

Boulan Park Middle School

Parent/Student Handbook

2018 - 2019



Dear Parents,

Welcome to Boulan Park Middle School. The staff at Boulan Park believes that your child is a special person who deserves the best possible education. Everyone who comes in contact with your child is a part of the learning process. The staff at Boulan Park provides your young person with a diversity of learning experiences. Learning is fun and enjoyed by both the student and teacher.

It is important that you understand what your child experiences at Boulan Park. We extend to you an invitation to be involved in our school and your child's education.

The information included in this parent/student handbook was developed to familiarize you with the procedures and programs of both the Troy School District and Boulan Park Middle School.

Please note: A weekly Calendar of Events will be distributed by email every Friday during the school year. In addition, a monthly Calendar of Events will be emailed and posted to our website <http://boulan.troy.k12.mi.us>. Please refer to the calendar for vacations, concerts, special events, etc. Additional information regarding school activities will be posted to the Boulan website and to your school email account (Home Access Center). If you have any questions, please do not hesitate to visit our school or call the school office at 248-823-4900.

I look forward to working with you and your child.

Sincerely,

Anthony Morse
Principal

Middle school is a time for learning independence and resilience. Help your child by making them responsible for their belongings. If your child forgets something at home, please determine if it is CRITICAL that they have it brought to school by you. **Most items they can do without inconveniencing you.** These items include:

- Lunch - place money on their lunch account at this link My School Bucks: <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home> and they can use their account.
- iPad – they have access to technology in their classrooms
- Music instruments
- assignments / projects – they can hand them in late

IF YOU MUST DROP SOMETHING OFF, follow these directions:

Talk to your child about what you WILL bring and what you WON'T bring.
Bring any items no later than 10:45 a.m. Put them in the following locations:

Lunches - place on the cart in the main office foyer. Put it on their grade-level shelf
All other items – bring them into the main office and place on Pick-Up Zone table (a secretary will buzz you into the office.)

Boulan Park Middle School

Mission: The Boulan Park Middle School community will provide an environment where all students learn today for success tomorrow.

Vision: Boulan Park Middle School will be an exemplary learning community supporting creativity, personal responsibility, and innovation. Boulan Park will be a place where a caring and collaborative community, committed to continuous improvement, shares and develops a globally competitive curriculum and uses cutting-edge instructional strategies and meaningful assessment to ensure accountability and learning for all students.

General Information

Principal: Mr. Anthony Morse

Assistant Principal: Ms. Kristy Pierce

Counselors: Mrs. Crissy Karaszewski (A-L)
Mrs. Ann O'Neill (M-Z)

Secretaries: Mrs. Diane Miller
Mrs. Teri Brune

Superintendent of Schools: Dr. Richard Machesky

Deputy Superintendent: Mr. Mark Dziatczak

Important Telephone Numbers

| | |
|---|---|
| Boulan Park Office..... | 248-823-4900 |
| Attendance Line (Voicemail – 24 hours) | 248-823-4901 |
| Counselors | 248-823-4900 |
| Troy School District Administrative Office | 248-823-4000 |
| Transportation | 248-823-4054 |
| Boulan Park Fax Line | 248-823-4913 |
| Website | http://boulan.troy.k12.mi.us |

While at Boulan Park, if you have a problem, question or concern, contact the following (in order):

Academic, Developmental or Social:

- The Classroom Teacher
- Your Child's Counselor

Athletics or Intramurals:

- The Coach
- Mr. Anthony Morse, Principal

Attendance and Homework Requests:

- School Secretary
- Ms. Kristy Pierce, Assistant Principal

Behavior or Discipline:

- The Classroom Teacher
- Ms. Kristy Pierce, Assistant Principal
- Mr. Anthony Morse, Principal

Grades or Instruction:

- The Classroom Teacher
- Your Child's Counselor
- Mr. Anthony Morse, Principal

Transportation:

- Mr. Anthony Morse, Principal
- Mrs. Sue Oselett-Asaro, Transportation Supervisor, 823-4054

Time Schedule

| <u>Period</u> | <u>Time</u> | | |
|---------------|-------------------------|------------------------|----------------------|
| 1 | 7:54 a.m. – 8:52 a.m. | | |
| 2 | 8:57 a.m. – 9:54 a.m. | | |
| 3 | 9:59 a.m. – 10:59 a.m. | | |
| 4 | 11:04 a.m. – 12:34 p.m. | | |
| | | | |
| <u>Lunch</u> | <u>Leave For Lunch</u> | <u>Leave Lunch</u> | <u>Back in Class</u> |
| A Lunch | 10:59 a.m. | 11:29 a.m. | 11:34 a.m. |
| B Lunch | 11:34 a.m. | 12:01 p.m. | 12:04 p.m. |
| C Lunch | 12:04 p.m. | 12:34 p.m. | 12:39 p.m. |
| | | | |
| | 5 | 12:39 p.m. – 1:36 p.m. | |
| | 6 | 1:41 p.m. – 2:38 p.m. | |

Half Day Schedule

8/28, 10/18, 10/19, 1/24, 6/11, 6/12, 6/13

| Hour | Start Time | End Time |
|------|------------|----------|
| 1 | 7:54 | 8:25 |
| 2 | 8:30 | 9:01 |
| 3 | 9:06 | 9:41 |
| 4 | 9:46 | 10:17 |
| 5 | 10:22 | 10:53 |
| 6 | 10:58 | 11:29 |

Early Release Schedule

9/26, 11/1, 11/28, 2/6, 2/27, 3/27, 4/25, and 5/15

| Hour | Start Time | End Time |
|------|------------|----------|
| 1 | 7:54 | 8:29 |
| 2 | 8:34 | 9:08 |
| 3 | 9:13 | 9:48 |
| 4 | 9:53 | 10:27 |
| 5 | 10:32 | 11:06 |
| 6 | 11:11 | 11:44 |

Students may enter the building at 7:00 a.m. Students entering the building prior to 7:30 a.m. must report to the cafeteria. At 7:30 a.m. the following options are available to students: computer lab, gym, and media center. Breakfast food (cereal, juices, bagels, etc.) may be purchased beginning at 7:30 a.m.

