

# **Pewamo-Westphalia Middle-High School**

## **Student-Parent Handbook**



**2025-26**

**“Pursuing Our Personal Best!”**

Pirate Nation... Shipmates!

Welcome to Pewamo-Westphalia Middle-High School - where we are pursuing everyone's personal best! Here you will find a very high standard for academic, social, and extracurricular excellence. However, you will also find that this is a place where all stakeholders can be successful - as everyone has the opportunity to reach their personal best and receive the most out of their scholastic experience.

Please know that we strive to forge a champions' culture within our school district every hour of every day. Specifically at PWMHS, you can expect an environment that promotes educational, social, and emotional growth, one that will push students to give their personal best to reach full potential as a student and young adult, and an atmosphere that is both positive and challenging, fostering countless opportunities to improve. Along with the ownership created as a pupil here, please know that a high level of responsibility follows all within our building. It is an expectation that students will act in accordance with the standards and policies of Pewamo-Westphalia Community 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 quotes and summarizes many of the official policies and guidelines of our Board of Education and 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 1. 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 our champions' culture and overall atmosphere of PWMHS is a direct reflection of the attitude, work ethic, character, and true ownership of our students, staff, parents, and community members. We need to work together at giving our true personal best... keeping our building prideful, efforts positive, and goals progressive - striving towards improvement. With all stakeholders pursuing their personal best, we can continue to achieve collective success! This is a very proud place to be - and it will take tremendous buy-in from all of us to keep our champions' culture growing.

Let's have a champion year! #PirateNation #Onward! #WeArePW

Sincerely,

Mr Portenga, Principal

## **PEWAMO-WESTPHALIA SCHOOLS' 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.

## **PEWAMO-WESTPHALIA SCHOOLS' BELIEF STATEMENT**

- Student learning is our highest priority.
- Teaching is for learning.
- All students are unique and have the potential to learn.
- High expectations will be set for each student.
- Learning is a lifelong process.
- Schools, parents, and community working together are accountable for providing students the opportunity to develop academically, physically, emotionally, and socially.

## **PEWAMO-WESTPHALIA SCHOOLS' MISSION STATEMENT**

Our goal is to prepare students today for the challenges and opportunities of tomorrow by helping them develop the skills necessary to become responsible members of a changing society and challenging them through a quality curriculum delivered by a caring educational community.

## **THE PEWAMO-WESTPHALIA 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!*

## PWMHS' FOUNDATIONAL EXPECTATION

**“Personal Best” - The pillar to our champions' culture.**

Champion Attitude  
Champion Work Habit  
Champion Character  
Champion Relationships




## PWMHS' GUIDING / ESSENTIAL QUESTIONS

Is it what is truly best for all of our students?  
Does it align with the 'champion' culture we seek to create?

## PWMHS' PRIORITIES

Family  School  Team  You





## PWMHS' STAFF'S INTENT

-  To form and maintain the top all-around, holistic school in Michigan
-  To be a school where one can be successful - reaching full potential as an individual educator.
-  To establish a culture where you can be the legendary teacher / mentor / person you have always sought after, leaving a champion legacy for those to follow, simply by pursuing your personal best.

 **Personal Best = Success** 




## PWMHS' 2025-26 STAFF TARGETS

*created by our School Improvement Team (SIT)*

-  We will encourage our students to advance in the areas of character, work ethic, attitude, commitment, and ownership.
-  We will provide clear and concise instruction to all of our students, & support our parents as partners in education.
-  We will foster inclusion through empathy, equity, problem solving, & relationship building for all students, parents, & staff.
-  We will challenge our students to hold themselves accountable in both honesty & integrity, while also being kind & empathetic to others.

## **PWMHS' 2025-26 STUDENT TARGETS**

*created by our Student Voice Forum (SV)*

-  We will foster positivity via character development, empathy, and mindfulness.
-  We will form connections between educators and students to improve inclusivity and communication.
-  We will promote problem-solving and critical thinking among the student body and staff.

## **PWCS' BOARD OF EDUCATION**

Mr. Jason Hafner, President  
Mrs. Lori Pung, Vice President  
Mr. Preston Weber, Secretary  
Mr. Jim Pohl, Treasurer

Mr. Jared Smith, Trustee  
Mrs. Julie Farmer, Trustee  
Mr. Brad Weber, Trustee

Ms. Eve Martin and Mr. Tyler Spitzley - Student School Board Representatives

## **PWCS' CENTRAL OFFICE ADMINISTRATION**

Mrs. Jennifer Goodman, Superintendent  
Mrs. Katy Gilliland, Executive Administrator  
Mrs. Kali Feldpausch, Human Resources Specialist  
Mrs. Pam Stump, Business Manager  
Mr. Jeff Dygert, Director of Buildings and Grounds

## **PWCS' MIDDLE-HIGH SCHOOL LEADERSHIP**

Mr. Ryan Portenga, Building Principal  
Mr. Jeremy Miller, Student / Tech Support Specialist  
Mr. Troy Forton, Asst Principal & Athletic Director  
Mrs. Haley Weber, Administrative Assistant

Mrs. Ericka Piggott, Administrative Assistant  
Mr. Larry Farmer, Counselor and Assessment Lead  
Mrs. Lisa Bartlett, Guidance Counselor

## **PWCS' MIDDLE-HIGH SCHOOL FACULTY AND SUPPORT STAFF**

Mrs. Natasha Adams	Mrs. Tracy Aldrich	Mrs. Jessica Anthony	Mr. Cary Bashore
Ms. Annette Blair	Mrs. Sonia Butcher	Mr. Cole Feldpausch	Mrs. Celena Thelen
Mrs. Kara Griffith	Mr. Gary Studebaker	Mr. Kevin Fletcher	Ms. Erica Nartker
Mr. Bart Simpson	Mr. Kenneth Keyes	Mrs. Carisa Josselyn	Mr. Doug Klein
Mr. Mike Kurka	Ms. Taylor McPhail	Mrs. Amy Martin	Ms. Addison Bauer
Mrs. Jennifer Mowatt	Ms. Alaina Pung	Mrs. Sandra Thelen	Mrs. Tracy Schmitt
Mr. Brian Pohl	Mr. Brian Rehmann	Mr. Randy Voisinet	Mr. Jake Babb
Mrs. Jordan Brown	Mr. Steve Platte	Mrs. Tina Pung	Mrs. Erikka Hafner
Mrs. Jennifer Goodwin	Mr. Nicholas Pennington	Mrs. Victoria Luzier	

