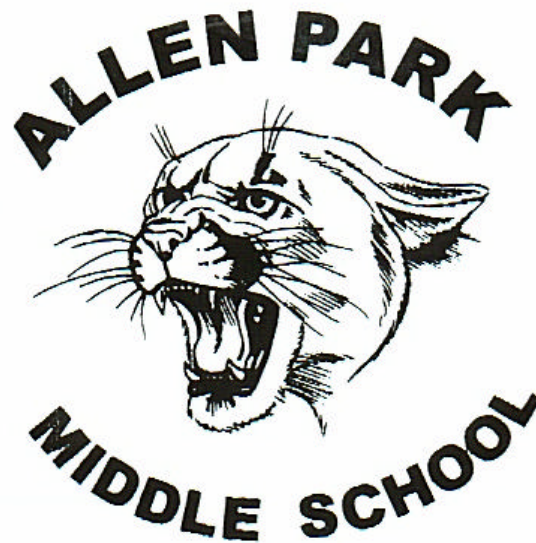


Welcome to Allen Park Middle School
Home of the Panthers



The mission of Allen Park Middle School is to provide our students with a supportive environment that promotes excellence in learning.

Allen Park Middle School
8401 Vine
Allen Park, Michigan 48101

Michael S. Dawson, Principal
mike.dawson@apps.k12.mi.us

Mark Lowe, Assist. Principal/Athl. Dir.
mark.lowe@apps.k12.mi.us

Alise Grant, Secretary
alise.grant@apps.12.mi.us

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Counseling Office

Jane Beier, Counselor
jane.beier@apps.k12.mi.us

Robert Curry, Counselor
bob.curry@apps.k12.mi.us

COMMUNICATION WITHIN ALLEN PARK MIDDLE SCHOOL

Mr. Dawson, Principal	313 827-2200
Mr. Lowe, Assistant Principal/Athletic Director	313 827-2250
Our fax number	313 827-2251

Our website	www.apps.k12.mi.us/ms
Parent Connection	ParentConnection is a web application that provides parents with direct access to student data via the Internet. Using a confidential PIN and password, parents can connect to the school district's student database using a web browser and view their child's data, such as progress reports, attendance records, report cards, transcripts, and more. The web address for Parent Connection is as follows: http://www.apps.k12.mi.us/curric/usingparentconnection/
Daily Announcements	Broadcast daily to all classrooms. Students are responsible for the information shared.
Parent-Principal Meetings	Please see the district calendar for dates and times.
PTSA Meetings (Parent Teacher Student Association)	1 st Tuesday of each month from September through June at 6:30 p.m. in the Media Center
Student Handbook	Available on our website and in the office at the start of school.
Code of Conduct	Available on our website and in the office at the start of school.
Progress Reports	Distributed to students mid-way of each quarter
Quarterly Report	Distributed to students the Friday after the end of each quarter Fourth quarter report cards are mailed home

CURRICULUM

The Allen Park Middle School is accredited by the North Central Association of Colleges and Schools (NCA).

Objectives of the Middle School

1. Develop fundamental skills such as thinking, communicating, writing, and computing by offering a sound curriculum.
2. To develop an understanding of habits and attitudes necessary for the development of good physical and mental health.
3. To provide for the development of social and mental health.
4. To offer a variety of creative, recreational, and extracurricular activities.

Required Courses

English
Mathematics
Science
Social Studies
Physical Education (non-band students)

Exploratory Courses

Art
Band
Computers
Industrial Arts
World Languages
Healthy Living
Physical Education
Media Studies
Leadership/Community Service

STUDENT ACHIEVEMENT

Eight computerized reports are distributed to students that reflect their progress in each of the subject areas. A *progress report* is given mid-way of each of the four quarters. A *report card* is given one week after the end of each of the four card markings. Parents may obtain extra copies of progress reports and report cards by contacting the office.

Parent-Teacher Conferences are held in the gym twice a year. Conference sessions are held in the afternoon and evening. The first conference takes place early in the second quarter. The second conference is held early in the third quarter. Refer to the Allen Park Public Schools' District Calendar for specific dates.

Parents wishing to speak to their child's teacher(s) may do so by contacting the school office or by e-mail.

TIME SCHEDULE

School doors open	7:00 a.m.	Please do not drop off prior to 7:00 am	
Breakfast available	7:15 a.m.		
First bell	7:40 a.m.		
Tardy bell/First period	7:45 – 8:50 a.m.		
Second period	8:55 – 9:50 a.m.		
Third period	9:55 – 10:50 a.m.		
Fourth period	10:55 a.m. – 12:30 p.m.	10:55 – 11:20 a.m.	6 th grade lunch
		11:30 – 11:55 a.m.	7 th grade lunch
		12:05 – 12:30 p.m.	8 th grade lunch
Fifth period	12:35 – 1:30 p.m.		
Sixth period	1:35 – 2:30 p.m.		

