



**PEWAMO – WESTPHALIA MS/HS STUDENT/PARENT  
HANDBOOK  
2017-2018  
Signature Form**

Student Name: \_\_\_\_\_  
(Please Print)

Current Grade: \_\_\_\_\_

We, the undersigned, have read, understand, and agree to abide by the  
Pewamo-Westphalia MS/HS Handbook Policy, Concussion Policy and info. sheet (Public  
Acts 342 and 343), Transportation Policy, Chromebook Policy, Athletic Code of Conduct,  
Acceptable Use Policy, etc..

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Pride of P-W,

Welcome to Pewamo-Westphalia Schools, where we expect everyone's personal best! Here you will find a very high standard for academic, social, and extracurricular excellence. We, at P-W Schools, recognize the importance of working closely with individual students to ensure that expectations are met, and work diligently to make sure students get the most out of their scholastic experience. We strive every day to forge a champions' culture in our school district.

Pewamo-Westphalia Schools provide an environment that promotes educational, social, and emotional growth. We will push you to give your personal best to reach your full potential as a student and young adult. We will work to maintain a positive and challenging atmosphere, so that you will have an opportunity to improve.

Along with the ownership you create as a pupil of P-W Schools, a high level of responsibility will follow. It is an expectation that you will act in accordance with the standards and policy of Pewamo-Westphalia Schools to ensure a safe environment for all. Please read this handbook completely, and acquaint yourself with the expectations and guidelines that have been established.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the school board's policies and the school's expectations as of July 30. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails.

Always keep in mind that the champions' culture and overall atmosphere of P-W MS/HS is a direct reflection of the attitude, work ethic, character, and true ownership of our students, our staff, our parents, and our community members. We need to work together at giving our true personal best, keeping the building prideful, efforts positive, and the goals progressive and striving towards improvement. This is a very proud place to be, and it will take tremendous buy-in from all of our stakeholders to keep our champions' culture growing.

Again, welcome to P-W MS/HS, and have an awesome year! Onward Pirates!!!

With P-W Pride,

P-W Schools Staff



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HANDBOOK  
2017-2018**

**5101 South Clintonia Road  
Westphalia, MI 48894  
(989) 587-5100**

**School Website: [www.pwschools.org](http://www.pwschools.org)**

This planner belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

This handbook contains the expectations and regulations that pertain to Pewamo-Westphalia Middle/High School. Each P-W student is responsible for following its entire contents. If you have any questions and/or concerns, please call our school leadership.

## **VISION STATEMENT**

We will create a caring community of purposeful learning that supports and celebrates the individuality of each child.  
We will strive to ensure that our children are safe, healthy, engaged, challenged, and supported.

## **OUR 2017-18 VISION TARGETS**

- #1 we will grow our champions' culture
- #2 we will utilize our data to drive instruction via interim assessments
- #3 we will implement proven, effective instructional methods (teaching is for learning)
- #4 we will make tech. an ingredient to quality instruction
- #5 we will increase the frequency, SAT format, and rigor of our formative, interim, and summative assessments
- #6 we will keep our Atlas curriculum mapping "alive"

## **THE P-W FIGHT SONG**

*Onward Pirates,  
Here's to our colors  
Of blue and gold  
Onward Pirates  
A flag of vict'ry  
We'll soon unfold  
Rah, Rah, Rah  
We sing for our school  
A song of  
Go Pirates!  
Go, Go Blue!!  
And win for  
Our school honor  
And fame  
For our spirit's true!*

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the school district's compliance officer listed below:

Mr. Jeff Wright, Superintendent  
989.587.5110

# PEWAMO-WESTPHALIA MIDDLE/HIGH SCHOOL 2017-18

## BOARD OF EDUCATION MEMBERS

Ms. Kathy Wood, President  
Mrs. Kimberly Thelen, Vice President  
Mr. James Hebron, Treasurer  
Mrs. Leanne O'Brien, Secretary  
Mr. Randy Zenk, Trustee  
Mr. Jason Hafner, Trustee  
Mr. Jim Pohl, Trustee

## CENTRAL OFFICE ADMINISTRATION

Mr. Jeff Wright, Superintendent  
Mrs. Debbie Prince, Central Office Administrative Assistant  
Mrs. Jayne Wieber, CCRESA Business Manager

## MS/HS EDUCATIONAL LEADERSHIP

Mr. Todd Simmons, MS/HS Principal  
Mrs. Lauren Christensen, MS/HS Asst. Principal/Athletic Director  
Mrs. Lisa Bartlett, MS/HS Guidance Counselor  
Mrs. Diana Hengesbach, MS/HS Administrative Assistant  
Mrs. Melissa Droste, MS/HS Administrative Assistant  
Mrs. Stacey Johnston, District Instructional Technology Director

## TEACHING/SUPPORT TEAM

Adams, Natasha  
Aldrich, Tracy  
Bashore, Cary  
Becker, Brie  
Blair, Annette  
Bowerson, Stephanie  
Butcher, Sonia  
Clawson, Lisa  
Cornman, Tim  
Droste, Todd  
Dygert, Jeff  
Esch, Joan  
Feldpausch, Jodi

Grace, Laurie  
Griffith, Kara  
Hafner, Erikka  
Halsted, Tia  
Hess, Rachel  
Keyes, Kenneth  
Klein, Doug  
Kurka, Mike  
Martin, Amy  
McCord, Margo  
McGee, Shannon  
Nurenberg, Stacey  
Nurenberg, Tim

Platte, Steve  
Pohl, Brian  
Rademacher, Mark  
Rehmann, Brian  
Roth, Earon  
Simon, Patty  
Smith, Vaughn  
Stalker, Lynn  
Stawara, Nicole  
Thelen, Randy  
Tien, Cassey  
VanElls, Chasity  
Voisinet, Randy  
Wrzesinski, Eric

## PEWAMO-WESTPHALIA MS/HS CLASS SCHEDULE

### DAILY TIME SCHEDULE

Period	Time	
1st	8:03 a.m. – 8:53 a.m.	
2nd	8:57 a.m. - 9:47 a.m.	
3rd	9:51 a.m. - 10:41 a.m.	
4th	10:45 a.m. - 11:35 a.m.	Lunch 2 11:34/11:36 a.m. - 12:05 p.m.
4th	11:15 a.m. - 12:05 p.m.	Lunch 1 10:41 a.m. - 11:11 a.m.
5th	12:09 p.m. - 1:09 p.m.	MS Homeroom and HS ChannelOne will take place during the 1st:10mins. of 5 <sup>th</sup> hr.
6th	1:13 p.m. - 2:03 p.m.	
7th	2:07 p.m. - 2:57 p.m.	

### 2-HOUR DELAY SCHEDULE

HOUR	CLASS TIME		CLASS LENGTH
1	10:00	10:37	37 minutes
2	10:41	11:16	35 minutes
3	11:20	11:55	35 minutes
4	11:59	12:34	35 minutes
A LUNCH	11:55	12:21	26+4= 30 min
4	12:25	1:00	35 minutes
B LUNCH	12:34	1:00	26+4=30 min
5	1:04	1:39	35 minutes
6	1:43	2:18	35 minutes
7	2:22	2:57	35 minutes

-- there will not be HS ChannelOne, nor MS homeroom, on days of 2 hr. delays

### ½ DAY SCHEDULE

HOUR	CLASS TIME		CLASS LENGTH
1	8:03	8:28	25 minutes
2	8:32	8:57	25 minutes
3	9:01	9:26	25 minutes
4	9:30	9:55	25 minutes
5	9:59	10:24	25 minutes
6	10:28	10:53	25 minutes
7	10:57	11:20	23 minutes

-- there will not be MS Homeroom, nor HS ChannelOne, on ½ days

## GENERAL INFORMATION

### ADVERTISING OUTSIDE ACTIVITIES

No announcements nor posting of outside activities, businesses, etc. will be permitted without the approval of school leadership.

### ATTENDANCE POLICY

It is **imperative that students be in attendance each school day in order not to miss a significant portion of their education**. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers. The school chooses, however, not to provide perfect attendance awards, because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day they are capable of attending.

Teaching is for learning -- to benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Class attendance is necessary for learning and academic achievement, as well as for developing the lifelong and career habits of punctuality, dependability, and self-discipline. Accordingly, class attendance is a relevant objective criterion by which a student's course grade may be determined. The purpose of the attendance policy is to help students develop regular and punctual attendance and to maintain academic standards for earning credit. **Therefore, students will need to be in attendance at least 75 days during a semester in order to have their grade calculated.** Students who show up :10mins. or more late to class may be listed as skipping and/or absent, which will count against the attendance policy. If a student does not meet the attendance requirement, they may still have their grade calculated if they earn 61% or better on the semester/final exam. Appeals may be made to the attendance appeal board, consisting of the high school leadership, counselor, and teacher. The appeal board will consider attitude/effort/character improvement, current attendance, behavioral matters, punctuality, and other factors related to student growth and academic improvement.

**Student-athletes must be in attendance for the entire school day in order to participate in practice/competition/events/etc.**

#### Truancy

Unexcused absences from school (truancy) are not acceptable. Students who are truant will receive no credit for school work that is missed, and their parents/guardians may be referred to law enforcement.