## PWMHS' BELL SCHEDULE

<b>1st Period</b>	8:03a - 8:59a		
<b>2nd Period</b>	9:03a - 9:53a		
<b>3rd Period</b>	9:57a - 10:47a		
<b>4th Period - HS</b>	10:51a - 11:41a	<b>MS Lunch</b>	10:47a - 11:19a
<b>4th Period - MS</b>	11:23a - 12:13p	<b>HS Lunch</b>	11:41a - 12:13p
<b>5th Period</b>	12:17p - 1:07p		
<b>6th Period</b>	1:11p - 2:01p		
<b>7th Period</b>	2:05p - 2:57p		

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	<u><b>Half Day</b></u>	<u><b>2-Hour Delay</b></u>
1st Period	8:03a - 8:28a (25m)	10:00a - 10:37a (37m)
2nd Period	8:32a - 8:57a (25m)	10:41a - 11:16a (35m)
3rd Period	9:01a - 9:26a (25m)	11:20a - 11:55a (35m)
4th Period	9:30a - 9:55a (25m)	4th - HS 11:59a - 12:34p (35m)
		<b>MS Lunch</b> 11:55a - 12:21p (30m)
		4th - MS 12:25p - 1:00p (35m)
		<b>HS Lunch</b> 12:34p - 1:00p (30m)
5th Period	9:59a - 10:24a (25m)	1:04p - 1:39p (35m)
6th Period	10:28a - 10:53a (25m)	1:43p - 2:18p (35m)
7th Period	10:57a - 11:20a (23m)	2:22p - 2:57p (35m)

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Our Pledge of Allegiance, daily announcements, current events, and / or relationship-building activities will occur at the start of 1st Hour - whereas our end-of-day announcements will occur during the last couple minutes of our 7th Hour.

## EMERGENCY CLOSINGS AND DELAYS

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

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**Champion Attitude  
Champion Work Habit  
Champion Character  
Champion Relationships**





## SECTION I: ENROLLMENT & ACADEMIC INFORMATION






### EQUAL EDUCATION OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the school district's compliance officer - Mrs. Jennifer Goodman, Superintendent, at (989) 587-5110.

### ENROLLMENT - [See Board Policies #5111, #5111.01, #1511.02, and #5111.03](#)

Students that are new to Pewamo-Westphalia Schools are required to enroll with their parents or legal guardian. Registration for new student enrollment may be done via our Front Office. Once all paperwork has been completed, an appointment will be scheduled with our guidance counselor to develop a class schedule.

When enrolling, the parents will need to bring...

-  the student's state-certified birth certificate or similar document.
-  custody papers from a court - if appropriate.
-  proof of residency by means of a lease agreement, utility bill, etc.
-  proof of immunizations... 


Note: All children who enter schools in Michigan are required by state law to be fully vaccinated in accordance with the Public Acts of 1978 - Part 92, Act 368, 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. Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Any questions about immunizations or waivers should be directed to our Front Office.


Other noteworthy expectations regarding enrollment are listed below:



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.

 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 homelessness may enroll and will be under the direction of the district liaison for homeless children with regard to enrollment procedures.

 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. However, prior to denying admission, 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.




## **SCHEDULING - DROPPING AND / OR ADDING CLASSES**

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, the educators shared between our respective district buildings and parochial partners, and potential limited staffing.

Students may be denied course enrollment due to lack of space or need to pass prerequisites. Changes to a student's schedule should be handled through the counseling office. Adding or dropping a course will only be permitted within the first five days after the course commences and must meet the following conditions:

-  The student's schedule is incomplete
-  The student has already earned credit for the class.
-  The class is scheduled more than once.
-  The student does not have the proper prerequisites.
-  The class is necessary for an upperclassman to graduate.
-  Adjustments need to be made for internships, dual-enrollment, etc.
-  Adjustments need to be made due to an emergency situation or computer error.

Listed below is the process one must follow for schedule adjustments:

-  Obtain a schedule adjustment application from the counseling office.
-  Return the parent-signed, completed form to the counseling office.
-  Requests will be reviewed by counselors, teachers, and school leadership.



A request will be approved or denied based on either the student's graduation status and needs or the need to challenge the student's academic potential.

Dropping a class mid-semester or mid-year due to poor or failing grades is not permitted.

Please know that schedule changes potentially create master schedule conflicts and can eliminate choices for students. Additionally, know that 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.

Finally, a student may attempt to 'test out' of a course by garnering an 80% score or higher on both of the course's respective semester exams - proctored between June 15 and August 15. Please contact school leadership to schedule a 'test out' date.

## INSTRUCTIONAL MATERIALS

Parents / Guardians have the right to review any instructional materials being used in the school. They also may observe instruction in any class - including those dealing with instruction in health and sex education. Any parent / guardian who wishes to review materials or observe instruction should contact the applicable educator *and* school leadership to seek approval prior to coming to the school. Rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## PERSONAL CURRICULUM

The personal curriculum, as established in section 380.1278b of the Revised School Code, allows specific modifications to be made to the 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 counseling office to acquire more information and the latest updates.

## GRADING SCALE

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. Generally, students are assigned grades based upon assessments, whole-class discussion, homework, projects, presentations, classroom participation, reading / writing, attitude / effort / character, etc. Each educator may place a different emphasis on these areas in determining a grade. If a student is not sure how their grade will be determined, they should ask the educator. The following grading scale may be used by Pewamo-Westphalia Middle-High School's faculty:

A	100-94	B	87-83	C	77-73	D	67-63
A-	93-90	B-	82-80	C-	72-70	D-	62-60
B+	89-88	C+	79-78	D+	69-68	E	59-0

Beginning in 2024-25, our Counseling Office began to note a student's cumulative grade-point-average on both 4.0 (unweighted) and 5.0 (weighted - based on Advanced Placement courses taken) scales. This was done in an effort to even the field for college admission and scholarship purposes. Moving forward, as it is with other high schools throughout Michigan, only CollegeBoard-approved Advanced Placement course - not Dual Enrollment, Early Middle College, Career Technical Education courses - will be measured on a 5.0 grading scale.

## INCOMPLETE GRADES

Teachers who decide a student deserves an incomplete grade must communicate this decision to the student and counselor. The teacher and student have one week (seven days) from the time grades are due to finish the work and assign a letter grade.

## ONLINE GRADE ACCESS





Student assignments and 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 Technology Specialist, Mr. Jeremy Miller. PowerSchool is the most efficient and effective manner of checking your student's grades, absences, tardies, assignments, etc, and will be updated with scores / data within seven (7) days of the assessment / assignment / project, etc being turned in to the educator(s) unless communicated otherwise by educator.

## DUAL ENROLLMENT

Effective April 1, 1996, Public Act 160 created the Post-Secondary 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.
-  Students must sign up by June 1 for 1st Semester and October 1 for 2nd Semester courses.
-  PWCS' contribution toward traditional dual enrollment is **\$685.71** per course. Students and their families are responsible for knowing and paying the balance. This is subject to change on an annual basis.
-  Grades received from colleges will be entered on a PWMHS transcript - with the designated point value and closest letter grade factored into the student's overall grade-point-average.

