

# PLAINWELL MIDDLE SCHOOL



## STUDENT HANDBOOK 2018-2019

This agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Handbook replacement cost is \$5.00

## **MISSION STATEMENT**

The mission of Plainwell Middle School is to prepare students for today and tomorrow. Plainwell Middle School is a safe environment where everyone strives to become self-directed, life-long learners and responsible community members.

**ACKNOWLEDGMENT RECEIPT FOR**  
**PLAINWELL MIDDLE SCHOOL**  
**PARENT-STUDENT HANDBOOK 2018-2019**

Grade: \_\_\_\_\_ 1<sup>st</sup> Hour Teacher \_\_\_\_\_

I hereby acknowledge receipt of the Plainwell Middle School Parent-Student Handbook.

I understand that this handbook contains important information pertaining to rules, rights, and responsibilities of students and parents. Moreover, to ensure that each student's rights of due process are protected, the Plainwell Middle School administration requires that both students and parents read the policies contained herein.

I am aware that all Plainwell Middle School property is a tobacco-free environment.

I further realize that my signature does not necessarily mean that I agree with these policies, but instead indicates that I am aware of these policies and agree to abide by them, and should I not understand information in this book, I may phone (269) 685-5813 and receive clarification.

Student's  
Name

\_\_\_\_\_  
(We must be able to read your name)

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

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

PLEASE RETURN THIS TO YOUR 1<sup>st</sup> HOUR TEACHER BY  
FRIDAY, September 7th, 2018.

**ACKNOWLEDGMENT RECEIPT FOR  
PLAINWELL COMMUNITY SCHOOLS  
TECHNOLOGY AGREEMENT 2018-2019**

This form must be signed and returned to your 1<sup>st</sup> hour teacher before any school technology can be used. A copy of this signed form will be kept on file each school year.

I have read the district's **Technology Use Agreement – District Policy** found in the student/parent handbook. I further understand that any violation of the policy is unethical and may constitute an offense. Should I commit any violation of the technology policy, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

STUDENT'S FULL NAME (Please print)

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Building \_\_\_\_\_

Date: \_\_\_\_\_

Grade \_\_\_\_\_

Year of Graduation \_\_\_\_\_

STUDENT  
SIGNATURE

\_\_\_\_\_

PARENT OR GUARDIAN (Must be signed if student is under 18 years of age) As parent/legal guardian of the student signing above, I have read and agree to the conditions set forth in the Plainwell Community Schools Technology Use Policy Board Policy #7540.03. I understand that this access is designed for educational purposes. I also recognize it is impossible for Plainwell Community Schools to completely restrict access to all controversial materials on the Internet and I will not hold them responsible for materials acquired through network use. I understand that my student will be issued a Chromebook to be used while at school. I understand that I am responsible for any damage or loss of device while it is in my child's possession, replacement or repairs may cost up to \$250.00. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access school technology and certify that the information contained on this form is correct.

PARENT OR LEGAL GUARDIAN'S NAME (Please print)

\_\_\_\_\_

PARENT OR LEGAL GUARDIAN'S SIGNATURE

\_\_\_\_\_

DATE \_\_\_\_\_

School Year 2018/2019

Dear Students and Parents:

The faculty and staff at Plainwell Middle School would like to take this opportunity to welcome you to the 2018/2019 school year! This handbook provides important information that will assist you in making your experiences here rewarding and successful.

Our school community is committed to providing a wide range of experiences from athletics and a comprehensive academic curriculum to clubs and extra-curricular activities. The most vital suggestion we can make is that you maximize your opportunities at Plainwell Middle School by becoming involved. Research shows that students who become involved have a richer and more rewarding experience, as well as do better in academics.

Please take the time to review this handbook extensively and become familiar with the policies and procedures. We take our mission statement seriously and our goal is to assist you academically and socially. Our goal for you is clearly stated in the student profile – young adult expectations page.

We will do everything within our scope of responsibilities to help you have a successful and enriching experience. We believe that one of the important aspects to a successful middle school experience is through open communication. Please feel free to call, email or set up an appointment if you need to speak with us.

Sincerely,

Tasia Stamos  
Principal

Ben Manting  
Assistant Principal

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### **IN LOCO PARENTIS**

*In loco parentis* means that the school has a legal obligation to act in place of parents while your children are under our care. We take this role seriously and ask that any information that would have a bearing on the education of your child be given to us. This includes, but is not limited to, court or medical records that would help us educate your child, ensure his/her safety, and ensure the safety of others.

### **NOTICE OF NONDISCRIMINATION AND COMPLAINT PROCEDURES**

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, or genetic information in its program, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

The Superintendent acts as, or appoints, a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 is provided to students, their parents, staff members, and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring and promotion need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the District's Civil Rights Coordinator at the following address: Director of Compliance, 600 School Drive, Plainwell, MI 49080, 269.685.5823.

### **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information, in compliance with state and federal laws. Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. Only "directory information" (e.g., a student's name; participation in officially recognized activities and sports; height and weight, if member of an athletic team; dates of attendance; awards, honors, and scholarships received; and school photographs or videos of students participating in school activities, events, or programs) regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent. For full details concerning student records, see Board of Education Policy #8330.



### **COMPLAINT PROCEDURE**

All complaints regarding the District should be resolved at the lowest possible administrative level. See district board policy #9130 available on the web site under "Our District," "Board of Education," "Board of Education Policies." The Board of Education encourages informal discussions of complaints prior to undertaking the formal procedures outlined below. In many instances such discussions can resolve issues more quickly and favorably. Only when informal discussion does not lead to a resolution of a complaint should the more formal procedures be used.

Step One for complaints should be to first address the teacher or specific staff member who oversees the activity leading to the complaint. See board policy #9130 for the steps involved in reporting a complaint.

<b>Question or Concern</b>	<b>Step #1</b>	<b>Step #2</b>	<b>Step #3</b>	<b>Step #4</b>	<b>Step #5</b>
Instructional Classroom Issue	Teacher	Principal	Director of Curriculum	Superintendent	Board of Education
Student Disciplinary Issue	Teacher	Assistant Principal	Principal	Superintendent	Board of Education
Transportation Issue	Bus Driver	Transportation Supervisor	Superintendent	Board of Education	
Business Office Issue	Director of Finance	Superintendent	Board of Education		
Special Education	Special Education Teacher	Principal	Director of Special Education	Superintendent	Board of Education
Food Service	Director of Food Service	Superintendent	Board of Education		
Building and Grounds	Director of Operations	Superintendent	Board of Education		

## CONTACT INFORMATION

### ADMINISTRATION

<b>Tasia Stamos</b> Principal	tstamos@plainwellschools.org
<b>Ben Manting</b> Assistant Principal	bmanting@plainwellschools.org
<b>Lynne Seibert</b> Administrative Assistant	lseibert@plainwellschools.org
<b>Kelly Carlyle</b> Administrative Assistant	kcarlyle@plainwellschools.org
<b>Char Madison</b> Social Worker	cmadison@plainwellschools.org
<b>Collin DeVos</b> Counselor	cdevos@plainwellschools.org
<b>Bob Farris</b> Athletic Director	bfarris@plainwellschools.org

