

**Harbor Springs Middle School  
Parent/Student Handbook  
2021-2022**



Main Office: 231-526-4700

Attendance Line: 231-526-4770

# Harbor Springs Middle School

## *A Note from the Principal*

Dear Students and Families,

A new school year brings new opportunities for learning, and we are so excited to get started this fall. Our staff is dedicated to supporting students as they explore and discover the world around them. We strive to provide experiences for students to think creatively, work collaboratively, and build skill sets that will prepare them for their futures. If you have questions about the upcoming school year, please feel free to reach out by phone or email. I look forward to working with you this year!

Sincerely,

*Heather Keiser*

Harbor Springs Middle School Principal

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# **Harbor Springs Middle School**

## **Daily Schedule**

### **5th Grade**

First Hour	8:00-9:00
Second Hour	9:05-10:05
Third Hour	10:10-11:10
Lunch	11:10-11:45
Fourth Hour	11:50-12:50
Fifth Hour	12:55-1:55
Sixth Hour	2:00-3:00

### **6th-8th Grade**

First Hour	8:00-9:00
Second Hour	9:05-10:05
Third Hour	10:10-11:10
Fourth Hour	11:15-12:15
Lunch	12:15-12:50
Fifth Hour	12:55-1:55
Sixth Hour	2:00-3:00

### **Half Day Schedule**

First Hour	8:00-8:26
Second Hour	8:31-8:57
Third Hour	9:02-9:28
Fourth Hour	9:33-9:59
Fifth Hour	10:04-10:30
Sixth Hour	10:35-11:00

## HARBOR SPRINGS PUBLIC SCHOOLS 2021-22 School Calendar

August 31	Professional Development Day
September 1	Professional Development Day
September 2	Professional Development Day (Digital)
September 7	First Day of School for all Students, Full Day
October 13	High School Parent/Teacher Conferences (3:00—6:00 pm)
October 14	High School Parent/Teacher Conferences (5:00—8:00 pm)
October 15	No School—Teacher Inservice
October 20	Middle School Parent/Teacher Conferences (5:00—8:00 pm) Elementary Parent/Teacher Conferences (3:30—6:30 pm)
October 21	Middle School Parent/Teacher Conferences (3:30—6:30 pm) Elementary Parent/Teacher Conferences (5:00—8:00 pm)
November 1	No School—Teacher Inservice (ISD)
November 24	No School—Comp Day
November 25, 26	<b>Thanksgiving Break</b>
December 23—January 2	<b>Holiday Break</b>
January 3	School resumes
January 28	Half Day of School (Teacher Records Day)
February 18	No School—Teacher Inservice
March 9	High School Parent/Teacher Conferences (3:00-6:00 pm)
March 10	High School Parent/Teacher Conferences (5:00-8:00 pm)
March 16	Middle School Parent/Teacher Conferences (3:30—6:30 pm) Elementary Parent/Teacher Conferences (5:00-8:00 pm)
March 17	Elementary Parent/Teacher Conferences (3:30-6:30 pm) Middle School Parent/Teacher Conferences (5:00—8:00 pm)
March 25—April 4	<b>Spring Break</b>
April 5	School resumes
April 15	Half Day of School
May 27	No School—Teacher Inservice
May 30	No School—Memorial Day
June 9, 10	Half Days of School
June 10	<b>Last Day of School</b>
June 13	Comp Day for Teachers

## **Board of Education**

Tim Davis	President
Gary Morse	Vice President
Diane Novak	Secretary
Brad Backus	Treasurer
Paul Fairbairn	Trustee
Margo Damoose	Trustee
Tina Honeysette	Trustee

## **Administration**

Michael Behrmann	Superintendent
Brad Plackemeier	High School Principal
Heather Keiser	Middle School Principal
Nathan Fairbanks	Elementary Principal

