



PORTLAND MIDDLE SCHOOL

Building Communication Plan



The purpose of Portland Middle School's Building Communication Plan is to ensure that all stakeholders are kept informed of key updates, goals, events, and changes in a timely manner, as well as support the [Portland Public Schools District Communication Plan](#).

Portland Middle School Internal Building Communication Plan

Internal Communication Plan will provide guidance on the following areas:

<u>Staff Guidance</u>	<u>Leadership to Staff</u>	<u>Staff to Parents/ Guardians</u>	<u>Staff to Students</u>	<u>Student Groups to Leadership, Staff, Student Body & Community</u>	<u>School Staff Teams to Leadership & Staff</u>
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Staff Guidance

****Please note that common forms and information for Portland Middle School staff can be found in the [Portland Middle School Information Go To HUB](#)**

Announcements/News:

1. Any announcements or news pertaining to students that need to go in the Daily Announcements must be emailed to the Clerical Assistant and Principal.
2. Any announcements or news that needs to be shared with the parents/guardians must be emailed to the Principal.
3. Any announcements or news that needs to be shared with an entire grade level at once, must be emailed to the Principal.
4. Monthly newsletters to parents/guardians will be sent from the Principal's Office, the Principal will send out a request for content when necessary.

Athletics:

Please see the Athletic Department Communication Plan.

Attendance:

Attendance is handled by the Clerical Assistant. All questions regarding a student's daily attendance should be directed to the Clerical Assistant.

The truancy process is overseen by the Dean of Students. Any questions regarding a student's long term attendance should be directed to the Dean.

Budget/Supplies:

**Please note that we are a zero-based budgeting district. This means that every spring a budget must be presented to the Principal with the specific needs for the following school year. This conversation takes place in a 1 on 1 meeting. The Principal then presents the budget proposal to the Associate Superintendent of Finance and Operations for approval.

Internal Account Ordering/Reimbursements (Grade Level Accounts - Field Trips, Student Council, Fundraiser, etc.)	General Budget Ordering/Reimbursements (All content areas, electives, PBIS, Professional Learning, etc.)
Internal budget reimbursements - 1. Fill out Internal Account Reimbursement Form (receive from Secretary). 2. Make a copy of receipts, do not attach the original receipts. 3. PAPERCLIP all papers together, please do not staple. 4. Give to Secretary.	General budget reimbursements (not internal accounts - ex. Student Council) - 1. Fill out the District Reimbursement Form. 2. Make a copy of receipts, do not attach the original receipts. 3. PAPERCLIP all papers together, please do not staple. 4. Put in my mailbox.
	If staff utilizes Amazon Business to order supplies for their classroom (if they are not purchasing and getting reimbursed) please note the following - - All orders will be pending approval until they are approved through the Principal's Office. - On the PO Number, it should include the account where the funds are coming from, for example - MS General, MS Science, MS Counseling, etc.
	If staff utilizes School Specialty or Printing Essentials to order supplies for their classroom the invoice will be sent directly to the Principal's Office and there is no need to do anything further once the order is placed.

Counseling Department:

1. Student Schedules:
 - All student schedule requests and/or changes must go through the Counseling Department.
 - All permission slips for course requests must be turned in to the Counseling Clerical Assistant.
 - A request may come from a staff member on a student schedule change if it is affecting their classroom output.
2. 504 Plans:
 - All 504 plans will be communicated out to staff in the first week of school, or as soon as a plan is completed and signed. This communication will come from the Counseling Department.
 - All 504 plans will also be accessible in Skyward.
 - If a staff member is requesting additional support for a student (potentially a 504) then a Student Support Team request must be made.

3. Student Well Being/Mental Health:

- If this is not an emergency - please utilize the Google Form to submit a request to the Counselor. The Google Form is located in the portlandk12.org bookmarks for BOTH staff and students.
- If this is a mental health emergency - please follow the Blue Envelope process.
- If this is a student well being emergency (potential CPS referral) - please contact Counselor immediately. If the Counselor is not available, please contact the Principal.