### BOARD OF EDUCATION

<b>Julie Bennett</b>	269-590-5178	jujuben8@att.net
<b>Amy Blades</b>	269-344-7714	ablades@plainwellschools.org
<b>Jill Dunham</b>	269-365-6678	jdunham@plainwellschools.org
<b>Anthony McNeel</b>	420-519-8421	tmcneel@plainwellschools.org
<b>Kim Shafer</b>	269-383-5664	litskie1@msn.com
<b>Christine VanDenberg</b>	269-685-5172	cmvandenberg22@yahoo.com
<b>Shannon Zabaldo</b>	248-250-4339	shannon.zabaldo@gmail.com

### SUPERINTENDANT

<b>Matt Montange</b>	269-685-5823	mmontange@plainwellschools.org
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### FREQUENTLY USED CONTACT NUMBERS

Middle School Main Office Telephone – 685-5813

Automated Answering Service Options:

- 4-Report an Absence
- 5-Guidance Counselor
- 6-Athletics
- 7-Teacher voice mail boxes
- 8-Upcoming Events
- #-Directory by Name
- 9-Repeat these options
- 0-Main Office Secretaries

Fax – 685-2099

Attendance Line - 685-6283

Administration Office Telephone – 685-5823

Fax – 685-1108

Athletic Director – 685-2096

Community Education Telephone – 685-9531

Food Services - 685-2097

Pool – 685-2425

Transportation Office – 685-8080

## STAFF DIRECTORY

If you need to speak with a teacher, please leave a message for them by calling 685-5813, selecting option 7 from the automated attendant, and entering the respective extension number.

Augustin, Andrew	ELA	Extension 1443
Bolda, Erin	Math	Extension 1440
Boven, Sarah	Spanish	Extension 1453
Callaghan, Kate	Special Education	Extension 1477
Coy, Joanne	Student Support	Extension 1407
Damick, Heather	Science	Extension 1445
Deal, Kim	Special Education	Extension 1450
Fisher, Caleb	Science	Extension 1445
Flynn, Maggie	Art	Extension 1455
Gilbert, Erin	Vocal Music	Extension 1444
Green, Marty	Science	Extension 1418
Harnden, Anastasia	French	Extension 1436
Hegedus, Elizabeth	Math	Extension 1437
Hepinstall, David	Band	Extension 1415
Herbert, Jason	Social Studies	Extension 1446
Hultquist, Mary	Math	Extension 1448
Hunt, Austin	Band	Extension 1415
Ingles, Stephaniey	Special Education	Extension 1425
Kidder, Jenny	ELA/Spanish	Extension 1447
Klocke, Robert	Computers/Robotics	Extension 1419
Loney, David	Technical Education	Extension 1429
MacQueen, Monique	Health	Extension 1472
Meert, Ryan	Physical Education	Extension 1411
Mullins, Amanda	ELA	Extension 1451
Murphy, Andrea	Pool	Extension 1412
Murphy, Sue	Pool Aide	Extension 1482
Noto Cassada, Maria	ELA	Extension 1428
Perrin, Rene'	Band	Extension 1415
Polasek, Emery	Social Studies	Extension 1476
Reardon, Travis	Social Studies	Extension 1430
Roberts, Zachary	ELA	Extension 1460
Scheid, Andrew	Social Studies	Extension 1473
Schoen-Burnett, Katelyn	Special Education	Extension 1461
Sponsler, Ellen	Special Education	Extension 1470
Studt-Scafaria, Deb	Social Studies	Extension 1439
Termeer, Taylor	Science	Extension 1452
VanStrein, Matt	Math	Extension 1433
Wininger, Lisa	Science	Extension 1426

**Regular Schedule (Mon, Wed, & Fri)    TCB Schedule (Tue & Thur)**

1 <sup>st</sup> Hour	7:44 – 8:45	1st hour	7:44 – 8:35
2 <sup>nd</sup> Hour	8:50 – 9:47	2nd hour	8:40 – 9:31
<b>6<sup>th</sup> Grade Lunch</b>	<b>9:52 – 10:17</b>	<b>TCB Time</b>	<b>9:36 – 10:10</b>
3 <sup>rd</sup> Hour (7 <sup>th</sup> & 8 <sup>th</sup> )	9:52 – 10:49	<b>6th lunch</b>	<b>10:15 – 10:40</b>
3 <sup>rd</sup> Hour (6 <sup>th</sup> )	10:22 – 11:19	3rd hour (7th & 8th)	10:15 – 11:06
<b>8<sup>th</sup> Grade Lunch</b>	<b>10:54 – 11:19</b>	3rd hour (6th)	10:45 – 11:36
4 <sup>th</sup> Hour (7 <sup>th</sup> )	10:54 – 11:51	<b>8<sup>th</sup> lunch</b>	<b>11:11 – 11:36</b>
4 <sup>th</sup> Hour (6 <sup>th</sup> & 8 <sup>th</sup> )	11:24 – 12:21	4th hour (7th)	11:11 – 12:02
<b>7<sup>th</sup> Grade Lunch</b>	<b>11:56 – 12:21</b>	4th hour 6th & 8th)	11:41 – 12:32
5 <sup>th</sup> Hour	12:26 – 1:23	<b>7th lunch</b>	<b>12:07 – 12:32</b>
6 <sup>th</sup> Hour	1:28 – 2:25	5th hour	12:37 – 1:28
		6 <sup>th</sup> hour	1:33 – 2:25