Half day dismissal is at 10:50 a.m. with shortened periods for all classes

HEALTH AND SPORTS PHYSICALS

All 6th graders and new students are required to have a completed physical and updated immunization record on file on the first day of school. There is a “Health Appraisal” form available from any school office. A separate “MHSAA Medical History” form needs to be completed by 7th and 8th graders to participate in a school sport.

MEDICATIONS IN SCHOOL

The form entitled, “Permission to Administer Medication,” must be completed by a physician and the parent/guardian prior to the administration of any medication at school. The form is available online and in the school office.

ATTENDANCE

Absences

Parents/guardians are expected to call the Attendance Office (827-2250) before 9:00 a.m. each day of a student's absence stating the reason or nature of the absence. All incoming 6th graders should know their home address and emergency contact phone numbers. It can be hectic during the first weeks of school and would save a lot of time if your student becomes ill early in the school year.

Early Dismissals

Parents/Guardians should call or write a note to the attendance office stating the date and time of the early dismissal. Students should bring the note indicating parents/guardians are requesting an early dismissal to the attendance office in the morning. An "early dismissal" pass will be given to the student dismissing the student from class at the indicated time. Students will wait for parents/guardians in the office. When students return to school, they should check back into school in the attendance office.

It is the student's responsibility to find out what he or she missed when absent and to make arrangements with the individual teacher concerning make up work. Excused absences allow the student two days to make up work for every one that he/she was absent, up to a maximum of five school days. Work not made up in this time will receive no credit.

A student who leaves the building without properly signing out will be considered truant, and appropriate measures will be taken according to the *Code of Conduct*.

Tardiness

A student shall be recorded tardy when he or she is not in the assigned classroom when class is scheduled to begin.

Exceptions to tardiness are:

- tardiness from home - requires a note or phone call from a parent/guardian explaining the reason - a limited number of tardies may be excused per the *Code of Conduct*.
- if a previous teacher, counselor, special service personnel, principal or assistant principal causes a student to be tardy, a tardy slip is required from one of the above-name persons
- if students transported by bus arrive after school begins, the office will notify teachers regarding the reason for the tardiness; students shall go to their class immediately

CAFETERIA TIMES

Breakfast

- Breakfast is served daily from 7:15 a.m. until 7:40 a.m.
- Students may purchase a continental breakfast with cash or accessing their *Zangle* account.
- All food must be consumed before leaving the cafeteria.
- Students are responsible for cleaning up their table and surrounding floor.

Lunch

- Students remain in the cafeteria during the lunch period. Students attend lunch with their own grade level unless other arrangements have been made due to scheduling.
- Student may bring a lunch from home, purchase a hot lunch or items a' la carte for various prices.
- Student can pay for their lunch with cash or accessing their *Zangle Account*. Parents may wish to pre-pay for lunches by sending in money to deposit on account. Charging of lunches is not allowed.
- Students *Zangle* account number is the same as the student identification (I.D.) number.
- Lunch menus are available on the Middle School website and the office.
- Students are responsible for cleaning up their table and surrounding floor.
- Until students become more familiar with the lunch lines, it is recommended that students bring a lunch from home for at least the first week of school. Beverages and snacks may be purchased from the various food windows.

YEARBOOK

Students have the opportunity to order a school yearbook. Orders are taken in the fall with yearbooks arriving in late spring. Students need to pre-order to ensure obtaining a book. Order forms are available in the office and on our website. Yearbooks are distributed during the final weeks of the school year.

P.E. REQUIREMENTS

The following are the dress rules for physical education classes:

1. Students must wear navy blue or black shorts. (no boxers or jean shorts)
2. Students must wear either a gray or white t-shirt with sleeves.
3. Gym shoes and socks must be used for footwear.
4. Sweatshirts, sweat pants or wind pants may be worn outdoors.
5. Bathing suits worn must be appropriate as determined by the teacher. "Bikini" bathing suits are not allowed.

STUDENT DRESS

The Allen Park Public School District recognizes that it is educating youth for citizenship in a democratic society. Scrupulous attention to the constitutional rights, freedoms, and responsibilities of the individual student, his or her parents/guardians, the school group, and the community is necessary in promoting and protecting this democratic society.

