

# **Thompson K- 8 international Academy Student Handbook 2011-2012**

<b>Mission/Vision/Belief Statement</b>	<b>2</b>
<b>Names and Telephone Numbers</b>	<b>3</b>
<b>School Hours and Class Schedule</b>	<b>4</b>
<b>Arrival and dismissal procedures</b>	
<b>Expectations</b>	<b>9</b>
<b>General Information</b>	<b>10</b>
<b>Cell Phones and Electronic Communications</b>	<b>11</b>
<b>Academics</b>	<b>18-19</b>
<b>Athletics and Extra Curricular Policy</b>	<b>19</b>
<b>Attendance Policy</b>	<b>24</b>
<b>Discipline and Conduct</b>	<b>29-34</b>
<b>Dress Code Policy</b>	<b>34</b>
<b>Emergencies</b>	<b>35</b>
<b>Parent Involvement</b>	<b>36-37</b>
<b>Retention Policy</b>	<b>37-38</b>

## **Mission Statement**

### **Vision**

Our goal is to create and maintain a peaceful learning environment, where excellence is the only expectation for students, teachers and parents.

### **Mission**

Thompson K-8 International Academy is committed to developing inquiring, knowledgeable, principled and caring students who contribute to the formation of a stronger and more peaceful world through global understanding and respect.

### **Beliefs**

We believe:

- that students are the focus of everything we do.
- that equal access to a quality and challenging curriculum is the right of all students.
- that active family involvement is important to student success.
- that every person has worth and dignity.
- that open-mindedness and continuous improvement are essential to all we do.
- that integrity and trust are essential for human relationships to prosper.
- that cooperation, collaboration and communication are essential to the success of an organization.
- that inquiry, exploration and pursuit of knowledge and understanding are integral parts of learning.
- that commitment and high expectations yield powerful results.
- that innovation and creativity are valuable.
- that tolerance and a democratic way of life demand an educated populace.
- that all human beings want to achieve.
- that diversity is a strength that enriches learning.
- that people learn in a variety of ways.
- that learning is a lifelong process.
- that global change demands local response.
- that community involvement is important to produce desirable schools.
- that a quality education requires a peaceful, safe, secure and supportive environment.

## **Frequently Used Names and Telephone Numbers**

### **Administrators**

Mrs. P. A. Lightsey, Principal

248-746-701

Mr. D. M. Eason, Asst. Principal

248-746-7401

### **Counselor**

Mrs. S. Minnick

248-746-7405

### **Main Office**

Mrs. L. Robinson

248-746-7402

Mrs. M. Suiter

248-746-7401

### **Support Staff**

Mr. Allen, Social Worker

248-746-7411

Dr. C. Greenfield, Psychologist

248-746-7412

Mrs. E. Wapner, Speech Therapist

248-746-7423

### **Main Office Fax Number**

248-746-7493

### **Counseling Center Fax**

248-372-2513

### **Attendance Line**

248-7402

## **The school office is open from 7:30 a.m. to 4:30 p.m. on school days**

### **School Hours**

Classes for students begin at 8:05 a.m. Afternoon dismissal is at 3:15 p.m. Students are allowed to enter the building by the Cafeteria and Gym doors ONLY at 7:55 a.m. and must leave school and go home directly after dismissal unless they are involved in a special after-school activity. Students are expected to be in the after-school activity by 3:20 p.m. Students who do not ride the bus after school must be off campus by 3:45 p.m. Thompson K-8 International Academy cannot accept responsibility for supervision after 3:45 p.m.

### **Guest Teachers**

Students will demonstrate a high level of appropriate personal conduct whenever guest teachers are present in the classroom. When a guest teacher is present, students will...

- bring necessary supplies to class.
- not ask for passes.
- sit in their assigned seats.
- cooperate with guest teachers at all times.
- work diligently to complete the assigned work.

Failure to comply with these expectations will result in disciplinary action.

### **Telephone Calls**

Parents may make contact with students through the main office. **No messages or calls should be made to cell phones.** Only messages from parents will be relayed to students. In case of emergencies, students may use the office telephones, located in the Main Office. Office phones are not available to students for routine use. Families should make afternoon transportation arrangements before the start of school.

### **Birthday Parties**

PYP students may have classroom birthday parties. However, parties cannot begin before 3:00 p.m. Therefore, it is suggested that you provide a cupcake or

cookie for each student. Beverages are not permitted. We do not want to take instructional time for parties.

## Visitors to School

The City of Southfield has an ordinance that requires all visitors, parents included, to report to the main office when entering Thompson K-8 or any public school. An infraction of this ordinance is a misdemeanor and subject to a \$500.00 fine. The main office staff will issue a visitor badge or pass. We would appreciate your cooperation in enforcing this ordinance for the safety of all. You are always welcome to visit your child's classroom; please call the main office to schedule the time of your visit.

## Latch Key

The Champions before and after school program at Thompson K-8 will be open from 6:30 a.m. until bell time and bell time until 6:00 p. m. **Champion's** goal and promise is:

- ◆ To provide a safe structured environment.
- ◆ To provide activities that encourages creativity, discussion, teamwork, and all around fun.
- ◆ To be an example and encourage the older students to be role models and help the younger students.

***If you are in need of Champions services please call 800-246-2154.***

## Lunch Information

The prices for hot lunch, breakfast and beverages are as follows:

<b><i>Lunch</i></b>
---------------------

**\$2.30** per day for regular price lunch for PYP Students

**\$2.65** per day for regular price lunch for MYP Students

**.40** per day for reduced price lunch

<b><i>Breakfast</i></b>
-------------------------

**\$1.25** per day for regular price breakfast

**\$.30** per day for reduced price breakfast

<b><i>Beverage</i></b>
------------------------

**\$.50** per each milk or juice purchased

1. PYP teachers collect lunch money first thing each morning. We are NOT able to give back change.
2. For your convenience, we ask that you pay for lunches in advance:

❖ **5 days of lunches = \$11.50/13.25**

- ❖ **10 days of lunches = \$23.00/26.50**
- ❖ **30 days of lunches = \$69.00/79.50**

*Your payments are placed on a lunch "credit card" and will be deducted when a lunch is ordered. A reminder will be sent home when your balance is running low.*

3. If paying by **check**, make your check payable to "**Thompson K-8**". If paying by **cash**, PLEASE put money in a SEALED envelope, labeled with your child's name, classroom, the amount, along with the words "Lunch Money".
4. Students MUST tell their teacher that they need a school lunch, when the teacher is filling out the daily lunch list. We then call in our lunch order for the exact amount needed by 9:00 a.m.
5. If your child is arriving to school late, **CALL the office before 9:00 a.m.** to make sure that he/she will be added to the daily hot lunch list. Our number is **248-746-7402**.
6. Should your child forget his/her packed lunch, families may deliver it to the main office. If a lunch is not delivered to the main office we will provide a lunch for your child and bill you for the meal.
7. If you pack your child a lunch, please make sure it is a healthy one! Fast food and pop are discouraged. Children need to eat healthy foods so that their brains are "fueled" for our important work at school.

<p><b>IMPORTANT!</b> <b>IF YOUR CHILD DOES NOT SIGN UP FOR HOT LUNCH, HE/SHE WILL EAT A COLD LUNCH. YOUR LUNCH ACCOUNT WILL STILL BE CHARGED \$2.30</b></p>
---

**Anyone who needs to participate in the reduced or free lunch program must fill out a form each year.** There is only a two-week carryover on eligibility for this program. Your child may pick up the necessary form in the office. Prices for these programs vary according to qualifications. You only need to complete one form for all your children attending SPS schools.

