an athlete receives an unverified absence from school or practice, he/she will not be allowed to compete in the next contest.
8. If an athlete misses practice due to an injury, a doctor's note or the athletic trainer's report is required. If possible, the athlete is required to attend practice even though he/she cannot participate.
9. If the injury is not serious enough for a doctor's note, an athlete will attend practice and participation is based on the nature of the injury and the discretion of the coach.
10. If a doctor's note has stopped an athlete from participation, a doctor's note must be shown to the coach to resume participation.
11. The athlete is responsible to provide all doctors' notes.

## **ACADEMIC STANDARDS**

At the semester, MHSAA guidelines require that a student-athlete is passing four classes. If this requirement is not met the student-athlete will be ineligible for the next full semester.

Grades will be reviewed for weekly eligibility. If a student does not have a combination of 2 of 3 required areas (Citizenship, Effort and/or Grade), he/she starts a three-step procedure.

Step 1 – Athlete is warned by coach and/or assistant principal of areas of concern.

Step 2 – Athlete is suspended from competition for one week by coach and/or assistant principal.

Step 3 – Athlete is removed from team.

Each step is progressive within the continuous weeks of ineligibility throughout the season. The athletic director and/or the principal are the only ones that may modify this subject to a student's ability, aptitude and effort. If the coach wishes to have the student continue to practice during that period they may do so if they feel it is beneficial to the student.

## **PROGRESS REPORTS**

Weekly progress reports will address the following academic concerns: Citizenship, Effort, and Grades. These weekly reports allow teachers to inform coaches if student-athletes are having any

problems. The progress report sheets will be given to the coaches every week and will be reviewed with their players.

### **PAY TO PARTICIPATE FEE**

The \$50.00 fee is due at the beginning of the season. There is no guarantee on playing time. The coaches determine playing time. No refunds will be given after season games begin or to players that quit or are removed from a team.

### **TRANSFERRING SPORTS**

Athletes who leave or are removed from one sport may not join another team without consent from both coaches and the Athletic Director. Commitment to a team or sport lasts from the first day of practice to the last contest of the varsity team during that season.

### **ADMISSION**

KMS students must be accompanied by an adult when attending High School events. Students are not charged for Middle School contests but are required to have their Student ID on them to gain entry.

### **ATHLETIC DISCIPLINE POLICIES**

The following disciplinary categories are general in nature and are not deemed to be all-inclusive.

**Substance abuse:** Violations of tobacco, alcohol, and narcotics are covered throughout the calendar year.

#### **Tobacco: Use and possession** (Calendar year)

##### **First Offense:**

1. Disciplinary action as outlined in the student code of conduct.
2. The suspension will be for the next contest.

##### **Second Offense**

1. Disciplinary action as outlined in the student code of conduct.
2. Suspension from all athletic practices and contests for the remainder of the season.

#### **Alcohol: Use, possession, or sale** (calendar year)

1. Disciplinary action as outlined in the student code of conduct.
2. Suspension from all athletic participation for the remainder of the current season and the next three-month sports season in which that student would participate. Suspension would be a minimum of three months if the infraction occurs at the end of a season, and will carry over to the sports season of the following year. (An athlete must have participated in the sport in the past.)
3. Meeting with Athletic Director and parent to discuss further athletic involvement and additional counseling if necessary.

#### **Narcotics: Use, possession, or sale** (calendar year)

The Use, Possession or Sale of narcotics and/or other behavior altering substances, including steroids, except drugs taken as prescribed by a licensed physician.

1. Disciplinary action as outlined in the student code of conduct.
2. Suspension from all athletic participation for a period of one calendar year beginning with the first day of suspension.
3. Meeting with Athletic Director and parent to discuss further athletic involvement, and additional counseling if necessary.

**Other serious offenses:** Consequences may result in a verbal reprimand up to suspension and/or removal from the team.

- **Use of Profanity:** Persistent use of profanity, abusive language, obscene gestures, taunting or loss of self-control.
- **Conduct Unbecoming a Lake Shore Athlete:** Lake Shore athletes are representatives of the school and are recognized on and off the field of competition. Their behavior and actions must be above question in and out of season. This may be any behavior that is considered unacceptable by coaches, the athletic director or the school principal.
- **Team Concept:** It is very important in team sports that all members of a program understand that an individual must make a commitment to the other members of the team.
- **Insubordination or Defiance to Authority:** Coaches have sole authority during practices and game contests. Team members must follow instructions and directives by their coach.
- **Disciplinary Action in School as well as in the Sport:** Depending on the severity of the misbehavior or the athlete's offense, additional action may be taken by the school administration in accordance with the student code of conduct.