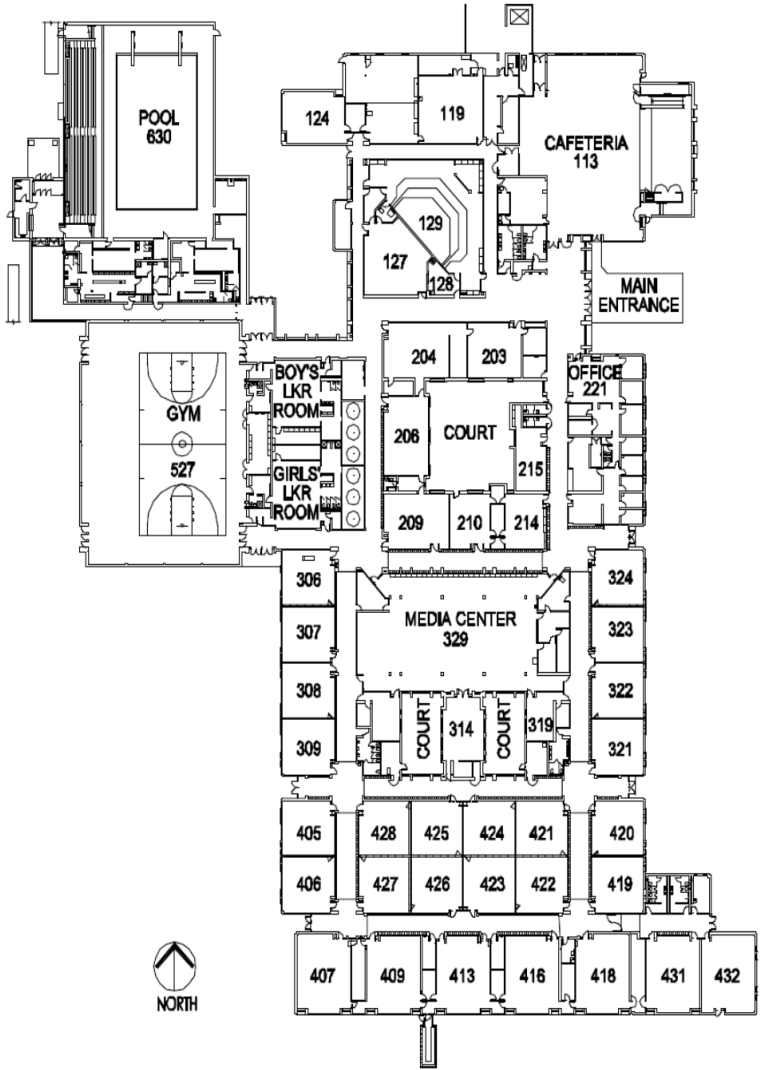
**Two-Hour Delay Schedule**

1 <sup>st</sup> Hour	9:44 – 10:25
<b>Lunch (6<sup>th</sup>)</b>	<b>10:30 – 10:55</b>
2 <sup>nd</sup> Hour (7 <sup>th</sup> & 8 <sup>th</sup> )	10:30 – 11:07
2 <sup>nd</sup> Hour (6 <sup>th</sup> )	11:00 – 11:37
<b>Lunch (8<sup>th</sup>)</b>	<b>11:12 – 11:37</b>
3 <sup>rd</sup> Hour (7 <sup>th</sup> )	11:12 – 11:49
3 <sup>rd</sup> Hour (6 <sup>th</sup> & 8 <sup>th</sup> )	11:42 – 12:19
<b>Lunch (7<sup>th</sup>)</b>	<b>11:54 – 12:19</b>
4 <sup>th</sup> Hour	12:24 – 1:01
5 <sup>th</sup> Hour	1:06 – 1:43
6 <sup>th</sup> Hour	1:48 – 2:25

**Half-Day Schedule**

1 <sup>st</sup> Hour	7:44 – 8:15
2 <sup>nd</sup> hour	8:20 – 8:49
3 <sup>rd</sup> hour	8:54 – 9:23
4 <sup>th</sup> hour	9:28 – 9:57
5 <sup>th</sup> hour	10:02 – 10:31
6 <sup>th</sup> hour	10:36 – 11:03

# Plainwell Middle School



## **DISTRICT BOARD OF EDUCATION POLICY DISCLAIMER**

The following information and building policies are provided for you and your parents to help you understand the expectations and procedures of our school. Please remember, there may be other information that you need or want, and you should feel free to talk with your teachers, the administrators, or the counselor to seek answers to your questions.

For more complete information concerning policies for our school district refer to the Plainwell Community Schools Board Policies. Note that the Board of Education reserves the right to revise its policies at any point, and in the event that any rule or procedure stated in this handbook is in conflict with the district's current policies established by the Board of Education, Board Policy takes precedence in deciding the matter. You may find the school's Board of Education Policies on the District's website, [www.plainwellschools.org](http://www.plainwellschools.org).

## **BUILDING POLICIES AND PROCEDURES**

### **ACCIDENTS**

Accidents resulting in personal injury while at school or at a school event should be reported to the office. At that time, an accident report will be completed. Emergency contact numbers must be given to the school by parents for each student at the beginning of the school year.

### **ACTIVITY POLICY**

Any student that has incurred an out-of-school suspension may not attend or participate in any school activity, unless authorized by school administration. School rules apply at all school activities and students may be disciplined for misconduct. No one will be admitted who shows evidence of alcohol or drug use and authorities will be contacted.

### **ADDRESS, TELEPHONE OR PERSONAL INFORMATION CHANGES**

Parents should inform the main office in writing if they have a change of personal information, including a change of address or a new telephone number. It is very important in case of emergency to have the correct information.

### **ANNOUNCEMENTS**

Announcements are made over the public address system on an as needed basis, generally during 1<sup>st</sup> and 6<sup>th</sup> hours, but may occur throughout the day at the discretion of building administrators. Students wishing to have an announcement read should submit it in writing, with the signature of an appropriate school sponsor, and turn it into the office before 7:44 a.m. the day that it is to be read. Parents wishing to communicate to students during the day should call the main office. Students will have messages delivered during lunch or at the close of the day. Any other announcements will be made only on an emergency basis. The principal reserves the right to modify or deny requested announcements. Any other announcements to be displayed publicly must be approved by the principal prior to their display.

## ATHLETICS

### **PHYSICALS**

All students must have a physical on file in the athletic office dated after April 15th of the previous school year prior to practicing and/or trying out for any of Plainwell Middle School interscholastic athletic teams.

### **SPORTSMANSHIP**

We expect our students to exhibit exemplary behavior and to show school pride and spirit when attending athletic events as a participant or spectator. In a word, "respectful" best sums up the behavior you must display when representing our school at an athletic event. Respect Plainwell's athletes and coaches, our opponent's athletes and coaches, as well as all those who work hard to manage and service athletic events, including referees, score keepers, door attendants, and concession volunteers. Participants and spectators showing disrespectful or inappropriate conduct at a school-sponsored event may be asked to leave and may be subject to further disciplinary consequences under the student code of conduct.

### **PLAINWELL MIDDLE SCHOOL EXPECTATIONS OF ATHLETES**

Participation in athletics is a privilege, and as with any privilege, it carries with it a great responsibility. We expect our athletes to be the best students in our school, to show not only great ability but great accomplishments, to be team players, to win with class and to lose with dignity. To expect anything less of our athletes takes away from the values taught by middle school athletics.

### **PMS CODE OF CONDUCT**

All athletes must follow and obey all PMS School Rules of Conduct.

School suspensions or detentions must be served per school rules prior to athletic participation.

An athlete cannot practice, nor can s/he compete, on the day(s) of **out of school suspension**.

Athletes can practice after an **in-school suspension**, but cannot compete on the day(s) of **in-school suspension**.

**After school detentions** must be served before an athlete can attend practice or a contest.

The head coach and/or assistant coach and director of athletics will investigate suspected or reported violations of our training code and/or code of behavior. Student-athletes found to be involved with behaviors unbecoming an athlete will be held accountable for those violations. Such violations may be, but are not limited to, insubordination, vandalism, hazing, etc. and will be dealt with by the coach and athletic administrator. Consequences may range from contest(s) suspension to removal from the team.

### **PMS ELIGIBILITY POLICY**

Plainwell Middle School students are encouraged to perform at their best academically. We expect our students to act in a responsible and positive manner both in and out of school. To encourage this, student-athletes are expected to maintain passing grades in all classes during participation in interscholastic sports. Grades will be checked during athletic seasons, and if a student-athlete is found to be failing any classes, s/he will be suspended from participation in athletics until

the student is able to present to his/her coach a written form signed by his/her classroom teachers indicating that s/he has earned passing grades for at least a week before resuming participation in practice and contests.

### **Athletic Participation Fee**

At the present time the Plainwell Athletic Department assesses an athlete participation fee per sport. There is a family maximum level, and we ask that parents please contact the athletic office for that figure, as it is subject to change. The fee may be waived if the student-athlete qualifies for a free or reduced lunch program and the family expresses financial hardship; paperwork requesting fee waiver must be filled out and filed through our food service and athletic administration prior to the waiving of a fee. Please contact the athletic director for further details.

### **ATTENDANCE POLICY**

Michigan law places responsibility on each student to attend school on a daily basis and on parents or guardians to send their child to school on a daily basis. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day except when illness, injury, or extenuating circumstances beyond the student's control prevents attendance. For students with chronic absenteeism with/without a valid excuse, a parent conference may be required. Any student, absent more than **seven (7)** days in the same class during a single trimester, will be considered as having chronic absenteeism. Further, excessive absenteeism may be referred to the on-site Allegan County Truancy Officer. See Student Code of Conduct for details.