### **Lunchroom Rules**

1. All food is to be consumed in the lunchroom.
2. Exchanging of food or giving away food is not acceptable.
3. Throwing of food is never tolerated in the lunchroom or any other place.
4. Students are responsible for discarding all paper, etc. from their lunch.
5. Table conversation should be only with others next to you or across from you.
6. Sit at your assigned table and do not get up without permission.
7. All waste is to be placed in the designated receptacle.
8. Manners are the same as expected in a restaurant.
9. Leaving the lunchroom is permitted by an authorized adult on duty only.

### **Noon-Indoor Recess**

1. Students must remain in assigned designated areas.
2. Students may play desktop approved games.
3. Walk only – classrooms are not designed for running or chasing.
4. No objects are to be thrown in classrooms or halls.
5. Disagreements are to be handled by adults. Physical solutions are not acceptable.
6. At no time will the use of foul language be tolerated on the playground or in the classroom.

### **Playground and Recess**

1. Notify adult(s) on duty if someone is hurt or there is a situation they should know about.
2. Do not interfere with games.
3. Report the presence of dogs or **unknown adults** on the playground to the adult in charge.
4. Stay out of mud and water.
5. Do not fight or play tackle-like games such as Football, Wrestling and Karate, or tag. These could result in injury.
6. Do not leave the school building or property without the permission of the adult in charge.
7. Throw balls only in organized games. Do not throw other articles such as sand, ice, snow, sticks, wood chips, etc.
8. Touch football for upper grades is permitted only if gym teacher is supervising
9. When bell or whistle signals the end of recess, stop all activities and line up at assigned area.
10. If a ball should go over fence, request permission to retrieve from adult on duty.
11. Food is not to be eaten on playground.
12. Jackets, etc. worn outside are to remain on unless permission is received to remove them.

## **Positive Behavior Support/PBIS Discipline**

Thompson students are expected to be an integral part of maintaining an effective school environment that maximizes academic achievement. Every student is given the opportunity to earn coupons throughout the day for being **respectful, responsible** and **safe**. Positive behavior is expected whether the student's regular teacher is conducting the class or not. Respect and proper behavior are especially important when there is a substitute teacher in charge. Actions which hinder the education of the student or others will be dealt with in a firm, caring way. If a student is sent out of class by a substitute teacher for misconduct, he/she will be **sent home** for one day. The teacher-in-charge will notify the parent by the end of the school day whenever a child is sent out of the room during instructional time. Parents will be notified by the Main Office when a student's behavior requires consequences through a phone call or a letter sent home. Repeated incidents of misconduct will result in Suspension. Habitual misconduct will result in Long-Term Suspension.

## **Parent/Student Connect – Zangle**

[ZANGLE.OAKLAND.K12.MI.US/SOUTHFIELD/PARENTCONNECT/](http://ZANGLE.OAKLAND.K12.MI.US/SOUTHFIELD/PARENTCONNECT/)

Parents have the opportunity to view student grades and attendance via the Internet. All student information will be protected by an assigned password. Parents interested in utilizing this program will have the opportunity to register during the first marking period.

## **Conferences**

Parent-Teacher conferences are held in the Fall and Spring of each year. All parents are strongly encouraged to attend. Dates will be included on the school calendar.

At other times, parents may make appointments for conferences with teachers, counselors, or administrators by emailing or telephoning the school office at 746-7400.

## **Open House**

Open House is an opportunity for parents to visit their child's classrooms, meet teachers, obtain course syllabi, and hear a summary of course plans, work and expectations. Parents are encouraged to attend. The date will be included on the school calendar.

## **Parent Teacher Association**

The Parent Teacher Association (PTA) works to develop community raise funds to support school activities, serve as a liaison between parents and the school, and to provide resources and information to parents. Meetings are held the third Thursday of every month at 6:30 p. m. in the media center; all are invited. PTA activities will be included in the school calendar and website.

## **Awards**

Eighth grade students can work for awards and recognition given at the completion ceremony at the end of the year. These awards include academic, athletic, citizenship, leadership, improvement, service, and effort awards.



## Citizenship

Appropriate behavior and participation are essential. Good school citizenship helps the individual student and the entire class achieve more. Students earn marks for citizenship in every class according to the following scale:

- 1 = Excellent
- 2 = Good
- 3 = Satisfactory
- 4 = Needs Improvement
- 5 = Unacceptable

Students are expected to be punctual, prepared for class, follow instructions, and be courteous and respectful in class. Citizenship marks are based on the degree to which students fulfill these expectations.

Students who earn two or more "4's" or "5's" on a progress report or report card are not permitted to participate in any extracurricular activities (athletics, clubs, parties, student council, etc...) until the next progress report or report card shows their behavior has improved (no more than one "4" or "5".) They are also placed on the "no pass" list.

## Expectations

### We Expect You To:

- Be **Responsible** by coming to school prepared everyday with supplies and materials.
- Resolve conflicts by **Communicating** appropriately.
- **Respect** yourself, other students and adults in our building.
- Be **Committed** and on time to every class and pass all of your classes.
- **MYP students must wear Thompson I.D. EVERYDAY**
- Develop organizational skills and build **Independence** by using the **Thompson K-8 Assignment Planner** daily.
- **Cooperate** and walk on the right side of the hallway.

- Be **Principled** by being on your best behavior at all times.
- Respond **Respectfully** and positively to all requests by all staff members and follow all school rules.
- Cooperate by adhering to the student **DRESS CODE POLICY**.
- Sit at your assigned table during lunch.
- Consume food/beverages in the cafeteria.

## **General Information**

### **Backpacks/Book Bags**

Book bags/backpacks must be in lockers during the school day.

### **Bicycles and Motorized Vehicles**

Bikes should be locked and placed in the racks, which are located in front of the school. Motorized vehicles may NOT be operated on school property.

### **Books and Library Books**

Students are expected to keep assigned books in good condition. Students should have their name in ink in the appropriate place in all of their textbooks. Lost or severely damaged books will require full replacement payment. The teacher will assess minor damage. *Please refer to the bus safety policy*

### **Bus Safety**

Bus safety is a concern to school authorities. Drivers need to keep their attention on the road and not on unruly passengers. Please be aware of safety factors involved in bus transportation and cooperate with school officials in correcting improper behavior. School Board Transportation Policy dictates that students will forfeit their eligibility for transportation by misconduct on the school bus.

### **Cafeteria**

- Remain seated at your assigned table while not in lunch line
- Speak in moderate tones
- Clean your table and floor areas
- Food/beverages must be consumed in the cafeteria
- Food fights and the throwing of food will result in disciplinary action

## **Cell Phones and Electronic Devices**

Students may be in possession of a cellular telephone, pager/beeper, or other electronic communications device subject to the terms of this policy and the administrative rules of the district. Cellular telephones and other electronic communications devices shall be turned off except for use of the device before classes begin in the morning and after the student's last class in the afternoon. Such devices shall not be used or visible during instructional time or in the passing time between classes.

In no case will students be allowed to use the wireless, unfiltered connection to the internet of the devices.

Parental/guardian approval of possession of cell phones and/or electronic communication devices is strongly recommended. Further, parents or guardians are urged to teach their children the proper etiquette of cell phone use and to monitor the use of same.

The School district is not responsible for lost or stolen cellular phones and/or electronic communications devices and recommends parents provide insurance for same.