#### Notification of absences/tardies by parents (calling in a student absence/tardy)

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician. **If a student is going to be absent/late for any reason, the parents must contact the school (989.587.5100) by 8am the day of the absence** and provide an explanation. **If no communication from the parent/guardian is made by 8am the day of the absence/tardy, the student will be considered skipping and/or truant.** It is the parent/guardian's responsibility to ensure appropriate attendance at school. **All tardies/absences must be excused the morning of the absence/tardy.**

#### Vacations during the school year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should have their student fill out an extended absence form from the office, and discuss the matter with school leadership and the student's teacher(s) to make necessary arrangements.

#### Attendance at school events/contests

The school encourages students to attend as many school events held before and after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who

are participating in the event. However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the code of conduct at school events, regardless of the location.

### **TARDY POLICY:**

The tardy policy will be enforced on a semester basis. A student is tardy if he/she enters class after the designated time class is to begin, as determined by the educator – students who show up :10mins. or more late to class may be listed as skipping and/or absent, which will count against the attendance policy. Students who drive to school and have excessive tardiness or absences to 1st hour class may lose their parking privileges at school.

When a student accumulates eight (8) tardies during a semester, in any combination of courses, he/she may be assigned a detention. An (1) additional tardy, in any combination of classes (9<sup>th</sup> total tardy), may result in another detention, an I.S.S., work service, morning duty, etc. Any additional tardies after the 9<sup>th</sup> will have similar consequences. Habitual offenders of the tardy policy may be in-school suspended long-term. **All tardies/absences must be excused by a parent the morning of the tardy/absence by 8am.**

### **EMERGENCY CLOSINGS/DELAYS**

If the school must be closed, or the opening delayed because of inclement weather or other conditions, the school will notify local radio and television stations, as well as posting info. on our Facebook page, website, and SchoolMessenger. Parents and students are responsible for knowing about emergency closings and delays.

### **EMERGENCY DRILLS**

We are required by state officials to conduct the following drills: fire drills, tornado drills, and lockdown drills. When rehearsed, we remind students to treat these drills as real-life incidents, be respectful, and listen to directions given by school officials. Failure to do so will result in consequential action. The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of loud, high-pitched beeps over the P.A. Tornado and lockdown (Run/Hide/Fight methodology) drills will be conducted using the procedures provided by the state and federal government and law enforcement agencies.

### **Toxic and asbestos hazards**

The school district is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the school district's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the central office upon request.

### **ENROLLMENT**

Registration for new student enrollment may be done via our front office. Once all paperwork has been completed, an appointment may be scheduled with the MS/HS counselor to develop a class schedule and school leadership to discuss expectations and culture.

Students that are new to Pewamo-Westphalia Schools are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:



1. A state certified birth certificate or similar document
2. Custody papers from a court (if appropriate)
3. Proof of residency (lease agreement, utility bill, etc.)
4. **\*\*Proof of immunizations\*\***
  - All children who enter schools in Michigan are required by state law to be fully vaccinated in accordance with Part 92, Act 368 of the Public Acts of 1978, as amended. These requirements are for children entering a school district for the first time. Failure to meet these requirements, as set by the Michigan Department of Community Health, requires the school principal to exclude a child from attendance unless the child is in the dose-waiting period. Local health departments may set requirements that exceed these minimum requirements. New students will not be allowed to enroll, until all immunizations have been updated. Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the front office.

**\*\*New students will not be able to begin school until all immunizations have been updated\*\***

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the district liaison for homeless children with regard to enrollment procedures. New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent. A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

## **EQUIPMENT AND FACILITIES**

Required textbooks and curriculum materials will be supplied to each student. **Pupils are responsible for lost books and any damage that exceeds reasonable wear.** Teachers will be submitting fine slips to cover repair or replacement costs at the conclusion of the school year. **All MS students are required to have a school provided academic planner/handbook, which is provided by the school. If the original student planner is lost/damaged, replacements will be available to students for a \$5.00 charge. All MS/HS students are expected to possess a school provided hall pass card. If the original hall pass card is lost/damaged, a replacement may be purchased for \$5.00 in the office. This may entail the transfer/reduction of hall/bathroom passes.**

Students must get a teacher's permission before using any equipment or materials in the classroom. **The copy room, Teacher's desks/materials, etc. are all off limits to students without permission.** Students must garner staff member permission to use any other school equipment or facility, and students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use – it is expected that everything will be left better than how it was found.

**All students are required to use a school provided padlock on their locker at all times. A replacement fee of \$5.00 will be collected if your issued padlock is damaged, lost, or stolen.** Do not share locker combinations with others. People who enter the lockers belonging to others may face repercussions.

**School lockers are expected to be treated with true ownership and pride. Please keep your entire locker free of garbage, markings, and spills. Please do not use tape to attach decorations to your locker, but rather, use magnets and/or locker putty as an adhesive.**

### **FOOD AND DRINK**

Food and pop, or other flavored beverages, are only allowed in the cafeteria, and select classrooms (for meetings), if first authorized by staff. **Food, snacks, and beverages will also be prohibited in the gyms, the extended learning area(s), the library, the media center, the computer rooms, etc., unless there is prior approval.** Water is allowed in the classroom at the teacher's discretion. **Drinks from home will not be permitted.**

### **INJURY, ILLNESS, CASUAL/NON CASUAL-CONTACT COMMUNICABLE DISEASES, DISABILITIES, AND HOMEBOUND SERVICES**

1. All injuries must be reported to a teacher or the office. The teacher and/or office will fill out an accident report. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. **Student emergency contact/release forms must be filled out at the beginning of the year and have a phone number where a parent can be reached at any and all times.**
2. Students who become ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission and sign out.
3. Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.
4. In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality. Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.
5. The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the district's programs and facilities. A student can access special education services through the proper evaluation

procedures. Parent involvement in this procedure is important and required by federal (IDEA) and state law. Contact Mrs. Julie Farmer at 989.593.3488 to inquire about evaluation procedures, research-based interventions, and programs.

### **Homebound Instruction**

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school leadership regarding procedures for such instruction, and then seek a physician's referral for homebound services. The district will provide homebound instruction only for those confinements expected to last at least five (5) days. Applications for individual homebound instruction shall be made by a physician licensed to practice in this state, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

### **MAKE-UP WORK/EXAMS**

Students will be allowed to make up work **if an absence is prearranged, valid, and/or in the event of an emergency; and the student may be given the same amount of days they were absent to make up the school work. During our semester exam and end of the year exam time periods, make up exams should be scheduled outside of the aforementioned time periods (i.e. before school or at the conclusion of the ½ days). All absences must be excused by a parent the morning of the absence by 8am.**

### **MEAL SERVICES**

The school participates in the National School Lunch Program. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Applications for the school's free and reduced-priced meal program are available in the office for all students. **During the lunch periods, students are asked to eat and stay in the cafeteria/specified areas, staying clear of the extended learning area, gyms, auditorium, classrooms, and hallways, unless there is prior approval. This allows for classes that are in session, and teachers on their prep time, to be undisturbed and uninterrupted; and also allows our classrooms, hallways, and facilities to stay clean and prideful.**

### **MEDICATIONS**

In order to assure that your child is best taken care of, the P-W board of education has established a policy for our school to follow when dispensing medication. It is as follows:

1. Before any medication or treatment (including non-prescription drugs, such as Tylenol) may be administered to a student, we must have a written prescription from the child's physician. The original prescription container, with the label prepared by a pharmacy or physician, will be accepted as the physician's permission.
2. Written permission by the parent/guardian authorizing the school to give the medication, via the school medical permission form.
3. Medication must be brought to school in its original container by the parent or other responsible adult. No medication is to be brought to school by a student or given to any member of the school staff to bring to school.
4. The parent is responsible for ensuring that their child understands the importance of taking the medicine properly and at the designated time, and moreover, **it is the student's responsibility to go to the office to receive meds. at the specified time.** The school will maintain a log of each administration so that the parent can be informed if the child does not take the medication as directed.
5. If the above requirements are not followed, medications will not be dispensed.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's code of conduct and will be disciplined in accordance with the drug-use provision of the code.

6. Medication must be brought to and left in the front office and dispensed from there only.

### **NON-SPONSORED CLUBS/ACTIVITIES**

Student groups organized for religious, political, and/or philosophical reasons may meet during non-instructional hours. Applications may be obtained from school leadership. The application must verify that students are initiating the activity, attendance is voluntary, and that the event will not interfere with the school program. School standards shall apply with equal opportunity to participate. Membership in any fraternity, sorority, or any secret society as prescribed by law is not permitted. No non-district-sponsored organization can use the name of the school, school logo, nor the school mascot.