# Harbor Springs Middle School Faculty and Staff

## 2021-2022 Academic Year

Thom Blanck	Media Center/English Language Arts
Josh Brey	Mathematics
Jason Byma	Music Technology/Computer Technology
Amy Caron	Paraprofessional
Chris Cerrudo	Technology Director
Kelcey Coveyou	Art
Joe Erdmann	Social Studies/ELA
Bethany Geyer	Special Education
Matt Geyer	Health/Physical Education
Michelle Gorney	Science
Mark Grosvenor	Mathematics
Karyn Grzelak	Paraprofessional
Kim Hayhurst	Science/Mathematics/ELA
Ellen Hess	ELA
Cathy Clarke Karowicz	Food Service Director
Heather Keiser	Principal
Annalisa Kilar	Social Studies/Reading Intervention
Robert Lutey	Custodian
Vicki Mathews	Secretary
Ethan McCarthy	Math/ELA
Ruth McCullough	Paraprofessional
Megan McShannock	Guidance Counselor
Karen Naile	Spanish
Kelli Polleys	Science
Anna Rigby	Athletic Director
Brad Reed	Industrial Arts
Patrick Ruddy	Band
Sarah Saddison	Geometry
Susan Schlappi	Food Service
Jenna Talcott	Art
Michael Wenz	Custodian
Adam Wood	Strength & Conditioning
Karl Wood	Social Studies
Christine Woodward	Paraprofessional

## ACADEMICS

Grades earned at the end of each quarter are averaged together for final semester grades. Parents and students should regularly review academic progress on PowerSchool and contact teachers directly if there are questions or concerns. PowerSchool student and parent usernames and passwords are mailed with student schedules prior to the beginning of the school year and are available from the school secretary throughout the year. Parents may find the PowerSchool phone app useful, as it can be set up to provide notifications of grade changes, missed work, and attendance.

## ACADEMIC ELIGIBILITY FOR CO-CURRICULAR and SCHOOL SPONSORED ACTIVITIES

Students must maintain academic eligibility (60% or greater) in all classes in order to participate in athletics, extra/co-curricular activities, and school-sponsored activities that are not part of the required curriculum. In addition to athletics and extracurricular activities (such as Student Council), this could include participation in such events as dances, talent shows, and positive behavior events. Each Friday, the Harbor Springs Athletic Director will check eligibility at the end of the school day. If an athlete is failing one or more classes, receiving a quarter grade below 60%, that athlete becomes ineligible for competition the next Monday through Sunday. Eligibility is reinstated after the seven-day period and a grade check indicates the student is passing all of his or her classes. Reinstatement occurs the following Monday. When a student is ineligible for three consecutive weeks, they will be dismissed from the team. Students who are ineligible will not be excused from school to attend any athletic competition or co-curricular event that occurs during school hours. Please see the [HSAPS Athletic Handbook](#) for more details. In addition to academic eligibility, it is important to note that the same attendance policy for athletic participation will be required for extra- and co-curricular activities. Specifically, a student will not be allowed to report for practice, competition, or performance if he or she has been absent from school for any portion of the scheduled school day, except for pre-arranged appointments (orthodontist, doctor, etc.) made prior to the student leaving school for the appointment or special situations and emergencies beyond the control of the student (at the discretion of the principal).

## ANNOUNCEMENTS

Staff and approved student announcements are provided during the school day on a regular basis. The principal must approve any student announcement. Announcement items must be submitted to the office in writing by 3:15 PM the day before the announcement is to be made. Weekly announcements are e-mailed home to parents. Parents can opt out of the weekly email list by sending an email to [hkeiser@harborps.org](mailto:hkeiser@harborps.org). For parents who do not have reliable email and would like to receive a hard copy of the weekly announcements, please contact the school secretary and request this service.

## ATHLETICS

Students participating in athletics and extra/co-curricular activities are hereby informed that there is a separate Athletics and Extra/Co-Curricular handbook that outlines guidelines and eligibility requirements for participation. A copy of the [athletic handbook](#) can be found on the school website. At a minimum, athletes must be aware of the following:

- 1) You must have an athletic physical card and a medical release sheet on file in the office *before* you can practice.
- 2) You are responsible for all the information contained in the athletic handbook as well as the individual coach's rules and procedures.
- 3) In addition to academic eligibility, there are attendance requirements as well. Specifically, a student will not be allowed to report for practice, competition, or performance if he or she has been absent from school for any portion of the scheduled school day, except for pre-arranged appointments (orthodontist, doctor, etc.) made prior to the students leaving school for the appointment or special situations and emergencies beyond the control of the student (at the discretion of the principal).