Periodically, there may be half days of school during the year. All half days are scheduled for the morning and students will be dismissed at 11:29 a.m. on HALF DAYS (seven of them) and at 11:44 a.m. on EARLY RELEASE DAYS (8 of them.) Regular bus routes will be followed on half days.

Boulan Park Middle School Teaching Staff

| | |
|-------------------------|--|
| Mrs. Abeer Afana | Science 7 |
| Mrs. Emily Bard | Special Education 7 th Grade |
| Ms. Erika Berger | Language Arts , Social Studies |
| Mrs. Stephanie Beswick | Math |
| Ms. Caitlyn Bray | Special Education 6,7,8, LINKS |
| Mr. Ross Burdette | Social Studies |
| Mrs. Christina Chatel | Media Specialist |
| Ms. Liliana Cujar | English, TLA |
| Mr. Chris DeNeen | Computer Programming, Digital Applications, Yearbook, |
| Ms. Melissa Dodge | English |
| Mrs. Sue Domin | Language Arts, ELA |
| Ms. Keriann Ford | Special Education 6 th Grade |
| Mrs. Justine Galbraith | English, Spanish I |
| Ms. Tammy Gilbert | Science |
| Mrs. Laura Guzowski | Science |
| Mr. Joe Havrilla | Symphonic Band, Band 6, Concert Band, Jazz Band |
| Mrs. Stephanie Hyska | ELL, Transitional Language Arts, TLA Study Skills |
| Mrs. Lisa Jansen | ELA Strategies |
| Ms. Elizabeth Jones | Physical Education 6, 7 |
| Mrs. Crissy Karaszewski | Counselor Last name alphabet A - L |
| Mrs. Kris Karbon | Math |
| Mrs. Sandy Koneval | Science 8 |
| Mr. Michael Krcatovich | Math 8 |
| Ms. Ashley Laitinen | French 1, Social Studies |
| Ms. Lea Lalla | Show Choir, Vocal 6 |
| Mr. Frank Leone | US History |
| Mrs. Joan Levitt | Social Studies |
| Mr. Phil Lewan | Social Studies |
| Mr. Mark Martin | Math |
| Mrs. Paula Mather | Math |
| Mrs. Cheryl Megahan | English |
| Ms. Rhiannon Mitchell | Advanced Orchestra, Chamber Orchestra, Orchestra 6 |
| Mrs. Jackie Morris | Language Arts, ELA |
| Mrs. Ann O'Neill | Counselor Last name alphabet M - Z |
| Mrs. Allyson Pagnani | English |
| Ms. Leslie Papastefanou | Science |
| Mrs. April Reem | Language Arts, ELA |
| Mr. Nathan Reynolds | Science |
| Mrs. Sara Ritter | Special Education 8 th Grade |
| Ms. Kendall Rock | Language Arts, ELA, English |
| Mrs. Cindy Shankin | Social Studies |
| Mrs. Michelle Slaviero | US History, Study Skills |
| Mrs. Jennifer Smith | Math |
| Mrs. Song Song | Applied Engineering |
| Mrs. Michelle Tasich | Math |
| Mrs. Jennifer Taylor | Advanced Math |
| Mrs. Mary Typinski | Art, Ceramics, Art 6, |
| Mrs. Erin Valente | Health, Life Skills |
| Mr. Kevin White | English, Science |
| Mr. Jeff Williams | Digital Application, Innovations Incubator, Video Technology |
| Mr. Kevin Wilson | Digital Applications, Health, Physical Education 6,7,8 |
| Mrs. Audrey Wright | English |

Special Services Staff

| | |
|-------------------------|--------------------|
| Mrs. Elizabeth Cummings | Psychologist |
| Ms. Janis Fried | Speech Pathologist |
| Ms. Sara Splan | ASD Speech |
| Ms. Jessica Hersh | Social Worker |

Additional Staff

| | |
|------------------------------|---|
| Cafeteria Manager | Mrs. Rose Golec |
| Computer Tech Parapro | Mr. Jared Shelton |
| Custodial | Mr. Mark Cunningham (Day Lead Custodian), |
| ELL Tutors | Mrs. Nahla Asmar, Mrs. Queenie Wong |
| Health Care Aides | Mr. Duran Franklin, Mrs. Sangita Sharma |
| Media Parapro | Mrs. Nicole Toukhanian |
| Noon Aides | Mrs. Mary Lambdin, Mrs. Judy Neumann |
| Special Education Parapro | Mr. Keith Giacoma, Ms. Austin Woodard |

Boulan Park Parent Teacher Organization

All Boulan Park Middle School parents are automatically members of our Parent Teacher Organization (PTO). There are no membership dues or fees, and meetings are held monthly. The PTO has officers who are elected annually. The goal of the PTO is to support school activities through participation. Volunteers are coordinated by the PTO to help in the student bookstore, media center, and dances and at various functions throughout the year.

2018-2019 PTO OFFICERS

| | |
|--------------------------------|-------------------|
| President | Karyn Lennon |
| Vice-President | Sandy Aretha |
| Secretary | Lea McAllister |
| Treasurer | Missy Sawicke |
| Co-Treasurer | Ellen Aaron |
| Hospitality | Mary Siegan |
| Appreciation | Kristie Kozlowski |
| Spirit Wear | Amy Bastien |
| Media Center | Barb Dawson |
| Box Tops/Kroger/Amazon rewards | Miranda Gjoni |
| 8 th Gr. Party | Open |

ACTIVITIES FOR STUDENTS

Activity Contract

Student behavior or lack of effort which results in two "Es" or a total of nine points (ignoring 1's, 2's, or 3's) in behavior on the report card for an individual marking period or continued disruption or behavior problems throughout the school year may result in the student being placed on an Activity Contract. This will exclude them from all extracurricular activities for a quarter, including field trips, assemblies, athletic contests, Activity Days, etc. The students may earn his or her privileges back for the quarter following the exclusion by improving his/her grades and/or citizenship.

Activity Day

After-school Activity Days are held on a regular basis. There is an entrance fee of \$4. Activity Days are from 2:45-4:00 pm. A DJ is hired for dancing or listening pleasure. Students may also use the gymnasium and board games are available in the cafeteria. Activity days are limited to Boulan students only. Pizza and beverages are available for purchase.