Students violating this policy shall be subject to disciplinary action, i.e., detention, suspension and/or expulsion.

The administration shall promulgate rules to enforce this policy at the building level.

### ADMINISTRATIVE RULES FOR CELL PHONES/ELECTRONIC DEVICES

#### **ELEMENTARY SCHOOLS**

**RULE:** Elementary students are not allowed to bring cellular telephone or electronic communication devices to school.

**CONSEQUENCE:** If a cell phone or electronic communication device is brought to school it will be confiscated and parents will be asked to pick it up.

#### **SECONDARY SCHOOLS**

**RULE:** During the school days cell phone and electronic communication devices shall be turned off and stored away. They are permitted in school buildings but their use is strictly limited to before and after school. They are not to be used

during lunch, on buses to or from school or on buses to and from daytime field trips.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure to the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless communication device.

If the device is used for an illegal activity or what may result in an illegal activity or violation of the Southfield Public Schools Student Code of Conduct, the police shall be informed.

**CONSEQUENCES:** Progressive discipline shall be applied if students violate District policy and the administrative rules regulating cell phones and electronic communication devices.

### **DISCIPLINE FOR IN-SCHOOL USE OF CELL PHONE/ELECTRONIC DEVICE**

A. Receiving or Making Calls Within a Classroom:

First Offense – Confiscation of cell phone/device; ten (10) day suspension; parent picks up phone/device.

Second offense – confiscation of cell phone/device; parent picks up phone/device; permanent ban; referral to Board of Education for long-term suspension.

B. Cell Phone/Electronic Device Use During Day/Visible Outside Class

First Offense – Warning; confiscation; parent picks up call phone/device.

Second Offense – Confiscation of phone/device; three (3) day suspension; parent picks up phone/device; permanent ban.

Third offense – confiscation of phone/device; minimum term (10)day suspension; parent picks up phone/device; discipline for insubordination.

Fourth Offense – Same as 3<sup>rd</sup>, plus referral to Board of Education for long-term suspension/expulsion.

Depending on severity of act, any of the above consequences may be superseded and discipline administered at administrator's discretion.

**Counseling**

Counselor is available to address student's personal, academic, and scheduling concerns. Services include assistance with educational planning, interpretation of test scores, career information, study helps, and availability of resources to meet students' needs. Parents and students are encouraged to contact counselor at 746-7405. Social worker, school psychologist and speech clinician may be reached at 746-7400.

<b><i>Ms. Minnick</i></b> <b><i>Counselor</i></b>	<b>Mr. Allen</b> <b>Social Worker</b>	<b><i>Dr. Greenfield</i></b> <b>Psychologist</b>	<b>Mrs. Wapner</b> <b>Speech</b> <b>Therapist</b>
--	--	---	---

**Field Trips**

Students attending field trips **MUST** have the **DISTRICT FORM SIGNED** by the parent/guardian on file in school in order for them to participate. Hand written notes are not accepted. Students are required to make up all work missed because of the field trip.

**Fines**

Report cards will not be issued, nor will fall registration be permitted, until all financial obligations (lost/damaged books, locks, uniforms instruments, equipment, etc) are paid.

**Fundraising**

School-wide fundraisers may be held to provide money for special projects. The selling of merchandise other than school-approved fund-raisers is prohibited without permission from the principal or assistant principal. Any student selling items without permission from an administrator may be suspended and the items and money will be confiscated.

**Hallway Behavior**

In the hallways, students will be expected to follow the rules of common courtesy and safety to others. Students will always walk in the hallways; running will not be allowed. Students should walk to the right side of the hallways and stairways. When walking in the hallway with a large group, students will walk in a single file line. Yelling or shouting is never appropriate inside the building.

Thompson K-8 conducts "hall sweeps" on a regular basis. Any student caught in a hall sweep will receive a detention and/or possible suspension

### **Identification**

**MYP students must carry ID badges and planner when attending Thompson K-8 School.** Disciplinary action will be taken if students do not have their ID badge and planner during school hours and if they do not replace lost ID badge or planner. (See P. 19 – I.D.'s)

One badge is issued for free and each replacement badge cost is **\$5.00**. One planner is issued free and replacement cost is **\$6.00**.

Periodic ID and planner checks will be conducted. Disciplinary action will be taken for those students without ID's and planners during the school day.

### **Students will be required to use their ID's and Planners for:**

- School Safety
- Purchasing snacks during lunch
- Checking out books from the Library
- Access to school activities
- Access to the school store
- Riding the bus to/from school

### **Lockers**

All students will be issued a locker during the 2011-2012 school year. Students are not allowed to share their combinations or lockers with another student. Thompson K-8 School will not be responsible for any items removed from a locker. Lockers are also provided for students taking Physical Education classes.

### **Lost and Found**

Lost and Found items such as handbags, jewelry or keys are turned in to the Counseling Center. Clothing is turned into the Lost and Found, which is located in the cafeteria. Lost items will be kept for two weeks only. Any items listed under **Miscellaneous and Personal** along with expensive clothing, purses, jewelry, cell phones, etc. will **NOT** be investigated by security.

### **Medication**

Any student who is currently taking prescription medication, which needs to be given at school, **must** have a medical form. This form must be filled out by the doctor, signed by the parent, and returned to the main office before medication

can be administered by any school personnel. This form can be picked up in the main office. No medication will be dispensed without written authorization forms on file. Authorization forms should be updated each year and with each new medication.

### **Miscellaneous and Personal Items**

CD's, dolls, electronic games, hats, laser pointers, mp3 devices, radios, tape players, squirt guns, stuffed animals, sun glasses, etc. are not appropriate in school since they may be lost, stolen or create a disturbance in classes or in the building. If these items are brought to school, they will be confiscated and disciplinary action may be taken. The items will only be returned to the parent/guardian.

### **Money**

Students should **not** bring **excess** cash to school. Payments for any school purchases or school activities should be sent by certified check or money order made payable to Thompson K-8 School.

### **Transportation via Parents**

No cars are permitted in the circle drive in front of the school between 7:45-8:15 a.m. and 3:00 – 3:45 p.m. This area is designated for **busses** only during these specified times. Parents who wish to pick up disabled students may do so at the loading dock on the east drive of the school.

### **Visitors**

Parents are welcome to visit the school and individual classes. Please call for an appointment (746-7400). All visitors **MUST** report to the main office upon entering the building.

### **Possession, sale or Use of a Weapon**

A weapon includes conventional objects, whether operable or inoperable, like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon shall subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action. If found guilty of this offense, State law mandates that a student be expelled from school, subject to a petition for possible reinstatement (as outlined in Section III) if she/he brings onto or has in his/her possession on school property or at a school-related activity any of the following: a firearm, dagger, dirk,

stiletto, knife with a blade over three (3) inches in length, a pocket knife opened to or likely to inflict bodily harm, including but not limited to, air guns and explosive devices. Under the law a student expelled for possessing any of the above-reference weapons may not attend another public school.

## Curriculum

Our curriculum framework follows the National Common Core Standards and the International Baccalaureate requirement. More details regarding the standards can be found on the Michigan Department of Education website: [www.michigan.gov](http://www.michigan.gov). and the International Baccalaureate website: [www.IBO.org](http://www.IBO.org).

MYP students attend eight class hours each school day. Student schedules will include required classes, core plus classes, and lunch. Typical courses are shown below:

<i><b>Sixth Grade</b></i>	<i><b>Seventh Grade</b></i>	<i><b>Eighth Grade</b></i>
English Language Arts Mathematics Math Plus Science Western Hemisphere 2 Core plus *ESL	English Language Arts Pre-Algebra Eastern Hemisphere Science Plato Electives *ESL	English Speech Algebra Science U.S. History Electives including Health *ESL

\*Classes only for students that speak English as a second language.