### **PHOTO AND VIDEO PRODUCTION**

Your student may be photographed or videotaped while participating in school programs and activities. These photographs and videos may be used for school district use. At some times these photographs or videos may be used in our publications, on our Facebook/Twitter feed, etc. **If you do not wish to have your student's photograph or video used for these purposes, please write a letter to the school leadership requesting exemption from the aforementioned.**

### **PROTECTIVE SERVICES**

The Michigan Child Protection law is clear that the duty of educators is to report all instances in which there is reasonable cause to suspect child abuse or neglect. This requires educators to be prudent in their actions. They are legally obligated to conduct themselves as the normally prudent educator would when faced with a similar circumstance and information. Failure to report suspicious incidents places educators in jeopardy of criminal and civil liability. Under the Child Protection Act, the school is to "allow access to the student without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child." Pewamo-Westphalia Schools believes that it should protect the child first and school officials will cooperate with Protective Services during investigations, which allege child abuse and/or neglect. Therefore, school officials will not contact parents prior to any Protective Services investigation.

### **SCHOOL-SPONSORED ACTIVITIES/FIELD TRIPS**

1. Students have the opportunity to broaden their learning through our curricular related activities. They may be for credit, required for a certain course, earned through set requisites, and/or contain school subject matter.
2. Authorized student group and activities are those approved by the board of education and sponsored by a staff member. Authorized groups include: National Honor Society, Pep Band, Drama, Science Olympiad, Quiz Bowl, Student Council, PWSTC, Robotics Club, etc. The Student Council has two students from each class (9-12). Students with concerns or ideas about school improvement should contact the council.
3. Athletic activities are made available to the students. They include: football, basketball, volleyball, cross country, track, baseball, softball, cheerleading, bowling, golf, etc. All students are encouraged to participate in the activities of their choosing, provided they meet the eligibility requirements (see Athletic Policy). **All students who participate in extracurricular activities must be in attendance for the entire school day in order to participate in practice/contests/events/etc. that day. Exceptions may be discussed with school leadership.**

### **Field Trips**

Field trips are academic activities that are held off school grounds. Said field trips may require the student to earn the privilege to attend the trip. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Our attendance policy and behavioral expectations apply to all field trips and school activities. Furthermore, students are expected to attend class field trips after meeting all requisites.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the board of education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Students may be asked to conduct a drug test and/or breathalyzer.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices, as well as school-owned chromebooks, etc., are the district's property and are to be used by students, where appropriate, solely for educational purposes. The district retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the district with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the district retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **SIGN-IN/OUT**

In an ongoing effort to keep our students safe, the following procedures have been implemented. **Any time an individual enters or leaves the building (this includes going out to the parking lot, etc.), during school hours, he/she must sign-in or out in the main office.** Please note the following:

#### Visitors:

1. All visitors must enter the school through the main entrance by the front office. All other exterior doors should be locked.
2. After signing-in at the main office, a "Visitor" tag will be issued.

#### Student sign-in:

1. All students must sign-in at the main office, if arriving after the school day begins. **All absences/tardies must be excused by a parent the morning of the absence by 8am, via the attendance line (989.587.5100).** A pass may be issued to the student.
2. All work-study students (CCRESA CTE, etc.) need to sign-in as they enter the building through the main entrance.

#### Student sign-out:

1. Students need to be signed-out in the office by a parent, guardian, or person listed on the student's emergency contact form, if a student is to be picked up. **If a student has driving privileges, he/she must have valid written or verbal permission, prior to signing out. Only adults listed on a student's emergency form can be contacted to validate permission.** If you need to add anyone to your child's emergency form, please contact the main office (989)587-5100.
2. All work-study students (CCRESA CTE, elementary cadet teachers, etc.) need to sign-out before leaving for their off-campus classes, and depart through the main entrance by the office.

**Pewamo-Westphalia Middle/High School is a closed campus/building. Students may not leave the school building, from the time they arrive until dismissal (this includes going out to the parking lot), without permission. In addition, due to the closed campus, students may not leave our building to go out for lunch, coffee, breakfast, etc.**

In order to leave the building during the school day, the student must:

1. Have permission to leave from their parent or guardian
2. Have permission from school leadership
3. Sign out on the clipboard in the office
4. Sign in on the clipboard when the student returns

### **STUDENT EMPLOYMENT**

If a student needs a part-time job during the school year, contact the counseling office to discuss the legal requirements and get the necessary documents. While part-time work may be necessary, or desirable, the primary responsibilities for every student is to focus on the courses being taken, and have sufficient time and energy to do quality scholastic work.

### **STUDENT SALES**

Students are not permitted to sell any item or service in school, or on the campus, without the approval of school leadership. A violation may result in repercussions.

### **VISITORS**

Visitors, especially parents, are welcome at the school. However, please be considerate of the fact that we are attempting to forge a champions' culture and academic atmosphere here in our building, where pupils can focus on their scholastic goals. To properly monitor the safety of the students and staff, each visitor must first report to the office to get a visitor pass. **If a person wishes to meet with a staff member, he/she needs to first call for an appointment with said staff member, prior to coming up to the school.** School-aged friends, from other buildings or schools, are not permitted to visit while school is in session, without prior approval from school leadership.

### **WITHDRAWAL AND TRANSFERRING OUT OF DISTRICT**

No student under the age of 18 can withdraw from school without the written consent of a parent/guardian. Parents must notify school leadership about plans to transfer their child to another school. Students must complete all required withdrawal paperwork (including release papers from the central office), return all school materials, and pay any fees or fines that are due, prior to withdrawal. School records may not be released to the next school if the transfer procedures are not properly completed. Parents are encouraged to contact school leadership for specific details. School officials, when transferring student records, are required to transmit disciplinary records that include expulsion actions against said student.

## **ACADEMIC INFORMATION**

### **ACADEMIC LETTER PROGRAM**

The first year a student meets the established criteria, they will receive an academic letter, much like the athletic varsity letter. If a student continues to meet the established criteria in the following years, they will receive medals indicating the year of achievement. The criteria is below:

- 3.5 Grade Point Average
- No grade below a “B”
- No in-school or out of school suspensions
- Only quarter grades will be used; exam and semester grades will not

### **DUAL ENROLLMENT**

Effective April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. Please refer to the following MDE link for information and requisites:

[http://www.michigan.gov/mde/0,4615,7-140-28753\\_65799\\_40085---,00.html](http://www.michigan.gov/mde/0,4615,7-140-28753_65799_40085---,00.html)

Please note the following: dual enrollment grades from post-secondary institutions are on a .5 increment; and students must sign up for dual enrollment by June 01<sup>st</sup> for 1<sup>st</sup> sem. courses and Oct. 01<sup>st</sup> for 2<sup>nd</sup> sem. courses.

### **GRADING SCALE**

P-W MS/HS has a standard grading notation, as well as additional marks that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon assessment results, homework, projects, presentations, classroom participation, readings, attitude/effort/character, etc. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

The following grading scale may be used by Pewamo-Westphalia Middle/High School Teaching Staff, if they so choose:

<b>A</b>	100-94	<b>C</b>	77-73
<b>A-</b>	93-90	<b>C-</b>	72-70
<b>B+</b>	89-88	<b>D+</b>	69-68
<b>B</b>	87-83	<b>D</b>	67-63
<b>B-</b>	82-80	<b>D-</b>	62-60
<b>C+</b>	79-78	<b>E</b>	59 and below

- To garner a spot on the school honor roll, a student must earn a 3.0 GPA within the applicable marking period.

## **GRADUATION REQUIREMENTS/PROMOTION AND RETENTION**

MS promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement in coursework, attitude, effort, character, etc.
2. potential for success at the next level
3. emotional, physical, behavioral, and/or social maturity

High School:

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits, and passing the state mandated tests. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements, graduation requirements, etc. is available in the guidance office or on the counselor's webpage - <http://www.pwschools.org/middle-high-school/counselor/>.

Regular Diploma:

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits.

- A 4<sup>th</sup> year Math credit, or an Alg. II credit, is available for 1<sup>st</sup> year CCRESA students, along with the possibility of earning 2 elective credits.
- A student in his/her 2<sup>nd</sup> year of a CCRESA program can not earn a Math credit, but can earn 3 elective credits.
- A student may repeat a class for a better grade if the current grade is a B- or lower (credit can not be earned for both courses). A student can also repeat a class after earning a B or above, but a grade increase will not occur, and credit can not be earned.
- Each semester course is worth ½ credit.
- Any student may attempt to "test out" of a course by garnering an 80% or higher on both sem. "test out" exams, where the sem. exams are proctored sometime between June 15<sup>th</sup> and Aug. 15<sup>th</sup>. Please contact school leadership to schedule a "test out" date between June 15<sup>th</sup> and Aug. 15<sup>th</sup>.

## **INCOMPLETE GRADES**

Teachers who decide a student deserves an incomplete grade must communicate this decision to the counselor. The teacher/student has two weeks from the time grades are due to finish the work and assign a letter grade.

## **INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education, via the proper channels. Any parent who wishes to review materials or observe instruction should contact the school leadership, to seek approval, prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits, and again, should be communicated to and approved by school leadership.



## **ONLINE GRADE ACCESS**

Student assignments/grades can be accessed by logging on to our student data system -- PowerSchool. If you have difficulty logging on to PowerSchool, please contact our District Instructional Tech. Specialist, Mrs. Stacey Johnston. PowerSchool is the most efficient and effective manner of checking your student's grades, absences, tardies, assignments, etc.