### **ABSENCES**

#### **Excused Absence**

Absences due to personal illness, the death of a relative, observance of a religious holiday, and professional appointments are considered excused absences.

Parents/guardians are strongly encouraged to report their child absent the same day as the absence. It is important, for security reasons, that we know your child has the authority to be out of school. For extenuating circumstances, parents/guardians have until noon the following school day to excuse an absence.

If the number of accrued excused absences becomes excessive (i.e., **seven (7)** or more). Parents may be requested to provide verification of the illness/medical concern in the form of a doctor's note, or other appropriate documentation.

Homework may be requested from teachers after **two (2)** consecutive excused absence days.

#### **Pre-Arranged Absence**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. A completed pre-arranged absence form must be submitted to the office one week prior to the absence if a student will be gone for **three (3)** or more days.

#### **Reporting an Absence**

Call the attendance line at 685-6283 to leave a message OR  
Email the office at [lseibert@plainwellschools.org](mailto:lseibert@plainwellschools.org).



Absences due to student illness, doctor's appointments, family emergency, or death in the immediate family are considered, by state law, excused.

### **School Sanctioned Absence**

Activities that are school sanctioned, such as field trips, athletic events, class meetings, and suspension, will not count against a student's attendance record.

### **Unexcused Absence**

If a student is absent one or more class periods on any given school day without permission from a parent/guardian, or for reasons other than those outlined above as excusable absences, the student's absence will be considered unexcused.

Students who arrive to class **more than 25 minutes late** are also marked absent.

The following progressive discipline will be used for unexcused absences:

1. A phone call will be made to the student's home the same day the student was unexcused via our instant communication alert system.
2. A lunch detention will be assigned to the student if the parent has not called to excuse the absence from the previous day.
3. A student may also be assigned an in-school suspension for skipping class(es) or chronic unexcused absenteeism.

**Note:** If a parent/student believes there has been an error made in their daily attendance, please address this immediately with your teacher and/or the attendance secretary in the main office.

### **LEAVING SCHOOL**

Any student who enters or leaves the school building for any reason during the school day (7:44 AM - 2:25 PM) must sign in or out at the front office. Students must have parent/guardian permission to be excused if they enter or leave the building other than the normal school day hours.

Students who leave during the day shall incur an absence. Students leaving during the school day without permission will be considered skipping.

Students who are absent from the school day may **not** be on the school premises before or after school. Students who are not in attendance during the school day must obtain permission from the administration to be on school property before or after school that same day or disciplinary action may result.

### **SCHOOL EVENTS – MANDATORY**

Activities occurring during the regular school day, such as class meetings, assemblies, and pep rallies are considered mandatory. Student attendance is required and failure to attend may result in disciplinary actions following the unexcused absence policy.

### **TARDINESS**

Tardiness to class interferes with daily instruction and is unacceptable. Students who are late to class may incur the following consequence(s):

- 1st Tardy - Teacher documents and student receives a warning.
- 2nd Tardy - Teacher documents and student receives a 2nd warning.
- 3rd Tardy - Teacher documents and assigns a lunch detention.
- 4th Tardy - Teacher documents, assigns a 30 minute after school detention and contacts the parent.
- 5th Tardy - Teacher makes an office discipline referral.

Additional tardies may result in more serious consequences by administration.

Note: a student's record of tardies is cumulative only within each trimester.

Students begin each trimester with a record of zero tardies.

### **AUTOMATED CALLING – INSTANT ALERT SYSTEM**

School Messenger is a very important communication tool used by the district. Please be sure to log onto School Messenger, via a link provided on the school district's website, and register or update your phone and email information. This system is used by our school to provide you with both urgent and routine information, including, but not limited to, notice of school closings and events or functions. If your phone numbers or emails change, please change them on the School Messenger web site so that we are able to maintain efficient communication with you.

### **BICYCLES, SKOOTERS, SKATEBOARDS AND INLINE SKATES**

Bikes, scooters, skateboards, inline skates, and heelies (shoes with wheels) are not to be used once you are on school property. Bikes are to be driven only as far as the bike rack located outside the cafeteria's east wall. They are not to be driven on the pavement in front of the main entrance or near the student pick up or drop off points. Skateboards and inline skates may be stored in lockers, unless doing so would prevent the locker from closing properly, in which case they may be dropped off in the main office.

### **BEVERAGES/FOOD**

Plainwell Middle School is a closed campus. Students may not leave for breakfast or lunch. See "Closed Campus" below. Breakfast and lunch will be served daily for a nominal cost in the cafeteria. Beverages and food may not leave the cafeteria. Only water bottles are permitted in the hallways. Please seek teacher approval to have water bottles in classrooms.

### **BUILDING HOURS**

The Main Office is open Monday through Friday 7:00 a.m. – 3:30 p.m., except during scheduled holidays or emergency closings. Unsupervised students must leave the building after they are released from their final class period or supervised after-school event.

### **BULLYING/HARRASSMENT**

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

### **BUS TRANSPORTATION**

Many students are transported in school buses owned by the school district. All regular bus rules and regulations, as well as school rules regarding student conduct, are in effect while riding in school buses. Students who abuse bus privileges may have such privileges revoked and are subject to disciplinary action.

### **BUS CONDUCT**

1. Bus transportation is a privilege. The bus driver is the sole authority on the bus while students are being transported.
2. Parents are also to be informed that they are responsible for: a) the safety of their child while going to or from the bus stop and while waiting for the school bus; b) their child being at the bus stop at least ten (10) minutes prior to scheduled pick-up time; c) damage by their child to school buses, personal or public property.
3. Students are expected to conduct themselves in a proper manner at bus

- stops. The District will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus, or after the student has disembarked from the bus on his/her way home.
4. Students will be assigned to only one (1) morning and one (1) afternoon bus.
  5. Students will ride only assigned school buses and will 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 the principal.
  6. A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the Transportation Director.
  7. Students shall cross all streets at least ten (10) feet in front of the school bus and after the driver has signaled the student that it is safe to do so.
  8. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Students must be quiet at railroad crossings and other danger zones as designated by the bus driver. Students are not allowed to play their own music devices at a level of distraction for the driver.
  9. The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. Skis, snowboards and the like may only be brought on a bus with prior approval of the driver. If there is a question on the transportation of a particular item, the Transportation Supervisor should be consulted.
  10. If the driver assigns students to designated seats, they are to stay in that seat.
  11. Students must never extend arms, legs, head or any body part out the bus window.
  12. Students are also held responsible for any damage or defacing of the bus.

#### Cellphones/Smart Watches

Students may use wireless communication devices (WCDs) before and after school, and when permitted under the direct supervision of classroom teachers or event supervisors for academic or other educational purposes. **Use of WCDs, at any other time is prohibited and they must be powered completely off.**

Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the certain circumstances when the student obtains prior approval from the building principal

"Sexting" is prohibited at any time on school property or at school functions. See further detail under the "Sexting" policy on page 28.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Students

who violate this provision and/or use a WCD to violate the privacy rights of another person shall have their WCD confiscated and held until the end of the school year.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any manner that threatens, humiliates, harasses, embarrasses or intimidates others.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

An audio or visual recording of a meeting involving District personnel is prohibited unless approved by the Superintendent.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. Administration may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the administration.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

### **CLASSROOM EXPECTATIONS**

In the classroom, students are expected to abide by the procedures as set forth by the individual teacher. Any classroom rules, regulations, policies, etc., are in addition to the school policies and not in lieu of them. Students must have a pass to be out of class (See hall pass policy for details). Students should come prepared for class. Students are not to bring articles to classes that might be a classroom disruption such as food, drinks (other than water), gym bags, duffel bags, book bags, day packs, and other oversized items. Any item brought to school or the classroom is subject to the search and seizure policy.