## ATTENDANCE

Students are expected to make up all work missed as a result of any absence from school. For absences to be excused, the parent or guardian of the student must call the attendance office before noon on the day of the absence. The phone number is 526-4700. The phone number for our 24-hour attendance line is 526-4770. Pre-planned absences for an extended period of time (more than two days) require completion of a pre-excused absence form. Contact the office to obtain a pre-excused absence form one week prior to departure. Each teacher will sign this form prior to the absence and determine if it is appropriate for the student to complete the missed work during the absence or upon return.

### EXCUSED ABSENCE:

1. Participation in a school-sponsored event or activity.
2. Personal illness/injury of the student as reported by the parents.
3. Observance of a religious holiday.
4. Medical, dental, or legal appointments that cannot be scheduled during non-school times.
5. Pre-excused absences, such as family trips. Although we encourage parents to plan family trips in accordance with the school calendar, we understand this is not always possible. Students must pick up a pre-excused absence form from the office and have it signed by each teacher five days prior to the beginning of the pre-excused absence. The decision to assign work to be completed during the trip or to be made up after the trip is at the discretion of each teacher.
6. Special circumstances (as determined by the principal), including family emergencies, personal crisis, death in the family, etc.
7. Medical situations, extended illnesses or hospitalization.
8. Serving a suspension or detention as directed by the principal.

### UNEXCUSED ABSENCE: (work missed during unexcused absences cannot be made up for credit)

1. All other absences not noted above, and any absence without parental notification, are considered unexcused.
2. Missing all or any part of a school day without the knowledge of both the parent/guardian and the school.
3. Leaving the school without proper school and parent permission (with or without signing out of the office).
4. A student not in their class, but elsewhere in the building or on school grounds without proper permission.

### ABSENCE REPORTING PROCEDURE

Calls must be made to the office between 7:00 AM and 12:00 PM (or recorded on the 24-hour attendance line before 12:00 PM) on the day of the absence. All attendance accounting will be completed and closed at 12:00 PM daily. At 12:00 PM all unreported absences will become unexcused.

Main Office: 231-526-4700

24-Hour Attendance Line: 231-526-4770

### CHECKING IN AND OUT PROCEDURE

Students, when leaving the building, must get permission to check out and make parent contact at the office. Students entering the building after 8:00 AM must check in at the office. Failure to follow this procedure could result in the absence being unexcused.

### CHRONIC ABSENTEEISM & TRUANCY

Students are expected to have no more than five excused absences per semester. Once five absences have been recorded, the following process will take place for subsequent absences:

1. After the sixth absence, the middle school principal or guidance counselor will call and send a letter to the parent informing them that the student's attendance pattern is disrupting the learning environment and impacting student achievement. A parent conference may be convened to develop a behavior plan.
2. After the tenth absence, the middle school principal or guidance counselor will convene a parent conference to develop a written plan to be followed by the student, parent/guardian, and middle school faculty and staff.
3. After 12 absences, the parents or guardians will be sent a certified letter notifying them that the written plan is not successful. A copy of this letter will be sent to the Char-Em Intermediate School District's attendance officer (step two of the truancy process).
4. After fifteen absences, the attendance officer and the middle school principal will file a petition with the Emmet County Prosecutor's Office to initiate legal proceedings pursuant to Michigan's compulsory school attendance statute.

## TARDIES

A student is tardy when he or she reports to class after the class period begins. The tardy is considered unexcused if they do not have an excused pass from the office or another teacher. All students arriving to school late must stop into the office for a pass. A student more than 10 minutes late for a particular class will be considered absent for that class period. When a student is tardy, the following will occur:

*1<sup>st</sup> unexcused tardy:* Teacher-student conference to determine what is causing the tardiness.

