

2024 - 2025 Maple Street Schedule

2024-2025 MAPLE STREET SCHEDULE

6TH GRADE	7TH GRADE	8TH GRADE	
1st Hour: 7:31 - 8:31	1st Hour: 7:31 - 8:31	1st Hour: 7:31 - 8:31	
2nd Hour: 8:36 - 9:35	2nd Hour: 8:36 - 9:35	2nd Hour: 8:36 - 9:35	
3rd Hour: 9:40 - 10:39	3rd Hour: 9:40 - 10:39	3rd Hour: 9:40 - 10:39	
1st Lunch: 10:39 - 11:07	4th Hour: 10:44 - 11:43	4th Hour: 10:44 - 11:43	
4th Hour: 11:12 - 12:11	2nd Lunch: 11:43 - 12:11	5th Hour: 11:48 - 12:47	
5th Hour: 12:16 - 1:15	5th Hour: 12:16 - 1:15	3rd Lunch: 12:47 - 1:15	
6th Hour: 1:20 - 2:20	6th Hour: 1:20 - 2:20	6th Hour: 1:20 - 2:20	

EARLY RELEASE SCHEDULE

6TH GRADE	7TH GRADE	8TH GRADE
1st Hour: 7:31 - 8:16	1st Hour: 7:31 - 8:16	1st Hour: 7:31 - 8:16
2nd Hour: 8:21 - 9:05	2nd Hour: 8:21 - 9:05	2nd Hour: 8:21 - 9:05
3rd Hour: 9:10 - 9:54	3rd Hour: 9:10 - 9:54	3rd Hour: 9:10 - 9:54
1st Lunch: 9:54 - 10:22 (28 min)	4th Hour: 9:59 - 10:43	4th Hour: 9:59 - 10:43
4th Hour: 10:27 - 11:11	2nd Lunch: 10:43 - 11:11 (28 min)	5th Hour: 10:48 - 11:32
5th Hour: 11:16 - 12:00	5th Hour: 11:16 - 12:00	3rd Lunch: 11:32 - 12:00 (28 min)
6th Hour: 12:05 - 12:50	6th Hour: 12:05 - 12:50	6th Hour: 12:05 - 12:50

Letter from Principal, Jeffery P. Boggan, Ph.D.

Dear Parents/Guardians,

It is our pleasure to welcome you to Maple Street Magnet School for the Arts. Maple Street's dedicated staff works diligently to meet the individual needs of all students, collaborate with families, and offers unique learning experiences. We invite you to become an active participant in our school community through volunteering, joining our PTSO, and supporting school events.

Here at Maple Street, we focus on building strong literacy and math skills to prepare our students for high school as well as to live and work in the 21st century. Students will experience support through various strategies such as: Differentiated Instruction, Cooperative/Collaborative Grouping and Learning, and Multiple Intelligences; all aiding in maximizing student success. Each of these components are designed to promote academic growth while meeting our school improvement goals.

We are looking forward to supporting you and your student during their middle school years in preparation for high school and beyond. Together we will continue to improve the excellence of our school community to ensure the best for our students at Maple Street.

Sincerely,

leffery P. Boggan, Ph.D.

Erin Rolfe

Principal

Assistant Principal

KPS Attendance Policy

The attendance procedures are designed for all students. Good attendance will help students do well in school, college, and at work. It does not matter if absences are excused or unexcused, they all represent lost time in the classroom and lost opportunity to learn. Too many absent students can impact the whole classroom. The federal Every Student Succeeds Act (ESSA) requires that states report chronic absence data. Chronic absence is missing 10 percent or more school days due to absence for any reason — excused, unexcused absences, and suspensions. Chronic absence not only impacts the absentee students; it disrupts learning for an entire classroom when teachers have to repeat lessons for students returning to class. Families should avoid extended vacations that require your children to miss school. Try to line up vacations with the school's schedule. The same goes for doctor's appointments. Above all, set an example for your child. Show your child that attendance matters to you and that you will not allow an absence unless someone is truly sick.

School is students' first and most important job. They are learning about more than math and reading. They are learning how to show up for school on time every day, so that when they graduate and get a job, they will know how to show up for work on time every day. Students who attend school regularly are more likely to graduate and find good jobs. In fact, a high school graduate makes, on average, a million dollars more than a dropout over a lifetime.

All students aged six to sixteen are required to be in school according to state law. Parents/guardians are required by law to make sure their children attend school on a daily basis. Kalamazoo Public Schools (KPS) expects all students to attend school.

For students to get the most out of school, punctual and regular attendance is vital. Parents/guardians should call the school office as early as possible on the day of an absence. It is most helpful to have the phone call within the first hour of school. In addition, parents/guardians should provide a written excuse and request homework for any absences thus making the absence excused; without communication the absence is considered unexcused. When a student is absent, they are responsible for makeup work. Any day a child is absent and an appropriate contact with the school office is not made by the parent/guardian, attempts will be made to contact the parent/guardian.

Administrators will allow the following excuses for an absence (EA):

- Student illness and/or appointment verified by the parent/guardian or medical professional.
- Medically verified extended illness or hospitalization.
- Attending a funeral.
- Religious holiday.

KPS Attendance Policy

- Absence due to a subpoenaed court appearance.
- Any time missed due to KPS school transportation issues.