Athletics

Everyone at Boulan Park is proud of our outstanding athletic teams. Interscholastic sports programs are offered to students in the seventh and eighth grades. The sports offered are football, basketball and track for boys and basketball, cheer, track, and volleyball for girls.. Students wishing to participate must have a sport physical and a signed Troy School District permission form before the student may try out for that activity. A current physical is one received after April 15 of the previous school year. Physical forms are available from the coach or in the main office. Seventh and eighth grade students participating in interscholastic sports must pay to participate. (See below for "Pay to Participate" information.)

Boulan Park Middle School staff and students take pride in everything our students and school accomplishes. During athletic contests, all spectators and team members are expected to show courtesy and respect to other spectators, the competing team, and the officials.

Athletic Eligibility

Students must maintain good grades and citizenship to remain eligible to participate.

Marking Period Eligibility -10 Week Evaluation

If a student receives two (2) failing grades (E), he/she will be ineligible for the next card marking (10 weeks). If the student improves his/her grades to passing five classes during the time he/she is ineligible for participation, he/she will be reinstated at the beginning of the next card marking period. Fourth card marking period grades count towards eligibility for fall sports except as students move from the 6th to 7th grade.

Weekly/Ongoing

To maintain in-season eligibility students must pass five classes and receive fewer than 9 points in behavior (4's & 5's only, excludes 1's, 2's, or 3's) on weekly eligibility checks.

The standards listed above are minimal standards that all schools and students must follow. Students may have more stringent standards with agreement of the school's staff and the school district.

Should a student fail to pass 2 classes or receive 9 points in behavior:

- First Occurrence – The student will be placed on probation. Ineligible students will be required to develop a contract with the coach to address the concerns. The contract should include activities such as attending before/after school study sessions until the next eligibility check. Athletes must continue to practice with the team while ineligible.
- Second Occurrence – The student will be ineligible to participate in any games until the next eligibility check. Ineligible students will be required to continue the contract with the coach to address the concerns. Athletes must continue to practice with the team while ineligible.
- Third Occurrence – The student will be ineligible to participate in any games and must meet with the coach and either the athletic director or principal before regaining eligibility.
- Next Occurrence – Dismissal from the team.
- Grades and behavior are weekly and are not cumulative.

Intramural Sports

Intramural sports will be organized for sixth grade students, primarily, and students in the seventh and eighth grades who are not participating in the current interscholastic sports activities. Intramural sports include: cross country, basketball, flag football, tennis, track, volleyball, and wrestling. Students participating in intramural sports must pay to participate. (See below for "Pay to Participate" information.)

Athletic Events

There is no charge to attend athletic events at Boulan.

Students attending after school sporting events in the Boulan Park Middle School gymnasium, such as basketball games and volleyball games, must stay in the gym until the games are over. In the past, some students have left the building during the games and tried to re-enter later. Once students leave the building, no one is responsible for their behavior or safety at a time when parents assume that they are attending a supervised school event. Therefore, students leaving the games early must be picked up from the gym by a parent or guardian. If a parent wishes to have their child released early from such an activity in order to walk home, the parent must advise the school office during school hours on the day of the event. These rules will also apply to Boulan Park Middle School students attending our in-district away games.

Sportsmanship is the ability to win or lose gracefully and to acknowledge good performances by both teams. We want all our guests to leave with a positive impression of Boulan Park Middle School. Disruptive behavior by a student may mean removal from that and/or future games.

No drinks or food of any kind are allowed in the gym during athletic events.

Clubs

Club activities will be announced to the students during the school year. These activities are for grades six, seven and eight. A list of club activities will be made available at the beginning of the school year. A club can be started any time there is sufficient student interest and an adult sponsor. Students participating in clubs must pay to participate. (See below for "Pay to Participate" information.)

Pay to Participate

The Troy School District has a Pay to Participate program for secondary athletics and clubs. The program is part of the District's continued efforts to make adjustments that address the Michigan's school aid deficits. Pay to Participate fees for the 2018-2019 school year are as follows:

- A \$175.00 fee will be assessed per high school athlete for each sport played during the 2018-2019 school year, with a maximum of \$350 per student total.
- A \$75.00 fee will be assessed per **middle school athlete** for each sport played for the 2018-2019 school year, with a maximum of \$150 per student total.
- A \$50.00 fee will be assessed per high/**middle school student** participating in clubs or intramurals for the 2018-2019 school year.
- Families with multiple athletes at both levels (high school and middle school) qualify for a \$600.00 maximum athletic fee per household.
- Families with multiple club/intramural participants qualify for a \$100.00 maximum club/intramural fee per household.

A reduction in the Pay to Participate fee for athletics will be available to students with financial hardship. A Pay to Participate **waiver form must be submitted to the school office by the parent/guardian**. Participants in the Troy School District's free or reduced lunch programs will qualify for this reduction. *This information will be kept confidential.* For more information or to make a payment, please visit the district's main Web site at www.troy.k12.mi.us and click on the "PaySchools" link.

Student Council

The Student Council is the official voice of the student body. The Council attempts the following:

- To put forth and carry out beneficial students activities
- To promote school spirit and high morale
- To promote cooperation between the students, faculty and administration
- To promote understanding and practice of democratic citizenship
- To encourage leadership and responsibility for all students at Boulan Park

Student Council is open to all students who meet the eligibility requirements, which are a minimum grade point of 2.0, behavior/citizenship marks not lower than a 3 and teacher evaluations. A representative and alternative is selected from each fourth hour class. Elections are in the fall for representatives and co-president cabinet posts. Any student may run for an office or the cabinet.

ATTENDANCE

Good attendance is essential to school success. There are, however, occasions when your child may be absent from school. If your child is going to be absent, we request that you call to report the absence by 8:50 a.m. the day of the absence. We operate an absence line each school day and during the weekend. The line allows you to report an absence 24 hours a day. The absence line number is **248-823-4901**. If unable to contact the absence line, please send a note with your child when they return stating the reason for the absence. Notes should be brought to the office prior to 7:54 a.m. The absence will remain unexcused until verified by a parent. The ability to make up work may be impacted by the status of the absence.