*2<sup>nd</sup> unexcused tardy:* Teacher contacts parent to inform them of potential problem.

*3<sup>rd</sup> unexcused tardy:* Teacher refers student to the office for administrative conference.

*4<sup>th</sup> (and all thereafter) unexcused tardy:* Teacher refers student to office for administrative conference and parent contact. In situations where a pattern of tardiness develops, the principal will convene a meeting of the student, teacher, principal, and parents or guardians to develop a written response plan.

## BEHAVIOR EXPECTATIONS

All students are expected to behave in a manner that is respectful of other students, staff, parents, visitors, and the building and grounds. There is to be no name-calling, verbal or physical threats, fighting, physical horseplay, or displays of affection anywhere in the building. There is to be no running or throwing balls or any other objects in the classrooms, academic hallways, bathrooms, Great Hall, or the cafeteria. There shall be no activities outside the school day that impact learning inside the school (such as cyber-bullying). All students not upholding these behavior expectations will be held responsible for their actions and subject to consequences as articulated in the HSPS Student Code of Conduct.

## BULLYING

It is the policy of the Harbor Springs Public Schools to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined

if it interferes with the school environment. See the HSPS School Board policies on our school website for more detailed information about this policy.

### **CLOSED CAMPUS**

Harbor Springs Middle School is a closed campus. All students are to remain in school or designated outdoor areas when involved in school-related activities after his/her arrival on school grounds until the end of the school day or the end of the school-related activity. After a student arrives on school grounds, he or she is expected to remain until 3:00 PM unless excused by a parent or guardian for an emergency or an appointment. All parents or guardians taking students from school must sign in at the front office. Leaving school in an unauthorized manner will be considered truancy (defined as missing all or any part of the school day without the knowledge and permission of both the school and parents or guardians) and will be dealt with according to the HSPS Code of Conduct.

### **COMMUNICATION WITH PARENTS**

In the case of children of divorced or single parents, unless there is a court order or legal document stating otherwise, the school will assume that the custodial parent alone has the responsibility for custodial care, control, and education of the child. All education records (report cards, progress reports, discipline referrals, etc.) will be sent to the custodial parent. Non-custodial parents may request education records by contacting the Middle School Secretary. Under the Family Educational Rights and Privacy Act (FERPA), parents shall have access to their children's educational records. FERPA regulations preserve equal access to information to both parents, unless there is a court order or legal document to the contrary.

### **COMMUNICATION WITH STUDENTS**

Parents who wish to communicate with their students during the school day should do so through the school secretary. Students are not to be accessing their cell phones during the school day, and "checking my phone to see if my mom/dad texted me" will not be a valid excuse for student cell phone use.

### **COUNSELING SERVICES**

The goal of the counseling office is to assist each student in reaching his or her greatest potential socially, academically, and emotionally. In addition to providing advice to students on personal and academic concerns, the counselor will help guide a student's understanding of self and acceptance of social responsibility. The counselor can also act as liaison when problems occur between the student and his or her home or school environment. As needs arise, the counselor may facilitate counseling groups.

### **DANCES AND EVENTS**

Dances are open to all Harbor Springs Middle School students who meet academic eligibility requirements. If a student wishes to bring a student guest from another middle school, permission must be received from the principal prior to the day of the event. Unregistered guests will not be permitted to enter the dance or activity event. School rules and dress regulations apply to everyone attending the dance. No students will be permitted to leave and then re-enter the dance or activity event. Students may leave early with parental permission. Students are required to refrain from inappropriate public displays of affection.

### **DISTRIBUTION OF MATERIALS OR LITERATURE**

The distribution or posting of all materials must be approved by the principal. The distribution of inappropriate (obscene, vulgar, indecent, inflammatory, or otherwise inappropriate) materials or literature is against school rules and will be immediately terminated by a school faculty or staff member. Disciplinary action is at the discretion of the Principal.