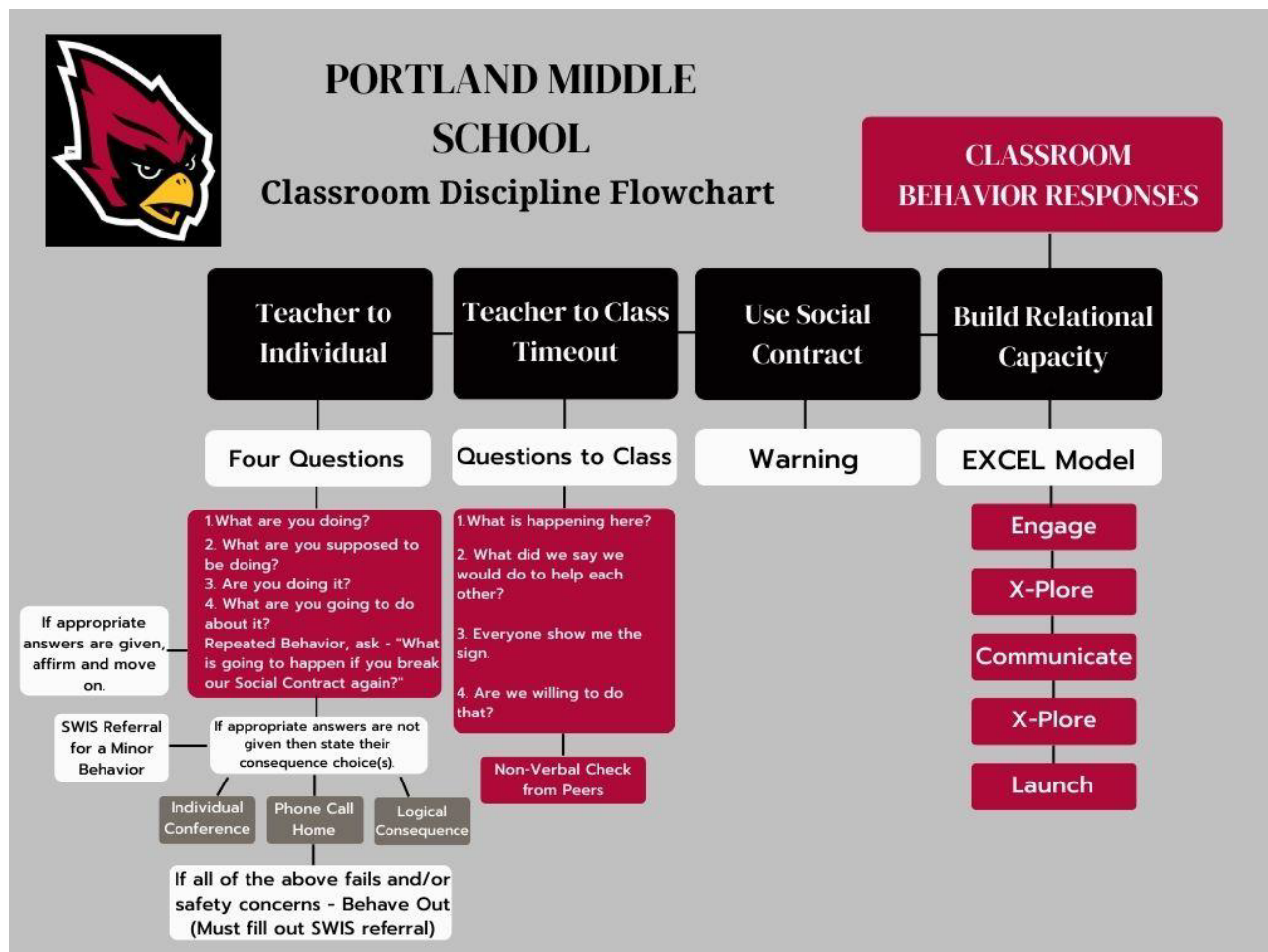
Curriculum:

1. If you have a question or concern about curriculum please contact - Principal or Secondary Curriculum Director.
2. If you need support with pacing, instructional practices or curriculum please contact - Principal or Secondary Curriculum Director.

Any curriculum reviews must go through the following process - [Portland Public Schools Curriculum Selection/Deselection Process](#). The Building Principal and Secondary Curriculum Director must be made aware of the request.

Discipline:

1. All discipline referrals must be submitted in SWIS the day of the behavior occurring. If a student is sent out of class then a phone call must be made to the main office and/or Dean of Students, and a referral must be made in SWIS immediately.
2. Any questions regarding a discipline referral must be directed to the Dean of Students first. If there are additional questions or clarification needed please see the Principal.
3. A request for classroom management support or support with an individual student may be made to the Dean of Students or Principal.