## STUDENT ASSESSMENT

To measure student progress, students will be tested throughout the year in accordance with Grade Level Content Expectations (GLCEs), Common Core State Standards (CCSS), and High School

Content Expectations (HSCes). 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 benchmark / 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 NWEA, PSAT, SAT, and M-STEP assessments. These tests provide data to the school that can assist in improvement goals and driving instruction / scheduling / interventions / further assessment, etc. They can furthermore give insight to students on their career interests and goals.

Classroom interim / midterms and summative assessments may be used to assess student learning, find gaps in instruction, create data, and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

### **MIDDLE SCHOOL PROMOTION & RETENTION - [See Board Policy #5410](#)**

Promotion for middle school students to the next grade (or level) is based on their current level of achievement in coursework, attitude, effort, character, etc; their potential for success moving forward; and their emotional, physical, behavioral, and / or social maturity.

### **HIGH SCHOOL CREDIT RECOVERY & REMEDIATION**

PWMHS offers an internal credit recovery opportunity through the Edgenuity platform for students who are credit deficient. This virtual option is not to take the place of traditional in-person academics, but rather to act as an in-house opportunity for students needing credits to catch up to their peers. Class size limits will also restrict access to credit recovery courses; this opportunity will be offered to those with the most need first.

Students who are credit deficient are eligible to enroll (at the discretion of school administration) in one-half (.5) credit of district-approved virtual education at a time - in addition to their full-time, in-person class schedule.

The following students are eligible to take Edgenuity courses... any student who was previously enrolled but did not earn credit in a course required for graduation; any student who has a credit deficiency for graduation; any student lacking credit in a course required for graduation who is unable to include that course in his or her remaining schedule (which requires administrative approval); any student with an active Individualized Education Plan (IEP) whom the IEP committee determines will benefit from enrollment online as part of the student's schedule or resource services; and other circumstances as identified by the counselor and approved by the administration.

Students who fail a virtual course will not be allowed to take additional virtual classes, students who earn a passing grade for a course in their regular schedule are not allowed to repeat the course online for the purpose of raising a grade, and students will receive "credit" for a completed virtual course instead of a letter grade. Additionally, in an effort to maintain pacing with their peers and / or to move

on to another virtual course in an expedited manner, a student will earn course credit if they have completed 85%+ of the course with an 85%+ grade percentage.

## GRADUATION REQUIREMENTS

A high school 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 their counselor and educators to ensure that all requirements are being met. Information about credit, course, and graduation requirements are available via our counseling office or on its web page found → [HERE](#) ←

Earning a diploma is traditionally completed 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 minimum number (26) of credits. Other noteworthy details are listed below:

1 2  
3 4

Each semester course is worth ½ credit.

1 2  
3 4

A student may repeat a class for a better grade if the current grade is a B- or lower - although credit cannot 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 cannot be earned.

1 2  
3 4

A fourth-year math credit - or an Algebra II credit - is available for Career Technical Education (CTE) students, along with the possibility of earning 2 elective credits.

Seniors who have failed to meet graduation requirements are not allowed to participate in commencement ceremonies - unless they have completed all of their service-learning hours and are within two (2) academic credits of graduating. In such cases, students may walk with their class, but will not receive their diploma until all requirements have been met.

## GRADUATION HONORS

The primary purposes of switching to the Laude system - Summa, Magna, and Cum Laude - are that we want to design a system that allows students to have greater freedom in selecting courses of study, reduces student stress and anxiety, and still allows us to recognize outstanding academic achievement. In eliminating our class ranking system, colleges and universities will take a more holistic approach to evaluating our students - by reviewing their extra-curricular, volunteerism, and service-learning activities, for example.

For those wondering if we will still have a valedictorian, the answer is both “yes” and “no”. We will not have a student who earns that distinction based solely on academic achievement - which is not what ‘valedictorian’ means anyway. Valedictorian comes from the Latin “valedicere” which means “to bid farewell...” Thus, a valedictorian is the person who gives the farewell speech. This meaning has evolved over time into the student with the highest grade-point-average. Yet, in the truest sense of the word, any student could give the farewell address.



At PWMHS, any student graduating ‘Summa Cum Laude’ will be eligible to give the valedictory speech. Every Summa Cum Laude student may apply to give the speech and then the entire group of Summa Cum Laude students - along with a panel of educators - will choose one student to make the farewell address at graduation... earning them the title of “Valedictorian”.

## SERVICE LEARNING

Service Learning is a graduation requirement for all Pewamo-Westphalia students. This program is the integration of education, service, and citizenship into our 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 servitude. Providing service to others facilitates the transition from the dependency of childhood, to the status of an independent, caring adult. Our goal is to help students become people who seek solutions to problems, rather than people who wait for others to respond.






Requirements for graduation include the completion of 40 service hours at approved locations / activities - which may start the summer prior to a student’s freshman year. These hours must be properly documented and verified by a member of the organization / event where service took place within one’s Helper-Helper application as a prerequisite to validation by the student’s class advisor.

Note: Students who are not diploma-bound are still required to log Student Learning Hours, but the total amount required is to be mutually agreed upon by parents / guardians and school administration. Furthermore, the agreed upon number of hours must be listed within their Individualized Education Plan by the end of their freshman year. If an agreed upon amount cannot be reached, the standard requirement of 40 service learning hours will be expected for graduation.

When a student is completing their ‘Service Learning Log’ and reflection piece, proper grammar and full sentences must be used. Summertime Service Learning should be submitted by December 1, while all other Service Learning should be turned in by May 31.

Class Advisors and school leadership reserve the right to approve / deny any and all service learning submissions. Improperly submitted or incomplete service hours may be deleted after the May 31 deadline. Any disputed service hours may be reconciled by requesting a meeting with the Class Advisor and any other educators deemed essential by school leadership.





A student’s ‘reflection piece’ is an essential part of the service learning process and must contain detailed descriptions of the following:

-  A description of the event
-  What was learned from the event
-  How the service specifically benefited the student
-  How the service benefited the community / organization... 

Note: Service learning hours must come from at least 3 different sites / experiences.













Ways to earn service-learning hours include:

-  Regularly-Scheduled Times... meaning that a student commits to volunteer a specified number of service hours over predetermined periods of time - every Tuesday from 3 - 5p, for example.
-  Special Events... meaning that a student makes a commitment to volunteer with an organization holding a one- or two-day event to benefit the community - such as a fair for children, a charity walk, neighborhood clean-up, etc.
-  Student-Developed Service Projects... meaning that a student-generated idea to help a specific organization or group of people - with each project obtaining approval from the Class Advisor prior to implementation.
-  Classroom-Based Service Projects... meaning a service project linked to the curriculum of a class but not completed during school hours.