### **EMERGENCY PROCEDURES**

The Harbor Springs Middle School's *Emergency Procedures Plan* contains building evacuation maps, material safety data sheets (MSDS) for science labs, how to spot signs of troubled students, as well as

specific guidance on the following drill procedures: Building Evacuation, Fire, Lock-Down, Medical Incidents, Tornado, and Weapons on School Property. Each teacher has a copy of the *Emergency Procedures Plan* and drills are periodically practiced throughout the year. A copy of the *Emergency Procedures Plan* is available from the Middle School Principal.

### **FEES and FINES**

Students will be required to pay fines and fees to cover the costs of damaged books or other school property. Fees will be documented and parents will be notified at the end of each school year of those amounts owed to the school. If the student's family situation is such that the fee cannot be paid, scholarship assistance is available.

### **FOOD and BEVERAGES**

No food or beverages are allowed in the great hall, the academic wing hallways, or the classrooms during the normal school day unless specifically authorized by a teacher or the principal. All food and beverages must be consumed in the cafeteria or other designated area(s). Open food and beverages in undesignated areas will be confiscated. Water in bottles may be allowed in the classroom at the discretion of the individual teacher.

### **HARASSMENT**

Any person who believes he/she has been subjected to harassment is encouraged to express this belief to the offender in an effort to stop the offensive behavior; however, this is not a requirement for filing a complaint. At no time shall a student be required or expected to report first directly to an allegedly offending person. Any student who believes he/she has been the victim of harassment, or has observed such actions, is encouraged to report the alleged act(s) of harassment immediately to one of the appropriate persons listed.

- Teacher
- Counselor
- Building principal
- Superintendent of the school district
- President of the board of education

A copy of the board of education policy and administrative regulations, including the procedure regarding filing a complaint, may be obtained from the office of the superintendent of schools.

The Board of Education of the Harbor Springs Public School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

Anna Rigby, Athletic Director  
231-526-4545  
500 North Spring Street, Harbor Springs, MI 49740\_  
[arigby@harborps.org](mailto:arigby@harborps.org)

Nathan Fairbanks, Elementary School Principal  
231-526-4545  
175 E. Lake St., Harbor Springs, MI 49740\_  
[nfairbanks@harborps.org](mailto:nfairbanks@harborps.org)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinators, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 found at: <http://harborps.org/about/board-of-education/> The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

### **IMMUNIZATIONS**

In accordance with Michigan Public Health Code, Section 92 of Public Act 368 of 1978, all students enrolled in the Harbor Springs Schools must present proof of completion of the minimum immunization requirement. Every new student entering the Harbor Springs School District must have fulfilled the immunization requirements for diphtheria, measles, mumps, pertussis, polio, rubella, tetanus, and hepatitis B. Failure to complete the basic immunization requirement within a reasonable length of time will result in the student's exclusion from school until proof of immunization is presented. Students excluded from school because of immunization deficiencies are to be reported to the local health department for follow-up inquiry. A student will be exempted from the above requirements if a written waiver is on file with the school district and the waiver is consistent with the school district and the waiver is consistent with the suggested guidelines of Public Act 368 regarding immunizations.

### **INJURY OR ILLNESS**

If a student becomes ill or sustains an injury, the student should report to the office, see the school nurse, and the school will notify the parents or guardian. A student who leaves the building or misses class without first checking in at the Middle School office will be given an unexcused absence. It is important to note that under Michigan law parents and guardians of students in public schools are responsible for any injury or illness incurred by their children. The Harbor Springs Public Schools does not provide insurance coverage for students who become ill or are injured while on school property (including school transportation) or at school activities (including athletics).

### **INTERROGATIONS BY LAW ENFORCEMENT AGENCIES**

It shall be the policy of the district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be requested to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain an environment conducive to education. Law enforcement officials may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Investigators from the Department of Social Services may interview a student on school premises under the general supervision of the building administrator. The investigator may be entitled to interview the student without the building administrator present if, in the judgement of the investigator, a private interview is in the student's best interest.

### **LEAVING SCHOOL EARLY**

Students leaving (and/or returning to) the building during the school day for any reason must check in at the Middle School office and sign the student sign-in/sign-out sheet. Students may only leave the school early if their parent or guardian gives permission to an adult in the middle school office. If a student becomes ill during the school day, he/she must report to the office and the parent will be notified.

