

PARENT HANDBOOK



Ypsilanti Community Middle School

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<https://www.ycschools.us/our-schools/middle-school/ypsilanti-community-middle-school/>



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Welcome to Ypsilanti Community Middle School

We are so glad you have chosen to educate your child! We are honored to have this opportunity. It is our goal to help your child explore and learn about the world, themselves, and their future – college and career. We will meet this challenge through exploratory courses, mentorship, and intentional programming from our partners.

While your child's academic growth is a priority, we know that developmentally, middle school students need support learning about themselves and how they best learn. As we prepare to transition our students to high school and beyond, we will help students carve a path that best meets their needs.

Your role in your child's middle school career is essential. They will need your support academically, socially, and emotionally. As they explore future plans, they will look to you for guidance and approval -- and most importantly, to listen.

In this handbook, we share are our school's operations, procedures, and expectations. Know that this handbook is not exhaustive, but provides an overview of our school as well as information on our most frequently asked questions. Procedures, policies, and programming are subject to change. Feel free to contact us with any questions or concerns.

~YCMS Administration

Absences and Attendance

YCMS, consistent with federal and state laws, requires that all students enrolled must attend school regularly. Michigan law requires that a parent or legal guardian must ensure that their minor child between the age of six (6) and sixteen (16) is in school for the full-time school is in session, unless otherwise legally excused pursuant to MCL 380.1561(3). It is important that every child has excellent attendance while in school.

Academic Enrichment Class

The purpose of Academic Enrichment is to help students achieve academic growth in literacy and mathematics. In this course, students will receive enrichment and/or support based on their targeted needs. This course is provided to all 6th, 7th, and 8th grade students.

Students will utilize Imagine Reading & Math, build their vocabulary, learn test-taking skills and strategies, set academic & personal goals, and engage in other project-based learning activities.

Advisory

The purpose of the advisory period is to ensure that at least one adult in the school is getting to know each student well, making sure their learning needs are being met and encouraging them to make good academic choices and plans for their future. Advisory classes will focus on Social Emotional Learning, team building, career exploration as well as monthly celebratory themes.

Accident and Emergency Information

In the event of a serious accident or illness at the school, you will be notified. If we are unable to reach you, emergency numbers will be called. When you registered your child, you filled out a form indicating emergency names and phone numbers. It is extremely important that you inform your family, friends, and neighbors that you have given the school their name and number as an emergency contact. ***If at any point during the school year this information changes, update information in PowerSchool or you may come to the school office to update your information***

After School Programs

A variety of after school programs are available for your child at YCMS. If you are interested in considering one or more of these options, please see your building administrator.

Assessments

Measuring student progress provides us with ongoing data to determine students' needs. Students will be administered local, district, and state assessments.

- **NWEA MAP** is an online reading and math growth assessment that is administered three times per year - in September, January & June to all students.
- **MSTEP** is a statewide assessment administered online in April/May to all students. 6th & 7th graders take Reading & Math assessments; 8th graders take Science & Social Studies assessments.
- **PSAT** is administered only to 8th grade students. PSAT is a college readiness assessment. It is taken via pencil and paper and is timed. The assessment measures reading and math skills.

Athletics

The following sports are offered football, wrestling, baseball, track, cheerleading, and cross country. Middle School Sports are open to 7th and 8th grade YCMS and WIMA students. Currently, there is one combined team for each sport. If there are sufficient numbers, there will be a 7th and 8th grade team for the sport of choice. All 6th graders are able to participate on teams in practices; 6th grade students may participate in games or meets if there are not enough players to fill the teams with 7th and 8th graders.

In order to begin any practice activity and participate on any YCS Middle School Sports Team, student-athletes must have a current sports physical. More information about YCMS sports is available on the YCS Athletics webpage.

Books/Curriculum Resources

Textbooks/curriculum resources are provided by the school district. Fines will be assessed for lost or damaged books. Students may bring workbooks home to continue learning tasks. It is the students' responsibility to bring materials to school daily.

Cell Phones

Cell phones are not allowed to be used in classrooms, hallways, or restrooms. Students may use their phones during lunch. Students are prohibited from recording or going "live" while on school property including on the bus.