Incident Report:

An incident report should be filled out following an incident that may require documentation due to the nature of the situation.

1. The incident report form can be found in the Main Office and in the [Portland Middle School Information Go To HUB](#).
2. It must be filled out as soon as possible after an incident occurs.
3. The document must be given to the Principal and sent over to Central Office.

Master Schedule:

1. Course requests and staffing drive the creation of the Building Master Schedule. Reviews of both occur during the spring of the school year prior to the upcoming school year.
2. The Master Schedule will be available to staff as soon as it is completed by the Principal and Counselor.
3. Any questions regarding the Master Schedule should be directed to the Principal.

Radio Communication:

Using radios in a school setting can be an effective means of communication, especially for ensuring quick and efficient coordination among staff members during emergencies, events, or day-to-day operations. Here is some guidance on the use of radios:

1. **Respect Privacy and Confidentiality:** Staff members should avoid discussing sensitive or confidential information over the radio, especially if the communication is not secure or can be overheard by unauthorized individuals. Student names should be withheld unless absolutely necessary.

2. **Emergency Protocols:** Establish clear protocols for using radios during emergencies, including how to initiate emergency calls, communicate critical information, and coordinate response efforts with emergency personnel.

Special Education:

Please see the Special Education Department Communication Plan.

Student Support:

If a student is in need of more academic or behavior support that go beyond what they are receiving currently in the classroom, here are the steps to take:

1. A team meeting should be scheduled with the student's teachers and parents/guardians. A plan of support should be created and implemented.
2. If the student is still in need of support even with implemented support and/or accommodations, a [request](#) through the Student Support Team must be submitted.

Transportation:

All transportation requests must be approved by the Principal. Following the approval, the form will be sent over to the Transportation Department by the Secretary.

Leadership to Staff

Communication from leadership to staff can take various forms depending on the nature of the message, the urgency, and the preference of the audience. It is important to provide consistency and clarity in order to foster a positive and productive environment.

Weekly Email:

Will include the following -

1. Important dates
2. Pertinent information and updates
3. Meeting agendas
4. Building wide substitute teacher need (weekly basis)
5. Schedule and sign ups for observations, meetings, etc.
6. Parent Newsletter

Portland Middle School Information Go To HUB:

Common forms and information for Portland Middle School staff can be found in the [Portland Middle School Information Go To HUB](#).

Staff Meeting:

Staff meetings will be held twice a month. An agenda will be shared prior to the meeting in a timely manner.

Staff Evaluations:

All information regarding staff evaluations can be found in Standards for Success.

1. Observation Schedule: Will be located in the staff weekly emails.
2. Pre-Observation Meeting: An email will be sent from the Principal to the Teacher to set up a pre-observation meeting. The meeting must take place prior to the observation. The pre-observation form must be completed within SFS.
3. Post-Observation Meeting: An email will be sent from the Principal to the Teacher to set up a post-observation meeting. The meeting will take place following the observation. The post-observation form must be completed within SFS.

Stand Up Meeting:

A stand up meeting may be called to provide a time sensitive update.

Staff to Parents/Guardians

Effective communication between teachers and parents/guardians is crucial for the success of students. Here are some key principles and strategies for effective teacher communication with parents/guardians:

Establish Consistent Channels of Communication: Create clear channels of communication through which parents can easily reach out to you. This could include email, phone calls, parent-teacher conferences, or a communication app/platform. This should be communicated to parents/guardians and students through the course syllabus.

Timely Responses: All responses should be completed within 48 hours of contact from a parent/guardian.

Be Proactive: Initiate communication with parents regularly, not just when there are problems. Update them on their child's progress, upcoming events, or any changes in the classroom. Provide concrete examples and actionable steps they can take to support their child's learning. It is important to collaborate with the family in order to best support their child.

Be Approachable and Open: Create a welcoming atmosphere where parents feel comfortable approaching you with questions, concerns, or feedback. Respond **promptly** and empathetic to their inquiries. Also, understand that each family has unique circumstances and challenges. Be flexible and accommodating in your communication approach, taking into account the cultural, linguistic, and socioeconomic diversity of your students and their families.