## **PERSONAL CURRICULUM**

The personal curriculum, as established in section 380.1278b of the Revised School Code, allows specific modifications to be made to requirements of the Michigan Merit Curriculum under certain conditions in order to individualize the rigor and relevance of the educational experience. While the law specifies the areas in which modifications may be made for specific groups of students, the personal curriculum is intended to help make the Michigan Merit Curriculum accessible to all students while maintaining the academic rigor required to uphold the integrity of the high school diploma. See our guidance counselor to acquire more information and the latest of updates.

## **PLAGIARISM**

Plagiarism is the theft of intellectual property. This means that a person uses information from someone else's work without giving that person or source credit for their ideas. When a student submits a written work for credit, he/she is expected to document the use of any outside sources consulted in his/her work. Sources may include, but are not limited to books, periodicals, websites, and emails.

Plagiarism is recognized as:

- Intentionally stealing the ideas of others in a written work without honestly and correctly acknowledging the source of information within the document or providing foot or endnotes. This includes copying quotes or passages from books, periodicals, etc., as well as cutting and pasting information found online.
- Unintentionally using the ideas of others in a written work without honestly and correctly acknowledging the source of information within the document or providing foot or endnotes. This includes copying quotes or passages from books, periodicals, etc., as well as cutting and pasting information found online.

Students who plagiarize, whether intentionally or accidentally, are violating the expectations of academic honesty, and will receive some form of consequence. **Failure on the student's part to cite sources properly, and thus, plagiarize, may result in a zero for the particular assignment, and repercussions as outlined on the behavioral consequence chart. A 2<sup>nd</sup> offense of plagiarism may result in a consequence as outlined on the behavioral consequence chart, as well as loss of status in honorable scholastic positions (ex. NHS, Top Ten, etc.), if applicable.**

## **CHEATING**

By definition, cheating is to practice fraud or deceit, to violate rules or regulations, and/or to take an assignment/assessment/evaluation in a dishonest way, as by improper access to answers. Cheating implies conducting matters fraudulently, especially for profit to oneself. This includes, but is not limited to the use of any unauthorized assistance in the taking and/or copying of quizzes, tests, reports, problems, exams, homework, papers, worksheets, projects, etc. It is also considered cheating when a student shares his/her answers/work/research/etc. with another student, teachers' records are fraudulently altered, a student takes credit for work he/she has not done, unauthorized sources are used for writing, and/or academic materials belonging to a teacher or other students are used. Any device (ex. cell phone, etc.) used for cheating will be permanently confiscated, or possibly released to the parent/guardian. **Students who cheat may receive a zero on the particular assignment/assessment/project/etc., as well as the repercussions outlined within in the behavioral consequence chart. All parties involved in the cheating may be dealt with accordingly. A 2<sup>nd</sup> offense of cheating may**

**result in the consequences outlined on the behavioral consequence chart, as well as loss of status in honorable scholastic positions (ex. NHS, Top Ten, etc.), if applicable.**

## **REPORT CARDS**

Report cards will be issued in and around the week following the end of each 9-week marking period. Please view the school calendar for 9-week ending dates. Each semester grade is a composite of the 1<sup>st</sup> and 2<sup>nd</sup> quarter grades, and the semester exam grade (i.e. 40%, 40%, and 20%).

## **SCHEDULING (DROP/ADD)**

- The master schedule is designed to meet the students' requests for classes, while also recognizing the limitations and conflicts that occur due to the small size of our school, shared educators between our Elem., MS, and HS buildings, and limited staffing. Each class offered reflects a "reserved seat" for students. Schedule changes create master schedule conflicts and can eliminate choices for students. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students, as long as enrollment procedures and prior communications have taken place. In addition, any student may attempt to "test out" of a course by garnering an 80% or higher on both sem. exams, where the sem. "test out" exams are proctored sometime between June 15<sup>th</sup> and Aug. 15<sup>th</sup>. Please contact school leadership to schedule a "test out" date between June 15<sup>th</sup> and Aug. 15<sup>th</sup>.

Changes to students' schedules should be handled through the counselor, drop/adds will only be permitted within the first 2 weeks after the course(s) commences, and must meet the following conditions (students may be denied course enrollment due to lack of space or need to pass prerequisites):

1. Incomplete schedules.
2. A class is a repeat of one that the student has earned credit.
3. The class is scheduled more than once.
4. A class for which the student does not have the prerequisites.
5. Classes needed for upperclassmen for graduation
6. Adjustments made for internships, dual-enrollments, etc.
7. Emergency situations.
8. Computer error

Process for schedule adjustments (drop/adds must occur within the first 2 weeks of the start of the semester):

1. Obtain a schedule adjustment application from the guidance office.
2. Return the completed, parent-signed form to the guidance office.
3. Requests will be reviewed by counselors, teachers, and school leadership.
4. A request will be approved or denied based on the following:
  - a. Challenge the student's academic potential.
  - b. Graduation status.

## **SERVICE-LEARNING**

Service-learning is a graduation requirement for all Pewamo-Westphalia High School students. This program is the integration of education, service, and citizenship into the curriculum. Service-learning teaches students how to interact in real life settings, using the skills and knowledge learned in the classroom, by giving back to their community and world via acts of giving. Providing

service to others facilitates the transition from the dependency of childhood, to the status of independent, caring adult. Our goal is to help our students to become people who find solutions to problems, rather than people who wait for others to respond.

- **In order to walk at graduation:** All service hours, along with a service-learning log for each site, must be turned in to your class advisor **no later than the last school day of January of your senior year.**
- **In order to receive a diploma:** All service hours, along with a service-learning log for each site, must be turned in to your class advisor **no later than June 1<sup>st</sup>.**

Senior Class Advisor – Mr. Mark Rademacher

Junior Class Advisor – Mr. Eric Wrzesinski

Sophomore Class Advisor – Mrs. Joan Esch

Freshmen Class Advisor – Ms. Annette Blair

#### **Requirements for graduation:**

- Complete 40 service hours at approved locations or activities (which may start the summer prior to freshman year).
- Evaluation of each volunteer site visited (found on service-learning log).

#### **Service-learning log guidelines:**

- A member of the organization at which you volunteered must sign the service-learning log to verify your work.
- Please use proper grammar, full sentences, etc. when completing the service-learning log, otherwise your class advisor may not accept it.
- Summer service learning should be in by the end of September. All other service learning should be turned in within a month of service or it may not be accepted.
- Service learning logs will not be accepted from any student without the initial of the class adviser.
- Class advisors and school leadership reserve the right to approve/deny any and all service learning logs.

#### **Ways to earn service-learning hours:**

- Regularly scheduled times: Student commits to volunteer a specified number of service hours over a predetermined period of time (ex. every Tuesday from 3:00 – 5:00 p.m., etc.)
- Special events: Student makes commitment to volunteer with an organization holding a one or two-day event to benefit the community, such as a fair for kids, a walk for charity, or a neighborhood clean up.
- Student-developed service projects: A student-generated idea to help a specific organization or group of people. Each project must have the approval of the class advisor prior to implementation.
- Classroom-based service projects: A service project linked to the curriculum of a class but not completed during school hours.

#### **Prorating of Service Hours:**

Students transferring to P-W High School will have a prorated service-learning requirement. Students must complete 10 hours for each year or partial year that they attend P-W High School.

#### **"Do's" and "Don'ts" of Service-Learning:**

- Do not work for pay to earn service-learning hours – the hrs. will not be accepted.
- Do not 'volunteer' for family members. You should help family members at all times! – the hrs. will not be accepted.
- Acts or service that are an obligation or responsibility to another organization will not count as service-learning.
- Student's volunteer hours must benefit the community, not a business!
- Students should volunteer for non-profit clubs and organizations.
- Do not work for a company that is a profitable organization and refuse to be paid. This does not

count as service-learning.

- Volunteer hours must be completed outside of school hours..
- Participation in a rally, demonstration, march, etc. does not constitute service learning.
- Do submit all hours performed - they will be part of your permanent record. You are not limited in the number of hours per site; you merely have to volunteer for at least 3 different sites.
- Don't stop volunteering just because you have met the requirement. Your total number of hours will be part of your permanent record.
- Students who have met the following required number of hours will be recognized at the spring high school awards night. Documented time must be turned in by April 15 of that school year to their respective class advisor.

Seniors (Advisor – Mr. Mark Rademacher): 100 hours

Juniors (Advisor – Mr. W.): 75 hours

Sophomores (Advisor – Mrs. Joan Esch): 50 hours

Freshmen (Advisor – Ms. Blair): 25 hours

- Summer service learning should be in by the end of September. All other service learning should be turned in within a month of service or it may not be accepted.
- Students are strongly encouraged to complete 10 hours during each of their high school years.
- All service learning logs must be completed with full sentences, proper grammar, and within expectations, and contain the signature/initials of applicable class advisor.
- Class advisors and school leadership reserve the right to approve/deny any and all service learning submissions.