### **CLOSED CAMPUS**

Plainwell Middle School is committed to the safety of its students. Plainwell Middle School is a closed campus school. As a closed campus, students are not allowed to leave once they enter school grounds, unless signed out by a parent/guardian or given permission by administration. Any violations will result in an unexcused

absence and possibly notification of police if we feel a student is in danger. Parents/guardians must sign their students in and out in the front office if they enter the building other than the normal academic school day starting and ending times. Students are not to be on the grounds of other school district buildings during the school day.

### **COMPUTER NETWORK/INTERNET**

Students and parents must read and sign the P.C.S. District Technology Use Agreement before any technology can be used. Privilege to district computers may be denied for violations of the **Technology Appropriate Use Agreement** as well as school discipline. Students and guests will be required to sign in and agree to the Appropriate Use Agreement when signing into the District's wireless Internet from personally owned wireless communication or web-enabled devices.

### **CONSEQUENCES FOR VIOLATING STUDENT CODE OF CONDUCT**

Plainwell Middle School keeps records of all discipline taken with students and will notify the parents via phone call or mail of all in-school suspensions, out-of-school suspensions and recommendations of expulsion.

### **DANCE EXPECTATIONS**

To attend a school dance or school party, students must be actively enrolled in Plainwell Middle School and be in good standing.

- A) Sexually suggestive dancing will not be allowed at any dance. The rule is dance FACE TO FACE – LEAVE SOME SPACE. Inappropriate behavior may result in immediate and permanent removal. We expect that you will act as a young adult and with respect for yourself and your dance partner.
- B) Dress code may be enforced as deemed necessary by an administrator. Clothing must not be too tight, too short, too sheer, or too revealing whether standing or seated.
- C) Once a student leaves a dance or school party s/he may not be permitted to return.
- D) Violations of rules may result in immediate removal from the event, possible contact of Plainwell Public Safety, and the student may be barred from other after-school activities. Severe violations may result in further school discipline.

### **DISPLAYS OF AFFECTION**

Unacceptable physical displays of affection include, but are not limited to, prolonged hugging, kissing, pressing up against each other, and touching or petting. The only acceptable display of physical affection in middle school is a hand shake.

### **DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS**

Before displaying or distributing any printed or written materials on school property, a student must submit to the school principal a representative copy of the material to be distributed. The principal will review the material to approve or disapprove of the material's display or distribution on school grounds. The display or distribution of printed or written materials on school grounds without such approval will subject the student to disciplinary action at the discretion of the school administration.

### **DRESS AND GENERAL APPEARANCE**

Fundamental responsibility for standards of dress and grooming rests with the student and his/her parent or guardian. All students are expected to wear clean, appropriate and reasonably well-fitting clothing. It is also important to realize that the school will not permit clothing that is inappropriate or that may interfere with the learning of other students.

## DRESS AND GENERAL APPEARANCE GUIDELINES

1. Clothing must not be too tight, too short, too sheer, or too revealing whether standing or seated, this includes tights and leggings, that may be deemed inappropriate by an administrator. If you chose to wear these items where the outline of private body parts are noticeable, a long top must cover the areas fully.
2. Tops must cover the top of each shoulder and must cover undergarments/bras. No strapless, spaghetti straps, racer-backs, muscle shirts, or tops with open sides are allowed. Tank tops with thick straps may be worn, if they meet these criteria. Tops must extend to the waist; tops that reveal bare midriffs are not allowed. Students must wear appropriate attire underneath such tops. Cleavage must not be showing. Students will be asked to change tops that are deemed inappropriate by an administrator.
3. Shorts and skirts must fully cover all private body areas and all undergarments.
4. Sleepwear/pajama pants and underwear are not permitted as outerwear.
5. Clothing that reveals underwear when standing (e.g., sagging pants) or when seated (e.g., low-cut waistlines) is not permitted.
6. Footwear must be worn at all times.
7. Headgear (e.g., hat, bandana, bandana rolled as a headband, hood, etc.) and sunglasses (with the exception of prescription or transition lenses) are not to be worn (or carried about) in the school. Upon entering the building and through the remainder of the school day, students will remove such items and secure them in their lockers.
8. Wearing of ear, nose, lip, tongue, eyebrow, or other piercings may be limited if they are judged by an administrator to present a risk to the wearer or others during the student's participation in normal school activities.
9. Spiked bracelets, dog/choker collars, wallet chains, other chains, and jewelry containing large or sharp points, shoes with cleats, or dress that presents a hazard to the health or safety of persons or to school property are not permitted.
10. Outerwear such as coats and jackets are to be kept in lockers and are not permitted in classrooms.
11. Backpacks, book bags, purses, cinch sacks, and satchels are to be kept in lockers and are not permitted in classrooms. Exceptions may be made for small bags to carry feminine products, emergency inhalers, or Epi – Pens. Note guidelines for prescription medication on pages 25 and 26.
12. Clothing that advertises or suggests drugs, alcohol, tobacco, obscene or violent language/graphics, gang affiliation, or promotion of illegal behavior on the part of citizens generally or minor children specifically is not permitted.
13. A student's personal hygiene, excessive fragrance, or body odor may also be dealt with as interference in the learning environment or as a safety or health risk to the student or others.
14. Student groups that wish to purchase custom-designed clothing to wear at school must have pre-approved by an administrator.

If you violate this dress code, you will be asked to change your clothing before you are allowed to return to class.

NOTE: exceptions may be made to the aforementioned with administrative approval for school "theme" days or other school spirit activities.

### **EMAIL ADDRESSES**

Every staff member in the district can be reached by e-mail using their first name initial and last name followed by the domain: @plainwellschools.org. e.g.: for Tasia Stamos, tstamos@plainwellschools.org

### **EMERGENCY PROCEDURES AND DRILLS**

Evacuation of the building will be announced by the sound of the alarm or P.A. announcement. 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. Students will exit in an orderly manner and keep going until they are at least 100 feet from the building. In a tornado warning or lockdown, a P.A. announcement will be made. Each classroom is assigned an area of safety. Each teacher will escort their students to the safe area when the warning is given. Drills are a very important facet of the total operation of Plainwell Middle School. It is important that we be organized and aware of how to vacate or shelter in a timely manner.

### **EXTRACURRICULAR CLUBS AND ACTIVITIES**

Plainwell Middle School has several extracurricular organizations that afford the student an opportunity to participate in various activities. All students who participate in interscholastic athletics shall meet the eligibility requirements described above under "Athletics." No student who has been absent for an entire school day may participate in an extra-curricular activity scheduled for the afternoon or evening of that school day without the approval of the principal.

### **GUIDANCE COUNSELING / STUDENT SERVICES**

Our counselor and social worker serve students at Plainwell Middle School. They are here to help you with scheduling and academic concerns, testing, applications for special programs, and other areas of personal concern.

If you need to see the counselor, a sign-up form is available in the school office. Once you have signed up, she will call you down as soon as she is available.

In addition to regular counseling services provided by the school guidance counselor or social worker or a counselor-assigned mentor, the Main Office also makes available the following services:

**Clothing Pantry:** The Main Office provides a clothing pantry of clean, gently used items that have been donated for student use. If a student has a clothing emergency or a financial problem in obtaining school appropriate clothing, the clothing pantry is there to help.