### GRADING SCALE

Final grades are an average of the four quarter grades throughout the year, or the two quarter grades in the case of a semester class.

Student grades for each marking period are based on the following scale:

<b>A</b> = 93-100%	<b>B+</b> = 87-89%	<b>C+</b> = 77-79%	<b>D+</b> = 67-69%	<b>F</b> = 59% or less
<b>A-</b> = 90-92%	<b>B</b> = 83-86%	<b>C</b> = 73-76%	<b>D</b> = 63-66%	
	<b>B-</b> = 80-82%	<b>C-</b> = 70-72%	<b>D-</b> = 60-62%	

### **Progress Reports**

At the mid-point of each marking period, teachers will report student's progress in each class. Parents should review these reports and contact teachers or



arrange conferences if necessary. Progress Report dates for 2011-2012 will be included in the school calendar.

## **Report Cards**

Report cards are generated approximately every ten weeks. Grades are based on many factors, including tests and quizzes, daily work, projects, and participation. Teachers will inform students of criteria used for grading at the beginning of the school year. Students with unreturned books or outstanding fines will have their report card held until payment is made by cash or money order. Report card dates will be included in the school calendar.

### DISTRICT POLICY ON STUDENT PROMOTION/PLACEMENT/RETENTION, K-8

Student progress through the instructional program in the Southfield Public Schools shall be monitored and evaluated by appropriate members of the professional staff including administrators, teachers and support personnel. Such professional staff shall have the responsibility and authority to make appropriate student promotion/placement decisions, shall consider all aspects of a student's progress and needs, and shall consult with parents in arriving at a decision for promotion, placement or retention. A final decision for retention or promotion rests with the principal.

### **Retention of Grade Policy: (GRADES 6 – 8)**

Students are expected to pass each and every one of their classes in order to prepare themselves to move on to the next grade.

Students that receive a failing grade (F) in more than two academic classes for the year will be required to repeat that grade the following year.

## **Summer School**

Southfield Public Schools provides summer reinforcement or enrichment opportunities to students in grades K-8. Information is mailed to every student's home near the end of the school year. Additional information is available from the main office..

## **Textbooks/Library Materials**

**Students are responsible for the care and upkeep of textbooks assigned to them and for books and materials checked out from the media center. Teachers will document the condition of books issued and students will acknowledge said condition by signing a textbook log. Parents should keep a visual (photograph) and written (book**

**numbers and condition) record of books assigned to their students. Students will be assessed fines and fees for books lost or returned in disrepair (payment must be in cash or by money order.)**

## **Athletic and Extracurricular Policies**

### ***I. Preface***

The Thompson K-8 Extracurricular/Athletic Program is an important part of the educational program. Participation is a privilege and certain responsibilities must be accepted in order to participate. Every student is a conspicuous ambassador of his/her team, school and community. Therefore, a high level of personal conduct must continue throughout the year whether or not the activity is in season.

The purpose of the following policy is to outline the student's responsibilities and the penalties that any infraction will invoke. These rules represent the minimum, however, and more severe penalties may be imposed by the advisor, coach, and/or the administration. Obviously no rules will cover all possible situations that may occur. In such cases the supervisors will act in their best judgment.

## **ACADEMICS**

### **Grade Reporting/Report Cards**

Students will receive a letter grade and citizenship grade. The "COMMENT" column also identifies specific behavior. Report cards will be distributed at parent-teacher conferences or sent home. Report cards will be issued every ten weeks. Students earning at least a 3.0 grade point average will receive special recognition for their effort.

**Honor Roll:** Students with a B average or better, and no grades below a C-, will be recognized each quarter as members of the Thompson K-8 Honor Roll. Honor Roll names will be posted in school.

### **Honors Activity**

Activities are planned each card marking to reward students who receive all A's and B's and all 1's and 2's. Students who receive the required grades and citizenship will be invited to participate in Honor Student Activities.

### **Homework**

Students who complete quality homework assignments in a timely manner typically perform well academically and learn habits of discipline and rigor. The amount of homework will vary according to the needs of the individual student, the demands of the course and the nature of the course material. Students are

encouraged to record all assignments in a homework planner.

When a student is absent from school or has missed a class for some reason, he/she must arrange to complete assignments. Parents may request homework packets from the counseling center when a student is absent three (3) or more days.

### **Student Citizenship**

Each student who receives all "1's" and "2's" on his/her report card each marking period will receive special recognition for his/her effort. Students receiving two "4's" or "5's" or the combination of the two in citizenship or whose general behavior in school is poor will be placed on an **Exclusion List**.

## **Extracurricular Activities**

Students are encouraged to participate in one of Thompson K-8 many extracurricular activities. Some of the activities offered are listed below:

### **Band**

All Thompson K-8 Bands (Symphonic, Jazz, Concert, and Beginning) will be performing at our annual Winter Concert and at our Spring Concert. Please join us!

Open to Grades 6-8

### **Basketball**

A team is selected that competes against the other middle schools in Southfield and some in the metropolitan area. Basic skills are taught and reinforced as this is the first time some students play competitively.

Open to Grades 7-8

### **Battle Of The Books**

Battle of the Books is a program designed to encourage the sport of reading and to give recognition to those who like to read. Students read from a selected list of seven books and then participate in a contest where they will compete with other teams by answering questions based on those books.

Open to Grades K-8

### **Chess Club**

Chess Club meets Tuesdays from 3-4:00 pm in room A102. Students must have a signed permission slip to join. New and seasoned players are welcomed and encouraged to join the Thompson K-8 CHESS CLUB!

Open to Grades K-8

### **Future Cities**

Future Cities is a technological and environment project for students who will work cooperatively with mentors from the school and the community to resolve or solve a problem or issue facing the world today. Students involved in Future Cities must complete several tasks, including becoming "experts" on their given problem, creating a city using SimCity3000 software, building a model of a portion of their city, and writing an essay, bibliography, and extract

Open to Grades 7-8

### **Michigan First Credit Union – Thompson K-8 BRANCH**

Students can participate in the following positions: branch manager, assistant manager, teller, director of marketing, bookkeeper, customer service manager.

Open to Grades 4-8

### **Orchestra**

An after school orchestra program will engage students who wish to participate in **Chamber Music** groups that will perform for their own enjoyment and for others.

Open to Grade 6-8

### **Recycling**

Students, parents and staff are encouraged to participate in the paper recycling program through Abitibi Recycling. The yellow and green bin in the west parking lot is available at all times to receive your discarded newspaper, copy paper, junk mail and magazines.

Open to Thompson Community

### **Student Leadership Council**

The Student Leadership Council (SLC) of Thompson K-8 School is an organization that is dedicated to developing and growing the leadership abilities of middle school students. Membership to SLC is open to all Birney students who meet the academic requirement of a 2.0 GPA (minimum) and Citizenship marks of 1's, 2's, and 3's. All interested students must submit an application to be reviewed by the advisor, a committee of teachers, and administration.

Open to Grades 4-8

### **Track**

Boys' and girls' track is an excellent activity for students who like both individual competition and a team effort. Participants will have the opportunity to compete in either short or mid-distance events (including relay teams), as well as hurdles and field events. Track begins in late April, and the season runs through the end of May.