**Other Offenses that may require discipline:**

- Continued violations of Lake Shore's student code of conduct.
- Repeated violations of school, athletic or team guidelines.
- Personal misconduct that involves police or court action during the sports season either before, during or after school hours.
- Verbal or physical attack upon an individual.
- Acts of poor sportsmanship.
- Continuous academic ineligibility as determined by the athletic director and the coach.
- Refusing to participate in athletic practices or contests.

**EQUIPMENT**

- An athlete is responsible for all equipment issued.
- All previously issued equipment must be returned before participation can begin in another sport.
- Equipment lost or unduly damaged must be paid for before participation can begin in another sport
- The athlete will be charged the current replacement cost for all lost equipment.
- Holds will be placed on all student records until all equipment is returned or paid for.
- The student-athlete has one week from end of participation in a sport to return equipment.

**ATHLETIC AWARDS**

An athlete must complete a season (unless injured) in order to receive an award for any sport. The coach will discuss other participation standards. Athletes, managers or other helpers may receive certificates of participation if they do not receive letters.

**TRANSPORTATION**

While traveling to or from an athletic event, the athlete must travel in transportation provided by the school. Exceptions would be prior arrangements made between the parent and the athletic director.

**GAME DAY DRESS**

The athletic director and head coach will determine a game day dress code for all teams in their program. Suggested attire for boys (shirts, ties and slacks) and girls (blouses, slacks or skirts) should model and represent KMS. Game day dress may vary because of changing seasons. Game day dress

will also be guided by the school dress code.

### **INSURANCE**

It is the parent's/guardian's responsibility to provide appropriate insurance coverage.

### **INFORMED CONSENT**

By its nature, participation in interscholastic athletics includes risk of injury, which may range in severity. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

### **COACH-PARENT COMMUNICATIONS**

The head coach is responsible to contact parents/guardians in a timely fashion if disciplinary action is to be taken against a player. If an offense is serious enough it may be necessary to have a parent/player/coach meeting. Any violation of the student-parent-athletic handbook will be documented and reported to the athletic director in writing.

If parents have questions about their son or daughters program they should contact the coach to set up a meeting to discuss their concerns. Topics that will not be discussed are playing time, team strategy or other players. Confrontations with coaches or players during or following games are unacceptable. If a parent's concern pertains to a situation in a contest they must wait until the next day to contact the coach and set up a meeting. Non-team personnel are not allowed in the team and coach's bench area at any time before and during games and practices. The MHSAA guidelines require member schools to maintain a safe and enjoyable environment for all in attendance at athletic contests. Restrictions and controls on spectator behavior fall under this jurisdiction and will be enforced by school personnel.

### **APPEAL PROCESS**

A parent or athlete may appeal a suspension to the Athletic Director and then to the Principal within two school days of when the suspension begins. The decision of the coach will stand until the appeal is reviewed.

### **SPORTSMANSHIP**

Lake Shore Public Schools and the M.A.C. expect good sportsmanship by coaches, players, parents and spectators at all athletic contests.

### **ATHLETIC DIRECTOR/COACH/PARENT/PLAYER MEETINGS**

At a pre-season meeting the athletic director and coaches will meet with the parents and players. The athletic director and head coaches will communicate their expectations and goals of the programs to the parents and players. Parents should be well aware of what is expected of them and their sons/daughters at that time. If we have support of the parents and the hard work of the student-athletes we will have successful teams.

### **SUMMARY**

All guidelines listed in this athletic handbook are minimum requirements. Head coaches have the option to expand the minimum guidelines required of their athletes. The Principal and Athletic Director must approve these guidelines. A copy must be on file in the athletic office and copies distributed to the athletes.

# **KENNEDY MIDDLE SCHOOL - STUDENT CODE OF CONDUCT**

## **Statement of Philosophy**

Lake Shore Public Schools is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents and students are responsible for promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community.

The Code of Conduct sets forth student rights and expectations for student behavior during school-related activities. When determining the appropriate intervention strategies and/or progressive restorative actions, school officials may consider the severity or repetition of misbehavior; age and grade level of the student; circumstances surrounding the misbehavior; impact of student's misbehavior on others in the school community and any other relevant factors. Due process rights will be afforded each student before and/or during disciplinary action. The authority of the Board of Education to set reasonable guidelines and regulations regarding discipline is granted in the Michigan School Code.