## **SPECIAL EDUCATION**

There are a variety of Special Education Programs for students who are identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access these services through proper evaluation and placement procedures. Before a student is recommended for Special Education services, students are referred to the Instructional Support Team (IST), where each student's situation is discussed in detail. With the higher demands being placed on student achievement, Pewamo-Westphalia Schools has implemented full-inclusion classrooms, where students are in general education classes, with paraprofessional support. In specific situations indicated in the Individual Education Plan (IEP), students will be provided more direct instruction in a small group setting.

**A. Americans with Disabilities Act - Section 504.** This act requires the school to ensure that no student will be discriminated against on the basis of a disability. This applies to students and all other people. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Please contact the school if you think your student may have a disability.

### **B. Discipline of Students with Disabilities**

These students are entitled to the rights and procedures afforded by the I.D.E.A. and the Americans with Disabilities (ADA), or Section 504 of the Rehabilitation Act of 1973. Items found during a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested throughout the year in accordance with Grade Level Content Expectations (GLCE's), Common Core State Standards (CCSS), and High School Content Expectations (HSCE's). All students will have semester and final examinations in all of their classes, based on these content expectations. Course examinations will assess student proficiency and be used towards grades for each of their classes. Diagnostic achievement tests will be given at 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade in the form of PSAT, SAT, and M-STEP tests. These tests provide data to the school that can assist

in school improvement goals, drive instruction, scheduling, interventions, and assessment, as well as give insight to students on their career interests and goals.

Classroom interim and summative assessments will be used to assess student learning, find gaps in instruction, create data, forge an action plan, reteach the gaps, and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Any high school student who wishes to test-out of a course in which he/she is not enrolled may do so by taking the final examination for the course. "Test out" exams are proctored sometime between June 15<sup>th</sup> and Aug. 15<sup>th</sup>. Please contact school leadership to schedule a "test out" date between June 15<sup>th</sup> and Aug. 15<sup>th</sup>, and note that a grade of at least 80% on the exam will be required in order to earn the credit. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement.

### **RELEASE OF STUDENT RECORDS/INFORMATION AND ARMED FORCES/SELECTIVE SERVICE**

The school district maintains many student records including both directory information and confidential information. Neither the board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records. Directory information can be provided upon request to any individual, even without the written consent of a parent (ex. parent address and parent emails, etc.). Parents may refuse to allow the board to disclose any or all of such "directory information" upon written notification to the board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA). Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to our guidance counselor. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and board policy, the superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The superintendent will provide notice directly to parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the superintendent is directed to notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

The school must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard. If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information.

### **LAUDE SYSTEM/TOP TEN CRITERIA**

The Pewamo-Westphalia Board of Education recently voted to drop class rank as a way to acknowledge student achievement. Beginning with the graduating class of 2019, the school district will be honoring students for their achievement using a "Laude" system. This system has been used for many years at colleges and universities and though there is no one standard system of measure, the laude system typically recognizes academic achievement at 3 levels: **Cum Laude** (With Honor) GPA 3.5-3.64, **Magna Cum Laude** (With Great Honor) GPA 3.65-3.79 and **Summa Cum Laude** (With Highest Honor) GPA 3.80+. The Honors/"Laude" students of the senior class must have attended Pewamo-Westphalia Middle/High School for 3 years. Students transferring in must have come from an accredited school, including private schools and academies. A student who has transferred in, and does not meet the criteria, may not be considered for the "Laude" Honors. ***In addition, in order for a Senior to be considered for Honors status, he/she must earn a spot on the 3<sup>rd</sup> marking period honor roll during his/her Senior year. The "Laude" Honors will be announced following the 3<sup>rd</sup> MP.***

## **CODE OF CONDUCT**

### **GENERAL COMMENTS**

A major component of the educational program at Pewamo-Westphalia is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each student shall be expected to:

- **Help grow our champions' culture, by bringing his/her personal best to school every day, and representing P-W at all times with a positive attitude, tremendous work ethic, and high character.**
- Abide by national, state and local laws, as well as the expectations of the school.
- Respect the civil rights of others.
- Report to class on time, and be ready to work, with necessary books and supplies required by the teacher.
- Act courteously to adults, including substitute teachers, and fellow students.
- Be prompt to school and attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, positive, and productive, by taking personal ownership in one's school.
- **Give their personal best, in all aspects of their life.**

### **AIDING/ABETTING SCHOOL RULE VIOLATIONS**

If a student assists another student in violating any school rule, they will most likely face consequences. Students are expected to resist peer pressure, and exercise sound decision-making, regarding their behavior.

### **ARSON**

Anything, such as fire, that endangers school property, and its occupants, will not be tolerated. This includes matches, lighters, and/or any igniting device. Arson is a felony and will subject the student to expulsion.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, or irreplaceable items, should not be brought to school. **If a student does damage to or loses school property, the student and/or his/her parents may be required to pay for the replacement or damage.** If the damage or loss was intentional, the student will also be subject to behavioral procedures.

### **CRIMINAL ACTS**

Any criminal acts completed at, or related to the school, will be reported to law enforcement officials, as well as dealt with by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the state/federal laws are violated. Certain criminal acts may result in expulsion.

## **DAMAGING PROPERTY**

Vandalism and disregard for school property will not be tolerated. Students may be required to pay for all damage, as well as be subject to the consequences of the code of conduct.

## **DEFIANCE OF AUTHORITY**

**School staff is acting “in loco parentis,” which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student.** Any defiance of a request by any adult employee will be considered insubordination. In addition, students must present their name to school personnel upon request.

## **DISRUPTING THE EDUCATIONAL PROCESS**

All students are responsible for their behavior at all times. Disrupting the educational process is any behavior, act, or communication that could threaten the safety or well-being of others, or could cause damage to property. It also includes any manner of dress that is a distraction, and any behavior, communication, or act that would delay or prevent instruction of school events from taking place, due to the distraction that has taken place. **It must be understood that disruption of the educational process may not always take place on school property, nor during school hours; but when it is between our students, it may be recognized as a school issue.**

## **DRESS CODE**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my outfit have “see-through” material on it?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Would I interview for a job in this outfit?
- Am I dressed appropriately for the weather?
- Would the way I am dressed make my Family proud?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting (students who are representing the school at an official function or public event may also be required to follow school dress requirements- usually, this applies to athletic teams, cheerleaders, bands, and other such groups).

Clothing must meet the following requirements:

1. **Does not create a disturbance or disruption to the educational process and is not sexually suggestive (ex. pants that are too tight, shirts that hang too low, etc.)**
2. Is not related to drugs, tobacco, alcohol, or violence.
3. Does not contain obscenities or inflammatory messages.
4. **Does not cover the head (ex: hats, visors, bandanas, hoods, sunglasses, etc.) – Hats, hoods, sunglasses, etc. may be worn to school, but removed from the head upon entering the building, and must remain in the student’s locker until school is dismissed (and put back on outside the building).**
5. **All shirts must cover the stomach, back, and bra straps, have some form of sleeve, and must provide coverage with an appropriate neckline that does not expose cleavage.** Tank tops, cut-offs, muscle shirts, half



shirts, spaghetti straps, halter-tops, form-fitting, visible undergarments are not permitted. Tank tops or sleeveless tops will also be prohibited for boys.

6. The leg bottom or “leg slit” of the student’s shorts, skirt, or dress must be lower than the fingertips when the student’s hands are extended down in a relaxed manner. Female “sport shorts” that do not adhere to the dress code are not to be worn during school hours (this may include P-W athletic uniforms). In addition, the “rolling up” of athletic shorts is prohibited, if it breaks the dress code.

7. Feet must be covered at all times during the school day with shoes or sandals. Sandals, flip-flops, open-toed shoes, etc. are not to be worn in the wood shop. Shoes with wheels or secret compartments are not permitted.

8. No backpacks may be taken to class, due to safety concerns.

9. Pajama bottoms are not appropriate dress for school.

10. Pants must be worn at waist level. Any pants/shorts that hang below waist level, and/or expose underwear, should not be worn during school hours.

**Consequences:**

**1<sup>st</sup> Violation** - Student will be asked to change his/her clothing, call home to garner clothing within P-W’s dress code, and/or wear a school district garment.

**2<sup>nd</sup> Violation** – Same as 1<sup>st</sup> violation and serve a detention.

**3<sup>rd</sup> Violation** - Same as 2<sup>nd</sup> violation, and serve a one-day in-school suspension.

**Add'l Violations** - Considered as defiance of authority and may result in an out of school suspension.

**DRUGS AND ALCOHOL**

The school has a “Drug-Free” zone that extends 1000 feet beyond the school boundaries, as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of alcohol or other drugs, fake drugs, steroids, inhalants, or look-alike drugs, is prohibited. This includes non-alcoholic beers and wines. Consequences could be suspension or expulsion, and law enforcement officials may be contacted. Many drug abuse offenses are felonies. The school leadership may arrange for a breath test for blood-alcohol, or a drug test, to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage or any other drug. The purpose of the test is to determine whether or not the student has consumed a banned substance. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of use and insubordination with the consequent discipline invoked.