**Mobile Dentist:** This program visits our school each year to provide services to some of our students who cannot visit a dentist regularly and are desperately in need of dental care. Requests for such services will be considered by counseling personnel.

**Mentoring:** The Guidance Office also works cooperatively with Big Brothers/Big Sisters in finding mentors for students. Mrs. Coy can provide parents with additional information about this program.

**Tutoring:** The school's Counselor coordinates parent, high school, and community volunteers who are interested in assisting in, or receiving, after-school tutoring.

### **HALL PASS**

No students shall be in the halls during class without a pass signed by school personnel. Hallway sweeps are conducted daily and students without authorized passes may be escorted back to class and consequences for being out of the classroom may result.

### **HAZING**

Hazing is defined as any act requiring or coercing another to perform any act of initiation into a class, group, club, team or organization that causes or creates a risk of mental, emotional or physical harm. Examples of hazing include, but are not limited to, illegal activities, consuming alcohol or drugs, infliction of pain, physical punishment, intentional humiliation or embarrassment, dangerous activities, forced detention or capture, undressing or otherwise exposing initiates. Note: the cooperation or agreement of the initiated member(s) to engage in such activities does not make any act of hazing acceptable. Planning, conducting, or having knowledge of, but failing to report hazing will result in disciplinary consequences, possible referral to law enforcement agencies, the order to end all further hazing activities and possibly the disbanding of the organization or group.

### **HOMEBOUND PROGRAM**

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

### **ILLNESS CONTRACTED DURING SCHOOL DAY**

If a student becomes ill during the school day, s/he should request permission to go the Main Office, where we will decide whether it is best for you to call home. No student will be released from school without the proper parental permission.

### **IN-SCHOOL SUSPENSION (ISS)**

ISS is to help students explore their behavior and learn from their mistakes without jeopardizing their academic status. A student in ISS shall be responsible for his/her schoolwork and will be given credit for work completed. Once a student is placed in ISS, the student must earn their way back into the regular school schedule by meeting specific requirements. A student will serve ISS from the beginning of the "regular" school day until the end of the school day, except dual-enrolled students and other situations approved by the administration. If a student is insubordinate or fails to complete assignments, ISS may be extended or the student may be sent home with an out-of-school suspension.

### **INFINITE CAMPUS**

Students and parents can access their grades and attendance via the school web site, [www.plainwellschools.org](http://www.plainwellschools.org). Student ID numbers and passwords can be picked up from the main office.

### **LIBRARY (ESC)**

The library opens at 7:15 am and closes at 3:00 pm. During class hours, students must have a pass from their teacher. The mission of the library program is to provide information literacy – the ability to find and use information for lifelong learning, by providing access to print, audio/visual, and online information resources that support the PMS curriculum. Students are encouraged to use library supplies, hardware, software, and media for their academic growth and career planning. In using library resources, the student accepts responsibility for the preservation, care, proper use, agrees to abide by the provisions of the



Technology Use Agreement, and students are expected to follow the library rules.

### **LOCKERS**

Student lockers are owned by the school district. Students are permitted use of the lockers under the following terms:

1. Students should not store money or other valuables in a locker.
2. The locker must be kept clean and nothing is permitted on the exterior of the locker without the permission of administration.
3. No items shall be kept in the lockers which are illegal or endanger individual health, safety, or welfare.
4. Student lockers are school property and remain at all times under the control of the Plainwell Community Schools; however, students are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.
5. Police will be notified of illegal items.
6. Lock combinations should not be revealed to others.
7. Students are responsible for damage to locker.
8. Sharing of lockers or changing lockers, without the permission of administration, is prohibited.
9. Personal locks are **NOT** permissible on school lockers and may be destroyed in the process of a locker being opened by school personnel.

### **LOST AND FOUND**

All articles (exclusive of athletic uniforms and equipment - return to the athletic supervisor) that are found on the school premises should be taken to the main office. The school will dispose of items not claimed by the final day of each trimester.

### **LUNCH**

Plainwell Middle School is a closed campus. Students may not leave for lunch. See "Closed Campus" above. During lunch time, students must eat their lunch in the cafeteria. Students are not required to purchase the school cafeteria food and may bring their own lunch. Students are expected to conduct themselves in an orderly manner, including use of provided utensils for adding food items to his/her tray, dispose of trash in trash cans, clean up spills and dropped food items, and follow the directions of cafeteria supervisors. Students who do not live up to such expectations may lose the privilege of eating in the cafeteria or may be assigned designated seating in the cafeteria.

### **MEDICATION**

#### **PRESCRIPTION MEDICATION**

The Medication Request and Authorization Form 5330 F1 must be filed with the respective building administrator before the student will be allowed to begin taking any medication during school hours. Prescription medication must be in its original, most recent container from the pharmacy.

#### **NONPRESCRIBED (OVER THE COUNTER) MEDICATION**

A student in grades 6-8 may be allowed to self-administer an over-the-counter medication upon the written authorization of the parent. Medications must be dropped off by parents to the school office and not sent in with students. All medications must be kept in the office and administered in the presence of school personnel. The parent must complete Form 5330 F1a - Authorization for Nonprescribed Medication and Treatment and submit it to the school office for filing

in the student's records. Students may never share or distribute medication to others; disciplinary action may result from unauthorized possession or distribution of medication, prescribed or over the counter.

### **ASTHMA INHALERS, EPI PENS, OR EMERGENCY MEDICATION**

Students may possess and self-administer prescribed emergency medication or a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met: 1) There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler (Form 5330 F 1c); 2) the building administrator has received a copy of the written approvals from the physician and the parent/guardian.

If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the principal for disciplinary action.

**School personnel will administer no other oral medication, such as aspirin or Tylenol to students without a physician's order and the proper district paperwork completed, approved by the principal, and on file in the main office.**

### **NJHS**

We are very proud of our chapter of the National Junior Honor Society. Students, that are in 7<sup>th</sup> and 8<sup>th</sup> grade, are invited to apply once a year. Criteria for membership are on the basis of scholarship (3.50 GPA), leadership, service, and character. See the respective teacher adviser.

### **OBSERVATION PROCEDURE**

A parent/guardian who wishes to observe their student's classroom's instructional activity may do so following these guidelines. A parent/guardian must inform the principal at least two (2) school days in advance, in writing, who he/she wishes to observe. The principal will coordinate an acceptable time for observation with the parent/guardian and the teacher to be observed. Once in the classroom, the parent/guardian may only observe and may not interrupt or disrupt the class in any manner or fashion. A parent/guardian may not be present during testing. Audiovisual and other recording devices will not be allowed. Curriculum, textbooks, and other teaching materials may also be reviewed by making a similar request.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Suspensions may be for up to 10 days as determined by the administrator. While suspended, the student is not allowed on school premises and may not participate or attend any school activity such as athletic events, music concerts, plays, etc. without approval from an administrator. Students assigned to out-of-school suspension are encouraged to keep up with the work of their classes. Homework may be requested from teachers if the suspension is **more than 2 days**. Students must submit work and make up tests within two (2) days per each day absent or suspended from the date of the student's return.