## **Elastic Clause**

The school administration will establish fair and reasonable rules and expectations for circumstances that may arise requiring action that is not covered in the Code of Conduct. In all cases, rules, regulations and consequences shall be as consistent as possible with previously established incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and therefore, the school's authority in dealing with any type of misbehavior that may not be in the best interest of the safety and welfare of students.

These rules and policies apply to any student who is on school property, in attendance at school or any school sponsored activity, using school telecommunication networks, accounts or other district services and whose behavior at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

## **Expectations of Student Behavior**

Student behavior and responsibilities must be seen in relationship to the safety, health and welfare of all students in school. Expectations of student behavior should be within the bounds of reasonable behavior expected of all members of the community. Students should have the 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 the school. All students should recognize the consequences of their language, manners, and actions toward each other and school staff.

## **Stopping Disrespect**

**Step One:** When you witness misbehavior, tell the people to stop. Apathy, silence or laughter encourages the abuse and further disrespects the victims. Inform an adult in school and your parents each time an incident occurs. (Students who report such incidents will remain anonymous.)

**Step Two:** If the misbehavior doesn't stop, contact an administrator to initiate a complaint as soon as possible.

**Step Three:** If the misbehavior continues, keep a record of further incidents, including description, time, date, place and witness(es). Keep your parents and administrators informed.

### **Definition of Misbehavior**

Misbehavior shall be regarded as those actions which do or may interfere with the operation of school, its classes or functions; endangering the health or safety of others; infringing upon the rights of others, including disrespect, or interfering with the learning process; causing loss or destruction of property and/or facilities; and acting in a manner which is otherwise in violation of laws, school district policy or classroom guidelines.

### **Categories of Misbehavior**

- Attendance (Truancy)
- Self Respect
- Academic Self Respect
- Respect for School and Community
- Respect for Others and Classroom Setting
- Respect for Safety and the Law

### **DISCIPLINE IN THE MIDDLE SCHOOL**

For the safety and welfare of all middle school students, these policies apply while you are in school, going to and from school, or at any school activity. Violations of these policies and rules will result in disciplinary action. **Consequences will be imposed upon students who violate the rights of others and is progressive for the entire year. The following disciplinary categories are general in nature and are not deemed to be all-inclusive.**

### **DETENTION/MANDATORY STUDY**

The individual teacher as a means of enforcing classroom rules can use detentions. They may also be used

as a means of helping students who are either falling behind in their work, or need extra help with the material covered in class. A copy of the detention form will be given to the student, a copy turned into the office, and a third copy kept by the teacher.

It should be understood that the individual teacher is responsible for the supervision of students during a classroom detention and also notifying the parent of the detention.

If a student fails to serve a classroom detention, the teacher should then issue two office detentions.

### **DETENTION POLICIES**

- When issuing the detention the teacher will notify the parent of the reason for and date of the detention. Student must sign the detention slip. The teacher and the office each keep a copy.
- Maximum of 10 behavior detentions per semester. The 11th behavior detention, and each one thereafter, will result in progressive In-House Suspension.
- Skipping detention - if a student skips one after-school detention another one will be added. If either of these is missed, the result will be an In-House Suspension. A student who is sent out of the detention room will face further disciplinary action.
- To reschedule a detention (e.g. medical appointments) a note or phone call from a parent or guardian must be received no later than the day the detention is to be served. No excuse requests (legitimate or otherwise) will be accepted after the scheduled detention has started.
- The rescheduled detention will be served when the student returns to school.

### **Definitions of Discipline/Consequence Terms**

**After School Detention** - A student will be given a consequence for a minor infraction that will result in a 45-minute detainment after school in a designated classroom. A teacher or other staff member supervises this period of time.

**Principal Time-Out** – generally a one-day, short-term intervention with removal from the classroom. Additional interventions such as meeting with counselor and/or parent may take place. Principal Time-Out ends at 3:30 and student must bring a bag lunch.

**In-House Suspension** – generally a one-day or short-term suspension from classes. Students will work on reflection lessons to identify the behavior that has been violated. Additional interventions such as mediation, meeting with counselor and/or parent may take place. In-house suspension begins at 9:00 a.m. and ends at 4:20 p.m. Students must bring a bag lunch. While suspended, students may not attend extracurricular or after-school activities.