**EXPLOSIVES/BOMB THREATS**

Explosive fireworks, and chemical-reaction objects, such as smoke bombs, small firecrackers, and poppers, are dangerous and not permitted on school grounds nor at school functions. Possession of a lighter, matches, and/or lighting mechanism is also prohibited on school property.

Following state law, any student in grade 6 or above who makes a bomb threat, or a similar threat directed at a school building, other school property, or a school-related event, shall be suspended, and may be expelled, from school. Law enforcement may be contacted, and any costs incurred by the district for a bomb search, and/or evacuation of the premise, shall be the responsibility of the applicable student. Conditions for re-admittance of said student may include, but are not limited to the following: psychological evaluation, agreement to long-term counseling, individual behavior plan, etc.

## **EXTORTION**

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

## **FALSE ALARMS/REPORTS**

A false emergency alarm or report endangers students and may also endanger the safety forces that respond, the citizens of the community, and other people in the building. What may seem like a prank, is dangerous and against the law.

## **FORGERY/LYING/MISREPRESENTATION**

Forgery of hall/bus passes and parent notes/excuses, as well as false I.D.'s, are all forms of lying, and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties, as well as disciplinary action.

## **HARASSMENT/INTIMIDATION/HAZING**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who

has participated as a witness in a harassment investigation.

- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

**Definitions**

**Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

**Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

**Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.

- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extracurricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery." The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.**

#### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

#### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

#### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

#### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

## **BULLYING**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyber bullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;



- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

### **PARKING REGULATIONS/RECKLESS DRIVING**

Parking on school property is a privilege. This privilege may be revoked for any form of dangerous, illegal, and/or hazardous form of driving. **You must register all of your potential vehicles with the front office.** The faculty and visitors' parking lot is off limits to students (except for the Senior Student in the Spotlight). Violators may be subject to disciplinary actions and may result in towing.

## **PHYSICAL ASSAULT AND FIGHTING**

A physical assault on anyone, which may or may not cause injury, is not permitted. Any assault could subject the student to expulsion. Fights between willing participants may be a violation and subject all parties to repercussions.

## **POSSESSION OF ELECTRONICS**

The school supplies the electronic equipment that is needed for the school program, and parents may communicate with student via email and the student's chromebook. Students may not use personal electronic devices during school hours, without prior approval. **For our MS students, cell phones, iPods, mp-3 players, cameras, non-school owned devices, etc. must be turned off and stored in student lockers during school hours (8:03am-2:57pm).** If a MS parent needs to contact a student, or vice versa, the student should come to the front office to use a school phone before school, during lunch, or after school. **For our HS students, personal electronics devices may only be used during passing times and during individual lunch periods.** All school personnel have the right to confiscate electronic devices (both school owned and personal), when any expectations are not being upheld. Students who use electronic devices for cheating may have their device confiscated permanently. Students in violation of basic possession of electronics will be subject to the following steps:

**1st violation**—Cell phone, iPod, electronic device, etc. is confiscated and held for 7 school days by the office staff (turned in by student prior to 8am and returned after 2:57pm – if student does not turn in the device accordingly, the device will be held overnight for 7 days).

**2<sup>nd</sup> violation**—Detention and device, cell phone, iPod, etc. is confiscated and held for another 7 days by office staff.

**3<sup>rd</sup> violation**—1 day of in-school-suspension and device, cell phone, iPod, etc. is held for 7 days, and the parent or guardian must make arrangements to pick item up from the front office.

## **POSSESSION /USE OF A WEAPON**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

### **Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

### **PROFANITY/OBSCENITY/VULGARITY**

Profanity, obscene language, pictures, writings, or gestures are not permitted, and use of such may result in consequences. If they are directed at students and/or members of the staff, students may be subjected to more serious repercussions.

### **PUBLIC DISPLAY OF AFFECTION/RIGHTS OF EXPRESSION**

Students demonstrating physical affection between each other will not be allowed on school property, nor during school activities/functions. The staff has the right to determine what is deemed as inappropriate display of affection. Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact school leadership to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to consequences.

### **SCHOOL/PRIVATE PROPERTY**

Students are required to get permission to use any school property or private property that is located on the school premises. Any unauthorized use of school facilities and/or private possessions is subject to consequences.

### **THEFT/LARCENY/BURGLARY/ROBBERY**

Please do not bring items of value to school. The school is not responsible for a student's personal property. Any student caught taking property that does not belong to them will face consequences for their actions, and may be reported to law enforcement officials. This includes breaking into a building, stealing by force, or threat of force, and acquiring the property of others without their knowledge or consent.

### **THREATS**

Any statement directed to another person that is perceived to be a threat, or intimidating in nature, will be considered a verbal assault.

### **TOBACCO**

Smoking and the use of other tobacco products are a danger to a student's health. The sale, distribution, use, or possession of any form of tobacco, or look alike product, on the campus, or at any school activity, is prohibited. This applies when going to and from the school, and at bus stops, as well. State law prohibits the use of tobacco products on school property. Possession of tobacco products and/or lighter or igniter instruments by any student is also prohibited.

### **TRESPASSING**

Although schools are public facilities, the law does allow schools to restrict access on school property. Visitors must obtain a pass, sign in, and receive permission to be on school grounds. When a student has been removed, suspended, and/or expelled, the student is not allowed on school property without the approval of school leadership. Law enforcement may be contacted.

### **WEAPONS**

Any object used to threaten, harm, or harass may be considered a weapon. This includes, but is not limited to, pens, pencils, padlocks, jewelry, laser pointers, and the like. Intentional injury can be a criminal/civil matter. School consequences may result in expulsion. Everyone is entitled to enjoy a safe school environment. Students who see, or are victims of this activity, must report it immediately to a staff member.

## **BEHAVIORAL CODE**

### **GENERAL COMMENTS**

The board of education has adopted the following student behavioral code. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the school's staff and school leadership. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. The absence of a behavior or any specific action from the following list, does not mean that such conduct does not violate the discipline code or cannot be punished.

It is important to **remember that the school's standards/policies apply going to and from school, at school, on school property, at school-related events, and on school transportation.** In some cases, a student can be suspended from school transportation for infractions of school bus rules. Consequences can be both formal and informal in nature.

### **DETENTION**

A student may be detained after school, or asked to come to school early by a staff member, after giving the student a detention notice, which he/she should bring home to his/her parent. The student or his/her parents are responsible for transportation to and from the detention. Detention sessions will be held at a scheduled time for students who have to make up time for tardiness and/or other violations of the student code of conduct. Students will be notified of the rationale for the detention. Those students who miss scheduled detention sessions, without proper proactive communication/notification, may be suspended from school until all of the time is made up.

### **DUE PROCESS RIGHTS**

Fairness dictates that students be given notice of the types of conduct which are prohibited and the potential consequences of the misconduct, as stated in this handbook. A school's standards and procedures for suspending or expelling a student are outlined in this handbook adopted by our board of education. Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

#### **Suspension from School**

When a student is being considered for a suspension of 10 days or less, the school leader in charge will notify the student of the charges. The student is entitled to minimal due process protections, including verbal or written notice of the accusations, what disciplinary measures are being proposed, and an opportunity to respond and/or take responsibility. If feasible, the meeting should precede the student's removal from school. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified. The suspension may be appealed, within two (2) school days after reception of the suspension notice. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school, be on school grounds, nor attend any school functions. The appeal shall be conducted in a private meeting and the student may be represented.

For suspensions of 10 days or more, a formal due process procedure is required, and thus, a hearing will be held with the superintendent or appointed person(s). The student shall be given reasonable time to prepare for the hearing. The person conducting the disciplinary hearing must be impartial.

**Expulsion from school**

When a student is being considered for expulsion, the student will receive a formal notification to the parents which may contain:

- \* the charge and related evidence;
- \* the time and place of the board meeting;
- \* the length of the recommended suspension or a recommendation for expulsion;
- \* a brief description of the hearing procedure;
- \* a statement that the student may bring parents, guardians, and counsel;
- \* a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- \* a statement that the student may give testimony, present evidence, and provide a defense;
- \* a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- \* the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if board/hearing officer approved.

Within 10 days after notification of expulsion, the expulsion may be appealed, in writing, to the superintendent. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available.

Absence from school due to suspension shall be considered an absence. A suspended student will be responsible for making up schoolwork lost due to suspension. Students may obtain missed assignments from each teacher at the educator's discretion. Said assignments must be completed and turned in according to the teacher's directions. Make up of missed tests may be scheduled at the teacher's discretion.

Students involved in co-curricular and extracurricular activities, such as band and athletics, can lose their eligibility for violation of the school rules, and during suspension/expulsion, may not participate in practices/events/competition/etc.

If a student commits a crime while under the school's jurisdiction, she/he may be subject to school action, as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy.