Open to Grades 6-8

## **Volleyball**

Volleyball begins with two weeks of intramural play for everyone who wishes to participate. Students are encouraged to come out and LEARN how to play, even as a first experience. Volleyball tryouts begin in late February or early March.

Open to Grades 6-8

The Thompson K-8 School Extracurricular/Athletic Program is an important part of the educational program. Participation is a privilege granted to students of this school and as with any privilege, certain responsibilities must be accepted. **Every student is a conspicuous ambassador of his/her team, school, and community. Therefore, a high level of personal conduct must continue throughout the year whether or not the activity is in season.** The purpose of the following policy is to outline the student's responsibilities and the penalties that any infraction will invoke. These rules represent the minimum, however, and more severe penalties may be imposed by the advisor, coach, and/or the administration. Obviously no rules will cover all possible situations that may occur. In such cases the supervisors will act in their best judgment.

## **Eligibility**

In order to participate in extracurricular activities or intramural or inter-scholastic athletics, students must maintain academic and citizenship eligibility in accordance with the following:

- 1. No minimum Grade Point Average to participate initially at each grade level.**
- 2. Students must have a 2.00 GPA by start of second card marking period and must be passing six courses.**
- 3. Students must have no more than one 4 or 5 in citizenship.**
- 4. Students must meet Michigan High School Athletic Association (MHSAA) eligibility requirements.**

All students participating in interscholastic athletics must have passed a physical and completed a physical card. A student must be enrolled in an intermediate school no later than Monday of the fourth week of the semester to participate. A 7<sup>th</sup> or 8<sup>th</sup> grade student who competes in any athletic contest must be under 14 or 15 years of age respectively. Exceptions: A student whose birthday occurs on or after September 1, of a current year is eligible for the balance of that school year.

	<b>SAFETY</b>	<b>RESPONSIBILITY</b>	<b>RESPECT</b>	<b>CARING</b>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>➤ Walk at all times</li> <li>➤ Eat only your own food</li> <li>➤ Eat in assigned cafeteria</li> <li>➤ Ask permission to leave</li> </ul>	<ul style="list-style-type: none"> <li>➤ Arrive on time</li> <li>➤ Keep own place in line</li> <li>➤ All food &amp; drinks stay in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use good manners</li> <li>➤ Clean up your area</li> <li>➤ Respect seats of others</li> <li>➤ Follow staff instructions</li> </ul>	<ul style="list-style-type: none"> <li>➤ Speak calmly</li> <li>➤ Speak positively</li> </ul>
<b>GYM</b>	<ul style="list-style-type: none"> <li>➤ Sit properly in bleachers/chairs</li> <li>➤ Use equipment properly</li> <li>➤ No food, drinks or gum in gym</li> </ul>	<ul style="list-style-type: none"> <li>➤ Show good sportsmanship</li> <li>➤ Return equipment to designated area</li> <li>➤ Secure locker</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be a team player, encourage others</li> <li>➤ Follow staff instructions</li> <li>➤ Exercise good manners</li> </ul>	<ul style="list-style-type: none"> <li>➤ Speak calmly</li> <li>➤ Speak &amp; cheer positively</li> <li>➤ Use appropriate language</li> </ul>
<b>ASSEMBLIES &amp; SPECIAL EVENTS</b>	<ul style="list-style-type: none"> <li>➤ Stay in your seat</li> <li>➤ Stay with your class</li> <li>➤ Wait for dismissal instructions</li> </ul>	<ul style="list-style-type: none"> <li>➤ Enter &amp; sit quietly</li> <li>➤ Focus on presentation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Listen responsibly</li> <li>➤ Applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Cheer positively</li> <li>➤ Respect speakers &amp; presenters</li> </ul>
<b>MEDIA CENTER</b>	<ul style="list-style-type: none"> <li>➤ Walk at all times</li> <li>➤ Keep all body parts to yourself</li> <li>➤ Use tables &amp; chairs appropriately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Return all materials to proper place on time</li> <li>➤ Print only what is needed</li> <li>➤ Ask permission to print</li> <li>➤ No food or drinks</li> </ul>	<ul style="list-style-type: none"> <li>➤ Respect property, yours and others</li> <li>➤ Follow staff instructions</li> <li>➤ Have patience in line</li> <li>➤ Use Internet appropriately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Speak calmly &amp; quietly</li> <li>➤ Use kind words &amp; actions</li> </ul>
<b>HALLWAYS /STAIRWAYS</b>	<ul style="list-style-type: none"> <li>➤ Walk to the right</li> <li>➤ Walk at all times</li> <li>➤ Keep all body parts to yourself</li> <li>➤ Use appropriate stairway &amp; doors</li> </ul>	<ul style="list-style-type: none"> <li>➤ No food or drinks</li> <li>➤ Use drinking fountains appropriately</li> <li>➤ Use wastebaskets</li> <li>➤ Use your assigned locker only &amp; appropriately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use kind words and actions</li> <li>➤ Respect property, yours &amp; others</li> <li>➤ Have hall pass ready</li> <li>➤ Move to class on time</li> </ul>	<ul style="list-style-type: none"> <li>➤ Speak calmly &amp; quietly</li> <li>➤ Use kind words &amp; actions</li> </ul>
<b>MAIN OFFICE &amp; COUNSELING CENTER</b>	<ul style="list-style-type: none"> <li>➤ Use chairs and tables appropriately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Obtain permission to use the</li> </ul>	<ul style="list-style-type: none"> <li>➤ Enter and sit quietly</li> <li>➤ State your</li> </ul>	<ul style="list-style-type: none"> <li>➤ Speak calmly &amp; quietly</li> </ul>

		phone	<ul style="list-style-type: none"> <li>➤ purpose politely</li> <li>➤ Keep your hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use kind words &amp; actions</li> </ul>
<b>BATHROOMS</b>	<ul style="list-style-type: none"> <li>➤ Keep water in sink</li> <li>➤ Wash hands</li> <li>➤ Put paper towels in the garbage</li> </ul>	<ul style="list-style-type: none"> <li>➤ Flush toilets</li> <li>➤ Inform adults of any vandalism</li> <li>➤ Dispose of personal hygiene items appropriately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Give others privacy</li> <li>➤ Respect property - yours &amp; others</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stay no longer than necessary</li> <li>➤ Use kind words &amp; actions</li> </ul>
<b>BICYCLES &amp; WALKERS</b>	<ul style="list-style-type: none"> <li>➤ Walk &amp; ride safely</li> <li>➤ Be aware of moving vehicle</li> <li>➤ No loitering</li> <li>➤ Parent approved rides only</li> <li>➤ No student drop off or pick up in bus area</li> <li>➤ Walk on sidewalks</li> <li>➤ Cross at crosswalk or lights</li> </ul>	<ul style="list-style-type: none"> <li>➤ Follow all adult instructions</li> <li>➤ Stay off neighbors' lawns</li> </ul>	<ul style="list-style-type: none"> <li>➤ Communicate travel times and patterns with parents in advance</li> <li>➤ Bring appropriate outer wear &amp; shoes</li> <li>➤ Remember all homework &amp; materials to avoid having to return to school</li> </ul>	<ul style="list-style-type: none"> <li>➤ Speak calmly</li> <li>➤ Use kind words actions</li> <li>➤ Be patient</li> </ul>
<b>BUS EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>➤ Always walk</li> <li>➤ Do not block front door</li> <li>➤ Remain on sidewalk until bus is at complete stop</li> <li>➤ Stay seated on bus</li> <li>➤ Do not throw items</li> <li>➤ Keep body parts inside</li> </ul>	<ul style="list-style-type: none"> <li>➤ Wait in line patiently</li> <li>➤ Keep bus clean</li> <li>➤ Know your stop &amp; route</li> <li>➤ No food or drinks</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep all body parts to yourself</li> <li>➤ Follow staff &amp; drivers' instructions</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be reasonable to all</li> <li>➤ Use kind words &amp; actions</li> </ul>
<b>School Grounds</b>	<ul style="list-style-type: none"> <li>➤ Follow adult directions</li> <li>➤ Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>➤ Dispose of trash in appropriate receptacles</li> <li>➤ Use equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>➤ Respect the TK8 community</li> <li>➤ Pick up trash around you</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use Positive Language</li> <li>➤ Help someone in need</li> <li>➤ Be Positive Role Models</li> </ul>

## **Attendance Policies**

Regular and punctual attendance is expected every day school is in session. While emergency situations do occur, daily attendance in all classes will improve a student's chances of excelling academically and socially. Perfect attendance should be the goal of each student.

