

Goodrich Middle School – Open House Quick Reference Guide

School Communication:

- Student/Parent Contact Information – if during the course of the school year there are changes to student or parent information (address or phone number, student medications or medical conditions, etc.) please make the necessary changes in ParentVue. If you have any issues doing so, please contact the school ASAP so emergency contact information can be updated.
- Monthly Newsletters, school closures, and other communication regarding special events are sent via email – so be on the lookout and check your SPAM folder!
 - *If you opt out of email and/or phone notifications, you will NOT receive such notifications*
- Check our Website (www.gms.goodrichschools.org) for the following.....
 - *Daily Announcements, Resources for parents and students, Calendar of events, and more!*

Attendance Policy:

Number of Unauthorized or Unexcused Absences:	ACTION
5	FIRST LETTER—SENT VIA MAIL <ul style="list-style-type: none"> • Letter is sent to the student’s home, expressing concern.
10	SECOND LETTER—SENT VIA MAIL <ul style="list-style-type: none"> • Letter is sent to the student’s home, stating the compulsory school attendance act, with a warning that the parent(s)/student will have to meet with school officials if attendance continues to be a problem. CALL #1 <ul style="list-style-type: none"> • Follow up telephone call is made regarding the letter.
15	THIRD LETTER—SENT VIA MAIL <ul style="list-style-type: none"> • Letter is sent home stating that the parent(s)/student are required to attend a school-based meeting with school officials or conduct a home visit. • Offer support/resources/referrals to outside agencies if necessary. • If there is a medical condition interfering with attendance, parent(s) will be asked to provide a doctor’s note and/or sign a medical release allowing the school to contact the doctor. CALL #2 <ul style="list-style-type: none"> • Follow up telephone call is made to schedule meeting with administration.
20	FOURTH LETTER—SENT CERTIFIED MAIL <ul style="list-style-type: none"> • If additional assistance is required, the Genesee Intermediate School District Attendance Liaison Officer will be contacted to arrange a mandatory, school-based mediation. • If attendance does not improve and the student has accumulated a total of 20 or more unauthorized/unexcused absences from the beginning of the school year, a Truancy Petition will be filed with the court.

Tardy Policy

- Tardies to First Hour Classes:
 - After school detention will be issued for every five (5) tardies accumulated in first hour.
- Tardies to Second - Sixth Hour Classes:
 - After school detention will be issued for every three (3) tardies accumulated in second through sixth hour, regardless of the class the tardy was received in.

Bullying Policy:

- Bullying is a pattern of typical behavior (**not just a one-time event**) that makes people feel uncomfortable or threatened. Bullying includes but is not limited to:
 - Verbal, Physical, Emotional, Cyber (Cell Phones, Social Media, etc.)
- **Students MUST report such behaviors to an adult immediately. Bullying in any form will NOT be tolerated****

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GMS Discipline/Referral Point System:

Tardy/Lunch Detention	1 pt.	Minor
After-School Detention	2 pts.	Minor
Snap Suspension	3 pts.	Major
In-School Suspension	5 pts.	Major
Out-of-School Suspension	6 pts.	Major
An accumulation of 10 or more points during the school year results in the student not going on the year-end field trip.		
No points are given for homework detentions.		
A student is NOT allowed to attend the semester-end PRIDE reward party if he/she accumulates:		
<ul style="list-style-type: none"> • any type of suspension two (2) times, or • five (5) total minor infractions during the semester. 		

Student Drop-Off

- Students are permitted to enter the building starting at 7:00am
- Upon entering the building, students are to report directly to the cafeteria until 7:20am
- **Parents, please use the circle drive at the front of school to drop your child off**
 - When dropping your child(ren) off, please pull **ALL** the way forward and have your child(ren) exit the vehicle when you come to a stop after the “*Drop-off Zone Ends Here*” sign. This will maximize the number of students who can safely exit their vehicles, reducing the time you spend in line.
- The south end parking lot (by the gym) is for **bus drop off only**

Student Pick-Up

- After-School pick-up is at the **north** end parking lot **ONLY**
- When picking up your student(s), please pull **ALL** the way forward. Your child(ren) will meet you along the sidewalk. They will be exiting from doors near to the 200’s classrooms. For safety reasons, student are not permitted to run into the parking lot to meet you.
- For safety reasons, students not picked up by 2:45pm will be sent back into the building to wait near the main entrance.
- Student athletes shall ride Shuttle Bus, which will transport athletes to the High School for practices
 - To help ensure student safety, **students are not allowed to walk to the High School and MUST use district provided** transportation if traveling to the High School after school.
 - Students are only permitted to be in the high school after school hours for adult/coach chaperoned sports or clubs. For safety reason, students are prohibited from loitering in or on school grounds without an adult.
- If walking to Oaktree after middle school dismissal:
 - Students must wait until all busses and vehicles leave the middle school.
 - Beginning at 2:45pm, students may exit from the front doors. Students MUST use the crosswalks to ensure their safety and the safety of drivers.
 - Students are only permitted to be at Oaktree after school hours if they have received prior permission from both school offices. For safety reason, students are prohibited from loitering in or on school grounds without an adult or office permission.
- The circle drive near the flag pole/main entrance is for emergency vehicles ONLY.
- The **circle drive and the parking lot AT OAKTREE** are **NOT** pick-up areas for middle school students as having students run through the parking lot is dangerous
- Unless your child(ren) rides the bus, is signed out for early release in the office by an authorized individual, they should be picked up in the parent pick-up/caravan line at the designated location.

GMS Office Staff

If you need assistance throughout school year, please call the main office (810) 591-4210 or via email.

Katrina Mitchell, Principal	kmitchell@goodrichschools.org	Debbie Bernard, Secretary	dbernard@goodrichschools.org
Nathan Odinga, Asst. Principal	nodinga@goodrichschools.org	Alissa Dunn, Attendance	adunn@goodrichschools.org
John Hentes, Counselor	jhentes@goodrichschools.org		

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