## BEHAVIORAL CONSEQUENCE CHART

	Detention	In School Suspension	Suspension (1-5 days)	Suspension (6-10 days)	Suspension (10+ days and hearing)
tardiness to class	X 8 <sup>th</sup> offense in semester	X 9 <sup>th</sup> + offense	X 13 <sup>th</sup> + offense		
failure to sign in or out of school / violation of closed campus/building	X	X	X		
disruption of the educational process/inappropriate behavior/improper use of tech.	X	X	X	X	X
insubordination/disrespect/ defiance/littering	X	X	X	X	X
forgery, lying, gambling, misrepresentation	X	X	X	X	
cheating/plagiarism (all assignments/projects/papers/assessments/etc. will receive a zero)		X	X (2 <sup>nd</sup> off. = loss of status in honorable scholastic positions)	X	
profanity/vulgarity	X	X	X	X	
public display of affection	X	X	X		
possession/use of tobacco products			X	X	X

skipping class	X	X	X		
fighting			X	X	X
reckless driving	X	X	X	X	
activation of emergency procedures/alarms				X	X
intimidation, threatening, hazing, harassment, bullying, racial slurs			X	X	X
theft, vandalism, extortion, bomb threat, possession/distribution/use of alcohol/drugs/etc.				X	X

- Detention notices will be sent home with the student; and failure to attend a detention may result in a suspension.
- A tremendous effort will be made to communicate with the parents/guardians of students who have broken a major code of conduct policy.
- AS NOT EVERY SITUATION IS EXACTLY THE SAME, SCHOOL LEADERSHIP RESERVES THE RIGHT TO ALTER THE ABOVE CONSEQUENCES WHEN DEEMED APPROPRIATE.

## **ATHLETIC POLICY**

To view our current athletic policy, please visit our website at [pwschools.org](http://pwschools.org).

## **LIBRARY POLICIES**

The primary role of the library media center is to support the curriculum by providing materials that enhance, extend, and support classroom instruction and guide students in becoming effective users of information. Students can use the high school media center during school hours, and at other times as designated. Students at the elementary school can use the library media center during supervised class time and when directed to by a teacher or other staff member.

**Middle/High School Library Rules:**

1. Each student at the middle and high school level will be issued a patron number specific to him/her and books checked out are the responsibility of that student. Different classes have different requirements in regard to library media center materials. Check with individual teachers regarding classroom expectations.
2. Students are allowed a maximum of three books at a time. Books check out for a two-week, ten-day period, skipping weekends, holidays, and other scheduled absences.
3. Books are due back by the date stamped in the book. After the due date has passed, a ten-cent per day fine begins to accrue, stopping only when the book has been returned. Books will not be renewed or checked out to students if a fine is owed. Report cards will not be issued at the end of each semester for students with unpaid fines or unreturned late books.
4. Books that are lost and/or damaged beyond reasonable repair are the responsibility of the student. Students will be fined the replacement cost of each lost/damaged book plus \$5.00 to cover the cost of cataloging records, processing, and materials. *If a book is lost prior to the end of the year, a parent may contact the media specialist to arrange for time to locate the missing book prior to paying for it.*

5. Students may make a reasonable number of photocopies for classroom use. Personal copies can be made for a fee of 10 cents per page. Students must speak with the media specialist or the library aide PRIOR to making copies.

## **ACCEPTABLE USE POLICY**

### **Pewamo-Westphalia Community Schools (PWCS) Technology Acceptable Use Policy**

#### **STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES**

The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of society, those changes may also alter instruction and student learning. The Board generally supports access by students to such information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened—prior to use—by committees of educators and community members intent on subjecting all such materials to reasonable selection criteria. All such materials should be consistent with Pewamo-Westphalia Community School's Selection Policy, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. Telecommunications, because they may lead to any publicly available file server in the world, will open classrooms to electronic information resources which have not been screened by educators for use by students of various ages.

Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources.

Filtering software is now in use on all computers with access to the Internet. This blocks or filters access to visual depictions that are obscene, contain child pornography, or are harmful to minors. Educational staff will, to the best of their ability, monitor minor's' use of the Internet in school, and will take reasonable measures to prevent and restrict access by minors to inappropriate and/or harmful material on the Internet and World Wide. However, given the nature of emerging technologies, it is impossible to anticipate or prevent all problems that may occur. No web filtering technology is 100% safe. PWCS realizes this fact and takes every effort to monitor online activity.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply (see Code of Conduct – Student Handbook). The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. No user may disclose, use, or disseminate personal identification information regarding minors without authorization. Students encountering information or messages they deem dangerous or inappropriate on the web or when using electronic mail or direct communications should notify their teacher or other adult staff. Deviation from these



guidelines or the use of chat rooms and direct electronic communications (Instant Message services) are not permitted on school networks unless expressly authorized by a member of the staff.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents of minor students (under 18 years of age) and by students themselves.

Use of the network resources must be in support of educational goals. The district reserves the right to prioritize use and access to the system. No use of the system shall serve to disrupt the use of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Such acts constitute a violation of the Harassment Policy (see Code of Conduct – Student Handbook) and will lead to discipline as provided therein.

Access to telecommunications will enable students to explore thousands of libraries, databases, and electronic resources while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Pewamo-Westphalia Community Schools support and respect each family's right to decide whether or not to apply for independent access.

The Board authorizes the Superintendent to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

### **Usage Guidelines**

The account holder is held responsible for his/her actions and activity within his/her account. Unacceptable uses of the network resources will be reported to the building principal and media specialist and are subject to restrictions and/or suspensions of these privileges. Repeat violators are also subject to further disciplinary actions such as school suspension. Some examples of unacceptable use are:

1. Using the network for any illegal activity, including violation of copyright or other contracts.
2. Using the network for financial or commercial gain.
3. Degrading or disrupting equipment, software, or system performance.
4. Vandalizing the data of another user.
5. Wastefully using finite resources.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Posting personal communication without the original author's consent.
10. Posting anonymous messages.
11. Accessing and/or participating in chat groups.
12. Downloading, promoting links to, storing and/or printing files or messages that are profane, pornographic, obscene, or use language that offends or tends to degrade others or encourages criminal activity.
13. Transmitting, executing, promoting links to, or storing malicious, threatening, or abusive programs or materials.
14. Downloading, executing, or storing programs from the Internet on network drives or network directories. This includes files that end with an extension of exe, bat, zip, or com.
15. Violating the content guidelines for Internet publications for classroom assignments.
16. Failure to immediately report an inadvertent access of an inappropriate website (see numbers 12 and 13 above) to a teacher.

17. Violating the safety guidelines and/or educational purposes policies for usage.

### **Content Guidelines**

Students, as part of a valid classroom assignment, may be allowed to produce materials for electronic publication on the Internet. Teachers and the media specialist may monitor these materials to ensure compliance with content standards. The following restrictions apply:

1. Copyright law must be followed.
2. No text, image, movie, or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.

### **Safety Guidelines and Educational Purposes Policies**

#### *I. Personal protection*

Students and staff members should not include the following information about themselves or another person in a message or in any publication to the Internet:

1. Full student name, unless student has Age of Majority paperwork on file in the school office
2. Home address
3. Personal phone numbers

Do not post any information that could enable someone to locate and/or contact a student or staff member in person. Student pictures and/or work may be included on district/school/classroom websites without identifying captions unless the site is password protected. Certain technology classes have specific rules regarding personal information; please refer to each teacher's syllabus for more information.

#### *II. Password Protection*

Network/email passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal, or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator. He/she will notify the network administrator/technology director of the possible breach in security. As words are easily hacked, when establishing a password, one should keep in mind that strong passwords consist of a combination of upper and lower case letters, numbers, and symbols.

#### *III. Email/File Privacy*

Email is no more private than a postcard. Students and staff should know that any files stored on a school computer are not private. Network and Internet access is provided as a tool for educational purposes only. PWCS has the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information.

#### *IV. Online Etiquette*

Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening, and/or abusive language of any kind is not acceptable. Do not use school online access to make, distribute or redistribute jokes, stories, cyber bullying, obscene material or material that is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

#### *V. Messaging*

Teachers may incorporate email, blogs, podcasts, video conferencing, online collaborations, PDAs, IMing, texting, Virtual Learning Environments and other forms of direct electronic communications (i.e. cell phones, PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

VI. *Blogging/Podcasting*

Uses of blogs, podcasts, or other Web 2.0 tools are considered an extension of the classroom. Whether at home or at school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. Students utilizing these forms of communication are expected to act safely by keeping ALL personal information from their posts. Comments made on school-related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to websites from a blog without reading the entire article to make sure it is appropriate for a school setting.

VII. *Plagiarism, Copyright, Licensing*

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

VIII. *Proxies*

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

IX. *Illegal Activities*

Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) software piracy, (c) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) uploading or creating of computer viruses, (g) distribution of obscene or pornographic materials, and (h) sexting. Such activity MAY BE considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (student, staff, volunteer) and the student's parent/guardian.

**Terms of Agreement**

The Pewamo-Westphalia Community Schools reserve the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension and/or expulsion for violations of these guidelines. The district will advise appropriate law enforcement agencies of illegal activities conducted through the PWCS Internet Connection. The district will also cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access.

