

# The Scoop on Beagle Middle School

<b>Main Office</b>	517-925-5680	600 W. South St., Grand Ledge, MI 48837
<b>Attendance Line</b>	517-925-5731	<b>Please call your student's absence in each day before 9:00 am</b>
<b>Fax Line</b>	517-925-5730	
<b>Staff Voicemail</b>	517-925+ extension	Complete list of extensions can be located on Beagle Webpage
<b>Food Service</b>	517-925-5733	
<b>Transportation</b>	517-925-5300	
<b>School Hours: 7:52am - 2:32pm</b> <b>Lunches: based on student's 4th hour class</b> <b>1st lunch: 10:41am - 11:11am</b> <b>2nd lunch: 11:38am - 12:08pm</b>		
<b>Beagle Website</b>	www.glcomets.net	Go to Our Schools and click on Beagle Middle School
<b>E-Mail</b>	lastnameinitial@glcomets.net	A complete list can also be found on Beagle Webpage

## Student Support Staff

Mr. Kushman	Principal	517-925-5680
Mrs. Shumway	Assistant Principal	517-925-5680
Ms. Green Mrs. McMillan Mrs. Pedraza	Office Staff	517-925-5680
Mrs. Hernandez-Secretary Ms. Driscoll (Students A-K) Mrs. Weaver (Students L-Z)	Counseling Office Counselors	517-925-5682
Ms. Douglas	Media Center Secretary	517-925-5686
Mr. Lester	Student Success Coordinator	517-925-5680
Ms. Badwound-Moore	Dean of Student/Student Success Coordinator	517-925-5680
Mrs. Swagart Mrs. Rumzek	ISS Supervisor Health Care Aide	517-925-5680
Officer A. Brown	School Resource Officer	517-925-5680

## Middle School @ A Glance

<b>6 class periods + Check and Connect at the end of the day</b>		5 minute passing time between classes
<b>Parent Portal</b>	<a href="http://ps.gcomets.net/public">http://ps.gcomets.net/public</a>	
<b>Newsletters</b>	A new issue is published each Friday. If we have an email on file you will receive it via email.	Copies are also available online, or a hard copy can be requested at the office.
<b>Parent Teacher Conferences</b>	Nov. 6, 8, and 10 Mar. 12, 14, and 15	Evening conferences are 4:00pm-7:00pm Afternoon conferences are 11:30am-2:30pm

**HELPFUL ATTENDANCE HINTS:** The phone number for the attendance line at Beagle Middle School is 517-925-5731. We encourage you to leave a message as someone is monitoring this line during office hours. The office stays very busy with students' signing in and out all day long, but we assure you, your voice message will be heard in a timely manner.

**EARLY DISMISSALS:** If your student will be leaving school early, this is the procedure to follow for an Early Dismissal Slip to be given to your student allowing them to leave class:

1. Have your student bring a note to the office first thing in the morning with the time to be released and the reason for leaving early. We will issue them an Early Dismissal Slip to give to their teacher, and your student will meet you at the office at the appropriate time.

**OR**

2. Please call the main office (517-925-5680) by 9:00 a.m. in the morning. (Please note we receive a lot of calls; so if your student needs to leave sometime during the first hour, please send them with a note to ensure we have your student ready for you.) If you are calling to release your student from the classroom they are currently in, we may not be able to reach that classroom and be able to get your message to your student. You will need to come into the building and sign your student out when leaving early, and sign them back in again when they return. If you need to communicate a change of transportation with your child for the end of the day, please contact the office before 2:00pm to ensure time to relay the message to students.

**TARDIES:** If a student does not arrive on time for school a parent must come into the building to sign in the student at the office, or call the office to excuse their tardiness. Tardies to individual classes will follow the ISS tardy policy.

### ISS TARDY POLICY

Beagle tardy policy is per class and will start over at the beginning of each trimester.

1st TARDY- FREE

2nd TARDY-FREE

3rd TARDY-FREE

4th- AFTER SCHOOL DETENTION

**TRUANCY INTERVENTION PROGRAM (TIP):** An Eaton County program designed to provide positive support to parents and students while at the same time enforcing Michigan's mandatory school attendance law.

**MEDICATION DISTRIBUTION:** You can leave medication in the office for your child to have access to non-prescription medication during school hours. Only medication brought in and authorized by a parent will be given to YOUR student. You must complete a signed Authorization form. (You can obtain a form from the office, or on the Beagle Website). Medication must be in the original container, and not past the expiration date.

**INHALERS:** Students who require the use of an inhaler can either leave one in the office for use, or with authorization from a physician, can keep it on their person or in their locker. You must complete a signed Authorization form for Self Administration/Self Possession of Medication.

**CELL PHONE POLICY:** Students are allowed to bring their cell phones to school. Once students enter the school building, students are expected to keep their cell phones off and out-of-sight the duration of the school day. Cell phones are not to be used in the hallways, classrooms, cafeteria, playground, restrooms, or locker rooms. Students may access their cell phones at the end of the school day once they exit the building. Students that violate the cell phone policy will be expected to turn their cell phone in at the main office for the day, and the device will be returned to the student at the end of the day. Parents that need to get ahold of their student during the school are expected to call the main office at (517) 925-5680.

**PASSES:** Students will be allowed three passes from each class, per trimester. Passes will be provided to students by each teacher at the beginning of the trimester. All unused passes can be turned into Comet Pride tickets at the end of the trimester where students can earn a prize.