Students will be given an opportunity to complete missed assignments, tests, and classwork. The school will also assist students with planned absences. Parents/guardians must submit a written request to the principal at least one week in advance. Arrangements will be made for the student to complete classroom assignments during their planned absence. Absences will be considered unexcused unless they fall under the criteria listed above.

When the absence from school is expected to be for an extended period due to physical disability or illness, parents should make homebound arrangements by working with their doctor and contacting Student Services at (269) 337-0161.

Please keep your student home from school if they have any of the symptoms in the chart below. Returning to school after three or more days of illness requires a doctor's note or proof of a positive COVID test.

Middle School Attendance Procedures

Students need to be on time for instruction. Attendance is taken at the beginning of each class period. At the middle school level, a student is tardy when he/she is not in the classroom or assigned workstation when the bell rings for the beginning of class period. A student must receive an admit pass to enter class. Excessive tardiness hinders the student's ability to make progress in school and is disruptive to others in the class. On the fifth tardy, school personnel will make contact with the parent/guardian to problem solve in an effort to eliminate tardiness.

Parents/guardians will be notified via email when a student has accumulated 3, 5, 10, and 15 absences.

KPS will enlist the resources of the Kalamazoo County Family Court, Juvenile Division, and/or Child Protective Services in the event a student is chronically absent.

KPS Attendance Policy

	. 11	NEED TO	STAY F	HOME IF		
I HAVE A FEVER	I AM VOMITING AND/OR HAVE DIARRHEA	I HAVE COVID-19	I HAVE A RASH	I HAVE AN UNTREATED EYE INFECTION	I HAVE BEEN IN THE HOSPITAL	I HAVE THE FLU
			(6)		новита	
Temperature of 100.0 or higher	Within the past 24 hours	I have a positive COVID test, or I have been ex- posed and have symptoms	Body rash with itching or fever	Redness, itching and/ or pus draining from eye	Hospital stay and/or emergency room visit	Achy body, pain, tiredness, headache, dry cough, sore throat, runny nose (may have vomiting, diarrhea, or fever)
I AM READY TO GO BACK TO SCHOOL WHEN I AM						
Fever free without the assistance of	Free from vomiting or diarrhea for	Five days after a positive	Free from rash, itching or fever. I	Free from drainage and/or have	Released by my medical provider to	Released by a medical provider,

medication 24 hours COVID test have been been return to symptoms for 24 hours and my evaluated by evaluated by school are gone my doctor, (i.e. Tylenol, symptoms my doctor, if needed if needed Motrin, are Advil, etc.) improving. You must mask on days 6-10

If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given your child permission to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

Please note: Guidance from Health and Community Services will be followed for outbreaks or unusual clusters of disease. Please review the guidance from Kalamazoo County on communicable diseases.

Tardy Procedures: 2024 - 2025

Maple Street is committed to upholding the district policy to support positive attendance for our students, which includes being into each class on time, ready to begin learning. To combat excessive tardiness to classes, Maple Street will abide by the following Tardy Procedures:

Tardy Procedures: 2024-2025

Building-Wide Unexcused Tardy Procedures

The focus of our building is on learning. Students are expected to be in class on time each and every day. Students have 5 minutes to pass from class to class. This is enough time for all students to move efficiently from one end of the building to the other.

Students will receive a discipline referral upon receiving their:

- 5th unexcused tardy
- 10th unexcused tardy
- 15th unexcused tardy
- 20th unexcused tardy
- 25th unexcused tardy (etc.)

Upon the **5th tardy**, your student will receive a 1-hour after-school detention with an assignment to complete. The assignment guides the student through the process of creating a plan to assist them in not being late to class. Failure to complete all consequences will result in an OSS (out-of-school suspension).

Upon the **10th tardy**, your student will receive a 1 day OSS and an assignment that has the student reflect and revisit their first plan. The student will have to adjust the plan to make it work. The student will NOT BE ALLOWED to return to school until a **parent re-entry meeting** has been held. The student will also be added to the * **No Pass List** within the school.

Upon the **15th tardy**, the student will receive another 1 day OSS.

Upon the **20th tardy**, the student will receive a 1 day OSS and **a second mandatory parent meeting** will need to be held prior to attending classes.

Upon the **25 tardy**, the student will receive a 2 day OSS suspension.

* NO PASS LIST - Students on the No Pass List WILL NOT be allowed to use classroom passes. Those students have lost the *privilege* of using passes.

^{*} These are building-wide tardies, not per class.

Tardy Procedures: 2024 - 2025

From that point forward, they must utilize the 5-minute passing period to take care of all of their needs to avoid missing any more instruction. Students on the list are not allowed to attend sporting events as a guest unless accompanied by a parent or guardian. Once added to the list, a student will stay on the list for an entire trimester.

Parents and guardians, we ask that you monitor your student/s' attendance through the PowerSchool app. The app will send you a push notification when

Vision and Mission Statements

VISION STATEMENT

The Maple Street Magnet Middle School community is committed to educating all students for success in the 21st century.

MISSION STATEMENT

Maple Street Magnet School for The Arts provides a nurturing and safe climate where everyone can thrive and engage in the learning community.

Maple Street Magnet School for The Arts is a place where everyone demonstrates respect for one another's differences within the learning community.

Maple Street Magnet School for The Arts is a place where everyone actively participates in the learning community, both independently and collaboratively.