Absenteeism is a constant disruption of the learning process. Documentation of a pre-existing medical condition that results in excessive absences from school should be placed on file with the student's counselor within the first week of school. Medical, dental and other appointments should be made outside of school hours and vacations should not be made during school time. Parents should consult the school calendar.

### **Notification of Student Absence**

**Parents are notified of an unexcused absence by one or more of the following:**

- **Computer phone message** - A computer-generated phone call to the student's home will be made when a student receives an unexcused absence or unexcused tardy from one or more classes on any school day.
- **Parent Teacher Conference**
- **Teacher telephone and/or email contact**
- **Counselor telephone and/or email contact**
- **Progress Reports**
- **Report Cards** - Students and parents should review each report card to keep track of the number of absences in each class.

### **Procedures for Make-Up Work**

- Assignments and tests missed due to unexcused absences will be graded with a zero ("0") or an "F" grade.
- To encourage academic success all students will be given an opportunity to make up work with individual teachers.



➤ Homework and assignments missed due to an excused absence can be made up. Teachers' grading policies determine general homework and make-up guidelines. The student is normally allowed two (2) days to make-up work for one or two-day absences and six (6) days to make-up for three to five-day absences. For six (6) or more days of absence, special arrangements must be made with the teachers. Students and parents are responsible for contacting the student's counselor for assignments to be submitted by teachers for pick-up in the Counseling Center. If the student is absent on the day of a test, the test must be taken immediately upon the student's return to school or by arrangement with the teacher.

**To Excuse an Absence, the Following Must Be Done**

When a student is absent and excused for one or more classes, a parent must acknowledge each absence by calling the Attendance Center within **24** hours, no exceptions. When reporting an absence (written or verbal) please be prepared to give the following information:

**Student's Name:** \_\_\_\_\_  
**Grade:** \_\_\_\_\_  
**Date(s) of Absence:** \_\_\_\_\_  
**Reason for Absence:** \_\_\_\_\_

All written communication must be dated and signed.

The Attendance Office will take calls from 7:15 a.m. to 3:00 p.m. each school day. Voice mail is available 24 hours a day by calling (248) 746-7407.

**Tardiness**

Students are considered tardy if they report to class after the starting bell, and they do not have their hallway passport or a hall pass that excuses and admits them to class. The teacher will record the tardy via the school's computerized attendance software program.

- ✓ **Two (2) tardies in a class during the card marking equals a call home.**
- ✓ **Three (3) tardies in a class during the quarter equals one Friday Detention.**
- ✓ **Four (4) tardies in a class during the semester equals one Friday Detention.**
- ✓ **Five (5) tardies in a class during the semester equals one Friday Detention.**

- ✓ **Six (6) or more tardies in a class during the semester equals one Friday Detention for each tardy.**

**STUDENTS WHO ARE TARDY TO SCHOOL ARE TO REPORT DIRECTLY TO THE MAIN OFFICE with a parent or guardian. The student must SIGN IN AND GET AN EXCUSED OR UNEXCUSED PASS TO CLASS.**

### **Excused Absences**

- **Personal or family illness**
- **Death in the immediate family**
- **Religious observances**
- **Medical, dental or legal appointments**
- **School related absences**
- **Pre-arranged family trips**

**These excused absences permit the student to make up work missed (days of absence=days of make-up) and also to receive full credit for this work.**

### **Unexcused Absences**

- **No official notification of student's absence by parent**
- **Skipping school**
- **Not making an attempt to attend school after missing the bus/late arrival at school – no valid reason**
- **Student will also be marked tardy to the class in session at the time of their arrival**
- **Parents will be notified of unexcused absences through telephone contact or written correspondence.**

**Excessive absences prevent the individual student from reaching his/her full potential.**

### **Absence from School due to Suspension**

Students who are absent from school due to suspension of less than three days have the responsibility to make up their work upon returning to school. For suspensions of **three** (3) or more days, arrangements to pick up homework will be made available through the Counseling Center. It is the responsibility of a student to return to school with his/her work completed. If work is not completed upon return to school, it will get "0" credit.

### **Missing the Bus**

Students who miss the school bus are still expected to attend school. Plans should be made ahead of time by parents as to the best possible procedure to follow if a bus does not come at the expected time or if a student misses the bus.

### **Permission to Leave School**

Students leaving school during the school day may only do so with parent permission. The parent must notify the school by note or by phone as to the time the student is to be excused and who will be signing the student out of school. The student will receive a "Permit to Leave the Building" from the Counseling Center and be signed out by the parent in the Counseling Center. The student may leave the building with the parent or an adult designated by the parent.

## **Discipline and Conduct**

One of the most important lessons education should teach is responsibility and self-discipline. While these do not appear as a subject, they underlie the whole educational structure. This training develops self-control, character, orderliness and efficiency. This is the key to good conduct and proper consideration for other people. All students are expected to acquire skills, knowledge and habits necessary to become a responsible and thinking member of a democratic society. There are three (3) rules that will govern all your behavior at Thompson K-8 School.

- ***Be kind to yourself***
- ***Be kind to each other***
- ***Be kind to the environment***

When a substitute teacher sends a student out of class for misconduct, he/she may be suspended from school for one day. Habitual misconduct will result in long-term suspension or expulsion.

### **Student Discipline Philosophy**

The primary goal of the Southfield Public Schools is to create a positive learning

environment in which all students are provided an opportunity to grow academically and socially. In order to attain this goal, there must be a shared commitment among parents, students and staff.

Rules are established so that members of the school community can enjoy a positive school experience. Rules and procedures are a part of life. Knowing what is expected of us makes our day a lot easier. When rules are followed, the school is a more orderly place in which we can work and learn.

To help you and your parents understand the school's expectations regarding behavior, the following information is presented to inform you of administrative action that will be taken due to unacceptable behavior or any violations of the Student Code of Conduct and rules/expectations stated in this handbook.

### **Anti-Harassment Policy**

An environment of mutual respect for the rights of others must prevail if Thompson K-8 School is to fulfill its educational purposes. Students are encouraged to form, hold and express their own beliefs and opinions. However, a student's exercise of free expression must not interfere with the atmosphere, which is free from any form of harassment. Harassment in the form of verbal, physical, sexual or written will not be tolerated at Thompson K-8 School.