Staff will not be held accountable or liable for lost or stolen cell phones. Cell phones will be confiscated if they are a continuous disruption (ringing/making

noises) during instruction. Unauthorized use of cell phones may result in an office referral of insubordination.

Change of Student Information

It is extremely important that you inform us immediately if there are any changes in your telephone number, address, or the name of the person to notify in case of an emergency. Changes can be made directly in PowerSchool or in the school office.

Chromebooks

Every YCMS student will receive a Chromebook and charger. Students should bring their charged Chromebooks to school every day. Students/Parents are responsible for caring for the device. The district's Technology Department should be contacted at techsupport@ycschools.us for repairs or issues with the device.

Communication

Our main modes of communication will be via Remind and email. Be sure that we have an accurate email on file. Download the Remind app as it allows you to easily call and text your child's teacher.

Den

Each grade level's core classes are clustered together in a pod with a common space, restrooms, and a water fountain. We call each grade level's pod a DEN after our Grizzly mascot.

Dress Code

While there is not a dress code at YCMS, students are expected to be dressed and groomed in a neat fashion, reflecting PRIDE in themselves and their school—at all times.

Students are not allowed to wear the following items:

- Clothing with derogatory or offensive language
- Sunglasses should be worn in the building
- Pants should fit properly
- Skirts and shorts must rest no more than two inches above the knee.
- Hats & Hoods may not be worn while traveling throughout the building.

Early Release Requests

We encourage parents to see to it that their child(ren) are in school **every day** for instruction. Missing a full or even a half-day of school can be detrimental to a child's academic progress. When it is necessary, we encourage parents to schedule all medical

appointments after school hours. However, we know that this is not always possible.

For the safety of our students, **early dismissal ends at 2:15pm.** After 2:15pm, the school prepares for dismissal and the front doors are locked. Please call the school in the event of an emergency.

For your child's protection, we require that you sign your child out in the Main Office and present a valid I.D., i.e. a valid driver's license or State ID. The person picking up a student early must be listed as a contact or emergency contact. **Staff will not release your child to someone who is not listed in the students' record.**

Electives

YCMS will offer several different electives this school year. 6th and 7th grade students will have 2 electives each quarter and will have 8 total electives for the school year, providing them with an opportunity to be exposed to all different electives. 8th grade students have been allowed to self-select electives. They will be given their 1st or 2nd choice electives for the school year. Some electives will be semester long and others will be quarter long electives.

Any elective changes requested by students must be made within the 1st week of the quarter and must be approved by the administration before a schedule change will occur.

Emergency Drills

Emergency drills including fire, tornado, and code red alerts will be held regularly during the school year. Directions for exiting the school building are posted in each classroom and students are expected to exit the building in a safe and orderly manner during all drills. The Fire Prevention Code makes it unlawful for any person to knowingly spread a false alarm. If a child sets off a false alarm, parents will assume full legal and financial responsibility.

Field Trips

Field trips are planned as additional educational experiences or as celebrations. Prior to participating in any field trip students must have a signed permission slip on file. Permission slips will include general information such as the time, cost, and location of the trip. Parents should contact their child's teacher for chaperone information. Chaperones must be at least 21 years old and have an approved YCS Volunteer form

on file. Parents may not bring other children or guests to a school sponsored field trip in which the parent will be acting as a chaperone.

Google Classroom

Each teacher will create a Google Classroom to communicate and distribute instructional materials.

Grading Guidelines

At the beginning of the school year, teachers will provide parents with a course syllabus identifying the requirements for grade attainment. It is imperative that parents review this information at the beginning of the school year to assist their child with homework or required course/class projects. Concerns regarding grading should be discussed with the specific teacher.

The scholarship marks in the successive marking periods during a semester/year are cumulative; these represent the students' progress for one semester.

Mark	Description	Numeric Mark	GPA Value
A+	Outstanding	98.00	4.0
A	Outstanding	93.00	4.0
A-	Outstanding	90.00	4.0
B+	Above Average	88.00	3.0
B	Above Average	83.00	3.0
B-	Above Average	80.00	3.0
C+	Average	78.00	2.0
C	Average	73.00	2.0
C-	Average	70.00	2.0
D+	Below Average	68.00	1.0
D	Below Average	63.00	1.0
D-	Below Average	60.00	1.0
F	Unsatisfactory	0.00	0.0

Academic honor is celebrated at the end of each quarter. Students earning a 3.0 or above, with no "D's" or "F's", will be recognized for their accomplishments. Principal's List is the highest academic recognition awarded for a student earning all "A's".

