

# 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 each day before 9:00 am</b>
<b>Fax Line</b>	517-925-5730	
<b>Staff Voicemail</b>	517-925+ extension	A complete list of extensions can be located on the Beagle Middle School <a href="#">Webpage</a>
<b>Food Service</b>	517-925-5733	
<b>Transportation</b>	517-925-5300	
<b>School Hours: 7:50 am - 2:35 pm</b> <b>Lunches: based on the student's 4th-hour class</b> <b>1st lunch: 10:41am - 11:11am</b> <b>2nd lunch: 11:38 am - 12:08 pm</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 the Beagle Middle School's <a href="#">website</a>

## Student Support Staff

Mr. Kushman	Principal	517-925-5680
Mrs. Shumway	Assistant Principal	517-925-5680
Ms. Green Mrs. McMillan Mrs. Pellette	Office Staff	517-925-5680
Mrs. Hernandez-Secretary Mrs. Wright (Students A-LEE) Mrs. Weaver (Students LEF-Z)	Student Services Office Counselors	517-925-5682
Ms. Douglas	Media Center Secretary	517-925-5686
Mr. Lester	Student Success Coordinator	517-925-5682
Ms. Badwound-Moore	Dean of Student/Student Success Coordinator	517-925-5682
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. 7, 12, and 14 Feb. 27, March 4 and 6	<a href="#">Parent-Teacher Conference Dates &amp; Times</a>

**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 while someone monitors this line during office hours. The office stays very busy with students signing in and out all day, but we assure you that your voice message will be heard promptly. Instructions to report your attendance online can be found at the following link: [On-Line Attendance Reporting](#)

**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. (Please note we receive many calls; so if your student needs to leave sometime during the first hour, please send them 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 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 2:00 pm 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's 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 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 can 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 for 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 who violate the cell phone policy will be expected to turn their cell phones in at the main office for the day, and the device will be returned to the student at the end of the day. Parents who need to get a hold of their student during 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.