### **LOCKERS**

Lockers are the property of the school and should be used properly by students. Lockers may be searched by school personnel at any time. Lockers come equipped with a built-in combination lock of which only the student and the office will know the combination. Only the student and the office have permission to be in that student's locker. The school is not responsible for the replacement of lost or stolen items from your locker. Lockers are to be locked at all times. Students are not allowed to fix lockers so that one does

not have to use the combination, nor are they allowed to use any personal lock anywhere in the school. Students are advised to not give out their combination. Any student caught invading another student's locker will be disciplined according to the middle school discipline policy. Students are responsible for taking care of their lockers. All decorations must be removable (no stickers). There are to be no inappropriate pictures, vulgar or suggestive materials, or materials related to alcohol or drug use.

## **LUNCH PERIOD**

The lunch period for students is 35 minutes in length. The Harbor Springs Middle School operates a closed campus, which means that students are required to stay on school grounds during the entire school day. Students may leave the school grounds at lunchtime only when accompanied by their parent or guardian after they have checked-out in the office. When finished eating and properly excused by lunch staff (and depending upon the weather), students may go outside (behind Middle School/Shay) or into the gym for athletic activities, go into the great hall for reading or talking quietly with friends, or participate in planned activities. Academic hallways are closed during the lunch period, so students should take their lunch supplies, reading books, and/or outside clothing with them to the cafeteria at the beginning of lunch. Hot lunches are provided each day in the school cafeteria at a reasonable price. Students may apply for free or reduced price lunches by filling out the free and reduced lunch program application form sent to each family prior to the beginning of school and also available at the main office.

## **MEDICATIONS**

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only a school administrator, or his/her designee, will administer the medication. In doing so, compliance with the following is mandatory:

- 1) Written instructions signed by a parent/guardian and PHYSICIAN will be required and will include
  - a. Child's name
  - b. Name of medication
  - c. Purpose of medication
  - d. Time to be administered
  - e. Dosage
  - f. Possible side effects
  - g. Termination date for administering the medication
- 2) The medication must be administered to the child in the presence of another adult (unless it is an emergency) pursuant to written permission of the child's parents or guardian and in compliance with the instructions of a physician.
- 3) The conditions set forth in paragraphs 1 and 2 above are also applicable to non-prescription medication (e.g. aspirin and Tylenol).
- 4) No medication, prescription or non-prescription (including aspirin, etc.), may be kept in a student's possession (i.e. pockets, bags, lockers, desks) without permission from a building administrator. All such medication must be deposited in the school office.
- 5) Students will be allowed to self-administer their own medication when the medication has been deposited in the school office and written instructions, signed by a parent or guardian, have been provided to the school office. Students will always take their medication in the school office in the presence of an office staff member
- 6) The school administrator or his/her designee will:
  - a. Inform appropriate school personnel of the medication
  - b. Keep a record of administering medicines
  - c. Keep medication in a locked cabinet
  - d. Return unused medication to the parent or guardian.
- 7) The parents of the child must assume responsibility for informing the school administrator or his/her designee, of any change in the child's health or change in medication.

- 8) The school district retains the discretion to reject requests for the administration of medication in the schools.
- 9) A copy of this policy will be provided to parents when they request the administration of medication in the schools.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are planned during each semester of the school year. We encourage all parents and guardians to attend all parent conferences and school open houses. Parents or guardians unable to attend parent-teacher conferences are encouraged to call individual teachers and set up appointments to meet and discuss their child's progress.

### **SCHOOL CLOSING – SEVERE WEATHER**

In case of severe weather, snow, icy roads, etc., the official announcement may be accessed through the school district's messenger system. Other media outlets for school closings may be heard over the local radio and television stations before school starts (usually before 7:00 AM).

### **SCHOOL DAY**

Classes are in session from 8:00 AM until 3:00 PM. When school is in session for only one-half the school day, students will be dismissed at 11:00 AM. Students are expected to leave the building at the end of the school day. Supervision of students is not provided after the school day, except for school-sponsored activities. Those students in the building outside of the school day (i.e., waiting for an athletic practice to start) are expected to behave in the same manner as during the school day. Failure to do so will result in disciplinary measures, including not being allowed in school outside of the school day.