Health and Medication

Parents are to bring special health concerns to the attention of teachers, school nurse, and the school office. This includes food allergies. School regulations require that all medication be given **only** by a doctor's written orders and dispensed from a pharmacy labeled container. All medications must be in the original container labeled with the child's name and the information specified above. Medication should be given in school only if times cannot be arranged for all doses to be given outside of school hours.

District policy prohibits the school from administering anything other than prescribed medicine such as over-the-counter medicines. Documentation from a doctor's office must be on file with the school.

Homework

Homework is assigned as an extension of our daily school program.

Inclement Weather

Every effort will be made to provide early announcements of school closings to allow you to plan accordingly. In the event school is closed, you will be notified via email, phone call, and/or Remind message,

Lockers

All students will receive a locker. Students will have to share lockers with another student. Locks are built into the lockers; therefore, a personal lock may not be used.

Lost and Found

Unclaimed items found in hallways, cafeteria, and the gymnasium will be stored in the Lost and Found. There is one located in each of the dens, Main offices (electives), and cafeteria. Items will be reused or discarded at the end of the year.

Lunch & Breakfast

Free lunch and breakfast are provided to all students. Menus are available on the district's website. Upon arrival, students are served breakfast; 6th Grade - 7:45am; 7th Grade 8:00am; 8th Grade 7:30am. During a student's scheduled lunch period, students are required to follow the cafeteria rules and conduct themselves in an orderly manner. Lunch is 30 minutes.

6th Grade 10:55am-11:27am

7th Grade 10:03 - 10:33

8th Grade 11:50am-12:20pm

Lunches brought from home should be in a ready-to-eat state and should not require the warming or the use of can openers or other utensils that are not accessible to students. Glass bottles are not permitted in the building. Teachers will not allow students to store in school/teacher refrigerators; nor, will students be able to use school/teacher microwaves.

Movies

At certain times throughout the year, we will be watching movies, either to supplement the curriculum or as a reward for positive behavior. Since many of their

favorite movies are rated PG for parental guidance, we need your permission to allow your student to watch these movies. We assure you that we will watch only age-appropriate material that has been screened and approved by one of the administrators. If you do not want your child to watch PG movies, notify your child's teacher or office.

Parents Teacher Organization

Our Parent Teacher Organization will meet monthly. This team will provide ideas, suggestions, and recommendations to support the continuous improvement of the school, including strategies for improving parent-school relations. All parents are encouraged to join. Meeting times will be shared in newsletters and on our website.

We believe that involving parents in their child's education through this and other venues will improve student achievement, attendance, and the school's climate and culture. Parental involvement is most effective when it is comprehensive, long-lasting, and well planned. Parent volunteers are needed and welcomed. Please coordinate volunteer visits with your child's teacher. Long-term volunteers must have a completed Volunteer Form on file.

Parties (Birthdays)

Birthday Parties are not permitted at school. Parents who wish to celebrate their child's birthday must do so outside of school.

Photo Release

It is anticipated that from time to time our school district may wish to feature your son or daughter in newsletters, publications, visual presentations, articles, or recordings related to their educational program while in attendance at YCMS. The Photo Release form will give us your permission to include your child in such options. The Photo Release form describes these potential experiences and requires your signed permission to allow your child to participate. One form must be signed for each student in attendance in the district.

PowerSchool

Our student information system, PowerSchool houses students' grades, attendance, contact information, and other personal information. Both students and parents have access to PowerSchool. Updated schedules and report cards are accessible in PowerSchool. If you need

assistance with accessing PowerSchool, contact the Main office.

Restrooms

Students leaving the classroom for the restroom should always have a pass (paper or classroom pass). Only two students per classroom should be sent out at a time. Passes for the restroom should not be given during the first and last 10 minutes of class. Ideally, passes should not be given during direct instruction. Students may use the single-stall restroom in the den as well.