Seek Feedback: Encourage parents to provide feedback on your communication efforts. Ask them how you can better support their needs and preferences when it comes to communication.

Staff will be expected to communicate through the following platforms in order to provide updates on instruction, course pacing, academic achievement, positive behavior, discipline and any other pertinent information.

Brightspace:

A weekly agenda must be posted at the beginning of each week within the course on Brightspace. Students have access to all of their course agendas through Brightspace.

Course Syllabus:

A course syllabus is required to be sent out at the beginning of each course. The course syllabus should include the following -

- Course name and description
- Teacher name, preferred method of contact, any important information regarding the teacher specifically
- Course pacing overview
- Grade expectations and scale
- Supplies needed
- Any information specific to the class that should be communicated with parents/guardians and students

Email:

1. Staff are able to utilize their school email to communicate with parents/guardians to inform them of the following -
 - Instructional updates
 - Changes in course pacing
 - Student academic achievement
 - Positive behavior
 - Discipline and/or behavior concerns
 - Any other pertinent information
2. Staff are expected to respond to parent/guardian email communications within 48 hours of the received message.

Grade Level Newsletters:

A weekly newsletter will be sent out to parents/guardians with information about the upcoming week.

Phone:

1. Staff are able to utilize their school phone to communicate with parents/guardians to inform them of the following -
 - Instructional updates
 - Changes in course pacing
 - Student academic achievement
 - Positive behavior
 - Discipline and/or behavior concerns
 - Any other pertinent information
2. Staff are expected to respond to parent/guardian phone communications within 48 hours of the received message.

Skyward:

1. Course grades must be updated on the Monday of each week.
2. Grades must be current and up to date with current assignments, and assessments.
3. Staff are expected to utilize Skyward to maintain consistent communication with parents/guardians and students.
 - Class messages or announcements may be posted for parents/guardians and students.
 - Please note that emails that are sent from Skyward do say “Do not reply” as the sender. It is important that you state who the email is from and how they may contact you.

Staff to Students

Effective communication from teachers to students is essential for creating a supportive, engaging, and productive learning environment that fosters academic growth and personal development.

Brightspace:

A weekly agenda must be posted at the beginning of each week within the course on Brightspace. Students have access to all of their course agendas through Brightspace.

Capturing Kids Hearts:

The EXCEL model will be utilized consistently throughout the school environment. It will provide the foundation and development of healthy relationships between staff and students. Please see the EXCEL model below for the structure utilized within the classroom setting. The classroom Social Contract should also be clearly posted and interacted with throughout the school day.

E	Engage	Meet and Greet and Get to Know
X	X-plore	Discover the Individual's Needs and Interests
C	Communicate	You Care and Make Your Message Relevant
E	Empower	Your Teaching Becomes Their Doing
L	Launch	Meaningful Ending and Sending

Course Syllabus:

A course syllabus is required to be sent out at the beginning of each course. The course syllabus should include the following -

- Course name and description
- Teacher name, preferred method of contact, any important information regarding the teacher specifically
- Course pacing overview
- Grade expectations and scale
- Policies (late work, missing assignments, etc.)

- Supplies needed
- Any information specific to the class that should be communicated with parents/guardians and students

Skyward:

1. Course grades must be updated on the Monday of each week.
2. Grades must be current and up to date with current assignments, and assessments.
3. Staff are expected to utilize Skyward to maintain consistent communication with parents/guardians and students.
 - Class messages or announcements may be posted for parents/guardians and students.
 - Please note that emails that are sent from Skyward do say “Do not reply” as the sender. It is important that you state who the email is from and how they may contact you.

Student Groups to Leadership, Staff, Student Body and Community

The goal of student groups at Portland Middle School is to provide a platform for students to come together, learn, grow and make a positive impact on their school and community.

Communication to Leadership:

1. Collaborate with School Administration to address student concerns or input, implement changes, promote positive school culture, and to improve the overall school experience for all students.
2. Activities that require approval - student groups should either set up a meeting with the Principal, or email proposals directly to the Principal. Approval must come from the Principal prior to moving forward with activities that impact the school setting and/or student body.
3. Promotional documents - all flyers must be approved by the Principal prior to being posted or promoted. Any flyers that are to be shared with staff, students or the community must be emailed to the Principal with the request of where and when to share the advertisement.
4. An overview of the upcoming events, opportunities, questions, and general information should be emailed to the Principal following any meetings or larger discussions. If requested, leadership will share any and all information to staff, students and community regarding any updates from the student group. It is important that information that should be specifically put into the daily announcements should be specified as such.