### **STUDENT ASSESSMENT**

In order to measure our success against state and national benchmarks as required by law, and to ensure that we are serving our students as well as possible, Harbor Springs Middle School utilizes standardized tests. The M-STEP (Michigan Student Test of Educational Progress) is a statewide test that measures the level of achievement with a minimum state standard. The Preliminary SAT (PSAT) will be administered to 8th grade students as a growth measure as they prepare to enter high school. In addition to these measures, individual classroom teachers employ a variety of summative and formative assessment tools and techniques.

### **WORK PERMITS**

Work permits for middle school students are available in the main office. You must have a birth certificate or other proof of age to receive a permit.



## TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT - STUDENTS

The School District encourages and promotes the use of technology in our schools and for school operations. To ensure students, staff and parents take full advantage of the technologies available, but in compliance with applicable law, all uses of technology in the School District must have proper authorization and adhere to School District policies. The use of technology is a privilege, not a right, and must be in support of and consistent with the purposes and stated goals of the School District. There are no inherent warranties for technological resources that the School District is providing. The School District will monitor all network activity by, for example, ensuring the presence of a teacher or other appropriate School District staff personnel when students are accessing the internet at school, installing filtering or blocking software on School District computers to restrict unauthorized locations, and monitoring access logs to keep track of websites visited by students in order to restrict access to newly- created or previously unknown websites harmful to minors.

**Guidelines:** students will use technology as authorized by appropriate school personnel. Only software legally owned and/or authorized by the School District may be put on School District computers. All network activities will be legal and of an appropriate use. Prior approval of the building principal and/or Technology Director is needed to place anything on the building or District web pages.

### *Technology Users Will:*

- Comply with School District policies, rules, and regulations.
- Use networks and technology in support of the School District's educational goals.
- Obey all School District, state, and national copyright laws.
- Report to the building administrator or teacher any misuse of networks and/or technology.
- Use School District equipment responsibly.
- Respect individual work, files, programs, and security.
- Hold harmless the School District from any and all claims or damages of any nature arising from access, use, or inability to access or use the technology or network system.

### *Technology Users Will Not:*

- Intentionally tamper with computer or network components in a way that makes them temporarily or permanently inoperable.
- Access, vandalize, or modify anyone else's account, data, files, and/or passwords without authorization of the network administrator or building principal.
- Use School District technology for commercial or "for profit" purposes.
- Use School District technology to impersonate another, or to obtain illegal copies of software or audio, text, or video materials for which the School District does not have ownership.
- Use School District technology to send or intentionally receive messages that are inflammatory, harassing in nature, sexist, racist, or otherwise inappropriate.
- Disclose confidential information, passwords, or access codes.
- Post personal information (such as address or phone number), credit card numbers, bank account numbers, or any other financial information.



Technology users will not use School District technology to distribute and/or access materials that:

- Violate FERPA, or any other law which affords students certain rights with respect to their education records;
- Jeopardize the health and safety of students;
- Are obscene, pornographic, or libelous;
- Cause disruption of school activities;
- Plagiarize the work of others;
- Are commercial advertisements; or
- Have not been approved by the building administrator or technology director

Any attempt at performing one of the aforementioned prohibited acts is also prohibited.

*Internet Safety:* The School District will implement software and/or other safeguards on School District- owned technology which protects adults and students from accessing images or other online depictions that are obscene, contain child pornography, and, with respect to students, are harmful to minors.

The School District will educate students about appropriate online behavior, including: interacting with other individuals on social networking websites and chat rooms, and cyberbullying awareness and response, in accordance with Board policy 2006 and any implementing regulations.

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**TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT**  
**Please complete the following information and return to school**

Student User's Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

As the parent/guardian of this student, I have read the Technology Acceptable Use and Internet Safety Policy Agreements and have discussed them with my child. As a student, I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action.

