

# Greenville



# Public Schools

**Middle School  
Summer School Program  
Parent/Student  
Handbook**

## **ACKNOWLEDGEMENTS**

**The Greenville Middle School Summer School Program staff, students, and administrators wish to thank the Greenville Area Community Foundation for their generosity in making summer school an imperative instructional tool in the lives of our students. We would also like to thank Greenville Middle School staff and administration as well as all Greenville Central Office personnel for their invaluable support in allowing the summer school program to become the very definition of a successful program.**

## **GMS SUMMER SCHOOL GOALS**

**There are two goals of the Greenville Public Schools Middle School Summer Program. The first goal is to labor on specific language arts and mathematics objectives to prove competency for promotion. The second goal is to attain mastery of specific concepts and benchmarks that an individual student did not master during the course of the regular school year.**

# **TABLE OF CONTENTS**

Letter from the Principal.....	4
Greenville Middle School Summer School Mission Statement.....	5
Summer School Contact Information.....	6
Calendar.....	7
Map of GMS.....	8
Daily Schedule.....	9
Transportation Policy.....	9
Dress Code Policy.....	10
Student Conduct.....	10
Attendance Policy.....	11
Consequences of Student Conduct: Three Strikes and You're Out.....	11
Positive Reinforcement.....	11
Homework and Grading.....	12
Individualized Curriculum.....	12
Process For Enrolling Students in Summer School.....	12-13
Annual Summer School Informational Meeting.....	14
Drug Free School Federal Law.....	14
State Weapons Law.....	14
Tobacco Free Schools.....	14
Promotion / Retention Policy.....	15-16
Greenville Middle School: Interventions Before Retention.....	16-17
Commitment Form.....	18

## **LETTER FROM THE PRINCIPAL**

*Dear Students,*

*Welcome to Greenville Middle School's Summer School! As one of our selected students, you will be receiving one-on-one and small group instruction specifically designed to meet your learning needs. Working as a partner with highly-qualified staff members, you will share in the responsibility for your own learning success. Enjoy your time here – we know you are going to love learning!*

*Sincerely,*

*Mrs. Brissette*

*GMS Principal*

**"The Best is in the Middle!"**

## **GREENVILLE MIDDLE SCHOOL SUMMER SCHOOL MISSION STATEMENT**

**Greenville Summer School at the middle level will strive to encourage students to open their minds for learning, allow them the courage to question, and the confidence to behave respectfully. Our goal is to increase proficiency in academics, social skills, and work ethics.**



## **SUMMER SCHOOL CONTACT INFORMATION**

**Greenville Middle School  
1321 Chase Road  
Greenville, MI 48838**

Greenville Middle School Phone # (616) 754-9361  
Greenville Middle School Fax # (616) 754-2901  
GPS Automated Attendant (616) 225-1000

**Michael Walsh**  
**GMS Summer School Administrator (616) 225-1000 ext. 8332**

E-mail walshm@greenville.k12.mi.us  
or  
gmssummerschool@yahoo.com

Don't forget to visit our Greenville Middle School Summer School website!

**[www.geocities.com/gmssummerschool](http://www.geocities.com/gmssummerschool)**

Other District Numbers:

Greenville Public Schools Central Office (616) 754-3686  
Greenville High School (616) 754-3681  
Baldwin Heights Elementary (616) 754-3643  
Cedar Crest Elementary (616) 754-3641  
Lincoln Heights Elementary (616) 754-9167  
Walnut Hills Elementary (616) 754-3688