Late Arrival or Early Dismissal

When entering or leaving the building between starting and dismissal time, students must sign in or out in the main office. Upon signing in, a student will receive an admittance slip to class. It is expected that the parent or guardian escort a tardy student into the building or call the absence line to explain the tardy. A parent or guardian must report to the office to sign a student out of the building at any time other than dismissal unless the parent has sent in a note requesting early dismissal or called the mail office line at 248-823-4900 to request an early dismissal for their student. Students may not sign themselves out without prior parent notification to the office. Excused absences and tardiness are student illness, doctor/dental appointments, death in the family, or prearranged family trips. Any other absence or tardy is unexcused. **For early dismissal**, please send your child to school with a note indicating the time you will be picking them up. Instruct your child to bring the note directly to the school office when they arrive at school in the morning. Office staff will explain the dismissal procedure to your child and provide them with a hall pass so that they have permission to leave class at that time. This procedure is the least disruptive to the classroom.

Make Up Work

A student with an excused absence has the privilege of completing the work missed and receiving credit for it. Class discussions and activities cannot be duplicated, but teachers will do all they can to help students with the work they missed while absent. Make up work after an excused absence is to be done promptly. Students will receive one day for each day absent to make up work. It is the responsibility of the student to obtain all necessary missed work. At the end of the marking period, an extension of make-up time may be granted by the principal if sufficient reason is shown. Students must be absent two consecutive days to have homework requests honored. **Assignments made prior to a student's absence will be due upon the student's return.** This includes tests and quizzes.

Pre-Excused Absence

Should you know in advance that your child will be absent for any length of time, please notify the office prior to the absence.

Tardiness

Students have five minutes passing time between class periods. It is suggested that students take books from their lockers for at least two classes at a time and eliminate the need to go to the locker after every class period. Students are to be in class and in their seat when the tardy bell rings. If a teacher detains a student after class, the student should obtain a pass from that teacher to excuse the tardy. Tardiness is recorded in the main office. Chronic tardiness may result in a parent conference, detention or suspension. The tardy policy is:

1. Tardiness occurs when students are not in their seats when the class is scheduled to begin.
2. Tardies are accumulated for all classes for each ten-week marking period.
3. Tardiness due to counselor appointment or other school business will not be counted if the student presents the teacher with a valid pass. Teachers holding a student more than a minute beyond passing time must give that student an excused tardy pass to present to his/her teacher.
4. Tardiness to school in the morning due to a missed bus or oversleeping is considered an unexcused tardy.

Tardies will be dealt with in the following manner:

4th tardy - Students will be notified

5th and 6th tardy - Parents will be notified by phone, mail, or electronically and Disciplinary action (after school detention)

7th tardy - Parent/Student conference

8th tardy - One-day suspension

Over 8 tardies - Extended suspension

BEHAVIOR

At Boulan Park students are requested to always observe the following rules:

- Students will respect others verbally and physically.
- Students will respect school property and the property of others.
- Students will walk in the building.
- Students will not chew gum at school.
- Students are responsible for cleaning their place after lunch in the cafeteria.

A good learning environment goes hand and hand with good discipline. Disruption of this environment will not be tolerated. Any classroom disturbance or unacceptable behavior will be handled directly by the classroom teacher when appropriate. If this problem cannot be resolved, it will be referred to a building administrator. In most cases, parents will receive a call from the classroom teacher. Corporal punishment is prohibited in the Troy School District. Suspension will be used as a corrective measure only as a last resort in each case.

An updated version of the Troy School District's Rights and Responsibilities Code of Student Conduct is now available online. The booklet provides parents with information regarding important district policies and procedures. It contains guidelines as to behavior, dress, school code violations, disciplinary measures and appeal procedures. The district's overall goal is to ensure the continuation of a positive learning environment for all students. The expectations for students of the Troy School District are clearly stated. To access the booklet, you may visit the Site Index on the district's main Web site or follow the link under the parent tab. The district's Web site is: <http://www.troy.k12.mi.us>. Please read and become familiar with the rights and responsibilities as outlined in the handbook.

Detention

Detention may be assigned by an administrator or a teacher. Parents will be notified at least one day prior to the day of detention so any special arrangements can be made. It is the student's responsibility to make arrangements to stay for detention. Teachers may ask that a student serve the detention with them on any day. Detentions may be assigned before or after school or during lunch.

Electronic Communication Devices

While we understand that communication with your child is important, the indiscriminate use of cell phones during school can be extremely disruptive. The Troy School District policy is that NO student shall use or display cellular phones or any other device used for communication on school property during normal school hours unless authorized by a teacher or administrator. All such devices must be shut off and out of sight throughout the school day unless used specifically under teacher direction and supervision. Parents, if you must contact your child during the school day, please call the main office at 248-823-4900, and we will deliver a message to your child. If a student must make a phone call during the day, he/she may come

to the office and ask permission to use the office phone or their cell phone. The office phone is to be used for emergencies only.

False Alarms

The deliberate act of setting off a false alarm or calling in a false "911" call is a very serious offence. This disrupts the safe functioning of our school and will result in level 3 consequences as outlined in Code of Conduct.

Harassment/Bullying Policy

Harassment/bullying is against the law and against school policy. Harassment/bullying because of sex, race, color, national origin, religion, height, weight, handicap or disability of students by other students or adults is unacceptable and is unlawful. Harassment includes (but is not limited to) unwelcome comments or gestures (written or verbal) or other behavior, which creates an intimidating, hostile or offensive environment. Students are encouraged to report any incidents to the adult of their choice or use Schoology to report an incident directly to their counselor. Students may report incidents of harassment at any time to their counselor **or to any staff member**. Parents are urged to call the counselor or administrators to report any problems involving harassment/bullying.

iPad Airls

All students will be given an iPad Air for use during the school year. Policy is posted on the school website.

Laser Pointers

Students are not to bring laser pointers to school. Laser pointers have the potential of harming eyes and may cause a disruption in class.

Snowballs

Throwing of snowballs is prohibited on school property.