Communication to Staff:

1. Staff collaboration and involvement - if staff is needed to assist in an activity put on by the student group, it is the responsibility of the student group or student group advisor to communicate the need to the staff.
2. The advisor of the student group will communicate with staff regarding any meetings that the student group will participate in during the school day. Student group rosters will also be shared with the staff for attendance purposes.
3. The advisor of the student group will communicate with staff regarding any upcoming events and the specifics of the event.

Communication to Student Body:

1. Student groups will request feedback from the student body in order to further support and enhance the school environment. They will collaborate with the student body to coordinate activities that promote positive school culture and increase student involvement.
2. Communication regarding upcoming events and important information will be sent to the student body from School Administration, either through email or daily announcements.
3. Promotional flyers will be printed and distributed throughout the school following administration approval. Flyers may be hung up around the school in an organized manner.

Communication to the Community:

1. Communication regarding upcoming events and important information will be sent to the community from School Administration, either through School Messenger or the daily announcements.
2. Advertisement of upcoming events or promotion of school sponsored events/activities/accomplishments shall be shared to the Principal and posted on the school Facebook page.

School Staff Teams to Leadership & Staff

All staff teams will develop a [communication plan](#).

Grade Level Teams		
6th Grade	7th Grade	8th Grade

Grade level teams will meet on a consistent basis in order to promote collaboration and provide consistency among the grade level in order to support student achievement.

Grade Level Meeting Agendas:

Meeting agenda will be shared with School Administration and all members of the grade level team prior to meeting.

Grade Level Newsletters:

A comprehensive newsletter will be emailed to the Principal on 1st of every month. Administration will send out the newsletter through School Messenger to parents/guardians, and through email to the grade specific student group.

Grade Level Update:

An update will be provided to School Administration following grade level meetings. Any pertinent information that must be shared with fellow staff will be highlighted to the Principal and the Principal will provide the update in the weekly email.

Policies:

All grade level policies will be provided to leadership and staff prior to the start of the school year, or if at any point an update is made with a policy.

Department Teams									
Science	Social Studies	Mathematics	ELA	Special Education	Physical Education	Art	Music	Foreign Language	STEM

Department teams will meet on a consistent basis in order to promote collaboration and provide consistency among the department in order to support student achievement.

School Leadership Teams		
School Leadership Team (SLT)	Process Champions	Student Support Team (SST)

Portland Middle School External Communication Building Plan

The goal of the external communication plan is to provide guidance from the school to families and students. It will establish and maintain a positive, transparent and informative relationship between the school and its stakeholders. Information will foster a supportive and collaborative partnership that prioritizes student success, well-being and community involvement.

Point of Contact Progression Chart		 PORTLAND RAIDERS		PLEASE REACH OUT TO US (517) 647-4161	
TOPIC	1ST CONTACT	2ND CONTACT	3RD CONTACT	4TH CONTACT	5TH CONTACT
Classroom/Instruction	Teacher	Principal	Director of Ed	Superintendent	School Board
Academics	Teacher	Counselor	Principal	Superintendent	School Board
Curriculum	Teacher	Principal	Director of Ed	Superintendent	School Board
Behavior/Discipline	Teacher	Behavior Coach/Dean	Principal	Superintendent	School Board
Special Education	Teacher	Director of Special Education	Principal	Superintendent	School Board
Athletic	Coach	Activities Coordinator (AD)	Principal	Superintendent	School Board
Extracurricular	Advisor	Activities Coordinator (AD)	Principal	Superintendent	School Board
Technology	Teacher	Principal	Associate Superintendent	Superintendent	School Board
School - Other	Principal	Superintendent	School Board		
Transportation	Director of Operations	Associate Superintendent	Superintendent	School Board	
Food Services	Director of Food Services	Principal	Associate Superintendent	Superintendent	School Board
Buildings & Grounds	Director of Operations	Associate Superintendent	Superintendent	School Board	
District Protocols/Policies	Superintendent	School Board			
Oakwood (517) 647-2991	Westwood (517) 647-2989	Middle School (517) 647-2985	High School (517) 647-2981	PACE (517) 647- 2987	Transportation (517) 647-2993
Student Mental Health		Counselor	Principal	988 Suicide Hotline	OK2SAY (855) 565-2729
School Safety (Immediate Concern Call 911)		Principal	Superintendent	Police Department	OK2SAY (855) 565-2729