# CALENDAR

## SUMMER SCHOOL

GREENVILLE MIDDLE SCHOOL

June 11 - July 13

2007

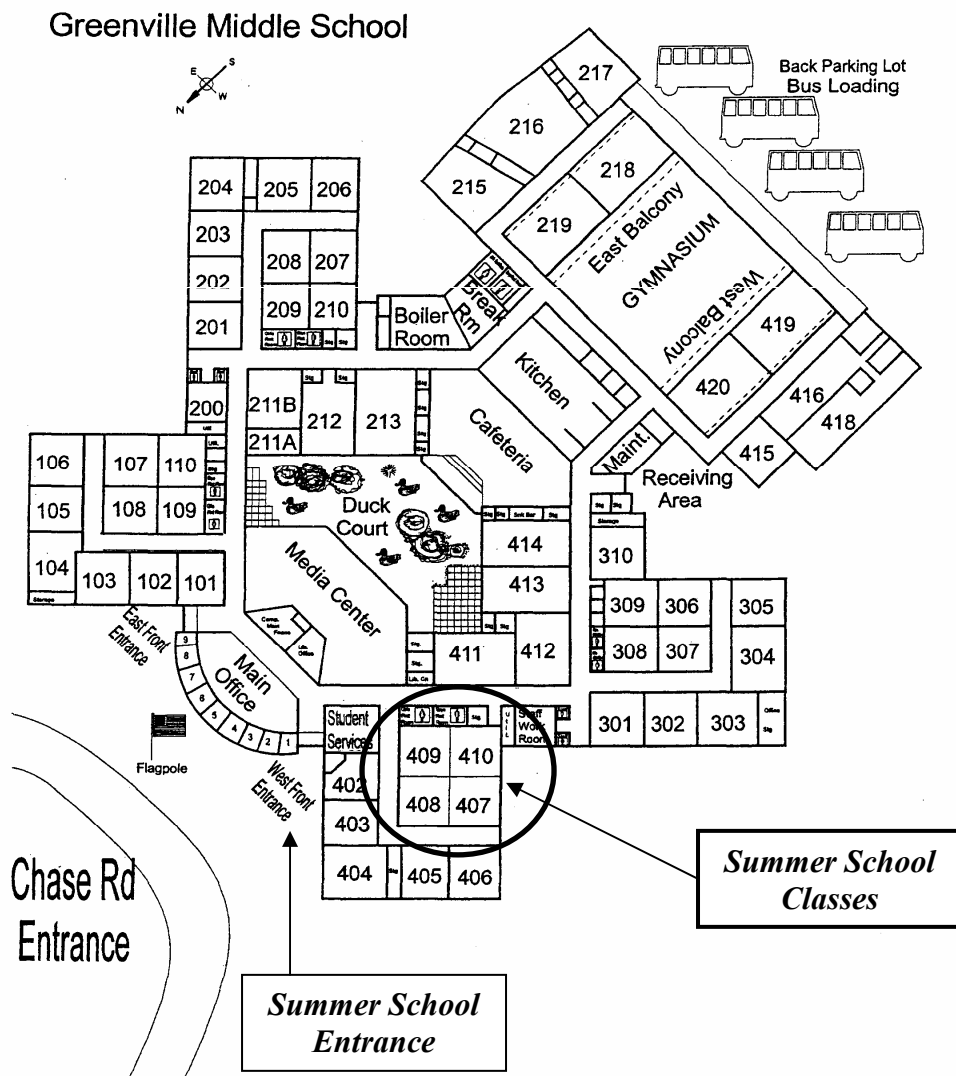
### JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
<b>10</b>	<b>11</b> Summer School 8:00-11:30	<b>12</b> Summer School 8:00-11:30	<b>13</b> Summer School 8:00-11:30	<b>14</b> Summer School 8:00-11:30	<b>15</b> Summer School 8:00-11:30	<b>16</b>
<b>17</b>	<b>18</b> Summer School 8:00-11:30	<b>19</b> Summer School 8:00-11:30	<b>20</b> Summer School 8:00-11:30	<b>21</b> Summer School 8:00-11:30	<b>22</b> Summer School 8:00-11:30	<b>23</b>
<b>24</b>	<b>25</b> Summer School 8:00-11:30	<b>26</b> Summer School 8:00-11:30	<b>27</b> Summer School 8:00-11:30	<b>28</b> Summer School 8:00-11:30	<b>29</b> Summer School 8:00-11:30	<b>30</b>