Tobacco Products

It is illegal for those under the age of 18 to purchase, possess, or smoke tobacco. This can result in prosecution and a fine. It is also illegal for anyone to provide or sell tobacco products to those under the age of 18. Use or possession of tobacco by minors under 18 years of age in any public place, school building and surrounding grounds is a civil infraction. Violators can be assessed up to a \$50.00 fine.

COMMUNICATION BETWEEN SCHOOL AND HOME

There are a variety of ways that Boulan Park employs to insure that information reaches families. Our principal uses email addresses provided to the Troy School District's Home Access Center to send informational emails throughout the school year. Additional information is available at Boulan Park's website <http://boulan.troy.k12.mi.us> Other information sources are your HAC account, the Troy School District website www.troy.k12.mi.us, and the district's Cable TV channel.

Troy School District EmailSystem

The Troy School District School Messenger system allows parents to register their e-mail addresses and cell phone numbers to receive instant information on Boulan Park Middle School, important reminders and emergency information, such as school closings, and other important Troy School District information. To register – log on to: <http://www.troy.k12.mi.us>, click on the "Parents" tab and click on "School Messenger". Please keep your contact information up to date. This system is managed by Mrs. Kerry Birmingham, Troy School District Director of Community Relations.

COMMUNITY USE OF SCHOOL BUILDINGS

Our school community is welcome to use available space for the purpose of meetings, recreational activities, community group activities, and other related events. Rental and/or custodial fees may apply. A building permit application must be completed online (<http://www.troy.k12.mi.us>) to request the use of the building.

DRESS CODE

It is the responsibility of parents and students to see that school dress is appropriate and not disruptive to the educational process at Boulan. We want students to take pride in their appearance, pride in their performance, and pride in their school. The dress code at Boulan Park Middle School is:

- No halter, tank, or off-the shoulder tops may be worn by either boys or girls. See-through or open-mesh tops are also unacceptable when worn alone. Sleeveless tops may be appropriate if they have straps of about 3" in width and are not "tank style". The hem of the student's top garment and the waistband of the student's pants, skirt, or shorts must overlap. A student must be able to extend their arms fully above their head without exposing the midriff for an outfit to be deemed appropriate. There should be no visible cleavage.
- Clothing with inappropriate sayings, profanity or references to sex, alcohol, or drugs is not allowed.
- Dresses or skirts must be school appropriate. Students may wear shorts. Dresses, skirts, and shorts must have a hem that falls below the student's fingertips when their arms are at their sides. Students may not wear unhemmed cutoffs, gym shorts, or spandex bike shorts. Long athletic shorts are acceptable.
- No pajama-type pants or torn jeans may be worn by either boys or girls. Legging or yoga-style pants do not meet dress code. Leggings/yoga pants may only be worn as tights, with a top, dress, or shorts that meet the "arms at their sides" rule.
- Hats may not be worn in the building at any time.
- For safety reasons, shoes or sandals must be worn at all times.
- We ask that students and parents carefully consider what is and is not appropriate apparel for school. Students who wear inappropriate dress will be asked to change or call their parents to bring them appropriate clothing. Continued problems will result in discipline as outlined in the Rights and Responsibilities Code of Student Conduct.

EDUCATIONAL RECORDS

Most information contained in students' school records is not considered directory information (see Freedom of Information Act, below) and, therefore, remains confidential. Parents (or the student if he or she is 18 years or older) have the right to inspect or review education records. To do so, a written request must be made to the building principal at the elementary level or to the guidance department at the secondary level. Upon receipt of the request, an appointment will be set to review the records.

EMERGENCY INFORMATION

The emergency information form helps school personnel greatly in making decisions regarding your child in case of an emergency. Attempts will be made first to locate the parents before the other emergency contacts will be called. It is vital that families complete this form accurately and **inform the school of any changes that may occur during the school year.**

FIELD TRIPS

During the course of the school year, there will be times in which certain skills are best taught outside the classroom setting. These trips must have a viable educational objective prior to their approval. Specific precautions are taken to insure that the students are adequately supervised. Often parents and volunteers assist in this supervision.

Before a student may participate in these educational experiences outside the classroom, written parent permission is requested. Should a student not have written parent permission to go on a trip, he/she will remain in a supervised setting at school.

On occasion, special fees may be requested of parents for tickets, transportation, food, etc. Every effort is made to keep such fees at a minimum, and no student will be excluded from a trip due to inability to pay.

FREEDOM OF INFORMATION ACT

The Michigan Freedom of Information Act requires state and local agencies, including school districts, to make certain information available to the public. The public information, called directory information, includes: student's name, address, telephone listing, picture, major field of study, date and place of birth, attendance, degrees and awards received, most recent previous school attended and other similar information. If parents (or students 18 years or older) object to publication of any of the above information, they must notify the assistant superintendent. Written notification must be made to the school district.

GRADES

Report Cards

Report cards are issued four times during the school year. Students receive achievement grades, remarks, and citizenship codes that reflect behavior and effort.

| <u>Achievement (ACH)</u> | <u>Behavior</u> | <u>Effort</u> |
|---------------------------|-----------------|----------------|
| A-Excellent | 1-Excellent | 1-Excellent |
| B-Above Average | 2-Good | 2-Good |
| C-Average | 3-Satisfactory | 3-Satisfactory |
| D-Below Average | 4-Poor-Needs | 4-Poor-Needs |
| E-Failure | Improvement | Improvement |
| G-Credit-No Grade | 5-Unacceptable | 5-Unacceptable |
| H-No Credit/No Grade | | |
| S-Satisfactory Progress | | |
| U-Unsatisfactory Progress | | |

Honor Roll

To be eligible for the honor roll, a student must have a "B" (3.0) or better academic average for the card marking with **no failing grades**. Honor roll lists are made available to students and parents at the end of each marking period.

HOMEWORK AND STUDY HABITS

During their years at Boulan Park Middle School, students will be assigned work to do outside of the classroom. These assignments will require such learning activities as reading, memorizing, writing, practicing mathematical skills, reviewing, or working on special projects. Student's success and happiness will depend on how well activities are planned and carried out. Students need to use their time wisely and develop good study habits and they will have time to relax and have fun. (See ATTENDANCE for information about schoolwork missed due to student absence.)