Schedule

We have a BLOCK Schedule which allows for more instructional time per class period. Core classes are ~85 minutes and elective classes are ~45 minutes. It means that students have 5 classes on Mondays & Wednesdays and the other 5 classes on Tuesdays & Thursdays. On Fridays, you will have all your classes, but they will be shorter.

School Hours

The school day begins at 7:30am and ends at 2:45pm. Students should not arrive before 7:15am. Students arriving after 8:00am are considered tardy. On half days, students are dismissed at 10:30am.

Arrival

All students arriving on time should enter through their grade level den doors. Students arriving after 7:45am should enter through the front door.

Dismissal

Students will be dismissed from their den doors. Students should immediately board the bus, walk home, or meet their ride. Students are not allowed to congregate on school premises. Students may not linger in the building after school hours. Students must wait in front of the building. If students are remaining at the school for an after school program, they must remain with an adult at all times and follow schoolwide expectations.

School Visitors

Parents and guardians are encouraged to take an active role in their child's education. All visitors must report to the main office upon arriving at the building. Conferences with instructional staff must be scheduled during teachers' preparation period or at a time agreeable to all parties. Visitors who would like to meet with a staff member must make an appointment

prior to arriving at the building. Visitors will be issued a Visitor's Badge from the Office before traveling throughout the buildings.

Support Staff

There are a number of support staff members available to provide non-academic support for students. In each den, there is either a Climate and Culture Coach or a Social Worker. Students can reach out to either of these staff members for support with any challenges they might be facing - 6th Grade Ms. McCoy Social Worker; 7th Grade Mr. Brown Climate & Culture Coach; 8th Grade Mr. Davis Climate & Culture Coach.

Special Education Programming (RISE)

YCMS is committed to serving all children. Our school program educates students with disabilities within the team structure. Our special education program is called - RISE (Reaching Independence through Support & Education) All of the school staff participates in the education of our students with disabilities. This means that all are involved in creating the necessary supports and adaptations required for all students to learn, to approach learning actively, and to take increasing responsibility for their own learning and development. The following special services are available to all students: special educational services; speech and language therapy; hearing and vision screening; one-on-one tutorial; access to a school nurse; and school social worker. Through YCMS' MTSS/RtI procedures every attempt is made to identify students who may need additional support to master grade level standards. Students needing support will be provided Tier 2 or Tier 3 services based on need. If you feel that your child needs additional support, please contact your child's teacher or principal.

Student Code of Conduct

All parents should review and discuss the Student Code of Conduct.

Student Council

Each Advisory will select two representatives to represent their class on the student council. The Student Council will ensure that we hear students' voices.

Student Identification (IDs)

Student IDs will be issued during the 1st quarter of the school year. Students should wear these visibly on their person every day. If students lose their ID, they

will need to email ycms-office@ycschools.us so that another ID can be printed.

Student Records

YCMS will maintain a permanent record for all students. This record may not be released to anyone, without your permission. Other school districts needing student records will need to complete and forward an official record request form. The Family Educational Rights and Privacy Act (FERPA) affords parents and students (over 18 years of age) certain rights with respect to their student's educational records. According to FERPA, the school district is allowed to disclose designated "directory information" to third parties without your written consent, unless you inform the school/district within the first 10 days of school otherwise, and according to any existing policies and/or procedures.

Transportation

YCMS Transportation is an extension of the school, and all school rules and regulations which pertain to student conduct in the school are applicable to student conduct on the bus. Students are not to fight, push, throw objects out the window, wrestle, or use profanity while traveling on the bus. Students shall stay in their seats with their feet on the floor. Students shall be respectful and obey instructions from the Driver and Bus Attendant at all times.

It is the parent's responsibility to ensure their child(ren) is at the bus stop on time. Students should arrive at the stop at least 10 minutes prior to the bus' expected time of arrival. It is the parents' responsibility to make sure a responsible adult/ sibling is at the bus stop to receive student(s) when they are dropped off.

The current bus schedule can be found on the district's website. Students/parents needing assistance with the bus should contact the Main Office. Changes to pick up or drop off take at least 72 hours.