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature and Date: \_\_\_\_\_

Student Signature and Date: \_\_\_\_\_



## 2021-2022 TECHNOLOGY REPAIR AND REPLACEMENT PRICING

The Apple 1:1 technology that will be distributed has been leased from Apple for the next four years with AppleCare+ coverage. There is a different pricing structure for repairs/replacement starting this year and no longer will HSPS staff be performing in-house maintenance or repairs. Students should expect a delay of several days in the turnaround time for repairs as the device must be sent to Apple.

*Note: The below pricing is as of 8/24/2021 and is subject to change.*

1. Full replacement cost for
  - Apple iPad (8th Gen), 32GB WiFi: \$329.00
  - Apple M1 Chip Macbook Air: \$999.00
2. **All** accessories like Logitech Crayons, Logitech Keyboard Cases, or iPad Chargers (cables and adapters) that are lost or broken will be replaced by the user **at full price**.
  - a. Logitech Crayon: \$69.00 at Amazon
  - b. Logitech Rugged Folio: \$119.00 at Amazon
  - c. Apple Computer 12W USB Charger - \$19
  - d. Apple Computer Thunderbolt 3 to Lighting Cable - 13.99
  - e. Apple Computer 61W USB-C Power Adapter: \$69.00
  - f. Apple Computer 1M USB-C Charge Cable: \$19.00
3. The first repair for any broken iPads or MacBooks, including replacement of keys or removal of stickers, regardless of cause, will be sent to Apple for repair at a cost of \$49.99.
4. The second or subsequent repairs for iPads or MacBooks will be at full price.

### FREQUENTLY ASKED QUESTIONS

- Q. Will we get a chance to buy the devices back at the end of the lease term?
- A. There will be a third-party that will handle pricing of the devices based on condition, and our intent is to make them available to the district at the end of the lease period.
- Q. The replacement prices are pretty high! How do we keep track of everything?
- A. Apple Computer accessories tend to be more expensive than third-party ones. For the MacBooks, with USB-C as a standard port, I would recommend that you take the Apple chargers and put them away for the next 4 years, and order a less expensive charger from Amazon or something similar. iPad chargers K-4 will be in the classrooms, 5-8 will have some power strips to charge devices on.
- Q. I really want to deck out my device with some stickers - is it really \$49.99 to remove them?
- A. Yes. **Don't put stickers on the devices**. If you really want to sticker up, get an inexpensive case and put the stickers on that. Remember, these are leased devices, some of the guidelines are out of our hands.
- Q. The screen is cracked. I don't think I did anything to it. Do I still need to pay \$49.99?
- A. Yes. Remember, regardless of cause, the first repair is \$49.99, and you will be responsible for the cost of subsequent repairs at full value.
- Q. I really want to bring my own computer to use, can I do that?
- A. We are providing you a school device to ensure that we are consistent with delivery, support, and accessibility. To this end, we do not encourage the use of private devices on our school network.

**Harbor Springs Middle School**  
**2021-2022 Student/Parent Handbook & Code of Conduct**  
**Acknowledgement Form**

Student's Name: \_\_\_\_\_

Grade:        5<sup>th</sup>                      6<sup>th</sup>                      7<sup>th</sup>                      8<sup>th</sup>

Statements to Be Read and Signed by the Student and Parent or Guardian:

- I have received a copy of the Harbor Springs Middle School Student/Parent Handbook and HSPS Student Code of Conduct.
- I have been given the opportunity to review and discuss all of the information contained in the Harbor Springs Middle School Student/Parent Handbook and the HSPS Student Code of Conduct.
- I understand and accept my personal responsibility to abide by the rules and expectations presented in the Harbor Springs Middle School Student/Parent Handbook and HSPS Student Code of Conduct.
- I understand that violations of the rules and regulations presented in the Harbor Springs Middle School Student/Parent Handbook and HSPS Student Code of Conduct will result in disciplinary action or loss of privileges.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please sign, date, and return this form to the student's teacher.

Failure to sign, date, and return this form does not remove student and parent responsibility to comply with the provisions of this handbook and Code of Conduct.