A student, who feels he/she is being harassed by peers or is aware of the harassment of another student, shall report such incidents to a building administrator, counselor, teacher, school social worker, school psychologist, teacher aide, etc. Any student participating in harassment behaviors will be suspended. (See Bullying on P. 16)

### **District Code of Conduct**

Additional information regarding discipline procedures is provided in the District Code of Conduct that is given to every Thompson K-8 School family at the beginning of the school year. Parents and students are responsible for knowing the contents. **All** school rules apply at **all** school functions.

## **Important Note**

**Please understand that the rules developed at Thompson K-8 School are primarily for the protection of our students.**

**Any student who is suspended may not be on any Southfield Public Schools grounds for any reason. Suspended students on school grounds are trespassing and may be detained by the Southfield Police Department.**

## **Disciplinary Policies and Procedures**

**Parent Teacher Conferences** are held to modify student behavior before serious problems occur. The **classroom teacher** assigns classroom detentions when student behavior interferes with the teaching and learning process. Detentions are **served after school**.

### **Friday Detention**

Two-Hour Detention is assigned by teachers and administrators. Students are responsible for informing parents or guardian of the detention.

**Friday detentions** are held from 3:20-5:20 p.m. and parents are responsible for picking up students for Friday detentions.

Students must report directly to the designated detention locations by 3:20 p.m. Students will not be allowed to enter detention after 3:20pm. If tardy, they will be suspended for the following school day.

If a student misses a detention he/she is suspended out-of-school the following day. If a student does not serve an assigned Friday Detention, he/she will be automatically suspended one (1) day per detention on the next school day following the assigned Friday Detention.

**Short-term suspension** is the denial of a student's right to attend school, to attend or participate in a selected activity or class, be present on school grounds or attend any school function for a period not to exceed ten (10) school days.

**Long-term suspension** is the denial of a student's right to attend school, be present on school grounds or attend any school function for a period in excess of ten (10) school days.

**Expulsion** is the total and permanent exclusion of a student from the Southfield Public Schools.

## **Consequences for Violation of School Policies**

### **Arson**

Arson results in an automatic suspension and recommendation for expulsion, with referral to Southfield Police Department.

### **Backpacks/Book Bags**

Students are not permitted to carry book bags/backpacks during the school day and will be confiscated and a parent/guardian must pick up.

### **Bullying/Intimidation**

Bullying or intimidation of another student whether physical or verbal will result in suspension. **Cyber-bullying** includes the use of internet, cell phone, email, text messaging and/or pictures to threaten or bully another student or staff member. (See Anti-Harassment Policy on P.15)

1<sup>st</sup> Offense One to five (1-5) days suspension  
2<sup>nd</sup> Offense Up to ten (10) days suspension

### **Bus Violations**

Any student violating bus rules and regulations will receive a suspension and/or loss of bus privileges. **(See SPS Bus Rules and Regulations)**

### **Cell Phones and Electronic Communications Devices**

**(See District Policy on Page 13)**

### **Computer Misuse**

Students who use another person's password, damages a computer, loads unauthorized programs onto the network, pulls up inappropriate information from the internet, or uses profanity or inappropriate language in their files will be suspended for up to 10 days. The Technology Policy which every student and parent must sign addresses these issues and others and violation of policy can lead to a student not being able to use district computers and/or, suspension.

### **Controlled Substance/Alcoholic Beverage-Usage and Possession**

1<sup>st</sup> Offense Up to ten (10) school days suspension and/or referral to drug counseling program and may result in recommendation for long term suspension or expulsion.  
2nd Offense Suspension and may result in recommendation for long-term suspension or expulsion.

### **Distribution/Selling Of Drugs**

Distribution and/or selling of drugs will result in suspension, recommendation for expulsion and referral to the Southfield Police Department.

### **Destruction/Defacement of School or Private Property**

The destruction and/or defacement of school or private property will result in a suspension of up to ten (10) school days with the possibility of recommendation of long-term suspension and referral to the Southfield Police Department. Full restitution is required.

### **Detention(s)**

Failure to complete assigned detention will result in an out of school suspension.

### **Disrespect**

Gross disrespect for teachers, school officials or other employees will result in suspension.

- 1<sup>st</sup> Offense Two (2) day suspension
- 2<sup>nd</sup> Offense Three to ten (3-10) day suspension

### **Disruptive Conduct**

Disruptive conduct at Thompson Middle School, at another school or school related function or activities and on school buses will result in one to ten days' suspension or other disciplinary action.

### **Dress Code Violation**

#### **First Offense**

- ⇒ Student is sent to the office.
- ⇒ Student may contact parent for a change of clothing or wear garments from the Thompson K-8 closet.
- ⇒ No change of clothing results in a Friday Detention

#### **Second Offense**

- ⇒ One Friday Detention or other disciplinary action

#### **Third Offense**

- ⇒ Suspension and change of clothes
- ⇒ Each additional offense will result in progressive discipline beginning with a two-day suspension

### **SPECIAL CONSEQUENCE FOR SAGGING PANTS**

- |                         |                                    |
|-------------------------|------------------------------------|
| 1 <sup>st</sup> Offense | One (1) day suspension             |
| 2 <sup>nd</sup> Offense | Two (2) day suspension             |
| 3 <sup>rd</sup> Offense | Three to ten (3-10) day suspension |

### **False Fire Alarm**

Any student causing a false fire alarm will be suspended and recommended for long-term suspension along with a referral to the Southfield Police Department.

### **Fighting/Physical Assault**

Fighting, physical assault and/or any exchange of blows will result in an automatic suspension.

1<sup>st</sup> Offense Three (3) day suspension or more. All parents and students must have a meeting with the administration and mandatory Peer Mediation upon returning.

2<sup>nd</sup> Offense Five (5) day suspension

3<sup>rd</sup> Offense Seven (7) day suspension

4<sup>th</sup> Offense Long Term suspension

**Spectators and/or instigators of a fight will also receive a suspension!**

1<sup>st</sup> Offense One (1) day suspension

2<sup>nd</sup> Offense Two to ten (2-10) day suspension

**Fireworks**

Possession and/or use of fireworks will result in suspension and may result in recommendation for long-term suspension or expulsion. Referral to Southfield Police Department will be made.

**Gambling**

1<sup>st</sup> Offense Two (2) day suspension

2<sup>nd</sup> Offense Three (3) to ten (10) day suspension

**Hall Sweeps**

Thompson conducts "hall sweeps" on a regular basis. Any student caught in a hall sweep will receive a detention and/or possible suspension.

**I.D. Badge and Planners-Failure to Possess and/or Wear**

1<sup>st</sup> Offense

- Student is sent to the office.
- Student may contact parent to bring or purchase new I.D. and planner
- No I.D. and planner will result in a Friday Detention

2<sup>nd</sup> Offense

- Two Friday Detentions

3<sup>rd</sup> Offense

- Suspension and each additional offense will result in progressive discipline beginning with a three-day suspension.

**Incendiary Devices**

Incendiary devices include lighters, matches, etc. Possession of these devices will result in a two (2) to ten (10) day suspension.



**Incorrigibility**

Behavior which continues to be disruptive regardless of previous actions taken by school officials will result in possible suspension and/or recommendation for long-term suspension or expulsion.

**Insubordination**

Failure to follow reasonable action or direction given by any staff member will result in a one to ten (1-10) day suspension or other disciplinary action.

**Planners – Failure to Possess/Carry – See I.D.’s Above**

**Profanity/Offensive Language**

Any display of offensive language, actions or pictures on books, clothing or back packs will result in suspension.