Students that transfer to PWMHS will be prorated ten (10) hours for each year missed - or five per semester.

The 'Do's and Don'ts' of Service Learning:

-  Students cannot receive payment nor financial compensation for Service Learning work.
-  Do not 'volunteer' for family members. Rather, one should help family members at all times.
-  Acts or service that are an obligation / responsibility to another organization will not be counted.
-  Volunteer hours must benefit the community and not a business.
-  Do not work for a company and just refuse to be paid. This does not qualify as Service Learning.
-  Participation in a rally, demonstration, or march (political, religious, etc) does not constitute Service Learning.
-  Do not stop volunteering just because you have met the requirement.
-  Volunteer hours must be completed outside of school hours.
-  Submit all hours performed - they will become part of your permanent record; and you are not limited to the number of hours per site.
-  Students are encouraged to complete ten (10) hours during each of their high school years.

Students who have met the following required number of hours may be recognized at our High School Awards Night - so long as documented time is turned in by April 15 of that school year to their respective Class Advisor...

Seniors = 100 hours   Juniors = 75 hours   Sophomores = 50 hours   Freshmen = 25 hours

**In order to walk at graduation**, all service hours - demonstrated within the 'Service Learning Log' for each site - must be properly documented, turned in, approved by the site coordinator(s) within the Helper-Helper application, and presented to the one's Class Advisor no later than the last day of January of a student's senior year.

**In order to receive a diploma**, all of the aforementioned criteria must be complete and submitted no later than April 1.

## **INJURY, ILLNESS, CASUAL- / NON-CASUAL-CONTACT COMMUNICABLE DISEASES**

All injuries must be reported to a teacher or the Front Office. The teacher and / or office will fill out an accident report and submit it to Central Office. 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. Please note that a student's emergency contact / release forms must be filled out at the beginning of the year and have a phone number where a parent / guardian, etc can be reached at all times.

Students who become ill during the school day should request permission from the teacher to go to the Front 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.

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 casual-contact communicable disease or highly-transient pest, such as lice. Other 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.

In cases 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 their status reviewed by a panel of resourceful personnel - 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 in school unless there is definitive evidence to warrant exclusion. Examples of non-casual- contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV, HAV, HBV, HCV (Hepatitis A, B, C), and others 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.

## **STUDENTS WITH DISABILITIES & SPECIAL EDUCATION**

The Americans 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 our Central Office to reach our Special Education Coordinator, at (989) 587-5100 to inquire about evaluation procedures, research-based interventions, and programs.

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, know that students are referred to our Instructional Support Team (IST) where each student's situation is discussed in detail. With 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 one's Individual Education Plan (IEP), students will be provided more direct instruction in a small group setting.

## **HOMEBOUND SERVICES**

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical / emotional (etc) injury or disability. Parents should contact 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 five (5) or more days. Applications for individual instruction shall be made by a parent / guardian via a physician licensed to practice in this state. Within the application, one must certify the nature and existence of a medical condition, state the probable duration of the confinement, request such instruction, and 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. Regarding all semester exams, make-up exams should be scheduled outside of the aforementioned time periods - before school or at the conclusion of the half days - and within the week following the exam period. All absences must be excused by a parent the morning of the absence by 8a.

In each semester of their senior year, students may qualify for one exam exemption. Such an exemption would only be allowed if the student has zero missing work, holds an A or an A- (90%+) for their semester grade heading into the exam, and three or less semester absences in the course. A student may only use one exemption per semester and the exemption may not be applied to the same class in each semester. Lastly, exam exemptions do not apply to Advanced Placement, Foreign Language, or Careers 12 courses.

If a student wishes to be exempt from your class, teachers should be able to see their grade and the number of absences they have in their class. An "M" absence or a Religious observance does not count against a student, but all other "A" or "E" marks do. Students have to email their teacher if they intend to opt out of an exam.

## **REPORT CARDS**

Report cards will be available via PowerSchool in an online format. Please view the school calendar for nine-week / quarterly ending dates. Each semester grade is a composite of the two quarterly grades (40% and 40%) as well as the semester exam grade (20%).

## **WITHDRAWAL & 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 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. When transferring student records, school officials are required to transmit disciplinary records that include expulsion actions against said student.

# **#WeArePW #ONWARD!**

## SECTION II: GENERAL & MISC INFORMATION













### ADVERTISING & OUTSIDE ACTIVITIES

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

### CONCUSSION IDENTIFICATION & PROTOCOL - [See Board Policy #5340 & #5340.01](#)

The following information on concussion identification and protocol comes from the Michigan Department of Community Health and Human Services (MDHHS), the Center of Disease Control (CDC), and the National Operating Committee on Standards for Athletic Equipment (NOCSAE):

Common concussion symptoms include...


 Memory Problems	 Not “Feeling Right”	 Slow Reaction Time
 Pressure in the Head	 Lack of Balance	 Fogginess
 Confusion / Headache	 Double-Vision	 Sleep Problems
 Sensitivity to Light	 Dizziness / Nausea	 Irritability


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 / 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 one has not been knocked out.

One cannot 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 a student reports any symptoms of a concussion, or if a staff member notices symptoms within a student, 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 healthcare professional says they are okay to return to play.

If a concussion is suspected...

 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. Do not hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.

 Keep students out of play. Concussions take time to heal. Do not let the student return to play the day of injury and until a healthcare professional says it is okay - cleared 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.



Tell the school about any previous concussions. 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 they are notified.

Signs observed by parents:



Appears dazed or stunned



Cannot recall events prior to or after a hit / fall



Forgets an instruction



Loses consciousness - either briefly or longer



Is unsure of game, score, or team



Shows mood, behavior, or personality changes



Moves clumsily



Is confused about an assignment or position

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 / body if they exhibit any of the following danger signs:



Is drowsy or cannot be awakened



Repeated vomiting or nausea



Slurred speech or unusual behavior



Loses consciousness - either briefly or longer



A headache gets progressively worse



Weakness, numbness, or decreased coordination



Cannot recognize people or places



Becomes increasingly confused or agitated



Convulsions or seizures

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head / body, they 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 rest 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 Medical Doctor. Remember that concussions affect 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).

## **EMERGENCY DRILLS**

PWCS is required by state officials to conduct the following drills: fire drills, tornado / severe weather drills, and lockdown / active shooter drills. 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 our public address system. Lockdown and tornado / severe weather drills will be conducted using the procedures provided by the state and federal government and law enforcement agencies.

When rehearsed, we remind students to be respectful, listen to directions given by school officials, and treat these drills as real-life incidents. Failure to do so may result in disciplinary action.