External Communication Plan will provide guidance on the following areas:

<u>School Leadership to Families</u>	<u>Staff to Parents/ Guardians</u>	<u>Staff to Students</u>	<u>Parents/ Guardians to School</u>	<u>Students to School & Staff</u>
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School Leadership Communication to Families

Daily Announcements:

Daily announcements are read over the PA system to students and are posted on our school website - <https://ms.portlandk12.org/>.

Forms and Informational Flyers:

Hard copies of forms, advertisements and informational flyers can be found outside the Main Office located on the wall in the hallway.

Handbook and Code of Conduct:

The Portland Middle School Handbook and Code of Conduct can be found on the school website - <https://ms.portlandk12.org/>. It includes but is not limited to the following:

- School's Mission and Vision
- School's culture, values and expectations for students' conduct and participation in school activities
- School policies and procedures
- Student expectations
- School rules and regulations
- Disciplinary procedures
- Disciplinary consequences for violations of school rules
- Board Policy
- Federal, state and local laws
- Bell schedule
- Key personnel
- Safety protocols
- Academic policies and procedures
- Other essential information regarding Portland Middle School

Newsletter:

A school wide monthly newsletter will be sent out through School Messenger (in the form of an email and potentially a text message) from the Principal's Office. The first newsletter of the school year will be mailed out but every newsletter following will be emailed.

Report Cards:

Report cards will be mailed out the week following the end of the quarter. Final grades can also be accessed through Skyward Family Access.

School Messenger:

The following information will be communicated through School Messenger in the form of email and potentially a text message, from the Principal's Office. This includes but is not limited to:

Monthly Newsletter
Important Dates
Important News
School Information
Policy Information
Upcoming Events
Athletic/Student Group/Club Sign Ups
Fundraisers
Food Service Communication
Class Pictures/Updates/News

**Please be sure that your email address is correct in Skyward. If you are not receiving emails from the Principal please contact the school.

Skyward:

Skyward Family Access is a secure internet-based website that allows you to easily view your student's attendance, grades and schedule. Our staff members also utilize Skyward to send messages and to keep students/parents informed about assignments and assessments. Students and parents/guardians have separate logins.

Skyward Direct Link: <https://skyward-pps.ioniaisd.org/scripts/wsisa.dll/WService=wsPPS/seplog01.w>

Skyward FAQ and Login Instructions: [Skyward Document](#)

Social Media:

Information and achievement highlights can be found on our school's Facebook page - "Portland Middle School - Portland, MI".

Website:

The Portland Middle School website (<https://ms.portlandk12.org/>) is a key source of information for our students and parents. The following items can be found on the **middle school website**:

- School Profile Information
 - Annual Education Report
 - School Improvement Plan
 - Handbook
 - Code of Conduct
- Announcements
- Calendar of Events
- Principal's Message
- Newsletters
- Emergency Drills
- Staff Profiles and Emails
- Thank a Middle School Employee

The following items can be found on the **district website**:

- District Calendar
- School Forms
 - Registration Packet (for both new and returning students)
 - Device Agreement

- Athletic Forms

- Concussion Awareness Form

- Emergency Card for Coach

- Athletic Code of Conduct

- MHSAA Physical Card

Staff to Parents/Guardians

Effective communication between teachers and parents/guardians is crucial for the success of students.

Brightspace:

A weekly agenda will be posted at the beginning of each week within the course on Brightspace. Students have access to all of their course agendas through Brightspace. Parents/guardians may access Brightspace through their student's account.

Course Syllabus:

A course syllabus will be sent out at the beginning of each course. The course syllabus will include the following -

- Course name and description
- Teacher name, preferred method of contact, any important information regarding the teacher specifically
- Course pacing overview
- Grade expectations and scale
- Supplies needed
- Any information specific to the class that should be communicated with parents/guardians and students

Email:

1. Staff are able to utilize their school email to communicate with parents/guardians to inform them of the following -
 - Instructional updates
 - Changes in course pacing
 - Student academic achievement
 - Positive behavior
 - Discipline and/or behavior concerns
 - Any other pertinent information
2. A response to parent/guardian email communications are expected to occur within 48 hours of the received message.