Maple Street Magnet School for The Arts is a place where we hold and maintain high expectations for all members of the community.

Maple Street Magnet School for The Arts is a place that strives to ensure all students are literate, numerate, and able to apply these skills in the 21st century world.

Phone 269-337-0730

Fax 269-337-1633

Website www.kalamazoopublicschools.com

This handbook belongs to:

Name
Address
City/Town
Zip Code
Phone
Student Identification No.

General Information

GENERAL INFORMATION

Principal

Jeffery P. Boggan, Ph. D.

337-0730 ext. 202

bogganjp@kalamazoopublicschools.net

Assistant Principal

Frin Rolfe

337-0730 ext. 212

rolfeem@kalamazoopublicschools.net

Address: 922 W. Maple Street, Kalamazoo, MI 49008

Main Office: 337-0730

Student Absence Reporting: 337-0730 ext. 201 or email your student's

absence to:

mapattendance@kalamazoopublicschools.net

Maple Street Fax: 337-1633

School Colors: Navy and Gold

School Mascot: Falcon

PTSO President: Dr. Ellen Foley at ellenfoley@icloud.com

Websites:

www.kalamazoopublicschools.com>Schools>Middle Schools

Office hours: 7:00 a.m. to 3:30 p.m.

Student School Day: 7:31 a.m. to 2:20 p.m.

Half-day dismissal 10:40 a.m.

The district PowerSchool code is KXRB.

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FALCON

"It's An Excellent Day To Be A Falcon."

Focused

Accountable

Listen and Learn

Cooperative

On Time

Never Give Up

Student Expectations/Common Area Expectations

Maple Street Magnet School for the Arts is a Positive Behavior and Literacy Support school and uses the word FALCON to guide and teach our building's expectations for student behavior in every area of the student's day here with us. From the classrooms, cafeteria, bathrooms and extracurricular events, behaviors and expectations will be taught, role played and reinforced throughout the school year, and beyond.

KPS COMPONENTS OF A COLLEGE GOING CULTURE

- 1. High expectations for students and staff.
- 2. Higher education exposure.
- 3. Meaningful and engaging homework.
- 4. Literacy: Language development, reading, and writing.
- 5. Substantial opportunities for meaningful parental involvement.
- 6. Education that is relevant to, reflective of, and inclusive of students.
- 7. Development of strong problem-solving skills.
- 8. Development of success skills: meta-cognitive, note-taking, study, time management, organizational, and test-taking skills.

FEDERAL LAW COMPLIANCE

Maple Street Magnet School for the Arts, hereby, agrees to comply with federal law and Kalamazoo Public Schools Board of Education policy that guarantees that no person shall be discriminated against based on religion, race, color, national origin, age, sex, pregnancy, gender identification, height, weight, familial status, marital status, sexual orientation or disability.

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians and students over 18 years of age the right to inspect and review the student's educational records within 45 days of the request for access. They may ask the school to amend a record that they believe is inaccurate or misleading.

FERPA requires that Maple Street Magnet School for the Arts, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed without prior written consent. A parent or guardian may notify the school principal in writing of any directory information that should not be disclosed within ten days of receipt of this handbook.

PROFESSIONAL LEARNING COMMUNITIES

Your student will be part of a grade level team. Each grade level has two teams, and each team is made up of four "core" teachers: language arts, math, science, and social studies. Elective classes are on a twelve-week rotation with the exception of band and choir. Maple Street offers Spanish as a language to sixth, seventh, and eighth grade students.

All students who have English as their second language are provided additional assistance in learning the English language as well as support with their core class work. Trained ELL teachers and paraprofessionals work with students in small groups and individualized settings. Parents who need translation to assist their student with academic or other school related needs can contact the school to arrange for a translator.

Maple Street's special needs inclusion program provides support to all general education teachers and special needs students. Special needs students are mainstreamed into core academic classes, elective classes, and receive support based on specific learning needs

RESPONSIBILITIES FOR LEARNING - A TEAM APPROACH

We believe that student success can be fulfilled through a team effort. Together we can improve teaching and learning. In fact, research proves that when parents are involved in their child's education:

- Grades and test results are higher;
- Students' attitudes and behavior are more positive;
- Schools as a whole are more effective.

These efforts will establish a positive learning environment for Maple Street. Hand in hand, we can learn and work together to ensure your student's success.

Working in partnership...

Staff will

- Show respect for each child and his/her family;
- Provide an engaging and culturally relevant environment conducive to learning;
- Provide appropriate, rigorous and consistent homework activities;
- Enforce school and classroom rules/procedures fairly and consistently;
- Communicate regularly regarding progress in learning and behavior.

Students will

- · Always do their personal best in their work and in their behavior;
- Show respect for self, school and other people;
- Come to school prepared with their charged Chromebook, homework, and supplies;
- Fill out their daily planner and share this with their parents/ guardians.

Parents/Guardians will

- See that their child attends school regularly and on time;
- Provide a home environment that encourages their child to learn;
- Check the daily planner and see that homework is complete;
- Support the school in developing positive behaviors.

WHERE EVERYBODY BELONGS (WEB)

WEB is a mentor/mentee program for all incoming 6th graders. All 6th graders will be assigned to an 8th grade WEB leader/mentor.

WEB leaders are selected by WEB Coordinators, selection is determined by numerous factors all of which exemplifies leadership in various ways.