## **EQUIPMENT & FACILITIES**

Required textbooks and curriculum materials will be supplied to each student. Pupils are responsible for lost books, school equipment, and any damage that exceeds reasonable wear. Teachers will communicate all costs required to cover the repair or replacement costs to applicable students at the conclusion of the school year.

All students are required to have a school provided bathroom pass sheet. If lost or damaged, replacements will be available to students for a \$5 charge in the front office. This may entail the transfer / reduction of hall / bathroom passes.

Students must get teacher permission before using any equipment or materials in the classroom. The ‘Staff Cove’, copy rooms, 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 will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. Furthermore, it is expected that everything will be left better than how it was found.

All students are required to have a school-provided padlock on their locker at all times. A replacement fee of \$5 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 disciplinary action.

School lockers are expected to be treated with true ownership and pride. Please keep your entire locker free of garbage, markings, and spills, and the lock must always be on the locker. Do not use tape to attach decorations to your locker. Rather, use magnets and / or locker putty as an adhesive.

## **FOOD & DRINKS**

Food, sodapop, and / 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 our extended learning area(s), the computer rooms, etc unless there is prior approval.



Water is allowed in the classroom at the teacher's discretion. Outside beverages and / or drinks from home will not be permitted.

## **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 online for all students. During designated lunch periods, students are asked to stay in the specified areas - staying clear of the extended learning area, 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.

## **MEDICATIONS - [See Board Policy #5330](#)**

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:

- ✓ Before any medication or treatment (including non-prescription drugs such as Tylenol) may be administered to a student, PWMHS 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.
- ✓ Written permission by the parent / guardian authorizing the school to give the medication, via the school medical permission form.
- ✓ Medication must be brought to the front office of the 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. Medication is dispensed from authorized office staff only.
- ✓ The parent is responsible for ensuring that their child understands the importance of taking the medicine properly and at the designated time. 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.
- ✓ 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.

## **MOVIES IN THE CLASSROOM**

Middle School classrooms may show 'G' and 'PG' rated movies without parental approval. 'PG-13' rated movies are allowed within Middle School classrooms provided there is a parent permission slip

on file. 'R' rated movies are not allowed within Middle School classrooms. High School classrooms may show 'G', 'PG', and 'PG-13' rated movies without parental approval. 'R' rated movies are allowed within High School classrooms provided there is a parent permission slip on file. Additionally, unrated movies are to follow the guidelines for 'R' rated films shown in class. Lastly, regarding times when instructors show an abbreviated film clip from YouTube or another online platform to emphasize a point in class, teacher discretion will be used, the segment must be educationally relevant, and neither profanity nor sexual activity are permitted.

It is strongly advised that teachers post movies shown in class and a corresponding permission slip within their course syllabus at the beginning of a course / semester, but it is required that all such permission slips are provided to parents at least 72 hours in advance of the movie. Students who opt-out of a movie will be given a comparable, alternative assignment.

## **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 & 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 social media platforms, 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 Community 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**

Students have the opportunity to broaden their learning through all on- and off-campus curricular-related activities. They may be for credit, required for a certain course, earned through set requisites, and / or contain school subject matter. Furthermore, they may be county or regional activities led by our Counseling Department.

Authorized student groups and activities are those approved by the Board of Education and sponsored by a staff member. Authorized groups include, but are not limited to, our Counseling Department, National Honor Society, Pep Band, Drama, Science Olympiad, Quiz Bowl, Student Council, Students Take Charge (STC), Robotics, Student Voice, etc. Students with concerns or ideas about school improvement or involvement should either approach Student Council or Student Voice leadership.

Athletic activities are made available to the students. They include baseball, basketball, bowling, cheerleading, cross-country, football, golf, softball, track and field, volleyball, and wrestling. All students are encouraged to participate in the activities of their choosing, provided they meet the eligibility requirements. See Section V: Athletics and Extra-Curricular Activities for more information and all related policies.

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 extra-curricular programming. Signing that you have read and agree to the policies and information explained in this Student-Parent Handbook means that you authorize your student to partake in communicated curricular, co-curricular, and extra-curricular off-campus activities. If the off-campus trip includes a financial obligation, a permission slip must be signed and returned for one to participate. Note that our attendance policy and all behavioral expectations apply to all field trips and school activities.

## **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 responsibility for every student is to focus on the courses being taken - having sufficient time and energy to do quality scholastic work. Although extremely rare, there are circumstances when employers are contacted and work permits revoked due to a student's lack of attendance or poor academic performance.

## **STUDENT SALES**

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

## **STUDENT RECORDS AND CONFIDENTIAL INFORMATION - [See Board Policy #8350](#)**

The school district maintains 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. Documents containing social security numbers shall be restricted to those employees who 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, other than a for-profit organization, even without the written consent of a parent. 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 post-secondary 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 with costs associated with being 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, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning... political affiliations or beliefs of the student or their parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous

relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or their parents; or 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:

- ✓ 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
- ✓ the administration of any survey by a third party that contains one or more of the items described above.

The Family Policy Compliance Office in the United States 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 - US Department of Education  
400 Maryland Avenue SW - Washington, D.C. - 20202-4605  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

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).

Please know that our 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 - including our country's Armed Forces, their reserve components, and our Coast Guard. If a student or their parent / guardian submits a written and signed request (Form 8330 F13) to the board indicating that the student or the parent / 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.

## 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, they need to first call for an appointment, prior to coming 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.

## TOXIC & ASBESTOS HAZARDS - [See Board Policy #8431](#)

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.










## SECTION III: STUDENT CONDUCT

### GENERAL OVERVIEW

The following subsections and information detail specific rules and regulations of our school district, building, and programming. Student conduct shall be governed by the rules and provisions of the Student Code of Conduct - which are reviewed periodically - and ultimately covered by Board policies.

### CODE OF CONDUCT - [See Board Policy #5500](#)

A major component of the educational program at PWMHS 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 one's personal best to school every day and representing PWMHS at all times with a positive attitude, tremendous work ethic, and high character.
-  Abide by Federal, State, and local laws - as well as the expectations of the school.
-  Respect the civil rights of others.
-  Be prompt to school courses and attentive in class - ready to work with necessary books and supplies required by the teacher.
-  Act courteously to adults and others - including substitute teachers and fellow students.
-  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 activities and school.
-  Give one's personal best in all aspects of their life.

### STUDENT ATTENDANCE - [See Board Policy #5200](#)

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 the 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 their 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.

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district. The purpose of the attendance policy is to help students develop regular and punctual attendance and to maintain academic standards for earning credit.

This attendance policy is effective for each semester. A new semester offers a new start for each class and every student. Attendance is recorded per class, not per day.