SUN	MON	TUE	WED	THU	FRI	SAT
<b>JULY</b>						
<b>1</b>	<b>2</b> No School Holiday Break	<b>3</b> No School Holiday Break	<b>4</b> No School Holiday Break	<b>5</b> No School Holiday Break	<b>6</b> No School Holiday Break	<b>7</b>
<b>8</b>	<b>9</b> Summer School 8:00-11:30	<b>10</b> Summer School 8:00-11:30	<b>11</b> Summer School 8:00-11:30	<b>12</b> Summer School 8:00-11:30	<b>13</b> <b>LAST DAY</b> 8:00-11:30	<b>14</b>

# MAP OF GMS

This map points out the location of the WEST FRONT ENTRANCE in which all summer school students will enter. Summer school classes will be held in rooms 407, 408, 409, and 410.



## **DAILY SCHEDULE**

Each student's day is comprised of two sessions of one hour and forty minutes and a ten-minute break in between sessions. Students will attend one session of mathematics and one session of language arts instruction. A SAMPLE schedule is provided below:

**8:00am**                 **Report to session 1 = Mathematics**  
**9:40am**                 **Ten-minute break**  
**9:50am**                 **Report to session 2 = Language Arts**  
**11:30am**                **Dismissal**

## **TRANSPORTATION POLICY**

Though this policy fluctuates from year to year, early projections have determined that the transportation policy for the 2006 summer school session will be quite similar to 2005. There will be **NO TRANSPORTATION PROVIDED** for summer school. All students enrolled in the program are responsible for their own transportation to school. In the past we have had many students walk, ride bikes, carpool with other students, pay for the Greenville Transit Authority, or simply be dropped off by a family member or other trustworthy individual (deemed so by a parent or guardian). Information about the Greenville Transit Authority is as follows:

### **Contact Information for Greenville Transit Authority**

Karen Raymor, Transit Supervisor  
 215 E. Fairplains  
 Greenville, MI 48838

Phone: (616) 754-9331  
 Fax: (616) 754-6320

<b>Hours of Operation</b>
Monday – Friday 6:00am – 6:00pm
Saturday 9:00am – 5:30pm

### **Fare Schedule**

	<u>Regular</u>	<u>Children*</u>	<u>Senior**</u>	<u>Handicapped</u>	<u>Students</u>
City Routes	\$ 2.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 2.00
Stanton Routes	\$ 2.50	\$ 1.25	\$ 1.25	\$ 1.25	\$ 2.50
Eureka Twp.	\$ 2.50	\$ 1.25	\$ 1.25	\$ 1.25	\$ 2.50

\* = under 12

\*\* = 60+

## **DRESS CODE POLICY**

The dress code is EXACTLY the same as it is in the regular school year. Since the building is air-conditioned, there are no exceptions to the following GMS policy:

Students are expected to use good judgment when dressing for school. Their appearance should be neat and clean, in good taste, and not disruptive to the educational process. The following items are inappropriate:

- Clothing depicting drugs, alcohol, tobacco, or sexually suggestive wording/pictures
- Spandex pants/shorts/tops
- Intentionally torn clothing
- Shirts without sleeves
- Halter tops or half shirts
- Visible undergarments
- Shorts and skirts must be at least fingertip length.

It should be noted that hats, including bandannas, are permitted only under specified conditions: hat days, for medical purposes, spirit days, etc. If a student arrives at school dressed inappropriately and is unable to correct the problem, an administrator will phone the student's parent/guardian to request that appropriate clothing be brought to school. The student will not be allowed to return to class until acceptably dressed.

## **STUDENT CONDUCT**

Students are expected to conduct themselves in an orderly and courteous manner, respecting the rights and property of others at all times. The observance of school rules, particularly the display of respect for staff and other students, is expected at all times. The following behaviors help assure student success in meeting these expectations:

1. Be on time and have necessary materials.
2. Walk in the halls.
3. Use respectful language.
4. Do not bring any food or beverages to school (water is allowed in appropriate containers).
5. There is no excuse to leave the classroom, ever. A ten-minute break will be granted in between sessions.
6. Leave the building promptly at 11:30am. No lingering in the hallways.
7. Refrain from public displays of affection.
8. Cell phones, radios, CD players and other electronic games are not to be brought to school for any reason.
9. Classroom participation is expected at ALL times.