With this in mind, all parents and students are reminded that the dress and grooming practices in the Allen Park Public Schools will be based on common sense, good judgment, and good taste. Where such dress and grooming habits present a detrimental effect on the student or the group or to their health and safety, or create classroom or school disorders, then it will be the responsibility of the school authorities, parents/guardians, or students, including the student government, to make necessary changes, either collectively or separately, to solve the problem.

It is also specifically understood that an interpretation of common sense, good judgment, and good taste has been made and is understood by school authorities as "clean" and "covered." Dress and grooming bear a direct relationship to the effective educational process. Unusual or exaggerated mode of dress and conspicuous departures from accepted customs in dress or grooming in the community will be prohibited. Specific rules and regulations will be adopted from time to time as the occasion and events dictate.

Some examples of Middle School dress and grooming rules are:

- students must wear shoes at all times - sandals must be worn with socks
- sunglasses may not be worn in the building
- improper fitting of clothing for boys or girls is not allowed; no "sagging" of pants
- coats or outer jackets are not to be worn in classes
- no bare midriffs – shirts must overlap the pants
- no short-shorts or cutoffs (shorts must reach the student's fingertips or beyond)
- no hats are to be worn in the building
- shirts must have a sleeve that covers the shoulders
- no cotton or fleece-lined sweat pants (excepting those issued by school athletic teams, which may be worn on game days) in classrooms or school hallways.
- swimsuits for gym must be appropriate
- no offensive T-shirts or sweatshirts ("Big Johnson," alcoholic beverages, cigarettes, illegal substances, inappropriate language and/or pictures)
- no boxer shorts
- no pants or shorts with holes will be permitted

Students violating dress code will be placed in In School Suspension (ISS) and a parent contact initiated. Student will remain in ISS until the issue is resolved.

LOCKERS

Use of lockers for students is a privilege, not a right. Misuse of lockers, such as kicking them, etc., may cause the student to forfeit the use of the locker.

- lockers will be assigned at the beginning of the school year
- lockers are furnished with combination locks; student should keep these combinations *secret* for their own protection
- students must not change lockers without permission from the office
- students may not share lockers with others
- students are responsible for keeping lockers neat at all times, including the exterior; periodic checks of lockers will be made
- the search of student lockers by school administrative personnel will be made when there are reasonable grounds for believing the locker contains material in violation of established school policy

LOST AND FOUND

Lost articles will be taken to the cafeteria. It is the students' responsibility to check the lost and found before and after school for lost items. Unclaimed items will be donated to charitable organizations at the end of each month. Students are encouraged to label all of their belongings. Again, it is the students' responsibility to check in the cafeteria for their lost textbooks.

It is highly recommended that students bring a padlock for gym class to secure belongings. However, locks must be removed on a daily basis.

BICYCLES

Bicycles are to be placed in the bike racks located at the front of the building. Students are not permitted to use them during school hours, including lunch time. Bikes should always be locked. The school is not responsible for theft of bicycles.

SCHOOL PICTURES

All students are encouraged to have their photo taken since these photos will be used for student ID/library cards, yearbook photos, and the students' permanent records. Photo package information is sent home with students prior to picture day. Payment for personal packages must be given to the photographer at the time the photo is taken. A retake session will be scheduled after the original packages are received. If the photo is unsatisfactory and needs to be retaken, just have your child return the entire original package to the photographer on retake day.

Frequently Asked Questions

What do I do if my child is late for school?

If your son or daughter is late, send your child to the office. A phone call or note from you excusing the tardy is requested. If a phone call or note is not received, your child will have an unexcused tardy. Unexcused tardies do add up to detentions served in out in-school suspension room.

How much time do students have between classes?

Students have five minutes passing time between classes. After the first week of school, students should be accustomed to their schedule and should report to class on time.

Do students need to carry books and belongings all day?

No, students may store their books, coats, lunches etc. in their lockers. Students have enough time to stop at lockers between classes. Jackets, coats, purses and backpacks are not allowed in class. Keep your locker organized. Give yourself time throughout the year to organize your locker. Keep your locker closed and locked at all times.

My child is having trouble with their locker. What should they do?

If a student locker does not work, your student should report to the office. A maintenance request form will be completed and sent to our maintenance staff ASAP. Most staff can help with locker trouble, including a jammed locker.

My child shares a locker with a friend and that friend is absent. Now what?

Students should not be sharing lockers with their friends. Friendships can come and go. If this is the case, the office staff can open the locker. If your student was assigned a locker, he/she should be using it alone.

Is there a Lost and Found?

Yes, there are a few. Physical Education items are stored in girls and boys locker rooms in the gym. Any other items found are located in the cafeteria.