In the summer, before school begins, Maple Street will conduct its 6th grade orientation to be run by our WEB leaders. The orientation is a half day event, filled with fun activities, games and a tour of the building.

HOMEWORK

Purpose: The purpose of the homework standards is to ensure a consistent, district-wide approach in the assignment of homework that is developmentally appropriate, research-based, reflective of state standards, and helps prepare students for college, career, and postsecondary success.

Research recognizes that out-of-school reading and homework can have a positive influence on student achievement if it is connected to the learning that is occurring in class and is assigned at an appropriate amount, depending on grade level. Homework can have a detrimental effect on student achievement, the school/home relationship, and student well-being if it is disconnected from learning and assigned inappropriately (Vatterott, 2019)

Homework should:

- be able to be completed independently, without an adult (Vatterott, 2019; Challenge Success, 2020; Pope, 2020)
- offer additional practice, extend student thinking, or prepare students for new learning (not present new content for students to try to master on their own) (Challenge Success, 2020; Wormeli, 2018)
- be purposeful and meaningful to students, and be relevant to the curriculum and student interests (Xu, 2011; Challenge Success, 2020; Pope, 2020)
- allow for students to receive feedback on their understanding of content (Fleenor, 2011; Pope, 2020)
- be graded on effort not accuracy (if providing a score in addition to formative feedback) (Feldman, 2019)
- constitute no more than 10% of a student's overall grade (Feldman, 2018; Wormeli, 2018)
- be differentiated based on student needs and abilities, and include modifications for students as appropriate (Challenge Success, 2020; Wormeli, 2018)

Guidelines for time frame of all out of school work:

Research on homework shows that the following time guidelines should be used to make sure that homework has a positive impact on student learning outcomes.

- At all grade levels, out-of-school reading should be a priority homework activity (20-30 min per day). (Challenge Success, 2020; Cullinan, 2000; Terada, 2018)
- Homework should not be assigned every day of the week (to prevent homework fatigue, encourage other activities, and leave time for leisure reading) (Challenge Success, 2020).
- Students in lower elementary should have little to no homework, with homework activities focusing solely on reading for pleasure and student choice in extension or practice activities. (Cooper & Valentine, 2001; Cooper, 2007; Terada, 2018)
- Time guidelines include all subjects/courses a student has. Building teams should coordinate how time is divided by subject area. (Pope, 2020; Terada, 2018).
- Students who are absent will need to make up class work when they return. Students should not also be expected to complete additional homework on top of this, in excess of the homework time guidelines below, unless absolutely necessary for a given project/assessment. In those cases, students should be given additional time to complete both the make up work and the additional homework.

Daily and Weekly Homework Guidance

While it is understood that the time it takes to complete homework assignments may vary with each student, the times below are general guidelines for the limit of homework, reading, and other out-of-school work (such as completing projects, classwork, or make-up work) at each grade level. Please note not all students complete homework in the same amount of time, and this upper limit is for all students. These guidelines are the total maximum amount of homework time combined for all subjects.

Students should also be strongly encouraged to read during non-school times (weekends, vacations, and summer) (Cullinan, 2000). Reading includes having adults read aloud to students. Students in lower elementary should read for 20 minutes per day. Students in upper elementary and secondary should read for 30 minutes per day (Anderson et al., 1998).

It is recommended for our 6th grade students to have approximately 60 minutes of homework 3 days a week.

It is recommended for our 7th and 8th grade students to have approximately 60 minutes of homework 3 to 4 days a week.

These times do NOT include the 30 minutes of leisure reading that is recommended for EACH day.

Student expectations:

- Do your best work, be responsible, and do your own work.
- Be sure you understand all assignments and do not be afraid to ask questions.
- Record homework in an assignment notebook, or calendar (if grade appropriate) before leaving class.
- Take home the necessary materials to complete the assignments.
- Hand in legible, completed assignments on time, with proper heading.
- Budget your time well for long-term assignments.
- Ask for and complete missing homework if you are absent.
- Understand how homework will affect your grade.
- Talk to your parents/guardians and teacher(s) if you are having difficulty with homework.

Guardian expectations:

- Be familiar with the homework standards.
- Check your student's assignment notebook, planner, or calendar (if grade appropriate) daily.
- Provide a time and place to do homework assignments without interruptions.
- Supervise and discuss homework completion, but allow students to do their own work.
- Oversee time management of long-term assignments.
- Contact the teacher(s) with questions or concerns.
- Check grades regularly. For grades 6-12, access PowerSchool Parent Portal.
- Talk with your students about their reading.

Teacher expectations:

- Assign homework on a regular basis and provide timely feedback.
- Reflect on the effectiveness of the assigned homework.
- Require students to use an assignment notebook, planner, or calendar (if grade appropriate).
- Coordinate assignments, tests, and projects with other teachers to avoid overburdening students.
- Provide written expectations to principal, students, and parents (Syllabus Newsletters etc.)
- Communicate with parents and students when student work falls below expectations.
- Differentiate homework assignments and expectations so that

students can complete meaningful assignments independently. Provide accommodations and modifications as needed.

PROCEDURE FOR LATE WORK

Students who are absent will need to make up class work when they return. Students should not also be expected to complete additional homework on top of this, in excess of the homework time guidelines above, unless absolutely necessary for a given project/assessment. In those cases, students should be given additional time to complete both the make up work and the additional homework.