- ✓ Students are required to attend all of their scheduled classes.
- ✓ Students must sign in at the school office if they arrive late to school or are returning to school during the school day or sign out if leaving school early. Pewamo-Westphalia MHS is a closed campus. If, at any time after a student arrives at school until the conclusion of the school day, a student finds it necessary to leave the building, the student must obtain permission from office personnel and a parent / guardian and enter their name and destination on the sign-out sheet.\*
- ✓ Leaving school property without authorization is considered truancy and is a disciplinary issue in which the student may be given an unexcused absence and discipline for violating the closed campus policy. Students will not be released from school to take or transport other students to or from school without office and parental permission.

\* Note: Leaving campus for lunch is not permitted for any reason.

- ✓ Excused Absences: A parent or legal guardian must call the PWMHS Attendance Line at 989-587-5100 by 9a or deliver written correspondence within 24 hours to excuse an absence. The following absences are considered to be excused for the purposes of this attendance policy:
  - + Personal illness or hospitalization or serious illness / emergency in the immediate family as verified by a written parental excuse. The school district reserves the right to require corroborative evidence when deemed necessary. Attendance at a funeral or death in the family as verified by a written parental excuse.
  - + Religious instruction and / or obligations (arranged in advance) and verified by parental excuse. Professional appointments which cannot be made after school (e.g. dentist, doctor, court appointments), verified by a written parental excuse.
- ✓ Make-Up Work for Excused Absences: A student is expected to ask their teachers for the work missed during an excused absence. Suspension is an excused absence. The student will be given an amount of time to complete make-up work - usually one day for each day absent - by the teacher. Work assigned when the student was present in class, is expected to be submitted upon

the student's return unless other arrangements have been made with the teacher. Make-up work is the responsibility of the student.

- ✓ Unexcused absences will be considered as truancy. A student not in their scheduled class, but in the building or on school grounds "somewhere" without a pass is considered truant / skipping. The school will contact the Truant Officer for those students who are not 16 years old and whose attendance is below the expectation.
- ✓ Prearranged absence forms are available in the office for students who will be absent from school for an extended period. Students are required to complete the forms and file them with the attendance secretary prior to the absence. Arrangements ahead of time and make-up work are the responsibility of the student.
- ✓ Students should ask their teachers about their attendance status if they are concerned. The teacher's attendance log will be used as the official record.
- ✓ Students will be allowed fourteen (14) absences in each class period during each semester. Parents will be notified by letter on the student's fourth (4th), sixth (6th), and tenth (10th) absence. On a student's fifteenth (15th) absence, the student will be required to achieve at least a C+ on the final exam - which is defined 'proficient' (demonstrating 'mastery' of material) - to have their grade calculated for the semester. If the student does not obtain a C+ on the exam, the student will not receive credit for the course.
- ✓ The following types of absences do not count as either excused or unexcused absences in determining whether a student will lose credit in a class for excessive absenteeism. \*
  - + Suspensions imposed by a school administrator
  - + School related absences: Students who miss school due to school sanctioned activities will not have the absences counted in the total allowable absences for each trimester. Students will be marked "absent – school activity" in the attendance records. Students will be responsible for meeting with their teacher PRIOR to the absence to receive work that they will be missing and for turning in their work on time.
  - + Absences due to a death in the immediate family.
  - + Any extenuating circumstances require individual consideration. Extenuating circumstances of a medical nature (such as a serious or extended illness or injury) must be brought to the attention of the building administrator immediately. Documentation must be provided to the administration by the doctor treating the student and must include a diagnosis of the illness and the specific dates that the student could / cannot attend school. Upon receipt of the documentation, an individualized attendance plan will be developed with the student and the administration.
- ✓ Students who accumulate more than a total of eighteen (18) absences (maximum of excused and / or unexcused) in a class will lose credit for that class. Students will not be withdrawn from

the class unless there are resultant behavior problems. If a student wishes to regain credit for the class, they will be required to follow the requirements of the “testing out” process for that class within three weeks of the end of the semester or go through the appeals process.

- ✓ Students who are less than ten (10) minutes late for class will be considered tardy. Students arriving later than 10 minutes will be given an absence.\*

\* Note: Two (2) Unexcused Tardies = One (1) Unexcused Absence

- ✓ 11th and 12th Grade students who fail to attend school 75+ days each semester are not permitted to attend after-hours school functions (dances, sporting events, etc) and are not permitted to attend “Senior Week” activities - including their class’ Commencement Ceremony - unless approved by the Attendance Appeals Committee. See below.

- ✓ Protests related to a student’s attendance will be heard by an Attendance Appeals Committee - made up of the building principal, a counselor, a faculty member \*, the student in question, and the student’s parent(s) / guardian(s). The result of the committee’s decision may be appealed to the Superintendent and eventually, if desired, the Board of Education.

\* Note: The faculty member should be the teacher whose class’ attendance is in question.

### Truancy

Unexcused absences from school - considered ‘truancy’ - are unacceptable. Students who are truant will receive no credit for school work that is missed, and their parents / guardians may be referred to law enforcement.

### Tardies

Our building’s tardy policy will be enforced on a semester basis. A student is tardy if they enter class after the designated time class is to begin, as determined by the educator. Students who excessively show up late to class may be listed as skipping and / or absent. Students who drive to school and have excessive tardiness or absences to their 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, they may be assigned a detention. Each additional tardy thereafter may result in either another detention, an in-school suspension assignment, work service, morning duty, etc. Habitual offenders of the tardy policy may be in-school suspended on a long-term basis.

### 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 non-participants 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.

#### Advanced Placement Enrollment - Attendance Exception

Students that are enrolled in three (3) Advanced Placement courses are entitled to one academic hour off of school. This does not apply to Dual Enrollment or Career Technical Education courses - or a combination of various college level or off-campus courses.

### **SIGNING IN & OUT - [See Board Policy #9150](#)**

PWMHS employs a closed-campus policy. Students may not leave the school building without permission from the time they arrive until dismissal - including going out to the parking lot to grab something from their vehicle, heading home for lunch, etc.

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

- ✓ have permission to leave from their parent / guardian *and* school leadership.
- ✓ sign out on the clipboard in the office upon departure and sign in upon return.

In an ongoing effort to keep our students safe, the following procedures have been implemented:

- 🕒 Any time an individual enters or leaves the building, including simply going out to the parking lot during school hours, etc, they must sign in or out in the Main Office.
- 🕒 Visitors must enter the school through the entrance at our Main Office. All other exterior doors should and will be locked. After signing in at the Main Office, a “VISITOR” tag will be issued.
- 🕒 Students arriving after the school day begins must sign in at the Main Office. A pass may be issued to the student.
- 🕒 All vocational students (CTE, DE, WBL, etc) need to sign-in and out upon entry or departure from the building through the Main Office.
- 🕒 When students are leaving school property for reasons other than vocational education courses, students need to be signed-out in the Main Office by a parent / guardian or person listed on the student’s emergency contact form... ⬇

Note: If a student has driving privileges, they 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 a parent / guardian needs to add anyone to their child’s emergency form, please contact the Main Office - (989) 587-5100.