Suspension and Expulsion Procedures

The staff and parents of the Ypsilanti Community Middle School are committed to maintaining a safe and orderly learning environment for our students. We believe that, by working together, we can make a difference in the life of each student. The plan for a positive environment at YCMS includes implementing Restorative Practices and promoting positive behavior through our trauma-informed PBIS practices. Through the collective work of teachers, parents, and

administrators, we will enable students to learn that problems are solved through open discussion, acceptance of opinions of others, and through personal responsibility. The ***Code of Student Conduct*** clearly outlines unacceptable behavior and the consequences for such behavior. Please review this document with your child/children. It is imperative that they maintain positive behaviors at all times.

Visitor Code of Conduct

We expect all visitors to respect and cooperate with the following rules:

- No person shall enter the building without checking in at the main office and receiving a visitor's pass.
- No person shall willfully or maliciously make or assist in making noise, disturbance, or improper diversion by which the peace, quietude, or good order is disturbed.
- No person shall use profane, indecent, or immoral language or indulge in indecent or immoral conduct – in any building or on any property adjacent to the building.

Visitors violating this ordinance will be asked to leave the premises by school staff. Unauthorized persons are not to enter or remain in school buildings. Local authorities will be contacted.

Bell Schedules

YPSILANTI COMMUNITY MIDDLE SCHOOL

Bell Schedule

6TH GRADE

1st HOUR 7:30AM - 9:15AM

2nd HOUR 9:20AM - 10:50AM

LUNCH 10:55AM - 11:27AM

3rd HOUR 11:30AM - 12:10AM

4th HOUR 12:13PM - 1:00PM

5th HOUR 1:05PM - 2:30PM



Monday - Thursday

YPSILANTI COMMUNITY MIDDLE SCHOOL

Bell Schedule

6TH GRADE

1st HOUR (A) 7:30AM - 8:25AM

1st HOUR (B) 8:30AM - 9:15AM

2nd HOUR (A) 9:20AM - 10:05AM

2nd HOUR (B) 10:10AM - 10:50AM

LUNCH 10:55AM - 11:27AM

3rd HOUR 11:30AM - 12:10PM

4th HOUR 12:13PM - 1:00PM

5th HOUR (A) 1:05PM - 1:45PM

5th HOUR (B) 1:50PM - 2:30PM



Friday

YPSILANTI COMMUNITY MIDDLE SCHOOL

Bell Schedule

7TH GRADE

1st HOUR 7:30AM - 9:20AM

2nd HOUR 9:25AM - 10:02AM

LUNCH 10:03AM - 10:33AM

3rd HOUR 10:36AM - 11:20AM

4th HOUR 11:25AM - 12:50PM

5th HOUR 12:55PM - 2:30PM



Monday - Thursday

YPSILANTI COMMUNITY MIDDLE SCHOOL

Bell Schedule

7TH GRADE

1st HOUR (A) 7:30AM - 8:25AM

1st HOUR (B) 8:30AM - 9:15AM

2nd HOUR 9:20AM - 10:00AM

LUNCH 10:03AM - 10:33AM

3rd HOUR 10:35AM - 11:20AM

4th HOUR (A) 11:25AM - 12:05PM

4th HOUR (B) 11:25AM - 12:50PM

5th HOUR (A) 12:55PM - 1:45PM

5th HOUR (B) 1:50PM - 2:30PM



Friday

YPSILANTI COMMUNITY MIDDLE SCHOOL

Bell Schedule

8TH GRADE

1st HOUR 7:30AM - 8:27AM

2nd HOUR 8:30AM - 9:10AM

3rd HOUR 9:15AM - 10:45AM

4th HOUR 10:50AM - 11:45AM

LUNCH 11:50AM - 12:20AM

4th HOUR 12:25AM - 1:00PM

5TH HOUR 1:05PM - 2:30PM



Monday - Thursday

YPSILANTI COMMUNITY MIDDLE SCHOOL

Bell Schedule

8TH GRADE

1st HOUR 7:30AM - 8:27AM

2nd HOUR 8:30AM - 9:10AM

3rd HOUR (A) 9:15AM - 10:00AM

3rd HOUR (B) 10:05AM - 10:45AM

4th HOUR (A) 10:50AM - 11:35AM

LUNCH 11:40AM - 12:10PM

4th HOUR (B) 12:15PM - 1:00PM

5th HOUR (A) 1:05PM - 1:45PM

5th HOUR (B) 1:50PM - 2:30PM



Friday

Partners & Programs

Bright Futures

Eastern Michigan University Bright Futures continues to offer a variety of options for our students at all program sites. We have a mixture of virtual programming — both fun and enriching clubs as well as live academic support, activity kits being delivered to our students, and limited face-to-face programming based on the capacity of the school districts. We are eager to continue to serve our students and families in these ways, and are excited about the new school year!