**Out of School Suspension** - Students will be kept out of school for all major infractions, especially those involving violence, threats, vandalism and insubordination. While suspended, students may not attend extracurricular or after-school activities.

The following are considered examples of inappropriate behavior for students at school or any school related activities. It is understood that no list of rules and violations can be totally complete, and the following are only examples of the Student Code of Conduct. It is also understood that the consequences listed are for typical inappropriate behavior. Extreme behaviors could result in expulsion by the administration. Local police may be notified in certain situations.

**Arson:**

State of Michigan General School Laws MCL.380.1311 and MCL.380.1313 and Board of Education Policy 4610.01 apply. Under MCL.380.1308, local police must be notified.

**Assault (physical):**

State of Michigan General School Law MCL.380.1311a and Board of Education Policy 4615 apply. Under MCL.380.1308, local police may be notified. Physical assault means any intentional threat or offer to do bodily injury to another (or school property) by force, whether oral, written, or physical.

**Consequence:**

The Board shall permanently expel a student in grade 6 or above if that student commits physical assault against a District employee, volunteer or contractor. If the physical assault is against another student, then the result of suspension is up to 180 school days. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to these students.

**Assault/Threat (verbal, written):**

State of Michigan General School Law MCL.380.1311a and Board of Education Policy 4615 apply. Verbal assault/threat is any intentional threat or offer to do bodily injury to another (or school property) by force, whether oral or written, under circumstances which create a well founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented. This also includes bomb threats and any serious threat to school property or activities. Under MCL.380.1308, local police must be notified of bomb threats.

**Consequence:**

Suspension up to 180 school days. Disabled students under IDEA or Section 504 shall be suspended only in accordance with Board Policy 2461 and Federal law due process rights appropriate to these students.

**Behavior, Endangering:**

Conduct that threatens the health, life, or safety of the school population.

**Consequence:**

Ten day out of school suspension and referral to superintendent

**Behavior, Extreme:**

Conduct detrimental to the functioning of the school or school activities.

**Consequence:**

Detention up through suspension

**Behavior, Uncooperative:**

Unwillingness to carry out a reasonable request by school personnel

**Consequence:**

Detention up through suspension

**Cheating/Plagiarism:**

Any student involved in cheating and/or plagiarism will have their parent/guardian notified regarding the incident. Staff will have the discretion as to the classroom discipline to be imposed. Depending on the situation, further disciplinary action may occur.

**Consequence:**

Failing grade up through suspension.

**Café Etiquette:**

Students are assigned one lunch period. Lunches and all food and beverage items are to be consumed in the cafeteria only. Students may not leave school for lunch. Students are expected to observe cafeteria procedures in food service lines and at the lunch tables and are to dispose of their trash in the proper waste receptacles. Students are expected to remain in assigned seats while in the cafeteria. Those who fail to clean up after themselves may be asked to stay after others have been dismissed in order to clean up. These students will not receive a pass to their next class, thus being marked tardy.

**Consequence:**

- 1<sup>st</sup> offense: Warning or after school detention
- 2<sup>nd</sup> offense: 1 – 3 after school detentions; students may be removed from the cafeteria for a period of time and given a restricted area in which to eat their lunch
- 3<sup>rd</sup> Offense: 1 – 3 day in school suspension

**Classroom Behavior:**

Students are expected to follow classroom guidelines set by individual teachers and teams. When a student violates these guidelines, the teacher may begin the referral process on the student based upon team practices.

**Consequence:**

Verbal warning and/or referral to administrator.

**Defiance:**

Belligerently refusing to carry out a reasonable request by school personnel.

**Consequence:**

Detention up through suspension

**Dress Code (Revised 2003-2004)**

Research shows appropriately dressed students create a better learning environment. We believe that a great majority of students at Lake Shore take pride in good appearance and dress in a manner that reflects favorably upon their school, their class and themselves. Sometimes, however, we find students improperly dressed for school. Therefore, the following guidelines (developed by a committee of students, parents, teachers, administrators, and Board of Education members) are meant to ensure that a student's attire does not interfere with the learning environment. Because the

guidelines may not address all possible situations, the administration reserves the right to make final decisions (refer to Board of Education Policy #4511).

The Michigan School Code allows schools to set the standards for student dress and grooming. In the Lake Shore Public School District, specific applications of the dress code are dependent upon building environment, class requirements, and age and characteristics of the student. As such, specific guidelines may differ between the elementary, middle and high school dress codes.

Students are expected to dress in a manner that will ensure a proper educational atmosphere and decency.