What students are eligible to play sports at the middle school?

Only 7th and 8th grade students may participate in school sports with the exception of cross country. All sport tryout times and dates are announced during morning announcements usually the week before tryouts begin. Sixth grade students are not eligible for athletic sports due to the Michigan High School Athletic Association (MHSAA) rules. However, sixth grade students are encouraged to participate as spectators at all athletic events.

My child lost the student planner that was given the first week of school. How can we get another?

Student planners are given to each student the first week of school free of charge. If it needs to be replaced, planners are available in the office for \$5.00. Students are encouraged to use the planner to keep organized with assignments and tests.

How can I deposit lunch money into my child's Zangle account?

Checks payable to Allen Park Public Schools or cash can be deposited by your child in the lunch line in the morning or during lunch. Any food items sold in the cafeteria with the exception of the vending machine can be purchased through the meal magic account. This includes breakfast items at the morning breakfast.

How do I know how much money is left in my child's account?

Parents can check lunch balances using Parent Connect.

My child must leave school for an appointment. What do I need to do?

Please call or write a note to the attendance office stating the time and reason your child needs to leave. An early dismissal pass will be given to your student so that he/she may show the teacher at the given time. At that time, your child should take the pass, go to his/her locker to get everything needed to leave, report to the office and wait for the parent to pick him/her up. We ask that parents please pickup your child in the office.

What if my child needs to call home?

Office phones are available for emergency calls only. Students are required to sign the phone sheet in the office stating their purpose for calling.

My child was hurt during gym class. What does he need to do?

All injuries should be reported to the teacher at the time of the injury. The teacher will determine if the student needs to report to the office for a phone call home. A phone call is usually placed to let parents know of any injury so that they may determine what is the best plan of action for your child.

My child forgot their homework again. How can I get it to them?

Parents can drop off forgotten items to the office and we will do our best to deliver these items to your child.

What should my child do with their street clothes after they change into gym clothes for PE class?

All students should have a combination lock used only for the locker room. Street clothes may be stored hourly during class in the locker room. After class, the lock should be removed and PE clothes returned to the student's main locker. The lock must be removed when class is over so that the next period students may do the same.

My child lost one of their textbooks. What should they do?

After the lost and found has been checked and double-checked, report the lost book to the teacher. The teacher will tell the student the replacement cost of the book. After the lost book is paid for, a new book will be given. If the lost textbook is found, a check will be issued to the parents.

Can my child ride the bus home with another student after school?

Students who live in an area not provided bus transportation may not ride the bus at any time.

Homework help is needed. What is available?

Homework Station is available to any Allen Park Middle School student needing help with homework after school. Homework Station is an hour-long program held in a classroom with teacher supervision and two National Junior Honor Society students Mondays and Wednesdays, 2:30 – 3:30 p.m. Any APMS student may attend. Students are required to sign in at Homework Station. If Homework Station is canceled due to a half-day or any other reason, it will be announced during morning announcements.

What can I do if my child loses their report card or progress report?

Parents may contact the school office for additional copies of a report card or progress report.

What do I do if my child is having a problem with another student or if they see a problem arising between two students?

If your son is having a problem with another student, he should see his counselor. The students may be advised to seek peer assistance. If a student sees a problem arising between two students, please seek the help of a teacher, administrator or counselor.

Where should my child go if he is not feeling well?

If your child is not feeling well, he should report to the office so that parents can be contacted.

LOCKER COMBINATION EXPLANATION

SAMPLE COMBINATION

(0-15-25)

(R-L-R)

STEP #1

SPIN DIAL TWO TIMES TO THE RIGHT TO RELEASE LOCK

STEP #2

STOP AT NUMBER 0

STEP #3

GO LEFT AND STOP AT NUMBER 15 THE SECOND TIME AROUND**

STEP #4

GO RIGHT AND STOP AT NUMBER 25

STEP #5

OPEN LOCK BY LIFTING UP ON THE BLACK HOOK

THE SECRET IS TO GO PAST THE SECOND NUMBER ONCE
AND STOP AT THE SECOND TIME AROUND

BE SURE TO SPIN THE DIAL AFTER CLOSING YOUR LOCKER
YOU MIGHT WISH TO PRACTICE ON A COMBINATION LOCK THIS SUMMER!

**NOTE: YOU ARE THE ONLY ONE TO KNOW YOUR COMBINATION
KEEP IT THAT WAY!**

SCHEDULE PICK UP DATE AND TIME

Sixth grade students may pick up their class schedules, locker assignment, lock combination and tour our school on:

WEDNESDAY, SEPTEMBER 2, 2009
LAST NAMES A – M 9:00 – 10:30 A.M.
10:30 – 11:00 A.M. – ICE CREAM SOCIAL
LAST NAMES N – Z – 11:00 A.M. – 12:30 P.M.