ADDITIONAL TUTORING

Tutoring is available for students upon request for those who need extra help. Students must check with their classroom teachers to arrange additional tutoring sessions outside of class time.

AFTER SCHOOL PROGRAMMING

- Communities In Schools and 21st Century Community Learning Center is an after-school program offered throughout the year to 6th, 7th, and 8th grade students, who qualify for the program.
- If your child participated in this program the previous year your child is possibly eligible for the upcoming school year. For all interested in the CIS program, you must complete an application and return by the scheduled due date.
- Club-type programs/activities are offered throughout the year.

BAND AND CHOIR EVENTS

• Students involved with band and/or choir will receive a list of events during the first week(s) of school. These will also be posted on the school website and in the school newsletter. This list of events may change throughout the year, if needed.

STUDENT RECOGNITION PROGRAMS

- **Honor Roll:** Recognition for students receiving a 3.0-4.0 GPA.
- **National Junior Honor Society:** Students who maintain at least a 3.5 GPA are eligible to apply for this society. Students should see their counselor or NJHS advisor, Dr. Gannon, for more information.

• Falcon Cards: Staff members give Falcon Cards to students who are seen showing a positive behavior directly related to our FALCON behaviors. Students collect the cards and redeem them for prizes.

Focused

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REPORT CARDS

Students will receive an academic grade for each class one-week after the end of the trimester. The scholastic grades of A, B, C, D denote a passing grade. An Incomplete (I) grade may be given if circumstances prevent a student from completing their work. This work must be completed and turned in no later than two weeks after the grading period ends.

RETENTION GUIDELINES

The staff of Maple Street Magnet School for the Arts is committed to each student's success. Teachers and Administrators will utilize various forms of intervention(s) for students who are having difficulty in school as well as maintaining communication with parents/guardians.

These will include but are not limited to:

- Interim reports for students achieving below average will be sent home at marking period mid-term.
- Regular grade level teaming meetings will take place to discuss strategies for a child who may be having difficulty.
- Altering the schedule to provide academic supports during the school day.
- After school/extended day programming/tutoring.
- Trimester letters in 8th grade which identifies student in jeopardy of mandatory summer school or retention.
- Summer School Options.

ATHLETIC ELIGIBILITY

Maple Street Magnet School offers Football, Basketball and Volleyball for 7th and 8th graders. In addition, Maple Street offers Cross Country, Track, Wrestling, and Cheerleading for 6th, 7th, and 8th graders. During the school year, other athletic programs (i.e. bowling, archery) are offered free or for a fee to students of all grades through the Kalamazoo Parks and Recreation as well as the YMCA.

Athletic competition is an extension of the classroom on many levels, and as such we keep in proper perspective that students are student athletes. Academic success must be the priority! Therefore, students must maintain at least a 2.0 grade point average to participate on an athletic team. This grade point system carries over from one season to the next including spring to fall seasons.

Student must have been present in school the entire school day to participate in any activity, unless excused by an administrator. A student may not participate if he/she is suspended from school. This is not a comprehensive list of eligibility requirements. Other rules will apply. See coaches/athletic office for any other requirements or to answer any questions.

Attendance Policy

DISCIPLINE AND THE FALCON RECOVERY ROOM (FRR)

To assist our students in using positive behaviors, our building uses the Falcon Recovery Room. Teachers and teams have worked together to provide classroom supports for your student. These supports are what we call "preventative systems". These preventative systems help the students learn how to navigate their environments (multiple classrooms) throughout the day. When students know and understand how to navigate their environments properly and accordingly, the less likely they are to act out due to frustrations. These preventative systems include team-wide procedures for all students. Examples include, but are not limited to: how or when a student can use the restroom, procedures for missing work, making up or redoing a test, and procedures for absent students.

If a teacher finds that a student cannot be redirected in the classroom and his/her behavior has caused a significant disruption to the learning of others, the teacher may send the student to the Falcon Recovery Room with a discipline referral. This referral will be sent to our behavior specialist within 24 hours of the initial disruption. Our outlook on discipline is progressive. That means that a student's consequences will progress in severity should the behavior continue. Our hope is that the behavior will not continue. Communication with you is key. If your student's behavior becomes repetitive, we will be reaching out to you.

If your student is sent to the FRR, they can continue with the classroom work that was assigned. They will have their Chromebook and supplies and it will be expected that s/he use the time wisely.

Students sent to the FRR 3 times in one day may receive a 1 day Out of School Suspension (OSS).

Should a student receive 10 classroom referrals, s/he will be suspended until a parent has met with the assistant principal/designee and a classroom teacher. During that meeting a plan will be put into place to further his/her success at Maple Street. An abundance of classroom referrals could lead to further disciplinary action and a referral from Maple Street to Student Services.

Students who choose to fight at Maple Street will receive strict consequences. Schools are buildings of learning and any behavior that puts students in danger will be acutely handled. Any student who chooses to fight for a third time will be referred to Student Services. Any student who chooses to participate in a group fight (4 or more students) will be referred to Student Services for further disciplinary action

STUDENT ID BADGE

To care for our students is our primary concern at Maple Street Magnet School for The Arts. As we work to keep our students safe, student identification badges will be provided for every student.