A student's choice of clothing and accessories should be acceptable and safe for the school setting and activities in which students participate. Exceptions may be made for special events such as formal dances, extra-curricular events and athletic events.

Students will be expected to follow these specific guidelines regarding dress:

- Head coverings are prohibited in school (hats, visors, hoods and bandanas) with consideration given for religious exceptions.
- Hairstyles that violate health or safety guidelines or are a distraction to the learning environment are prohibited.
- All shirts must have sleeves and/or collars and be able to be tucked into pants and stay there. (Examples of clothing that are prohibited are: tank tops, halter-tops, tops with spaghetti straps, and tops that expose the midriff.)
- The hem of a skirt/dress must fall to the top of the knee. All shorts must be knee-length or longer.
- Pants must be worn at the waist at all times.
- Coats (outerwear) are not to be worn in the classroom. Should there be a situation that may warrant the wearing of a coat, the discretion is left with each individual classroom teacher (Outerwear is clothing designed to be worn out of doors).
- Shoes must be worn on school property. In-line skates, skate shoes, or slippers may not be worn in school
- Spandex clothing is prohibited.
- Pajamas are prohibited.
- Clothing that encourages, supports or emphasizes improper behavior or the use of illegal drugs, alcohol or chemical substances is prohibited.
- Clothing with sexual connotations or inappropriate language/graphics, including those of an intimidating or hostile nature with respect to race, gender, religion, color, creed, or disability is prohibited.
- Students will not be permitted to wear gang related clothing.
- Piercing will be allowed in accordance with health and safety concerns (gym, shop classes, etc.)
- Accessories that may be a health or safety hazard may not be worn in school. Accessories that may be used as weapons are prohibited.
- Attire must not reveal undergarments or be too revealing. (Examples of clothing that are prohibited are: clothing that is see-through or has revealing holes or rips, jeans that have holes above the knees, contains a low neckline or exposes the midriff.)

**Consequence:**

- 1<sup>st</sup> offense: Warning up to detention will be issued and, if necessary, the student will be sent home to change into appropriate attire after a parent has been notified. If a parent cannot be notified, the student will be placed in the in house suspension room.
- 2<sup>nd</sup> offense: In addition to the above, 1 day in school suspension will be issued
- 3<sup>rd</sup> offense: 2 day in school suspension.

**Electronics Use:**

Unauthorized use of electronics during school hours: 8:15-3:45 (cell phones, cameras, iPods, MP3 players, laser pointers, video games, etc.)

**Consequence:**

1<sup>st</sup> Offense: The electronic device is held in the office until the end of the school day.

2<sup>nd</sup> Offense: After School Detention. Additionally, the electronic device is held in the office until a parent comes to school to pick it up. Further disregard for this policy will be deemed insubordination.

**Failure to Serve Detention:**

**Consequence:**

1<sup>st</sup> Offense: an additional detention will be added

2<sup>nd</sup> Offense: up to 2 day in school suspension

3<sup>rd</sup> Offense: 2 day in school suspension and parent conference.

**Fighting:**

The act of engaging in hostile physical contact with another individual while on school property and/or at any school sponsored activity. Local police may be notified as appropriate.

**Consequence:**

1<sup>st</sup> offense: 3-day suspension

2<sup>nd</sup> offense: 5-day suspension and parent conference

3<sup>rd</sup> offense: 10 day out of school suspension and referral to superintendent

Inciting/Planning a fight that occurs on school property or at a school sponsored activity.

**Consequence:**

1<sup>st</sup> offense: 1-day suspension

2<sup>nd</sup> offense: 3 day out of school suspension and parent conference

**Fireworks/Smoke Bombs/Chemical Stink Bomb**

The possession and/or use of fireworks or smoke bombs on school property at any time.

**Consequence:**

Up to 10-day suspension and referral to the superintendent.

**Forgery:**

The act of fraudulently using, in writing or verbally, the name of another person or falsifying times, dates, grade, address, absences, or other data pertaining to school.

**Consequence:**

Detention up through suspension

**Gambling:**

Games of chance for money or sports/betting on school property. Local police may be notified.

**Consequences:**

1<sup>st</sup> offense: 3-day suspension

2<sup>nd</sup> offense: 5-day suspension and parent conference

**Gang Activities:**

Use of gang signs, wearing of gang clothing or symbols and recruiting of gang members. Local police may be notified as appropriate.