*Seventh grade schedules will be available Thursday, September 3, 2009 from 8:30–10:00 a.m.
Eighth grade schedules will be available Thursday, September 3, 2009 from 10:00 a.m. – 12:00 p.m.*

REQUIRED!

STUDENTS ENTERING
ALLEN PARK MIDDLE SCHOOL
MUST HAVE DOCUMENTATION SHOWING THE FOLLOWING IMMUNIZATIONS:

- ✓ TWO DOSES OF MEASLES, MUMPS, RUBELLA (MMR)
- ✓ THREE DOSES OF HEPATITIS B
- ✓ COMPLETE SERIES OF DTaP/Td (WITH ONE DOSE GIVEN IN THE LAST 10 YEARS)
- ✓ THREE DOSES OF POLIO
- ✓ ONE DOSE OF VARICELLA (CHICKEN POX) OR DATE WHEN CHILD HAS HAD CHICKEN POX

***STUDENTS NOT HAVING THE ABOVE IMMUNIZATIONS
WILL BE EXCLUDED ON THE FIRST DAY OF SCHOOL.***

THIS REQUIREMENT WILL HELP ASSURE THAT SCHOOL-AGED CHILDREN ARE UP-TO-DATE AND PROTECTED AGAINST VACCINE-PREVENTABLE DISEASES.



BE PREPARED!

YOU WILL CREATE YOUR OWN SCIENCE PORTFOLIO!

The Science Teachers request that every new student to APMS purchase at least a 1-½ inch binder in the following color for the 2009-2010 School Year:

6 th Graders	Green Binder
7 th Graders	Red Binder
8 th Graders	Blue Binder

A minimum of 25 sheet protectors per school year are recommended to keep the entries in good condition. This binder will be used throughout your middle school career.

Welcome to Allen Park Middle School from your Food Service Staff

Allen Park Public Schools offers students the option of purchasing breakfast and/or lunch at school. A "Breakfast Combo" costs \$1.25 and includes milk and juice or fruit along with a main item. A "Lunch Combo" costs between \$2.75 and \$3.00, depending on the main item, and includes milk, main item and two servings of fruits and vegetables from among many choices. Milk alone costs \$.50. There is always at least one main item featured, along with pizza, baked chicken patty sandwiches and hamburgers which are available daily. There are also many other food and beverage items sold separately. Monthly menus are posted on our web site and available in the office and cafeteria.

If your child qualifies for free or reduced price meal benefits, please fill out an application and return it to the office. These applications will be available in the school office and on our web site in September. Fill out only one application for your family, listing all family members. You will be notified by mail of whether or not your child qualifies for benefits. If your financial circumstances change at any time during the year, you may apply/reapply for benefits. Please note that if you apply and report "0" income, your application will be approved only temporarily and you will need to reapply every 30 days. Any student approved for free or reduced meals qualifies for both breakfast and lunch benefits. A full combo meal is available to each student with benefits at their Free or Reduced Rate.

Allen Park Middle School uses a debit card system called "Zangle". This allows students and parents the convenience of depositing money into the student's account to pay for meals. Students memorize their student numbers and enter them into the number pad at each register to purchase food. We find that students who keep money in their accounts are getting through the lines faster than those students who pay cash. Another advantage to using a debit system is for students with free or reduced benefits. Because free and reduced benefits are computerized, student confidentiality is maintained.

Zangle is a prepaid system, not a charge card. Students must have money in their accounts or in hand to purchase food. You may send in deposits of any amount at any time. Please make checks payable to "Allen Park Public Schools". To make deposits, please place money (cash or check) into an envelope, labeling it with student name and student ID # and hand it to any cashier at breakfast or lunch. Students or parents may also bring deposits to the cafeteria before school. The deposit is made to each student's account and the account will be debited for the purchase of meals and snacks. Any check returned by the bank will incur a \$20 charge. Elementary balances (positive or negative) will be carried over to the Middle School. Balances remaining at the end of the school year (positive or negative) will be carried over into the next year. Any student leaving Allen Park Public Schools will have their account balance refunded upon written parent request.

If you have questions about the lunch program, call our Director of Food Service at (313) 827-2185. Questions about a student's account may be directed to a cashier, or you may call Karen Guobis at (313) 827-2185. As always, we hope that students and parents will find these procedures helpful and convenient.