Here are some study hints you may find helpful:

- Be sure to understand the assignment. Keep assignments in the homework log given to students at the beginning of the school year.
- Make the best use of class time for listening and working. It means less homework.
- Have a definite time and place to study. Allow as few distractions as possible in your family setting.

- Be neat and accurate in the work you do.
- Review often. Do not try to “cram” for a test.
- If extra help is needed in a subject, make arrangements to meet with the teacher before or after school. For further suggestions of study practices, see your counselor.

LIBRARY/MEDIA CENTER

We encourage students to use our media center with its many materials and services. Students share our pride in it by helping us keep it attractive.

Our media center is open before school every day beginning in early September, from 7:30 – 7:45 a.m. to check out materials. The media center is open during the school day on odd calendar days only. On odd calendar days, classes are admitted as well as students with passes. Students may also use the media center during lunch periods on odd calendar days with a pass obtained from the media center that morning.

Student ID cards are required to check out any materials. Most library books may be checked out for two weeks; reference materials, magazines, pamphlets, etc., overnight. Audiovisual materials **MUST** be used in the center. Report lost student identification cards to the media center staff. Replacement ID cards are available for purchase in the media center.

The media center enjoys its role of providing media materials, services and experiences that are appropriate and meaningful to the educational growth and development of students and staff.

LOCKERS

Students are assigned individual hall lockers. Students are reminded not to share their locker combination or their locker with other students. Locker inspections will be made periodically. If a student has trouble with the operation of the lock or locker, the student should contact the office. All personal items, such as pictures, must be hung with magnets. Stickers or tape are not allowed.

Any damage to the lock or locker must be reported immediately to the office. If not reported, it will be assumed that the student assigned to the locker is responsible for the damage and that student will be fined.

LOST AND FOUND

Lost and found articles are to be brought to the main office. To prevent loss of possessions, **students are encouraged to mark their names clearly on every item**. Students should write their name in the space provided in each textbook when it is assigned to them. The school is not responsible for valuables brought to school. All lost clothing articles not claimed will be donated to charity at the end of each marking period.

LUNCH

Behavior

During the lunch period, students are expected to:

- Stay seated while eating their lunch.
- No more than six students will sit at a table.
- Throw away lunch bags, etc.
- Remain in designated areas.
- Follow guidelines for using the gym.

Free and Reduced Lunch

Children need healthy meals to learn. Your child may qualify for free meals or for reduced price meals. Free/Reduced Lunch applications are available at the school office, at the Troy School District Services Building, and at http://www.troy.k12.mi.us/pages/Troy_School_District/Departments/Food_Service When submitting a free/reduced meal application, parents will be charged for meals purchased until the eligibility process is complete (this may take several days). Families will be notified of eligibility status by mail. Please note that families need to fill out a new application for free or reduced meals each school year.

Point of Sale Lunch System (My School Bucks)

This system allows parents and students to pay for meals on account, thereby eliminating the need for students to carry cash to school each day. Funds may be added to accounts at the lunch line, by mail to the Troy School District Food Service office or via credit card over the Internet. Children may still purchase lunches with cash. **Students access the system using their student ID card.** When an ID card is scanned, cafeteria staff is able to view the student's name, picture, account balance or any other information added such as food allergies or meal restrictions.

Please make arrangements to provide lunch for your child either by packing a lunch, sending cash or putting money on your child's lunch account. If a child is without a lunch he/she will be provided with a basic hot lunch for \$2.65. This amount must be re-paid to the school cafeteria the following day. Repeated forgetfulness will result in a phone call to the parent.

OPEN ENROLLMENT

The Troy School District offers Open Enrollment to current school district students, at the elementary and middle school levels, on a limited basis. If you are interested in Open Enrollment please visit the following Troy School District webpage:

http://www.troy.k12.mi.us/pages/Troy_School_District/About_Troy_Schools/Open_Enrollment

CURRICULUM NIGHT

An open house is held annually in the fall of each new school year. Grading policies, curriculum, homework and classroom procedures are announced by the faculty during this open house. This is an outstanding opportunity for you to learn about your child's day at school. Please note, open house is not a time for individual conferences with teachers. Open house at the middle school level is for parents only. Although we realize that circumstances may dictate that students accompany the parent, it is hoped that parents attend without their children.

PARENT-TEACHER CONFERENCES

Middle school parent-teacher conferences will be held in October and March. Students are dismissed early on the days of conferences. Information about conferences is emailed home prior to the conference dates. Teachers will be in the cafeteria and conferences are on a first-come basis. We recommend that parents spend no more than five minutes with each teacher. Approximately 75% of parents/guardians attend parent-teacher conferences at Boulan Park Middle School

PARTIES

Parties are not part of the instructional program and are usually reserved for after school clubs and activities.

PREPARED FOR SCHOOL

Boulan Park Middle School students are expected to arrive at school prepared for the day. The school policy regarding forgotten items is listed below:

- Students may use the office or classroom telephones to call parents regarding forgotten homework, class projects, gym clothes, musical instruments, sports equipment, etc. Use of personal cell phones for phone calls is limited to before 7:54 a.m. (start of school) and after 2:38 p.m. (dismissal). Please note that there is no pay telephone available at Boulan Park Middle School.

- Please keep deliveries to the school to a minimum. Classes will not be interrupted in order to deliver items to students. If something must be delivered to your child, bring the item to the Main Office place the item on the PickUp Zone cart. Make sure your child's name is on the item. Paper, pens/pencils, and tape are provided on the PickUp Zone cart. Your student will be expected to go to the PickUp Zone cart at passing time to retrieve the item.
- Students who forget their lunch money, should see the cashier in the cafeteria.
- After school plans must be in place prior to the start of the school day. Students should not need to call home to find out whether they take the bus that day or will be picked up. Students will not be allowed to call home to ask to stay for clubs, sports, or other after school activities. These arrangements should all be made in advance. Students will be allowed to call home if a club or activity has been cancelled or rescheduled.
- A portion of the grade in each class is based on preparation for class. Your child will learn to prepare for school if you allow them to accept the consequences that result from being unprepared.
- Do not call, email, or text your child during the school day.
- A student who has forgotten medication or who is not feeling well should report to the school office to call their parent or guardian.