**Consequence:**

Warning up through suspension

**Gum/Food/Beverages:**

Gum is prohibited at Kennedy Middle School. Packs of gum may be confiscated and kept in the office until the end of the school day. Water in a closed, clear plastic container may be consumed in classrooms at the discretion of the teacher. Beverages may not be consumed at any time in computer labs, auditorium, library, and other special use rooms. Water in a clear plastic container may be consumed in the gymnasium during events.

**Consequence:**

1<sup>st</sup> offense: Detention

2<sup>nd</sup> offense: Repeatedly disregarding this rule will be deemed defiance and consequences will be assigned.

**Habitual Disregard for School Rules and Authority:**

The middle school administration determines the point at which the student reaches the category “Habitual Disregard for School Guidelines/Authority” and at what point the student is referred to the superintendent; this decision is based on the types and number of infractions against the Student Code of Conduct, i.e. 10 days or more of detention.

**Consequences:**

1<sup>st</sup> offense: The student is suspended out of school for up to 10 days and a staffing may be held. The staffing may consist of student, parent(s), administrator(s), counselor, teacher(s), school social worker or other personnel. The staffing will determine appropriate steps to remedy the problem (i.e. behavioral contract) and possible immediate and future consequences.

2<sup>nd</sup> offense: Referral to superintendent for extended suspension or expulsion.

**Harassment/Intimidation/Bullying:**

Any action that harasses or threatens a student or staff member, such as bullying, hazing, intimidation etc., is prohibited. These actions include words, written or verbal, gestures, or any other behavior that causes another student to question their safety or security. Under MCL.380.1308, criminal sexual conduct must be reported to local police. Any other cases or harassment may be reported to local police as appropriate.

**Consequences:**

1<sup>st</sup> offense: 1 - 5 day suspension and parent conference

2<sup>nd</sup> offense: 3 - 7 day out of school suspension and parent conference

3<sup>rd</sup> offense: 5 - 10 day out of school suspension and parent conference

4<sup>th</sup> offense: 10 day out of school suspension and referral to superintendent

**Sexual Harassment**

Harassment of student (s) by other students or any member of the staff is contrary to the Board of Education’s commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. The District will not tolerate sexual or other types of harassment. This includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. Victims of harassment are encouraged to come forward with appropriate allegations. Complaints shall be filed with the building administrator. The privacy of the charging party and the person accused will be kept strictly confidential.

**Consequences:** Depending upon the severity of the incident, these consequences may be preceded by a warning and/or a detention.

1<sup>st</sup> offense: 5 – 10 day suspension and parent conference

2<sup>nd</sup> offense: 10 day out of school suspension and referral to superintendent

**Language/Gestures/Pictures/Sounds (abusive, disrespectful, profane):**

Language or gestures that are rude, demeaning, abusive, degrading, obscene, profane or disrespectful directed toward a student or staff member.

**Consequences:** Depending upon the severity of the incident, these consequences may be preceded by a warning and/or a detention.

- 1<sup>st</sup> offense: 1 day in school suspension
- 2<sup>nd</sup> offense: 2 day in school suspension and parent conference
- 3<sup>rd</sup> offense: 3 day out of school suspension and parent conference

**Loitering:**

Violations of city ordinances on loitering include being in an unauthorized place on school grounds, aimlessly lingering in any Lake Shore district school building or property, being on school property without proper permission during an assigned suspension from school.

**Consequence:** Detention up through suspension

**Misconduct:**

Misconduct is any conduct that may not be covered by any other category in the Student Code of Conduct i.e. throwing snowballs, inappropriate hallway behavior, etc.

**Consequence:**

Depending on the severity of the conduct and the number of infractions against the Student Code of Conduct, the student may be issued anything from a warning to a referral to the superintendent.

**Panhandling:**

The forcing of a student or staff member to surrender money, property, or to pursue a course of action, by use of intimidation, threat of physical violence or misuse of authority.

**Consequence:**

- 1<sup>st</sup> offense: 1-hour detention to suspension
- 2<sup>nd</sup> offense: 3-hour detention to suspension and parent conference
- 3<sup>rd</sup> offense: 2 day in school suspension and parent conference

**Passes:**

A student's academic achievements are closely related to being in class and on time for each class. Students are expected to bring books, assignments and other necessary materials to class, including the Agenda/Planner. When a staff member's signature and time are entered for the appropriate date, the Student Assignment Log becomes the hall pass. A pass may be issued, at the discretion of the classroom teacher, to students for emergency reasons only. A pass may not be abused or misused. Any student in the hallway during class time **must** have a pass.