Student identification badges authorize students to be on campus, to move from class to class, throughout the school, and allows our students to participate in school related functions. Knowing each student by name on campus is challenging. Therefore, it is expected that all students wear their identification badges at all times. Safety of our students and staff is non-negotiable as it supports our staff in identifying students and trespassers.

Students must wear badges to:

- Leave the classroom on a pass
- Participate in campus activities
- Remain on campus after school

The student identification badge must be worn around the neck, above the waist, with a lanyard.

The cost of a replacement badge is \$5.

Note: Refusing to show your ID/identify oneself will result in a disciplinary referral to building administration.

DRESS CODE

Clothes must be worn in a way that genitals, buttocks, and nipples are covered with a material that is not able to be seen through. Coverage of these areas is mandatory in all aspects of movement. Clothing must be worn that covers one's undergarments.

Students must wear:

- Shirt
- Bottom: pants / sweatpants / shorts / skirt / dress / leggings
- Shoes made to be worn outdoors

Students may wear:

- · Religious headwear
- · Pajama pants
- Yoga pants and leggings
- Ripped jeans (underwear may not be exposed)
- Spaghetti straps and strapless tops (undergarmets must be covered)
- Midriff baring shirts

Students may not wear:

- Hats or hoods
- · Violent language or images
- Images or language depicting drugs or alcohol (or any other illegal item or activity)
- Any article of clothing or writing on the person that contains hate speech, profanity, or pornography
- Visible underwear
- Bathing suits
- Helmets, headgear, ski masks, sunglasses, etc. that obscure the face (except as a religious observance)

HALL PASSES

Leaving the classroom during instructional time detracts from your ability to learn and may distract others as well. We understand that there are times when this is necessary, while acknowledging it is still a privilege. If a student must leave the classroom for any purpose, the student MUST be wearing his/her ID and use either the classroom hall pass or written pass. Students must utilize the nearest water fountain and/or restroom.

All student are given an allotted number of hall passes at the beginning of each trimester. Those passes are to be saved for emergency purposes only. Academic instruction does not occur in the halls.

Note: Students who have been placed on the No Pass List (See attendance section for details) will NOT be allowed to use the classroom passes. They will be able to take care of all their needs during the five minute passing time

Note: Administration reserves the right to restrict travel of students who abuse this privilege.

CAFETERIA EXPECTATIONS

- Enter the cafeteria quietly and keep our voices at a reasonable level.
- Students are to remain seated during the entire lunch period.
- Await staff's directions to line up for the lunch line and be dismissed.
- Remain orderly and safe at all times..
- Remain at your own table during lunch standing and movement is not permitted.
- Keep the cafeteria clean by putting all trash into the trash cans.
- Food may not be taken from the cafeteria.
- · We walk at all times.
- Use of cell phones (electronic devices) is <u>NOT</u> allowed. Earbuds or headphones may <u>NOT</u> be used for music. Recording audio or video is <u>NOT</u> allowed. Taking pictures is <u>NOT</u> allowed.
- Students are allowed to use their Chromebooks and WIRED headphones during their lunches.

MAPLE STREET CELL PHONE POLICY AND PROCEDURES

ELECTRONIC EQUIPMENT AND CELL PHONES

Tablets/iPads, electronic toys, computer games, speakers, video/audio cameras, earbuds/headphones, MP3 players, cell phones, and other electronic equipment is NOT PERMITTED to be used in school during school hours unless authorized by school personnel. They are a disruption to the learning environment and are a safety concern. These items will be confiscated until the end of the school day. Students are permitted to use a school phone when parent communication is needed. Those phones are available in the main office and in each classroom.

Cell phones have become part of everyday life; however, they are a disruption to the learning environment and are NOT permitted to be used in any area of the school building until students have been dismissed for the day. Cell phones are NOT permitted from the moment a student enters our doors until the dismissal bell rings.

A student violating the cell phone policy will have their phone confiscated and it will be held in the main office. Continual violation of the cell phone policy could result in further disciplinary action.

Our building procedures to uphold the above policy will be as follows:

- Should a student bring a phone to the building, it must be stored out
 of sight. Carrying the cell phone in the hand or pocket is not an
 option. All students are issued lockers that lock. Turned off and in a
 locker is where a cell phone that is brought to school must be stored.
- Staff will confiscate any and all student phones that are visible. (Any and all usage of the phone is prohibited, including, but not limited to, texting, calls, camera, music, games, scrolling social media, etc.) * Air Pods in ears AND smartwatches are connected to the phone via Bluetooth. If a student is visibly using either of these, the cell phone will be confiscated. A smartwatch may be worn, but using it to text or communicate in any way is not allowed. If the smartwatch has cellular service, it will be confiscated if the student is seen using it.
 - Upon confiscation, the phone will be taken to the main office and stored in a locked cell phone cabinet.
 - The student may get the phone back after 2:20 pm on the same day that is was confiscated. Should a student be unable to retrieve the phone at that time, the student may get it the following day beginning at 7:25 am. The student may not be tardy to 1st hour.

- A log of confiscated phones will be kept.
- On the 3rd time a student's phone is confiscated, the student will receive a one-day OSS [Out-of-school suspension]. This will repeat on every 3rd offense. This log is a yearly log; it does NOT reset.

We know that it is important to all of our families that you are able to reach your student when needed. Please know that you can call our office at **269-337-0730** and we will deliver a message to your student. Students are able to use the office phone if they have an emergency and need to make contact with you. Students must get a classroom pass from their teacher to be able to do so.