Grade Level Newsletters:

A monthly or quarterly newsletter will be sent out to parents/guardians with information about the upcoming events. This will be sent through School Messenger from the Principal.

Phone:

1. Staff are able to utilize their school phone to communicate with parents/guardians to inform them of the following -
 - Instructional updates
 - Changes in course pacing
 - Student academic achievement
 - Positive behavior
 - Discipline and/or behavior concerns
 - Any other pertinent information

2. A response to parent/guardian phone communications are expected to occur within 48 hours of the received message.

Skyward:

1. Course grades must be updated on the Monday of each week.
2. Parents/guardians can locate all student information in Skyward including the following:
 - Profile/Personal Information
 - Emergency Contact Information
 - Attendance
 - Discipline
 - Student Schedule
 - Grades and Missing Assignments
3. Skyward will be utilized to maintain consistent communication with parents/guardians and students.
 - Class messages or announcements may be posted for parents/guardians and students.
 - Please note that emails that are sent from Skyward do say “Do not reply” as the sender. Staff will sign the email with their name and contact information so parents/guardians are aware of who the message is coming from.

Staff to Students

Effective communication from teachers to students is essential for creating a supportive, engaging, and productive learning environment that fosters academic growth and personal development.

Brightspace:

A weekly agenda must be posted at the beginning of each week within the course on Brightspace. Students have access to all of their course agendas through Brightspace.

Science curriculum is located in Amplify.

Social Studies curriculum is located in TCi.

Classroom Communication:

Staff may communicate with students via verbal and written communication in the classroom on the following items -

- Classroom expectations
- Social Contract
- Gradebook updates
- Missing assignments
- Upcoming teacher absence
- Change in daily schedule
- Adjustments to course pacing
- Feedback on assignments and/or assessments
- Any pertinent information specific to the class

Course Syllabus:

A course syllabus will be handed out at the beginning of each course. The course syllabus will include the following -

- Course name and description
- Teacher name, preferred method of contact, any important information regarding the teacher specifically
- Course pacing overview
- Grade expectations and scale
- Policies (late work, missing assignments, etc.)
- Supplies needed
- Any pertinent information specific to the class

Daily Announcements:

Daily announcements will be announced over the PA system on a daily basis. They are also posted on our school website - <https://ms.portlandk12.org/>. Announcements will include the following information -

- Upcoming events
- Athletic sign ups and important information
- After School Tutoring and Saturday School information
- Raider Buck Store dates
- School based opportunities

- Homeroom competitions
- Any other pertinent information for students

Forms and Informational Flyers:

Hard copies of forms, advertisements and informational flyers can be found outside the Main Office located on the wall in the hallway.

Skyward:

1. Course grades will be located in Skyward. Grades will be updated by the Monday of each week.
2. Class messages or announcements will be posted in Skyward on the homepage of your account.
3. Students are encouraged to check Skyward on a consistent basis in order to see their academic progress.

Social Media:

Information and achievement highlights can be found on our school's Facebook page - "Portland Middle School - Portland, MI".

Parents/Guardians to School Communication

The following information is guidance for parent/guardian communication to the school. It is important to note that we welcome any and all communication even if it is not listed below.

Daily Attendance:

If your student is going to be late or absent to school please call the office at 517-647-2985 or email the Clerical Assistant. Please leave a voicemail if you do not reach someone. If you are unable to call, please send in a note (especially for appointments) within 24 hours with your student. Also, if your student has a doctor or dentist appointment, it is always helpful to get the “school excuse” note from their office. They should drop these items off to the Secretary or Clerical Assistant in the office.

Email:

1. Staff emails can be found on our website - <https://ms.portlandk12.org/>.
2. Parents/guardians should email staff with any questions or concerns regarding things pertaining to or happening in the classroom. Contact should only be made to Administration if requests to the staff member go unanswered or if concerns are not addressed.

General School Information:

Portland Middle School

Address:

745 Storz Ave.

Portland, MI 48875

Phone Number:

517-647-2985

Long Term Absences (3+ days and/or prearranged):

If your student is going to be absent for a longer period of time and this is a prearranged absence (vacation, etc.), notification should be made at least 1 week prior to the absence.