### **PARENT INVOLVEMENT PLAN**

Plainwell Community Schools encourages the engagement of parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement. For more information on the District's parent involvement plan, see Board Policy #2112. PMS recognizes the value of parent involvement and will work to establish positive relationships with families by communicating effectively and seeking input through the following avenues:

1. Parent Group meetings
2. School newsletters
3. Automated calling through School Messenger
4. Volunteer programs
5. School website and online calendar
6. Infinite Campus (use to view grades and attendance)
7. Coffee with the Principals meetings

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are held two times, Fall and Winter. The dates will be published in advance in the district newsletter and may found on the school's online calendar.

### **PLAINWELL SCHOOL CAMPUSES**

Students may not be on any other public school campuses during and/or directly after school hours without checking in at the principal's office for permission.

### **REPORT CARDS**

Report cards are available three times per year and progress reports are available at parent teacher conferences. Report cards contain a grade for the 12-week trimester. Trimester grades are mailed in December, March, and June.

### **SCHOOL CLOSING**

If school is to be closed on a regularly scheduled school day, an announcement will be made on the local radio and TV stations before bus pick-up time of that day. You will also receive a message from School Messenger, our instant communication alert system.

### **SCHOOL FEES AND CHARGES**

An account will be kept in the school office, which will serve as a record of all unreturned materials, damages to school property, etc., owed by each student. All accounts are payable at the end of each school year. Unpaid balances carry over year to year. If accounts are not satisfied, certain restrictions will be imposed, e.g., non-participation in athletics, new books not being issued, etc. Fines and all accounts are due and payable to the District prior to graduation or a student diploma will not be issued.

### **SEARCH AND SEIZURE**

To maintain order to protect the safety and welfare of students and school personnel, school authorities may search a student and/or student lockers and may seize any illegal, unauthorized items, or contraband. Lockers and desks are, school property under the control of the school, subject to search at any time. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice or student consent and without a search warrant. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. If necessary, law enforcement authorities will be called to continue the search.

A student and a student's personal effects (i.e., purse, book bag, athletic bag), may

be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. The student's privacy rights shall be respected regarding any items that are not illegal or against school policy. If a search yields illegal or contraband materials, such findings may be turned over to police and disciplinary action may be taken.

Drug detecting dogs may be brought to the school to search the school and public spaces. Students found to have any illegal substance in their locker or personal effects may be disciplined according to school policy. In addition, the police will be notified of any drugs, alcohol, tobacco, or weapons found on school property. During these random searches, students will not come in contact with the drug detecting dogs.

### **SEXTING**

In Michigan, the act of creating, soliciting, possessing, or distributing sexually explicit photos of a minor under 18 is a felony (MCL750.145c). These photos can be sent between computers or cell phones – it makes no difference.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless communication device used to capture, send, or receive sexting messages.

Sexual messages include, but are not limited to, transmitting sexually explicit words, phrases, or conversations, sending, receiving or retaining nude, partially nude, lewd, sexually explicit, or graphic images (real or animated) of themselves or others; or graphic or sexually explicit messages. Michigan Law prohibits sexting and prohibits consensual or non-consensual images shared between youth, ages 13-18 years. A juvenile conviction for a sexual offense has serious consequences which include registry as a sex offender. Engaging in sexting may carry felony charges in the State of Michigan for child pornography. Please be advised all students who engage in sexting will be referred to police and/or other agencies.

The severity of the situation may result in also being classified as bullying, harassment or sexual harassment (See related sections in this handbook).

Note: Any administrator, teacher, coach, or other school personnel who engages in sexual or other inappropriate physical contact with a student may be guilty of a criminal "child abuse" as defined in State law M.C.L.A 722.621 et. Seq.

### **STUDENT COUNCIL**

The Student Council is recognized as the student government and official voice of the Plainwell Middle School student body. Participation provides you with the opportunity to practice teamwork and experience leadership roles. The council's main function is to represent students while working with the faculty and administration in areas such as social events, projects and general school concerns. With the help of your adviser, the council will select and promote worthwhile school and community projects and act as the student liaison with the middle school administration. In addition to the student council, administration may authorize or initiate other councils or student organizations.

## **STUDENT RIGHTS OF EXPRESSION**

In accordance with Board of Education Policy 5722, Plainwell Middle School recognizes the rights and responsibilities of students inherent when engaging in the public expression of ideas and information in our democratic society. Student expression in the form of student publications, productions, or school-sponsored student media shall however be under the direct supervision of an adult school employee.

"Student publications" include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). "Student productions" include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" includes distribution and dissemination of a student publication; and the term "performance" includes presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State/Federal law; and speech that otherwise violates school policy and/or State/Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications/productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications/productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely, systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications/productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate educational concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may prohibit speech that is poorly written, inadequately researched, biased or prejudice, vulgar or profane, or unsuitable for immature audiences.

School-sponsored student media may not be published/performed outside the school community (i.e., publication/performance is limited to students, staff and parents/family members) except with the prior written approval of the principal.

## **SURVEILLANCE CAMERAS**

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, school and student property. The Board of Education

authorizes the use of video surveillance/electronic monitoring equipment at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The cameras are not actively monitored on a real-time basis, and therefore the system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

## **TECHNOLOGY USE AGREEMENT**

### **GOAL**

It is the goal of the district to implement access to the Internet and technology.

### **DEFINITION**

Learning with and about technology prepares learners to live responsibly in an informed and ever-changing society. Learners will use technology for knowledge and skill acquisition, communication and information management, problem solving, creative expression, research, design and product development. Learners become technologically capable when they apply technology across curriculum areas and when technology is used throughout the learning process.

New technologies are shifting the way that information may be accessed, communicated, and transferred. The Internet is a vast, global network, linking computers at universities, K-12 schools, businesses, and other sites. Using the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educational resources are available for viewing and downloading.

*Users* are defined as staff, students, or board members who will be given access to the Internet by either receiving an account through the district or any person using the hardware owned, rented, or housed at the district site.

### **PURPOSE**

The district expects all users to assume full responsibility for their actions and follow the rules as laid out below.

### **NETWORK/INTERNET GUIDELINES**

These guidelines are provided here so that the staff, students, and parents/guardians of students are aware of the responsibilities they are about to acquire. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance. Students who knowingly use the Internet to bring inappropriate materials into the school environment will be dealt with according to the discipline policies of the individual school building and board policy, and such activities may result in termination of their access to the system.

### **PRIVILEGES, RIGHTS AND RESPONSIBILITIES**

All users shall keep in mind that when they use the Internet, they are entering a global community, and any actions they take will reflect upon the educational community as a whole. All users shall act in an ethical and legal manner.

The use of electronic information resources is a privilege, not a right. Users may not transfer or share this privilege to other individuals.

After all signatures are obtained on the Internet Use Agreement, users will have the privilege of accessing information through the Internet to support and enhance the school curriculum.

## **INFORMATION TECHNOLOGY**

The district reserves the right to examine all data involved in the Internet link to make sure that all users are in compliance with this policy. The district will deem what is inappropriate use and its decision is final. The district, along with the other organizations sponsoring this Internet link-up, will not be liable for the actions of any user connecting to the Internet.

The user shall be responsible for any damages incurred from intentionally downloading computer software incurred from downloading computer programs, including viruses.

All users will assume full legal and financial liability resulting from their use. The district specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

All users will observe all copyright laws including the legal use of images, graphics and texts.

The district makes no warranty of any kind whether expressed or implied for the service it is providing. This includes loss of data resulting from delays, non-deliveries, or any service interruption.

The district will maintain user accounts while the user continues to be a student, employee or board member, unless specific action is taken otherwise to restrict access.

Accessing non-educational multi-user (chat rooms) talk sessions and games are not allowed.