### **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.

## **BULLYING / HARASSMENT - [See Policies #5517, #5517.01, #4362.01, #1662, #3362, and #4362](#)**

It is the policy of the Pewamo-Westphalia Community Schools to provide a safe and nurturing educational environment for all of its students. The district's "Anti-Harassment" policy encompasses 'bullying', 'general harassment', 'sexual harassment', 'race / color harassment', 'religious / creed harassment', 'national origin / ancestry harassment', and 'disability harassment'.

Students and other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community or third parties who believe they have been unlawfully harassed - which includes students - are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Bullying, harassment, or other aggressive behaviors 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.

This policy applies to all activities in the District - including those 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 an employee is engaged in school business). Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

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.

Such policies protect all students from bullying / aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, administrators, faculty, staff, and volunteers to provide positive examples for school behavior.

## **CRIMINAL ACTS**

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

## **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 their answers, work, research, etc with another student, when a teacher's records are fraudulently altered, when a student takes credit for work they have not done, when unauthorized sources are used for writing, and / or when academic materials belonging to a teacher or other students are used. Devices (cell phone, chromebook, etc) used for cheating may be permanently confiscated - released to the parent / guardian upon the conclusion of the investigation, if applicable.

Students who cheat may receive a zero on the particular assignment, assessment, or project, etc and potentially face further repercussions. All parties involved in the cheating may be dealt with accordingly. A second offense of cheating may result in the consequences previously outlined as well as loss of status in honorable scholastic positions such as National Honors Society, Laude honors, etc, if applicable.

## **DEFIANCE OF AUTHORITY**

School staff acts "in loco parentis" - meaning they are allowed, by law, to direct a student as a parent would. This applies to all staff and not just teachers assigned to a student. Any defiance of a request by



any adult employee will be considered insubordination. Additionally, 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 that could cause damage to property. It also includes any manner of dress that is a distraction and any behavior, communication, or act that delays / prevents school events from taking place. It must be understood that disruption of the educational process may not always take place on school property nor during school hours. However, when the issue is between our students, it may be recognized as a school issue.

## **DRESS CODE - [See Board Policy #5511](#)**

While fashion changes, the reason for being in school does not. Students are in school to learn - with any fashion (dress, accessory, or hairstyle) disrupting the educational process or presenting a safety risk being impermissible. Our norms are modesty and pride, as we have a sincere focus on preparing our students for next steps both professionally and - more importantly - positive life skills. While personal expression is permitted within these general guidelines, students should consider the following questions when dressing for school:

- ? Would I wear this outfit to an interview or to my place of employment now or in the future, when I am a professional?
- ? 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, or inflammatory messages on my clothing?
- ? 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. It is important to know that students who are representing the school at an official function or public event may also be required to follow school dress requirements.

Clothing must meet the following requirements:

- 👍 Does not create a disturbance or disruption to the educational process.
- 👍 Is not sexually suggestive - such as pants that are too thin or tight, shirts that expose the stomach or chest, etc.



- 👍 Is not related to drugs, tobacco, alcohol, violence, and does not contain obscenities or inflammatory messages.
- 👍 Does not cover the head - such as hoodies, hats, visors, bandanas, hoods, sunglasses, etc. Such items may be worn to school, but must be 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).
- 👍 All shirts must cover the stomach, back, and bra straps, have sleeves, and must provide coverage with an appropriate neckline that does not expose cleavage. Tank tops, cutoffs, muscle shirts, half shirts, spaghetti straps, halter-tops, form-fitting, visible undergarments are not permitted. Tank tops or sleeveless tops will also be prohibited.
- 👍 The leg bottom or '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 - which may include PWMHS athletic uniforms. Furthermore, the "rolling up" of athletic shorts is prohibited, if doing so breaks the Dress Code.
- 👍 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 or weight room. Shoes with wheels or secret compartments are not permitted.
- 👍 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.

Failure to abide by the school Dress Code may result in disciplinary consequences.

### **DRUGS & ALCOHOL - See Board Policies #4122.01, #5530, #3122.01, and #5330**

The school has a "Drug-Free" zone that extends 1,000 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 / look-alike drugs is prohibited - including 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 they have 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 - with the amount of consumption being irrelevant, except where the student may need medical attention.

If the result indicates a violation of school rules, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, they will be advised that such denial will be considered an admission of use and insubordination with the consequent discipline invoked.

## **EXPLOSIVES / BOMB THREATS - [See Board Policy #5772](#)**

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 6th Grade 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 premises shall be the responsibility of the applicable student. Conditions for re-admittance of said student may include, but are not limited to, psychological evaluation, agreement to long-term counseling, the creation of an 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 identifications - are all forms of lying and are not acceptable.

## **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, etc on or off school property. Students must register all potential vehicles with the front office and have a PWMHS parking permit / tag in order to park on school grounds. Senior painted parking spots are reserved for the individual who painted and paid for the spot. The faculty and visitors' parking lot is off-limits to students - except for the 'Senior Champion of the Month'. Violators may be subject to loss of parking privileges on school grounds, disciplinary action, and potentially having their vehicle towed.

## **PHYSICAL ASSAULT & 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.

## 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 written work for credit, they are expected to document the use of any outside sources consulted in their work. Sources may include, but are not limited to, books, periodicals, websites, and emails.

Plagiarism is recognized as:

- ✗ Intentionally stealing or 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 unintentionally, are violating the expectations of academic honesty and will receive some form of consequence. Failure on the student's part to cite sources properly - thus, plagiarizing - may result in a zero for the particular assignment and further repercussions. A second offense of cheating may result in consequences previously outlined as well as loss of status in honorable scholastic positions such as National Honors Society, Laude honors, etc.

## POSSESSION OF ELECTRONICS

The school supplies the electronic equipment that is needed for school programs. Students may not use personal electronic devices during school hours without prior approval.

All students must have cell phones, iPods, iWatches, cameras, non-school-owned devices, etc turned off and stored in a student locker or backpack during school hours (8:03a - 2:57p). High School, but not Middle School students, may check or use personal devices in between classes at their locker and during lunch. If a Middle School parent needs to contact a student or vice versa, the student should come to the Main Office to use a school phone before school, during lunch, or after school, and / or use their chromebook to email back and forth with parent / student. Additionally, middle school students are not to use school-owned devices during lunch - except for academic purposes in spaces designated by school administration.

Cell phones, chromebooks, cameras, etc are not permitted in locker rooms nor bathrooms. All school personnel have the right to confiscate electronic devices - both school-owned and personal - when any expectations are not being upheld, including cheating in class. A first offense will result in the device being confiscated and returned at the end of the school day. Additional offenses will result in the device being confiscated for parent pick up and potential disciplinary action.