## **ATTENDANCE POLICY**

There are currently only twenty-five days of summer school (five weeks). All students must attend every day of summer school. Please plan vacations, camps, and other appointments outside of summer school hours or during the first full week of July when all students are given time off for the holiday. THERE IS NO SUCH THING AS AN EXCUSED ABSENCE. Each absence is considered a strike.

## **CONSEQUENCES OF STUDENT CONDUCT: THREE STRIKES AND “YOU’RE OUT!”**

Due to the incredibly small amount of time and the enormous amount of curriculum and subject matter to cover, a strict discipline policy has been in place for several years. The purpose of this policy is to allow the students in summer school to maximize their effort and participation. The only way to achieve such a positive classroom environment is to create an atmosphere free of distractions. Therefore, students who choose to not follow any of the student conduct items above are subject to a strike. Any combination of three strikes will result in probable dismissal from the program. Here are some ways to earn strikes:

1. **BEHAVIOR** -It must be appropriate, respectful, and cooperative. The third offense will result in probable dismissal.
2. **DAILY ATTENDANCE** -ALL students must come to school every single day. The third day will place the student in review and probable dismissal.  
**\*There are no “excused” absences.**
3. **COMBINATION** -Any combination of behavior or attendance issues totaling three instances will result in probable dismissal.

## **POSTIVE REINFORCEMENT**

We strongly believe in positively reinforcing the accomplishments of those who are able to graduate the program. The final day is an awards assembly where we distribute awards for several different facets of the summer school program.

**AWARDS ARE DISTRIBUTED FOR COMPLETION OF THE PROGRAM, PERFECT ATTENDANCE, CITIZENSHIP, DEDICATION, CHARACTER, MATH, LANGUAGE ARTS, MOST IMPROVED, AND MANY OTHERS.**

## **HOMework AND GRADING**

All work done in summer school stays at school. Therefore, there is NO HOMEWORK issued in summer school.

Students are individually assessed on progress and completion of the individualized curriculum created. Therefore, there are NO GRADES issued in summer school. Students either successfully complete the program or they do not successfully complete the program.

## **INDIVIDUALIZED CURRICULUM**

Each student is on a curriculum path to maximize his/her learning potential. There is NOT a standardized curriculum for summer school in math or language arts. Certain topics may be reviewed whole group such as the basics of writing an essay (thesis statement), reading strategies, mathematical computation, algebra, and much more.

Throughout the school year each student takes district competency tests that assess benchmarks/GLCE's (Grade Level Content Expectations). If an individual student does not pass a competency test or a certain part of that test than the student does NOT MASTER that particular benchmark/GLCE. That is where summer school can come in and *rescue* the fallen skill. **We focus our curriculum to what each child did not master during the regular school year.** Throughout the program and especially at the end, we administer competency tests to assess whether the student has mastered that particular skill or benchmark. This is the reason we have deliberately lowered the teacher/student ratio so we can cater to individual needs.

A significantly high number of summer school students make tremendous leaps in their individualized curriculums. Most students go on to master SEVERAL benchmarks/GLCE's in summer school. This aspect of summer school is where the greatest benefit lies. No matter what competency level a particular student is at, we are able to meet his/her needs by individualizing the curriculum.

## **PROCESS FOR ENROLLING STUDENTS IN SUMMER SCHOOL**

There are several different ways to apply for a spot on the summer school roster. All possible avenues should share one common factor: **the student's core teachers should be consulted.** All teachers are required to submit reports to the district about which benchmarks each student has mastered and not mastered. Each student's core teacher (math, science, social studies, language arts) will have the best information in which to make a recommendation whether a student would benefit from the summer school program.