SALES BY NON-SCHOOL GROUPS

With the wide variety of non-school groups in Troy, fund raising and the selling of candy and other items in school can be a problem. Therefore, the sale of anything by non-Boulan sponsored groups will not be allowed. Any items being sold in school will be confiscated and the parents will be notified.

SCHEDULING

Each spring students are required to complete course selection sheets for the following year. These selections are then placed into the computer for hours and teacher selection. If a conflict prevents scheduling, an alternate class previously selected by the student requests will be substituted. Any special requests must be made in writing to a counselor or administrator prior to June 15. Once the school year begins, Mrs. Pierce should be consulted regarding any requests for a schedule change and schedule changes may not be honored.

There are two types of classes in the Troy middle schools, required and elective. Each grade level has a group of courses that are required of all students. The balance of the time is offered as exploratory experiences. We hope that each student will take advantage of as many exploratory subjects as possible during the three years at Boulan Park.

SCHOOL CLOSINGS

If a decision is made to close the schools, that information will be provided to television and radio stations prior to 7:00 a.m. In addition, the **district email system will be used to inform parents of school closings**. Please do not call the District's Central Office, radio stations, Boulan Park Middle School, or school officials' homes. Such calls merely tie up the phone lines and prevent school officials from reaching each other as necessary.

SEXTING

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, sending, sharing, viewing or merely possessing sexually explicit digital pictures, messages, text messages, emails or other material of a sexual nature in electronic form or other form on a computer, cell phone or other electronic device, is forbidden regardless of whether or not state and/or federal child pornography law has been violated. See Troy School District Board Policies for additional information.

STUDENT HEALTH

Immunizations

Michigan state law requires that any student enrolling in a Michigan school for the first time must show proof of immunization against the following diseases: diphtheria, pertussis, tetanus, measles, mumps, rubella, poliomyelitis, Hepatitis B, chicken pox, and meningitis or a statement signed by the parent or guardian to the effect that there is a medical, religious, or other objection to the immunization. New enrollees, including kindergartners, will not be allowed to attend without the required immunizations or waiver. This information must be provided to Central Enrollment, 4400 Livernois, at time of enrollment.

Medication

If a student needs to have a prescribed medication (including over the counter medication) dispensed during the school day, an Authorization for Medication Form signed by both the parent and the prescribing physician must be brought in with the medication. The medication will be dispensed to the student at the appropriate time and in the prescribed dosage. All medication, *with the exception of inhalers and epi-pens*, must be kept in the school office. Any changes in dosage or instructions MUST be accompanied by a new Authorization for Medication Form. Forms are available in the office. Students who carry inhalers or epi-pens must have an Authorization for Medication Form on file in the school office and an Action Plan.

STUDENT RECOGNITION

A-Ok Cards

Boulan Park Middle School staff members award A-OK cards to students who are caught doing something good. Students fill out the card and place it in the A-OK Jar in the main office. Names are drawn each Friday and students may choose prizes from the A-OK box.

Bronco of the Week

Each week, students are recognized for behavior which particularly impresses a staff member for meeting one or more of the following criteria: service, academic improvement, unique contribution, positive attitude, academic excellence, cooperation, leadership or initiative. Each student nominated will receive a certificate signed by the staff member and a Boulan Park Middle School pencil. A Bronco of the Week group picture is taken and posted in the building. The picture is also placed on the Boulan Park Middle School website for the week they were recognized.

SUPPORT SERVICES

Counseling

The Boulan Park Middle School Guidance Program is developed with the purpose of meeting the social, personal and academic needs of each individual student in this crucial period of transition and development.

The counselors view the middle school years as primarily the time for a youngster to explore further and learn more about "self." Thus, the middle school counselors concentrate their energies and skills in helping students gain knowledge of their needs, values, abilities, strengths and weaknesses. Following are some ways in which the counselors help Boulan students:

- Personal Counseling
- Group Counseling, i.e. Bereavement, Divorce, Concerned Persons, Social Skills
- Scheduling, academic monitoring, standardized testing, career education and planning

Students are assigned to counselors alphabetically by last name: Mrs. Crissy Karaszewski, A-L; Mrs. Ann O'Neill, M-Z. Students may see either counselor should they have a concern. Counselor involvement with students can be initiated by the student, parent, teacher or counselors. Students may sign up online to see a counselor.

Teacher Consultant

The teacher consultant works with assigned special education students individually and/or in small groups to provide support and assistance in the least restrictive environment. The integrative consultant monitors student programs and progress and provides assistance to both the special and general education teachers.

Psychologist

A school psychologist is assigned to Boulan and is in our school three days per week. The psychologist's services are initiated by referral. Requests for service are handled through the counselors, administrators or the Special Education Office.

Social Worker

Boulan Park Middle School has a social worker assigned to the building four days per week. Requests for social work services can be made through the counselors or administrators.

Speech Pathologist

Our speech pathologist works with students at Boulan two day a week. Students identified as needing speech support will receive service each week.

TESTING OUT

Students have the opportunity to "test out" of a class. The deadline for submitting the "Waiving a Course Through Testing Out" form to the building principal (Troy High School for high school level classes, Boulan Park Middle School for middle school level classes) will be announced in October. Please contact your child's counselor if you have any questions.

TRANSPORTATION

Bikes, Rollerblades, Skateboards

A bike rack is located near the flagpole for all students riding their bikes to school. It is expected that bike riders ride on the sidewalk, where possible, cross at traffic lights, show proper courtesy for cars, buses and pedestrians, and ride safely at all times. When arriving or leaving school, bike riders will use the sidewalks to and from the bike rack and not cut through the parking lot. Students not riding safely or courteously may lose their privilege to ride bikes to school. All bikes should be locked with some type of chain or lock. These same safety rules apply to roller blades and skateboards. Students are not to ride skateboards at school. No riding of skateboards on school district property. Skateboards must be carried on school district property. This includes all sidewalk and parking lot areas around Bemis Elementary and Boulan Park Middle School.