## **PROFANITY / OBSCENITY / VULGARITY**

Profanity, obscene language, pictures, writings, or gestures are not permitted. Use of such may result in consequences. If they are directed at students and / or members of the staff, students may be subject 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 an 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(s) feels there is need to organize in some form, they are 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 or private property that is located on the school premises. Any unauthorized use of school facilities and / or private possessions is subject to discipline.

## **SEARCH & SEIZURE - [See Board Policy #5771](#)**

Search of a student and their 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.

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 to permanently withhold confiscated items. During 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 / offices, as well as school-owned chromebooks, etc are the district's property. They 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 - with the district retaining 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.

Lastly, administrators are authorized to arrange for a breath-test instrument in determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine the severity of one's blood-alcohol level - as the Board has established a zero tolerance for alcohol use.

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

Students should not bring valuable items to school. The school is not responsible for a student's personal property. That said, any student caught taking property that does not belong to them will face consequences and may be reported to law enforcement. This includes breaking into a building, stealing or threatening by force, and acquiring the property of others without their knowledge or consent.

### **THREATS & VERBAL ASSAULT**

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

### **TOBACCO & INHALANTS / VAPORIZERS**

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, inhalant / vaporizer, e-cigarette, etc - 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 such products / contraband and / or related paraphernalia (lighters or igniting instruments, for example) by any student is also prohibited. In addition to imposed school discipline, violators of this policy may receive a civil infraction citation and fine if referred to the Clinton County Sheriff's Department.

### **TRESPASSING & VANDALISM - [See Board Policies #5513 and #7440](#)**

Although schools are public facilities, the law allows 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.

Students involved in horseplay or inappropriate behavior that *unintentionally* destroy school property must make full restitution for damages (including labor and up-to-date replacement costs). Students

involved with *intentionally* defacing or destroying school property or property of another (including at any school-related activities or events) will be asked to make full restitution (including labor and up-to-date replacement costs for damages), but will also receive disciplinary consequences and may be referred to law enforcement. Additionally, extensive vandalism and / or destruction of school property may result in a recommendation for further consequences to the Board of Education.

**WEAPON POSSESSION / USE**

A weapon includes, but is not limited to, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, explosives, and firearms / guns of any type whatsoever - including air and gas-powered guns, whether loaded or unloaded. Weapons 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 their 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 they bring onto or has in their possession on school property or at a school-related activity any of the following...

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

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.

Everyone is entitled to enjoy a safe school environment. Students who see or are victims of such activity must report it immediately to a staff member.

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**STUDENT DISCIPLINARY CODE**

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 and 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, while 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 notice. The student or their 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.

## **EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION - [See Board Policy #5610](#)**

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

The Board of Education also recognizes that exclusion from the educational program of the schools is a severe sanction that should only be imposed after careful and appropriate consideration.

Except as otherwise noted below with respect to possession of a firearm in a weapon free school zone, if suspension or expulsion of a student is considered, the Board (Superintendent) shall consider the following factors prior to making a determination of whether to suspend or expel:

- ? the student's age
- ? the student's disciplinary history
- ? whether the student has a disability
- ? the seriousness of the violation or behavior
- ? whether the violation or behavior committed by the student threatened the safety of any student or staff member
- ? whether restorative practices will be used to address the violation or behavior



? whether a lesser intervention would properly address the violation or behavior

The Superintendent will exercise discretion over whether or not to suspend or expel a student. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent will still consider these factors in making the determination.

The Superintendent shall consider using restorative practices as an alternative to or in addition to suspension or expulsion. If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

If the Superintendent decides to utilize restorative practices as an alternative to or in addition to suspension or expulsion, the restorative practices may include victim-offender conferences that...

- ✓ are initiated by the victim.
- ✓ are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim.
- ✓ are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team").
- ✓ would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed / understood by all participants.

### **EMERGENCY REMOVAL / SHORT-TERM SUSPENSION - [Policies #5610 and #5610.02](#)**

A student may be removed from a class, subject, or activity for one (1) day by their teacher for certain conduct as specified in the Code of Conduct, or they may be given a short-term suspension by the Superintendent. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one (1) day removal.

A student removed from the same class for ten (10) days will be entitled to the process for both short- and long-term suspensions outlined in Policy #5610. The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

## **LONG-TERM SUSPENSION / EXPULSION - [See Board Policies #5610 and #5610.02](#)**

Due process set out in Policy #5610 and #5611 shall be followed in all circumstances in which a student may be expelled or suspended for a period of more than ten (10) days. The Superintendent may suspend a student for a period longer than ten (10) days or expel a student. The Board shall act on any appeal to the decision.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed. In determining whether a student is to be suspended or expelled, District administrators shall use a preponderance of evidence standard.

The Superintendent shall develop procedures to implement this policy that shall include the following:

- +** strategies for providing special assistance to students in danger of being expelled and not achieving the academic outcomes of the District's core curriculum.
- +** standards of behavior for all students in accordance with District Board policy on discipline.
- +** procedures that ensure due process.
- +** provision for make-up work at home, when appropriate.

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and / or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy #8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and / or State law – student records and confidential medical records, for example.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy #8310, Policy #8315, Policy #8320, and Policy #8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

## **DUE PROCESS - [See Board Policies #5610 and #5611](#)**

The Board recognizes exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without appropriate due process, since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

In all cases resulting in short-term suspension, long-term suspension or expulsion, appropriate due process rights described in Policy 5611 and AG 5610 must be observed. The principal shall check to make sure the student is not classified as disabled under Section 504. Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under Federal law.

For purposes of this policy, suspension shall be either short-term (not more than ten (10) days) or long-term (for more than ten (10) days but less than permanent expulsion) removal of a student from a regular District program. The Superintendent may suspend a student for a period not to exceed 10 school days.

For purposes of this policy, unless otherwise defined in Federal and / or State law, expulsion is defined as the permanent exclusion of a student from the District. Students who are expelled may petition for reinstatement as provided below.

## IV. TRANSPORTATION







### GENERAL OVERVIEW

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. School leadership may approve a change in a student's regular assigned bus stop to address a special need - upon administration's approval of a note from the parent stating the reason for the request and the duration of the requested change.

### STUDENT 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:

Prior to loading - both 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 parent('s) / guardian('s) responsibility to inform the bus driver when their child will not be aboard school transportation. 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 they have proper authorization from school administration. 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. Furthermore, students must register all vehicles in the front office by presenting their driver's license, certificate of insurance, vehicle registration, license plate number, and vehicle make / model / color.

Please know that 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.

## **Social Media School & Student Platforms**



**Facebook: Pewamo-Westphalia Community Schools**

**Instagram: pw\_schools**

**Twitter: @PWSchools**

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