**Consequences:**

- 1<sup>st</sup> offense: 1-hour detention
- 2<sup>nd</sup> offense: 2-hour detention
- 3<sup>rd</sup> offense: 2 day in school suspension

**Pranks/Practical Jokes:**

A prank or practical joke is any act that may result in harm or potential harm, humiliation, or embarrassment to a person or school property and/or cause disruption of the educational process.

**Consequence:** Warning up through suspension

**Public Display of Affection (PDA)**

Physical displays of affection are inappropriate for an educational setting. Examples include hugging, kissing, and holding hands.

**Consequence:**

Warning up through suspension.

**Racial/Ethnic Intimidation (disability, ethnic, racial, religious):**

**Consequence:**

Warning up through suspension

**Student ID**

Students are supplied with a picture ID at the beginning of each school year. This ID may be required for entrance into school-sponsored activities, for purchases in the cafeteria, and for checking out books from the media center. Students are required to carry their ID cards **at all times** and to show identification or give their correct name to any staff member upon request. Replacement ID's can be purchased for \$5.00 in the main office.

**Substance Abuse/Misuse:**

The possession, use or sale of anabolic steroids, illegal or controlled substances and their "look-alikes" and/or alcoholic beverages, including "non alcoholic" beverages, and also product misuse which can result in intoxicating effects (example: inhaling glue or aerosol can contents) on school property, in school owned vehicles or at school sponsored activities is prohibited. Attendance at school sponsored activities following consumption of alcoholic beverages; illegal drugs or product misuse that can result in intoxicating effects/mood altering is prohibited. Under MCL.380.1308, local police must be notified.

Possession/use **consequence:** 10-day out of school suspension and referral to Superintendent

Sale/distribution **consequence:** Referral to superintendent for expulsion

**Tardies:**

The staff of Kennedy Middle School believes in the importance of students being on time for all classes. Punctuality is a characteristic that we want KMS students to exhibit because it serves as an indicator of a responsible citizen. Students tardy to class miss important directions, announcements and learning opportunities. In addition, late arrival has a disruptive effect on a class, which jeopardizes the learning environment for other students.

A student who fails to be inside his/her classroom when the class begin and does not have an excused pass will be regarded as tardy for that class period. A student who arrives to class more than 10 minutes late without an excused pass will receive an *unexcused absence* for that class period. However, the student may still receive credit for the remaining class work as long as the student attends class.

The following **consequences** are assigned for unexcused tardiness to each class in a quarter:

Three (3) tardies: After school detention

Each additional tardy (after 3): After school detention

**Taunting/Teasing/Spreading Rumors:**

Name calling, mocking, inappropriate comments directed to or about other students.

**Consequence:**

Warning up through suspension.

**Technology Misuse:**

Tampering with, altering school records, misuse of school computers that includes Internet and Network programs, files or equipment. See district acceptable use policy.

**Consequence:**

Detention up through suspension and/or privileges being revoked.

**Theft:**

Under MCL.380.1308, theft over \$100 must be reported to local police; theft under \$100 may be reported as appropriate.

**Consequence:**

Restitution and up to 10 day suspension and/or referral to Superintendent

**Truancy/Skipping:**

One or more class periods.

**Consequence:**

Detention up through suspension

**Use of Tobacco Products**

The use of tobacco products is prohibited at all times, in all District owned schools and buildings. Tobacco use is also restricted on school grounds until after 6:00 p.m. on school days or on weekends. These rules comply with Public Act 140 of 1993, violation of which is a misdemeanor. Your cooperation adhering to this policy is appreciated.

**Possession Consequence:**

1 <sup>st</sup> offense	1-day suspension and ticket issued by St. Clair Shores Police
2 <sup>nd</sup> offense	3-day suspension and ticket issued

**Use Consequence:**

1 <sup>st</sup> offense	3-day suspension and ticket issued
2 <sup>nd</sup> offense	5 day suspension, ticket issued and parent conference

**Vandalism:**

Under MCL.380.1308, vandalism over \$100 must be reported to local Police vandalism under \$100 may be reported as appropriate.

**Weapons**

In order to maintain a safe and orderly environment for students, the District prohibits the possession of guns or other weapons by any person while on school property. This includes reasonable facsimiles of such weapons. The District will pursue, to the fullest extent of the law, action against any individual in possession of guns and other weapons while on school property. Students who violate this policy will be subject to permanent expulsion.