Other ways to make contact:

Email non-urgent messages to your child. [All student emails are firstnamelastname@kalamazoopublicschools.net]
You may email your student's teacher or team of teachers and they can deliver your message.

It is important to us that our families understand our policy and help us to support it by either discussing the policy and procedures with your student, keeping the cell phone at home, or both, which is strongly encouraged.

Kalamazoo Public Schools

DISTRICT CHROMEBOOK POLICY

The following agreement was signed by both student and parent/guardian at the time the Chromebook was checked out:

Kalamazoo Public Schools

Acceptable Use Agreement for Students

At Kalamazoo Public Schools, we use technology as one way of enhancing the mission to teach the skills, knowledge, and behaviors students will need to succeed in the global community. In doing so, we recognize that there are guidelines for students to use technologies in a meaningful, safe, and responsible way and with these opportunities come new responsibilities. It is the responsibility of every student to know these guidelines, and to conduct their activities accordingly.

This agreement covers use of district owned computer equipment and describes the terms and conditions that students agree to when using KPS owned technology equipment and infrastructure. Kalamazoo Public Schools, at any time, may modify this agreement with notice to the user.

In accepting this agreement, students acknowledge the following rules and conditions:

- I will use technology in a meaningful, safe and responsible way.
- I understand that what I do on social networking websites should not reflect negatively on my fellow students, teachers, or on the District.
- I will use technology resources productively and appropriately for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users.
- I will use email and other means of communications (e.g., blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly.
- I will not share my password or seek out another's password.
- I understand that my school network and my school account are property of KPS and anything that I do can be monitored.
- I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

I will take care of District devices entrusted to me for my education:

- No food or uncovered drinks should be next to Chromebooks.
- Cords, cables, headphones, etc. should be carefully inserted and removed from the appropriate port on the Chromebook.
- Chromebooks should not be used or stored near pets.
- Heavy objects should never be placed on top of Chromebooks.
- Extreme temperatures can severely damage your computer.
- When not in use, the Chromebook should be stored in a designated space like a shelf, table, or other protected area.
- Storing the charger with the Chromebook will help you to know where it is at all times.

Carrying Your Chromebook

- Students MUST use the Chromebook case that was provided at all times.
- Chromebooks should never be lifted by the screen.
- Chromebooks should be carried with the lid closed.
- If you are carrying the Chromebook in a backpack, avoid sharp objects, avoid throwing your backback or leaving it in a location where it might get kicked.

Screen Care

- Putting pressure on the top of a Chromebook when it is closed can damage the screen.
- Close your Chromebook when not in use.
- Make sure there is nothing on the keyboard before closing the lid (i.e. pens, pencils, etc.).
- Gently clean the screen with non-abrasive cleaning wipes.

Students will use technology in accordance with the laws of the United States and the State of Michigan:

- Criminal acts These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
- Libel laws Publicly defaming people through the published material on the Internet, email, etc.
- Copyright violations Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

Students and parents/guardians must adhere to the Student Code of Conduct, as well as all Board policies, particularly this Acceptable Use Agreement (AUA). Additionally, technology:

- Must be in silent mode while on school campuses.
- May not be used to cheat on assignments or tests, or for non -instructional purposes (such as making personal phone calls and
- text/instant messaging).
- May not be used to record, transmit, or post photographic images or video of a person, or persons on campus during school activities and/or hours for non instructional purposes.
- May only be used to access files, applications or internet sites which are relevant to the classroom curriculum.

Students acknowledge that:

- The district's network filters will be applied to one's connection to the internet and attempts will not be made to bypass them.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUA.
- The district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
- Users shall report any damages, problems or malfunctions with the device immediately upon detection of the problem.
- Each user shall be responsible for any and all damages to the device resulting from their deliberate or willful acts.

The School District reserves the right to: (a) Make determinations as to whether specific uses of the device are consistent with its goals, educational mission, policies and/or procedures; (b) Monitor and keep records of device and internet; and (c) Terminate user's privileges to access and use the device and other School District technology resources to prevent unauthorized activity.

I understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges and disciplinary action.

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that technology is provided for educational purposes in keeping with the academic goals of the District, and that student use for any other purpose is inappropriate. I recognize it is impossible for the District to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's technology activities at home should be supervised as they can affect the academic environment at school.

BUS REGULATIONS

Bus transportation to and from school is provided for all students, including a cross-town bus for city students. Riding the bus is a privilege, not a right, and may be revoked at any time that the student's behavior creates a safety issue. The KPS Student Code of Conduct applies to students riding the bus. Students will be held accountable for their bus behaviors.

If you have any questions concerning transportation you may contact the office (269-337-0730) or the Transportation Department (269-337-0500). If you have a problem with a specific bus driver, please speak first with the transportation department supervisor.

REGISTRATION

When registering students, it is necessary to include emergency medical information, an emergency contact person, an active phone number and proof of address.

EMERGENCY MEDICAL INFORMATION

Each student must turn in an emergency medical information sheet to the school office. It is imperative that we are aware of allergies and any other medical condition that your child experiences. We also **must have a phone number where a parent or relative can be reached in case of an emergency.** If your phone number changes, please update the new number with the school secretaries in the main office as soon as possible.