EMU GEAR Up

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a national college access program with the purpose of increasing the number of underserved students who are prepared to enter and achieve a postsecondary education.

GEAR UP is designed to serve a cohort of students, from target schools, beginning in the seventh grade and following the cohort throughout high school and their first year of college.

EMU Making Youth Matter

Eastern Michigan University's (EMU) School of Social Work has created a collaborative partnership with Ypsilanti Community Schools (YCS) to support students' academic, social, and emotional development. The Making Youth Matter Mentoring Program (MYMMP) integrates evidence-based school and community-based mentoring approaches and focuses on building a supportive environment for students at school, home, and in their community.

Mentoring programs provide youth with a supportive and caring adult in their lives to promote successful outcomes in and out of school. Drawing upon the research related to youth engagement, the goals of the MYMMP focus on improving student outcomes by engaging students' voices and empowering youth to fully participate in their schools and communities.

RAHS

At the Regional Alliance for Healthy Schools, we believe that healthy children of all ages make better students. When they feel good, they can better focus on learning.

RAHS provides a variety of primary care services at our health centers to meet the urgent and preventive care needs of the students in our school and community. Services include sick visit care, physicals, including sports physicals, immunizations, nutrition and fitness counseling, and asthma care.

RAHS offers a variety of services to meet the mental health needs of youth, including counseling services for depression and anxiety, stress management, support groups for grief or anger, individual and family therapy, and wellness and prevention that combine care for our minds as well as our bodies to help alleviate symptoms. Medical doctors are also available at each clinic to assist with mental health issues that require psychiatric medications.

RAHS school-based health centers also provide many services outside of primary physical and mental health care services in the health centers. RAHS can provide you with support and assistance with applying for insurance and link you and your family to tangible and community resources. The RAHS Health Centers also showcase a number of Prevention Awareness campaigns at schools.

Student Advocacy Check & Connect

Check & Connect is an intervention program for students who are disconnected from school and learning. The heart of this program is the relationship between the student and a caring, trained individual who will advocate/mentor for and challenge your child academically, while partnering with you, your school, and your community to keep your student engaged in his/her education.

TRAILS

TRAILS (Transforming Research into Action to Improve the Lives of Students) is working to make effective mental health services accessible to all students with school-based solutions that are cost-effective and sustainable. Through training and ongoing support, TRAILS works with partner schools to implement school-appropriate mental health programs grounded in cognitive behavioral therapy (CBT) and mindfulness — techniques proven to reduce symptoms of anxiety and depression.

Upward Bound

EMU Upward Bound is a Federally-funded pre-college academic program designed to provide students from Ypsilanti Community High School with the academic skills enhancement and motivation necessary to obtain a college degree. EMU Upward Bound is staffed by experienced, caring counselors and professionals who want to help young people achieve their dreams and most importantly build their character. Program services and activities are free to those who participate in the program. Participants can even earn a monthly stipend for miscellaneous education expenses.

Washtenaw My Brother's Keeper

Washtenaw County My Brother's Keeper (WMBK) is a county-wide transformation and collective empowerment collaborative. As President Barack Obama launched the My Brother's Keeper Challenge in February 2014, WMBK took on the MBK Challenge and became a local affiliate in 2015. WMBK represents one of over 200 communities nationally, and a dozen within Michigan, to have accepted the MBK Community Challenge. MBK communities at large seek to establish cradle to career pathways of success for young men of color in cities, counties, and tribal communities nationwide. WMBK uses tools such as cross-sector partnerships, holding space for intergenerational connection, community-based planning and advocacy to transform the lives of boys and men of color in the county.