- 1<sup>st</sup> Offense                      One Day Suspension
- 2<sup>nd</sup> Offense                      Two to Ten (2-10) day suspension

**Pornography**

The use of or viewing of pornography in any medium will result in a suspension of up to ten (10) days.

**Racial Harassment**

- 1<sup>st</sup> Offense    Five (5) days suspension
- 2<sup>nd</sup> Offense    Up to Ten (10) days suspension

**Running in the Hall/Horseplay**

A two (2) hour detention and possible suspension may result from running in the hall or horseplay.

**Selling**

Selling items such as candy, jewelry, etc. will result in confiscation of those items with no return.

- 1<sup>st</sup> Offense    One (1) day suspension
- 2<sup>nd</sup> Offense    Two to ten (2-10) suspension

**Sexual Activity**

Sexual activity or sexual harassment carries a consequence of a ten (10) day suspension and recommendation for long term suspension for the first offense.

**Skiping Class**

Students caught skipping class or leaving the building without permission will receive up to a ten (10) day suspension.

### **Smoking**

Any student smoking on school premises will receive a three to ten (3-10) day suspension.

### **Theft/Possession of Stolen Property**

Students found guilty of theft or possession of stolen property will receive up to ten (10) days suspension with the possibility of long term suspension and referral to the Southfield Police Department.

### **Weapon or Facsimile**

Possession of a weapon or its facsimile will result in suspension and recommendation for a "dangerous weapon" expulsion and referral to the Southfield Police Department.

(See definition on P. 7)

## **DRESS CODE POLICY**

**Young men and young women are expected to dress appropriately for school:**

- Students must wear solid colored dress pants or slacks. Knee length dresses, jumpers, shorts and skirts in solid colors may also be worn
- Pants with belts must be worn if the pants have loops
- **Pants may not sag below waist**
- Young men must have their shirts tucked in; no tall T's hanging out
- Students must wear solid, short or long sleeved shirts and blouses with a collar
- No sleeveless shirts are allowed and no sweaters, shirts or blouses that reveal cleavage
- Solid sweaters, sweater vests and turtlenecks are permitted
- Any color footwear (per district policy)
- No open-toed shoes, flip flops, house slippers or pajamas
- No du-rags, caps or headgear can be worn in the building

**For any administration approved free dress day, students must adhere to the following criteria:**

- No t-shirts or pants with vulgar language or inappropriate logos (alcohol, cigarette, etc.)
- No t-shirts or pants with any gang and drug related messages and/or photos
- No t-shirts or pants with any street language, television or movie characters that communicate street, gang and/or drug culture

- No open-toes shoes, flip flops, house slippers, or pajamas
- No sagging pants
- No blouses, shirts or sweaters that reveal cleavage
- No leggings or jeggins
- No tutus

## **EMERGENCIES**

### **Emergency Closing Information**

If the school needs to be closed due to an emergency during the day, attempts to reach the parents will be made, but the communication will be extremely difficult without **proper emergency card information**. Since this involves many families, the school district also utilizes media assistance to broadcast closings (WJR/760AM, WWJ/950AM, 97.1 FM, WXYT/1270 AM and Channel 16 SPS Cable Access Channel.)

### **Fire or Tornado**

Information is posted in each classroom stating directions to follow in case of a tornado or fire drill. Teachers will give further instructions about leaving the building in case of emergencies.

During a fire drill all doors and windows must be closed. During a tornado drill all windows and doors must remain open.

The sounding of a special horn signals a fire alarm. An announcement over the P.A. system signals a tornado alarm.

### **IN CASE OF EMERGENCY...REMEMBER**

- BE QUIET! No talking except when necessary to make the drill safe.
- Running or rushing is unsafe.
- REMAIN ALERT!

In any drill or emergency it pays to be calm so the most intelligent course of action can be followed if it becomes impossible to follow the original instructions.

## **PARENT INVOLVEMENT**

### **Change of Address or Name**

If a change of address or name change occurs, the parent/guardian must bring the proper documentation to the Pupil Registration Office. Please call 248-746-7601 **first** to ascertain what documents will be needed. Failure to notify the school of a change of address may result in lost or misdirected mail for which the school cannot take responsibility.

### **Change of Telephone Number**

Please inform the main office if there is a change in telephone number at any time during the school year or over the summer. Failure to notify a change of telephone number will prohibit staff from contacting a parent/guardian in an **emergency**.

### **Fundraising Merchandise**

School-wide fundraisers may be held to provide money for special projects. The selling of merchandise other than school approved fund-raisers is prohibited without permission from the principal or assistant principal.

### **Open House**

On **September 22, 2011**, 6:00 to 8:00 p.m. the school will host an evening for parents to have the opportunity to visit their child's classroom and hear a summary of the courses.

### **Parent/Teacher/Student Association Information**

The Parent/Teacher/Student Association (PTSA) organizes every fall and consists of volunteer parents. They meet monthly with administration and faculty representatives. Activities include the sponsoring of special programs, fundraising, public relations, information sessions and participation in school activities. Meetings this year will be held at 6:30 p.m. the **third Thursday** of every month.

### **Parent Conferences**

Parents may make appointments for conferences with teachers, counselors, or administrators by telephoning the school office. Parents are encouraged to call whenever they have a concern or suggestion. In addition, each semester parents have an opportunity to meet with each of their child's teachers to discuss the child's progress and develop plans for improvement.

## **Parent-Teacher Conference Days**

Two Parent-Teacher conferences are held per school year. Please see the school calendar for dates. We encourage individual parent-teacher conferences. We also encourage teachers to contact parents by phone, e-mail and planner, with reports of progress or lack of progress. Parents should feel free to contact counselors, teachers, or the office to arrange for an individual conference.

## **Transferring to another School**

When a student is transferring to another school, parents should contact the counselor to advise him/her of the student's last day of attendance. Students leaving Thompson will receive a withdrawal form from the counseling center that must be signed by each of his/her teachers showing that books have been returned and obligations met.

**Please use the TK8IA website to access additional information.**

## **RETENTION POLICY**

The Thompson K-8 International Academy staff sets high expectations for student achievement. The following goal and policy apply:

### **ALL STUDENTS MUST PASS EVERY CLASS IN ORDER TO MOVE ON TO THE NEXT GRADE LEVEL.**

Students receiving a D– or better in a class will be deemed to have passed that class by the Southfield Board of Education. Thompson K-8 School deems passing a D+ or better. In order to successfully complete the school year, a student must pass every class. Students earning an **F** in any class by the end of the third marking period are considered for possible retention.

Any student who fails three or more classes will repeat the grade. He/she will not be allowed to make-up the grade during summer school. Additional factors may need to be considered in making a decision for retention. In some situations it is in the best interest of the student that he/she not be retained, although the student may qualify as a retention candidate. A final decision for retention or promotion rests with the principal.

## **8<sup>th</sup> GRADE PROMOTION ACTIVITIES & CEREMONY REQUIREMENTS**

There are many activities planned for 8<sup>th</sup> grade students such as picnics, dances, over-night trips, and end-of-the-year promotion activities. In order to participate in these activities, students **cannot** be on the exclusion list, and must maintain a

D+ average in all core academic classes. Frequent suspensions may result in the loss of activities as well.

Each suspension after spring break will automatically result in the loss of one end-of-the-year activity such as the picnic, dinner dance, etc. The third suspension will result in the loss of **ALL** promotion activities including promotion.

### **SUMMER SCHOOL**

The Middle School Summer Program of the Southfield Public Schools provides reinforcement or enrichment to students in Grades 6-8. Additional information is available from the student's counselor or the main office.