Bus Transportation

Many Boulan Park students ride a bus to and from school. Student safety is a top priority of our Transportation Department. Good conduct is expected of all students. The Student Code of Conduct is in effect while the student is riding the bus or at the bus stop.

Rules and regulations for riding the bus are necessary for the safety of all students on the bus. The bus driver is in charge of the bus and should be given the same courtesy students give their teachers. Students will be issued bus violations for misbehavior. Continued misbehavior can result in the loss of the privilege of riding the school bus.

- Be at the bus stop five minutes before pick-up time in the morning and be on the bus at the designated departure time from school.
- Show respect for private property near the bus.
- Treat the bus equipment as you would your parents' car. Students damaging bus equipment will pay for replacement or repair.
- Take pride in the appearance of your bus. Help keep it clean.
- Respond positively to requests made by the bus driver.
- Know the safety rules and student responsibilities for school bus riders listed in The Student Code of Conduct.

If a student desires to ride a different bus to go home with a friend and there is space available on the bus that day, the following procedure is to be followed:

1. A note signed by a parent is written stating the name of their student, the student they are going home with and the date.
2. The note is presented at the main office in the morning (before school). It will be signed by an administrator/secretary.
3. Students then present the approved signed note to the bus driver.
4. Students using a public bus for transportation to offsite activities after school must have a permission slip signed by a parent on file in the main office.

Student Drop Off and Pick Up

Parents dropping off students before school must drive to the far (east) end of the parking lot using the last lane to approach the curb at the East end of the parking lot. Parents should then pull forward as far along the curb lane as possible before allowing students to exit their vehicle. Follow the arrows to exit the lot. Do not allow your children to exit your vehicle anywhere else in the parking lot.

Parents picking up students at dismissal may line up along the east curb or park in a parking space in the front parking lot. Please do not use the aisles of the parking lot while waiting for your child to exit the building. This causes difficulty for children moving through the parking lot and for cars leaving parking spaces.

The side of the building (facing Bemis Elementary) is for bus use only from 7:30 am - 2:45 pm and may not be used for student drop-off or pick-up at those times.

VISITING BOULAN PARK MIDDLE SCHOOL

The main entrance to the office is located under the awning at the east end of the parking lot. It will be identified with signage. Before and after school, students may enter and exit at the following locations: any door off the bus loop; the band hallway door; and the locker room/gym entrance.

The staff and administration welcome and encourage you to visit our building. Always check in to the office upon your arrival to sign-in and receive a visitor's badge. Parents and family members must not go directly to the classroom to get a student or deliver materials at any time. The building will be closed each weekday evening at 6:00 p.m. except for access for specific evening parent or student activities. The building closes at 4 pm on Fridays.

WITHDRAWAL PROCEDURE

When a student is moving from Boulan Park Middle School during the school year, the parent should initiate the withdrawal procedure as soon as possible by contacting the office in person or by letter. A withdrawal form must be completed, books and technology items turned in and fines paid before the student leaves. Copies of student records may be issued to the parents, but the actual file will be sent to the new school upon receipt of a Request for Records form.

Troy School District - Nondiscrimination Policy and Grievance Procedure

G-1005 TROY SCHOOL DISTRICT NONDISCRIMINATION POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Troy School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment.

In accordance with Federal regulations, Troy School District has appointed the Assistant Superintendent, Human Resources, as the Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions, or complaints regarding a possible or perceived violation of this policy of nondiscrimination should be directed to this administrator, who is responsible for administering the nondiscrimination grievance procedure:

Assistant Superintendent, Human Resources
Title VI, Title IX, Section 504/ADA and Age Discrimination Act Coordinator
Troy School District
4400 Livernois Road
Troy, Michigan 48098-4799
Voice: 248.823.4000

ANTIDISCRIMINATION GRIEVANCE PROCEDURE

Any student or employee of the District who believes that he or she has been discriminated against, denied a benefit, or excluded from participation in any District educational program or activity on the basis of sex (including sexual harassment), race, color, religion, national origin, age (employees only), height, weight, marital status, or handicap shall file a written grievance with Assistant Superintendent, Human Resources, who is the designated compliance administrator. Grievance forms may be obtained in the Human Resources Department. Individuals are encouraged to discuss their concern informally with the staff member involved before a formal grievance form is filed. The compliance administrator can often help in attempting to resolve the grievance and will, if the individual desires, accompany him or her at all meetings with staff members.

Formal Grievance Procedure

Step 1: If a grievance is not resolved informally, the individual shall submit a written grievance form to the immediate supervisor or administrator within 10 work days of the incident. The procedure will then be as follows:

- (1) Not later than next work day - administrator or supervisor must send copy of grievance to Assistant Superintendent, Human Resources.
- (2) Within 5 work days of grievance filing date - supervisor or administrator meets with grievant.
- (3) Within 3 work days of meeting - supervisor or administrator gives written answer to grievant on grievance form.

Step 2:

- (4) Within 3 work days of receipt of answer - grievant (if not satisfied) must appeal to the Assistant Superintendent, Human Resources.
- (5) Within 10 work days of receipt of appeal - Assistant Superintendent, Human Resources (or Deputy Superintendent, if appropriate) meets with grievant.
- (6) Within 5 work days of meeting - Assistant Superintendent, Human Resources or Deputy Superintendent gives written answer.

Step 3:

- (7) Within 3 work days of receipt of answer - grievant (if not satisfied) must appeal to the Superintendent.
- (8) Within 10 work days of receipt of appeal - Superintendent meets with grievant.
- (9) Within 5 work days of meeting - Superintendent gives written answer. This decision is final and binding on all parties.

Additional Provisions

The Superintendent, Deputy Superintendent, and Assistant Superintendent, Human Resources may designate representatives to act for them in their functions as described above.

A grievance not filed or appealed within the specified time limits will be conclusively deemed abandoned. Failure of any administrator or supervisor to hold a meeting or render a decision allows automatic appeal to the next level. Time limits may be extended only by mutual written agreement.

All records concerning a grievance will be treated confidentially. No record of a grievance will be kept in a staff member's personnel file if the final decision is that there was no reasonable basis for the grievance. No record of a grievance will be kept in the grievant's file.