MEDICATIONS

Medications that must be taken at school *have* to be stored in the office and must be in the original prescription container, this also includes <u>all</u> over-the-counter medications. Parents/Guardians must complete the proper paperwork in the office and have it filled out by their physician or care provider in order for any medications to be dispensed at school. All over-the-counter medications such as Tylenol, cough drops, aspirin, or nasal decongestants are included in this policy by law. Michigan law prohibits students from taking <u>any</u> medications at school without the proper authorization.

FINES/OUTSTANDING FEES

Students are expected to care for school issued materials and to return these in reasonable condition. Students will be expected to pay replacement costs for materials lost or damaged beyond repair (i.e. Chromebooks, textbooks, library books, athletic uniforms, etc.). Failure to do so will result in not being able to participate in activities/events (i.e. 8th Grade Promotion Program).

Please read this procedure to ensure understanding and compliance.

ITEMS NOT TO BE USED/PERMITTED ON SCHOOL GROUNDS

- Spray Paint
 - Laser Pointers
 - Mace/Pepper Spray
 - Weapons of any kind (i.e. knives, bb guns, air soft guns, firearms)
 - Drugs/Tobacco Products
 - Skateboards/Scooters (Note: Can be ridden to school, but not on school grounds)

FOOD SERVICE

Both breakfast and lunch are served daily and are FREE to all students for this school year.

SNOW DAY OR WEATHER DELAY

At times it may be necessary to cancel classes due to weather related conditions. All announcements will be made on WKZO AM (590) radio as well as WWMT-TV (Channel 3) television or **www.WWMT.com** You may also connect to the home page at Kalamazoo Public Schools (www.kalamazoopublicschools.com). Please do not call the school.

VISITORS

Parents are always welcome visitors to our school. Due to safety considerations all visitors are expected to do the following:

- 1. Buzz in at the front entrance.
- 2. Sign in at the security desk.
- 3. Obtain a visitor's badge and wear while in the building.
- 4. Report directly to the main office after checking in at the security desk.
- 5. Our main office staff will serve you from this point.

Note the following:

- Substitute teachers will also obtain a Guest Teacher's badge.
- During school hours, any visitor must have permission and a Staff/ Campus Safety escort when traveling in the building.
- Anyone found in the building without the visitor's badge will be asked to report directly to the office.
- When retrieving a student for an appointment, the office will call student to the security desk.
- The school administration has the right to regulate visitation in the building.

AFTER SCHOOL POLICY

The only reason a student should be after school is for tutoring with a staff member or directly involved with an approved after school activity, club or sporting team. Coaches and sponsors are responsible for their students' supervision.

All students staying after for tutoring or working with a teacher must be out of the building by 3:30 unless they have a pass indicating that they worked past 3:30 with a teacher.

Campus safety will clear the halls beginning at 2:30 and all students not in a classroom or with a sponsored activity will be escorted out of the building and **NO BUS TOKENS will be given.**

LOST AND FOUND

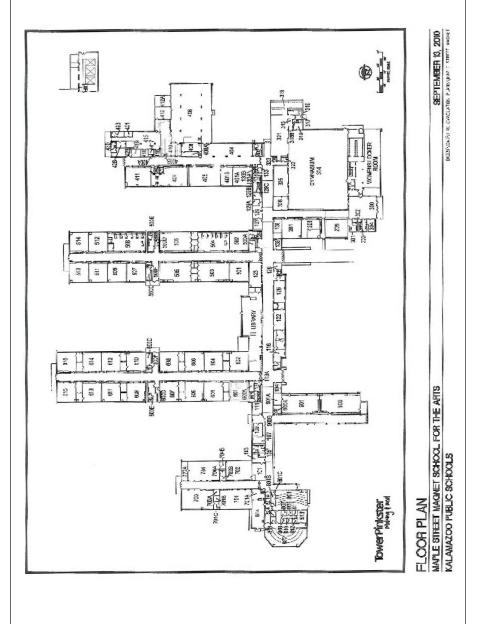
All items considered lost and turned in to lost and found and available for pick up. If you feel that you have lost an item at school, please check the lost and found in the 400 hallway near cafeteria. Our lost and found items are donated to the Kalamazoo Communities In Schools or local YWCA programs twice a year. Please claim your items before they are donated.

TEACHERS

Should you desire a conference with a teacher/team you may call the office (269-337-0730) to arrange a meeting. You may also leave teachers a voice mail at their designated extension or contact them by email.

CONFERENCES

Parent/Teacher conferences are held three times a year, in early October, in March and again in May. Attendance at these offerings is a great way to make connections with your student's, teachers, problem-solve any difficulties, and build a strong relationship with the school. Attendance is not mandatory, but strongly recommended.



MAPLE STREET



ASSIGNMENT ORGANIZER 2024-2025

	Calendar 2	2024-2025	
AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024
SMTWTFS	S M T W T F S	S M T W T F S	SMTWTFS
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18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23
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APRIL 2025	MAY 2025	JUNE 2025	JULY 2025
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Thursday	Friday	Comments

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Thursday	Friday	Comments

	Monday	Tuesday	Wednesday
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5th hour			
6th hour			

Thursday	Friday	Comments

	Monday	Tuesday	Wednesday
1st hour			
2nd hour			
3rd hour			
4th hour			
5th hour			
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Thursday	Friday	Comments

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