1. Email the student’s teachers
2. Request an overview of work that is going to be missed
3. Notify the main office of absence

****Reminder:** it is the responsibility of the student to complete all work missed while on a prearranged absence (no matter the length), unless otherwise agreed upon by the teacher.

Meeting:

If you would like to schedule a meeting with a teacher, please contact the teacher via email or phone to set up a meeting.

If you would like to schedule a meeting with a Building Administrator, please contact the teacher via email or phone to set up a meeting.

Relevant or Important Information:

The following list are examples of situations where it would be appropriate to give the school or staff a heads up in order to fully support your student (please note these are not required to communicate but rather a suggestion or helpful list) -

1. Handle with care situations (ex. Death in the family, life altering events, mental health updates, etc.)
2. Health update or change that may affect the classroom setting
3. Medication update or adjustment that may affect the classroom setting
4. Social concerns or awareness
5. Academic concerns or questions
6. Outside diagnosis that is relevant to the school setting
7. Behavioral concerns or change in consistent behavior pattern
8. Learning style and/or effective strategies to support the student
9. Any information that parents/guardians believe will better support the student's learning and overall well-being in the school setting.

Students to School and Staff Communication

As a middle school student, it is important to have the confidence in yourself to take an active role in your education. Effective communication will guide a student towards empowerment in their educational career and success in the school setting.

Academic Communication:

How/when and what should I discuss with my teacher...	
Through Email	During Class Time
1. Request for extra copies of missing assignments 2. I lost something and need assistance 3. Notification of completion of a missing assignment or late work completed 4. Long term absence and request for school work 5. Request for extra help/meeting 6. Struggling or getting behind in class and not comfortable to speak with teacher in class 7. Information that student is not sharing in person with the staff member	1. Question on current assignment, project, assessment 2. I lost something and need assistance 3. Supplies needed 4. Support needed at that moment in time regarding a social situation 5. Support needed on note taking

Academic Questions:

The following list is composed of examples of topics that may be beneficial to approach your teacher about. This conversation can take place in person, or through email depending on your level of comfort -

1. I have a question regarding a grade on an assignment or assessment...
2. I have a question about an upcoming assignment or project...
3. I did not receive feedback and am looking for some...
4. The notes that I took during class did not meet my expectations, can I get support on note taking...
5. Asking for clarification on course material
6. Seek guidance on academic goals or progress
7. Tips or resources on time management, test preparation, etc.

Academic Support:

1. Speak with your teacher about extra support/help.
2. After School Tutoring: Portland Middle School offers free after school tutoring Monday through Thursday.
3. Saturday School: Portland Middle School offers Saturday School twice per month for extra academic support or behavioral intervention.

Class Schedule:

All class schedule requests and/or changes must go through the Counseling Department.

You can access your class schedule on Skyward at any time.

Discipline:

All discipline will be handled through the Dean of Students and main office. If you are concerned about your own behavior or another student's actions you are encouraged to schedule a meeting with the Dean of Students to discuss.

Email:

1. Staff emails can be found on our school website - <https://ms.portlandk12.org/>.
2. Students can utilize email to appropriately communicate with teachers and administration.

****It is important to remember to utilize email etiquette when publishing an email. Here are some tips for email etiquette -**

- Use a clear and descriptive subject line (this should not be a full sentence)
- Use a polite greeting
- Be clear and concise with messaging
- Use proper grammar and punctuation
- Be mindful of tone and context
- Use a professional sign off (ex. "Sincerely", "Thank you", etc. followed by your name)

Illness:

If you are feeling sick throughout the school day, you should request to go to the office to call home or speak with the school nurse. Please do not text/call your parent/guardian regarding an illness unless you have notified the office that you are feeling ill.

Locker:

Locker number and combination is located at the top of your printed schedule. You can also find it on Skyward or ask in the main office if you forget or cannot find it.

Mental Health Support:

Students should utilize the Google Form to submit a request to see the Counselor. The Google Form is located in the portlandk12.org bookmarks for students.

If it is a mental health emergency please speak with your teacher immediately or directly to the office to seek support.

Proposal:

If you would like to form a student group or have an idea pertaining to the school, please reach out to the Principal with your formal proposal. All proposals will be reviewed.

Skyward:

If you have any questions regarding your grades please check Skyward first. If any further questions exist, please reach out to your teacher.