## **PROCESS FOR ENROLLING STUDENTS IN SUMMER SCHOOL (continued)**

Here are the different ways a student may apply for a spot on the summer school roster:

- A parent or guardian may acquire a commitment form from the office or summer school administrator, fill it out completely, and turn it in to the office.
- A parent or guardian may contact the summer school administrator and request the information be mailed. The commitment form must be filled out and returned.
- A student may be recommended by his/her core teachers and request a commitment form be mailed to the individual's parent/guardian. This usually occurs by the end of April. The parent/guardian needs to then fill out the commitment form and return it to the school as soon as possible.

Once a student has a completed commitment form turned in to the summer school administrator, the prioritization process begins. **Summer school only accepts forty-five candidates every year.** Class sizes must be capped to achieve the individualized curriculum that is the cornerstone of summer school's success.

Summer school candidates are separated into four categories of prioritization by the core teachers:

- 1<sup>st</sup> Priority Students** - Students who are failing, not competent, but still give a significant effort in the classroom.
- 2<sup>nd</sup> Priority Students** - Students who are barely passing, not competent, but still give a significant effort in the classroom.
- 3<sup>rd</sup> Priority Students** - Students who are failing, not competent, and yet give no effort in the classroom.
- 4<sup>th</sup> Priority Students** - Students who are failing, *competent*, and yet give no effort in the classroom.

Every year there are several 3<sup>rd</sup> and 4<sup>th</sup> priority students accepted into the program, so the application process is still extremely important follow.

If a student has been accepted into the program, a letter will be sent out from the summer school administrator by the end of May to inform the students and the families.

## **ANNUAL SUMMER SCHOOL INFORMATIONAL MEETING**

**\*\*THERE WILL BE AN INFORMATIONAL MEETING ABOUT SUMMER SCHOOL HELD IN THE GREENVILLE MIDDLE SCHOOL MEDIA CENTER IN LATE MAY. DATE WILL BE ANNOUNCED LATER. ALL PARENTS OF SUMMER SCHOOL STUDENTS OR POSSIBLE SUMMER SCHOOL STUDENTS SHOULD PLAN TO ATTEND.**

## **DRUG FREE SCHOOL FEDERAL LAW**

1. The possession or use of illicit drugs or alcohol by school age children is harmful and unlawful.
2. The possession, use or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities is unlawful and is strictly prohibited.
3. Any students who possess, use, or distribute either illicit drugs or alcohol are subject to disciplinary sanctions up to and including expulsion and referral for prosecution as is consistent with local, state, and federal law.
4. Any student who needs counseling or rehabilitation with regard to illicit drugs or alcohol may contact the school counselor for direction through the Student Assistance Program.
5. Compliance with the standards of conduct in item #2 of this section of the Greenville Summer School Handbook is mandatory.

## **STATE WEAPONS LAW**

As of January 1, 1995, any student who brings a weapon on school property will be permanently expelled subject to possible reinstatement. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the criteria listed in the Greenville Public Schools Board Policy. This law was enacted to provide serious consequences for a serious problem. Please talk to your child about this to keep our schools safe and to keep all of your children in school.

## **TOBACCO FREE SCHOOL**

For our children's health and a healthy community, all facilities and property of the Greenville Public Schools are tobacco free. Smoking and use of tobacco products are not allowed on any school district property including all buildings, playgrounds, athletic fields, buses and school vehicles.

# **PROMOTION/RETENTION POLICY**

Many summer school students find themselves in a position of needing to pass summer school to be promoted to the next grade level. Summer school administration and staff do NOT make this decision. Teaching teams hold several promotion/retention meetings throughout the year and, with the input of the parent/guardian and the building administrator, try to come to an agreement about which course of action would best suit the needs of the individual student.