**KENNEDY MIDDLE SCHOOL**

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St. Clair Shores, MI 48082

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**FAX:** 586.285.8804

**ATTENDANCE LINE:** 586.285.8802

**HOTLINE:** 586.285.8801

You may communicate with our staff directly by phone or e-mail. Listed below are the contact numbers, e-mail addresses, and blog site addresses for your convenience.

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~ TENTATIVE ~  
**INDIVIDUAL TEAM SCHEDULES 2009 – 2010**  
**(T) = Team Time (P) = Office Hours**

**Grade 6 – Wayne State Warriors**

Ciolino, 107 (Lang. Arts) Pellerito, 108 (Math)  
Dunlop, 117 (Science) Usher, 102 (S.S.) Paye, 105

Advisory 8:40 – 8:59  
Core 1 9:02 – 9:57  
Core 2 10:00 – 10:55  
Core 3 10:58 – 11:53  
Lunch 11:55 – 12:20  
Core 4 12:39 – 1:34

**Grade 6 – Ferris State Bulldogs**

Bateman, 103 (S.S.) Malloy, 110 (Science)  
Geise, 104 (Math), Duetsch, 106 (Lang. Arts)

Enrichment 1:37 – 1:56  
Exploratory 2:01 – 2:44 (P)  
Exploratory 2:47 – 3:30 (T)

**Grade 7 – Northern Michigan Wildcats**

Clow, 114 (Science) Vigna, 127 (Lang. Arts)  
Malkovich, 125 (Math) Spriet, 126 (S.S.)  
Karczewski 115

Advisory 8:40 – 8:59  
Core 1 9:02 – 9:58  
Core 2 10:01 – 10:57  
Enrichment 11:00 – 11:14  
Lunch 11:16 – 11:41  
Exploratory 11:45 – 12:28 (P)  
Exploratory 12:30 – 1:13 (T)  
Core 3 1:16 – 2:13  
Core 4 2:16 – 3:12  
Enrichment 3:15 – 3:30

**Grade 7 – Michigan Tech Huskies**

Feldman, 119 (S.S.) Homic, 120 (Math)

Perakis 121 (Lang. Arts) Tamer 111 (Science)

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**Grade 8 – Golden Grizzlies**

Mackewich, 142 (Lang. Arts) Zolynsky, 116 (Science)

Morell, 141 (S.S) Warehall, 140 (Math)

Advisory	8:40 – 8:59
Exploratory	9:02 – 9:45 (P)
Exploratory	9:47 – 10:30 (T)
Core 1	10:35 – 11:33
Core 2	11:37 – 12:34
Lunch	12:35 – 1:00
Core 3	1:04 – 2:02
Core 4	2:06 – 3:04
Enrichment	3:08 – 3:30

**Grade 8 – CMU Chippewas**

Coffey, M. 124 (Math) T. Coffey, 123 (Lang. Arts)

Karle, 122 (S.S.) Kensicki, 113 (Science) D. Snay 112

**Saginaw Valley Cardinals (CIMI)**

Bushaw, Alison

Stigleman, Therese – Aide

**Room 128**

Prep 10:45 – 11:30

**Lutz School for Work Experience (CIMO)**

Karle-Sloan, Krystyn

Jasinski, Judy – Aide

Wietecha, Rose - Aide

**Room 138**

Prep 10:45 – 11:30

**Explorers – 6, 7, 8**

Rm. 100	Curtiss, Rachel	High School 101
Rm. 130	Doubler, Deanna	Music
Rm. 131	Kauffold, Chris	Band
Rm. 132	Johns, Gary	Computer Technology
Rm. 133	Bologna, Grace	Art
Rm. 137	Wise, Ed	Industrial Technology
Rm. 129	Wood, Tom	Spanish
Rm. 109	Li, Yang	Mandarin
Rm. 139	Paver, Brian	Health
Gym	Belanger, Cristen	Physical Education
Gym	Snay, Jim	Physical Education

**KENNEDY MIDDLE SCHOOL HANDBOOK**  
**PARENT/STUDENT CONFIRMATION FORM**

My son/daughter and I have read and understand the contents of the Kennedy Middle School Parent/Student Handbook and KMS Code of Conduct.

We know that the school administrators will assist us with any problems/questions we may have regarding its content.

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Date

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Student's Name (PRINT)

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Student Signature

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Parent Signature

Please sign and date this form; it must be returned on the first day of school.

**PARENT-STUDENT  
HANDBOOK  
2009-2010**