Materials for PWCS TAUP taken from:

Pages 1 and 2

Adapted from Bellingham School District 501

<http://bellingshamschools.org/department-owner/school-board/2313policy>

Pages 3 – 6

Pewamo-Westphalia Schools Technology Acceptable Use Policy

<http://www.pw.k12.mi.us/forms/internetuse.pdf>

and

Adapted from Duxbury Public Schools, MA Acceptable Use Policy  
<http://www.duxbury.k12.ma.us/documents/AUG5-12-2010.pdf>

### **Pewamo-Westphalia Community Schools Student and Parent Chromebook Guidelines & Agreement**

The following policy refers to the use of an individual student computing device, a Chromebook. Students are also required to follow all the guidelines outlined in the PW Community School's current Technology Acceptable Use Policy. As PW's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this policy updated. Please refer to the PW Community School's website (<https://pwschools.org>) for the most up-to-date information.

#### **Care and Maintenance of the Chromebook**

1. Do not attempt to gain access to the internal electronics or to repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to your school's technology department as soon as possible. Chromebook repair/replacement options will be determined by school's administration. You may be issued a temporary Chromebook or other materials until your Chromebook is working properly or replaced.
2. Never leave the Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks will be collected and stored in the school's main office and turned over to the Technology Department for secure storage.
3. Never expose a Chromebook to long term extremes in temperature or direct sunlight. An automobile is not a good place to store a Chromebook.
4. Keep water, milk, and other liquids away from the Chromebook. The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may damage the Chromebook.
5. While the Chromebook is scratch resistant, it will scratch. Avoid using any sharp object(s) on the Chromebook.
6. Avoid placing weight on the Chromebook – do not place in backpack under heavy books.
7. Never throw or slide a Chromebook.
8. Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued Chromebook accessories are the responsibility of the student.
9. Each Chromebook has the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
10. Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed.
11. Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook solely rests with that individual.
12. The Chromebook is an electronic device and care must be exercised when handling the Chromebook. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects.
13. The Chromebook is designed for daily use; therefore, it must be charged and ready for use each school day. Chromebooks should be charged at home.
14. The Chromebook must remain free of stickers, writing, painting, or any other forms of adornment. You may not decorate or personalize the actual Chromebook in any way.

#### **Cost of Chromebook, Apps, and Accessories**

1. The replacement cost of the Chromebook is approximately \$550 and includes: the Chromebook, Chromebook charger, and software applications (apps, including management software) including assorted programs/accessories specific to individual classes.
2. The district offers insurance through a group policy against loss, theft, or accidental damage to a Chromebook or Chromebook accessories at a cost of \$30 per year with a \$30 deductible for first time damage, and a \$20 deductible for each following incident

requiring repair and/or replacement. If the insurance is accepted and paid for at the time the student takes the device home, the Chromebook will be replaced in case of accidental damage, theft, loss, liquid damage, fire/flood, vandalism, natural disasters, or power surges. If your family has more than two children receiving devices through PWCS, the total amount for insurance is capped at \$60.

3. It is the parent/guardian responsibility to cover the cost of district-issued Chromebooks should they choose not to pay the annual fee for insurance. **Pewamo-Westphalia Community Schools will order the replacement equipment as necessary; parents and guardians are not to purchase any broken/lost equipment, including the charger, to replace their student's original materials.**

4. If PW Community Schools has no record of your insurance purchase through our program, you are assumed to have accepted full responsibility for the replacement cost of your child's Chromebook.

5. District-issued software applications (apps) are needed for student learning and should not be deleted. Parents and students may be required to cover the cost of deleted apps that are necessary for instruction.

6. Modifying the settings of the district-issued Chromebook or deleting district-issued software applications (apps) may result in student discipline and/or the need for reformatting at a cost to the student.

### **Damaged, Lost, or Stolen Chromebooks**

1. In the event that a district-issued Chromebook is damaged, lost, or stolen, the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/ guardian will be required at that time.

2. In the event that a police report is filed for a lost or stolen Chromebook, PW Community Schools, in conjunction and only in conjunction with police, may deploy location software which may aid the police in recovering the Chromebook.

3. Students who exit from PW Community Schools during the school year must return the Chromebook, along with any issued accessories, at the time they leave the district. The Chromebook and all accessories should be returned to the school's main office. Failure to return a Chromebook in a timely fashion may result in legal action.

### **Distribution of Chromebooks**

1. Each student will receive a Chromebook formatted by PW Community Schools.

2. A parent/guardian may choose not to have their child participate in the Chromebook take-home program by sending written notification to the Building Principal. In this event, students will be issued a Chromebook, but will not be able to take the device home. Students who do not participate in the Chromebook take-home program will pick up and return their Chromebook to an area designated by the Building Principal on a daily basis. PW Community Schools cannot guarantee equal access to materials and/or quality of materials to students opting out of the Chromebook take-home program.

### **Student Use of the Chromebook**

1. The Chromebook is the property of PW Community Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.

2. The Chromebook comes equipped with a front-facing camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.

3. Students are responsible for bringing their Chromebook to school every day unless otherwise directed by a staff member. Failure to bring a Chromebook or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including a Chromebook, the student will be subject to disciplinary action.

4. It is the student's responsibility to bring their Chromebook to school fully charged. A student's repeated failure to bring their Chromebook charged may result in disciplinary action.

5. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images are not permitted. This includes but is not limited to: pornographic images, guns, weapons, inappropriate and/or threatening language, drug, alcohol, and/or gang related images. Discovery of such images is subject to disciplinary action.

6. The district-issued Chromebook is designed as a tool for learning; misuse of the Chromebook may result in disciplinary action.
7. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including home address or phone number, or the address or phone numbers of other students.
8. PW Community Schools encourages students to take their Chromebook home at night for class work and recharging. All care, handling, and appropriate use that is in effect during the school day shall extend to the use of the Chromebook at home.
9. PW Community Schools makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion, accidental or otherwise.
10. To help keep students safe from inappropriate content on the Internet, student Chromebooks are filtered through our district's servers, regardless of where the Chromebook is physically located. Any attempt to reconfigure the settings to access an outside, unfiltered connection is a violation of the Technology Acceptable Use Policy and will be subject to the appropriate consequence outlined in that policy. By signing this policy, the student is agreeing to leave the filtering system intact and in place.

The PW Community School District Parent and Student Guidelines for the Chromebook is designed for using the device in the classrooms and at home. Students will also be connected with educational resources from around the world through the Internet. Please read the policy together. If you have questions, please ask your student's teacher, building administrator and/or direct any questions to technology at [support@pwschools.org](mailto:support@pwschools.org). In accepting access, your child and you accept the responsibility of using the Chromebook and the network in an appropriate manner. It is important that both of you understand these responsibilities. Your signatures below indicate that you have read, understand and agree to the terms outlined in this document (Student and Parent Chromebook Guidelines & Agreement). Your signatures are necessary before a Chromebook will be assigned.



## **TRANSPORTATION POLICY**

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by school leadership. The school leadership may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety. Students must comply with the following basic safety rules:

#### Previous to loading (on the road and at school)

Each student shall:

- ( ) be on time at the designated loading zone
- ( ) stay off the road at all times while walking to and waiting for the school transportation;
- ( ) line up single file off the roadway to enter;
- ( ) wait until the school transportation is completely stopped before moving forward to enter;
- ( ) refrain from crossing a highway until the driver signals it is safe to cross;
- ( ) go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

#### During the trip

Each student shall:

- ( ) remain seated while the school transportation is in motion;
- ( ) keep head, hands, arms, and legs inside the school vehicle at all times;
- ( ) not litter in the school vehicle or throw anything from the vehicle;
- ( ) keep books, packages, coats, and all other objects out of the aisle;
- ( ) be courteous to the driver and to other riders;
- ( ) not eat or play games, cards, etc.;

( ) not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

( ) remain seated until the vehicle has stopped;

( ) cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;

( ) be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials. A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Parents and their students who drive to school must assume full responsibility for that transportation. The following rules apply:

1. **Students must register all vehicles in the front office** and have the following:

A. Driver's license

B. Certificate of insurance

C. Registration

D. License plate number and vehicle make, model, and color

2. **Parking on school property is a privilege and may be revoked at any time. Students are to park only in the designated parking**

**areas at designated times.**

## **Educational Material for Parents and Students (Content Meets MDCH Requirements)**

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

### **UNDERSTANDING CONCUSSION**

#### Some Common Symptoms

<b>Memory Problems</b>	<b>Headache</b>	<b>Slow Reaction Time</b>	<b>Pressure in the Head</b>	<b>Fogginess</b>
<b>Confusion/Double Vision</b>	<b>Not "Feeling Right"</b>	<b>Dizzy/Nausea</b>	<b>Lack of Balance</b>	
<b>"Feeling Down"</b>	<b>Feeling Irritable</b>	<b>Sleep Problems</b>	<b>Sensitivity to Light/Noise</b>	

#### **WHAT IS A CONCUSSION?**

**A concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.



You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### **IF YOU SUSPECT A CONCUSSION:**

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay (i.e. cleared by a Doctor in writing). A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

### **SIGNS OBSERVED BY PARENTS:**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

### **CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken serious).

### **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional. Students may not return to activity/participation until cleared in writing by a Doctor. Remember: Concussion affects people differently. While

most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).