## **GREENVILLE MIDDLE SCHOOL PROMOTION/RETENTION POLICY Revised – May 8, 1998**

**The Greenville Middle School believes that each student must and will have the skills to be a successful life-long learner.**

**Therefore, to qualify for promotion, each student must earn the necessary credits or demonstrate district-approved competency to pass on the next grade. Retention will occur only after steps for intervention have been implemented and have not been successful.**

**Each core class will be assigned one credit for each nine-week marking period. Students would then earn 4 credits for a year-long class. This gives them a total of 16 credits for each year.**

**A student must earn 12 credits per year to pass on to the next grade. In order to receive credit for a course, students must pass their classes with a D- or better.**

**Students may have the opportunity to make up failed classes in summer school and receive credit for successfully completing those classes. If missed credits cannot be made up in summer school, that student will be retained.**

**In grades 6, 7, and 8, students will be retained if:**

- 1. they don't receive at least 12 credits or**
- 2. they are not demonstrating competency or**
- 3. retention would have a chance of benefiting the child's long range educational interest.**

**The decision for promotion or retention will rest with a building committee made up of the student's core team teachers, his or her parent or guardian an administrative representative and others as deemed necessary.**

## **PROMOTION/RETENTION POLICY (continued)**

**A letter recommending retention, signed by the parents and principal, either approving or denying the request for retention would be placed in the student's file.**

**PARENTS MAY APPEAL the decision of the building committee 1). the assistant superintendent for instruction, 2). the superintendent, 3). the board of education.**

## **GREENVILLE MIDDLE SCHOOL : INTERVENTIONS BEFORE RETENTION**

The following are interventions that will be explored and documented before a student is retained:

1. The teacher will utilize regular class time to re-teach concepts as needed. These will be re-taught in small groups or individually.
2. The teacher will use various modes of teaching to reach students whose learning is maximized by using strategies that offer multiple learning style opportunities.
3. The teacher will provide opportunities for students to work cooperatively together in small groups. These groups will encourage responsibility and lend support for each other as they help each other solve problems.
4. Planners will be used to help students organize daily work. This will allow the parent to check, on a daily basis, the progress a student is making and to know what work needs to be completed.
5. Progress reports will provide open communication between the parents, child and the teacher. These reports will help focus on the child's progress throughout the year to encourage success as well as alert the parents to any possible problem areas.
6. There will be tutoring sessions available to provide before or after school learning opportunities for the child that is having difficulty mastering the material.
7. Summer school will be an option for those students who might be able to achieve the minimal objectives with some additional instructional time over the summer.
8. A referral will be made to the school's T A T to give the teacher the opportunity to discuss the strategies being used to help a student and to receive suggestions for alternatives to try.

# **GREENVILLE MIDDLE SCHOOL – INTERVENTIONS BEFORE RETENTION (continued)**

9. Team teaching can provide students with alternate teaching methods and teachers with the opportunity to regroup students needing the same instruction.
10. Peer tutoring will be offered as students often benefit from another student's explanation.
11. Cross-age tutoring could be provided in which an older student will help the younger student.
12. College students enrolled in an education curriculum can be solicited to tutor at-risk students in the areas needed.

# Commitment Form

Summer School 2007  
Greenville Middle School

Print student's name \_\_\_\_\_  
Present grade level \_\_\_\_\_ Team \_\_\_\_\_

\*\*\*\*\*

## Emergency Information

Parents' names: \_\_\_\_\_, \_\_\_\_\_  
Home address: \_\_\_\_\_  
Home phone \_\_\_\_\_ Work phone \_\_\_\_\_  
Emergency phone \_\_\_\_\_ /name \_\_\_\_\_  
Allergies? Medication? Other?

\*\*\*\*\*

## Agreement of Enrollment

**School Personnel** agrees to provide a caring learning environment with immediate communication with families.

**Student** agrees to attend daily, apply *maximum* effort, and behave respectfully. Signed \_\_\_\_\_

**Parents** agree to supply daily transportation, communicate and work with the school personnel towards student's success.  
Signed \_\_\_\_\_

\*\*\*\*\*

## Core Teacher Section

Credits as of 3<sup>rd</sup> marking period:  
Math = \_\_\_\_\_ L.A. = \_\_\_\_\_ Soc.St = \_\_\_\_\_ Sci. = \_\_\_\_\_  
STAR Reading GE (latest) \_\_\_\_\_