Unauthorized commercial activities, product advertisement or political lobbying is also prohibited.

Use of the school's equipment by for-profit business for community activities is generally not acceptable. Applications for such use should be submitted to the technology department and will be reviewed on a case-by-case basis by the system administrators or advisory committee.

Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.

Report any security problem on the Internet to a system administrator. Do not demonstrate, share or discuss the problem with other users.

## **ACCEPTABLE USE**

The use of an account must be in support of education and research consistent with the educational objectives of the district.

Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening, sexist, racist, or obscene material, or materials protected by trade secrets.

## **RULES OF PROPER ETIQUETTE**

Be polite. Do not write or send abusive, harassing or threatening messages. Use appropriate language. Do not swear or use vulgar language.

Transmit only educationally appropriate materials. Sending and receiving

threatening, indecent, racist, offensive, obscene, or pornographic messages/pictures from any source will result in immediate suspension of privileges.

Protect your identity. Do not misrepresent yourself or other users. Do not communicate any credit card number, bank account, or any other financial information.

Show respect to other users. Do not libel or slander, intentionally seek and/or use the passwords of others or represent others without express permission to do so. Respect the integrity of the network. Do not use the network in such a way that would disrupt the use of, harm, or destroy the data of another user, or attempt to bypass or defeat security systems intended to restrict user access.

Use only provided software. Installation or transmission of any software on the system is prohibited.

### **VANDALISM**

*Vandalism* is defined as any malicious attempt to harm or destroy the data of another user, the system, the Internet, or any hardware. This includes, but is not limited to, the intentional uploading or creation of computer viruses. Vandalism will result in cancellation of access privileges, disciplinary action and/or prosecution.

### **1:1 CHROMEBOOKS**

Students will be issued a Chromebook, charger, and carrying case at the beginning of the year. The Chromebook is to remain in the school building and is to be used for school purposes only. Chromebooks are to be in the carrying case when students are out of the classroom. Chromebooks will be carried from classroom to classroom and are not to be placed in lockers. Parents/guardians are responsible for damages (accidental or otherwise) to the Chromebook up to \$250. Misuse of a student Chromebook may result in a technology suspension.

### **DISCIPLINARY ACTIONS**

Users violating or demonstrating the intent to violate any of the guidelines set forth in this agreement, or the technology policy and regulations of the district, will face disciplinary action. Depending on the nature and severity of the policy violation, the district may take one or more of the following disciplinary actions:

Users may be banned from using school hardware and software. Users may be required to make full financial restitution for any unauthorized expenses or damages incurred. Users may be required to attend specific training sessions.

### **TELEPHONES**

Emergency phone calls can be made from the main office with permission.

**STUDENTS ARE NOT TO USE TELEPHONES IN CLASSROOMS.**

### **TEXTBOOKS**

It is the student's responsibility to return textbooks by the end of the trimester. They are to be returned in good condition and ready for others to use. Failure to return textbooks will result in school consequences and/or a charge. If you leave the district, you must return all school materials before you leave.

### **VISITOR POLICY**

All visitors to Plainwell Middle School must report directly to the school's main office. Visitors shall sign in and receive a visitor's badge to be worn at all times while in the school building. Any persons who do not follow this procedure may be considered unauthorized intruders and may be requested to leave, assisted by the



local police if necessary. Entrance to the middle school can be accomplished only through the main office entrance after 7:44 am. All other doors are secured. Visits to the middle school during school hours should be for the purpose of conducting official school business only. Loitering, browsing, socializing, etc., by visitors will not be tolerated, due to the disruption of the educational process and normal school business. Those persons obtaining clearance from the office to be in the facility will be issued a pass, which should be visible while in the building and presented upon request by a staff member or administrator. Visitors shall return the visitor's badge and sign out in the school office before leaving the building. Students may not have visiting students come to school with them.

### **WEBSITE**

The District's webpage can be accessed at [www.plainwellschools.org](http://www.plainwellschools.org)  
Click on "Schools," then "Middle School." Additional information may be found on our web page.

## **ACADEMIC POLICIES**

### **ENROLLMENT REQUIREMENTS**

All students are required to be enrolled in 6 courses each trimester, or the equivalent if you are a dual-enrolled student, unless a seat-time waiver has been approved by District administration.

### **FINAL (MIDTERM, TRIMESTER) EXAMS**

All students enrolled in courses for which Michigan Merit graduation credit may be earned are required to take the District approved course assessments. Other District approved middle school courses may also have required final exams.

### **GRADING SCALE**

A- = 90-93%	A = 94-100%	
B- = 80-83%	B = 84-86%	B+ = 87-89%
C- = 70-73%	C = 74-76%	C+ = 77-79%
D- = 60-63%	D = 64-66%	D+ = 67-69%
E = 0-59%		

### **HOMEWORK**

The assignment of homework can be expected. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning. Homework shall be primarily for the purpose of providing focused practice of skills or elaboration of concepts already learned in class. Homework may or may not be scored for entry into the gradebook, as some homework may be for the purpose of providing individual feedback on performance before an occasion to score or grade student learning. Students in grades 6-8 should expect up to an hour of homework daily. Students who fail to complete homework by its assigned due date may be required to stay after school to finish the work after notice has been made to the parent/guardian.

### **HONOR ROLL**

**Honor Roll** – The honor roll is published each 12-week grading period and may be recognized with a certificate at the conclusion of the school year.

### **INCOMPLETES**

If a student does not complete the necessary class work because of circumstances beyond his/her control, a grade of "I" (incomplete) may be recorded at the discretion of the teacher and the principal. The student will be given a reasonable amount of time agreed upon by teacher and student to make up the work and no later than 2 weeks after school is out in June. If coursework is not completed within this time frame, the "I" will become an "E." If the incomplete is the result of an absence, make-up rules apply even though an incomplete may be marked on the report card.

### **MAKE-UP WORK**

- A. It is the student's responsibility to make up all assignments made during the student's absence.
- B. Except under extenuating circumstances, work assigned before a student's absence is due on the day the student returns.
- C. Schedule for make-up work shall be two days for each one day of absence. Example: If a student is absent for five (5) days, the work that was due the first day of the absence is due two (2) days after the student's return to school. The work that the teacher would accept ten (10) days after the student's return is the work due on the fifth day of absence.
- D. Make up work does not apply to performance-based classes where students miss performances that are indicated as part of the students' grade, such as band, choir, etc., unless the teacher agrees to arrange an alternate performance time or measure for such situations.

### **ON-LINE CREDIT**

Classes may be taken for credit only from an accredited institution and with **pre-approval** from a school administrator.

### **PROMOTION / RETENTION**

In order for students to be promoted from 8<sup>th</sup> to 9<sup>th</sup> grade without conditions, they must earn passing grades in all four of their core classes (i.e., Pre-Algebra or Algebra, Science, English language arts, and Early U.S. History). Parents of students who are identified as in danger of failure of these classes will be notified and encouraged to enroll in tutoring and credit recovery programs. Failure to recover credit in failed classes by the end of the year will result in a recommendation to Summer School, for a fee, held at Renaissance High School. The Summer School program must then be successfully completed in order to start the Freshman year at Plainwell High School. Students who fail multiple core 8<sup>th</sup> grade classes and who fail to complete credit recovery in Summer School will be referred for enrollment in Renaissance High School in the Fall. The Superintendent may assign students to alternative educational settings within the District.

### **REQUIRED DISTRICT ASSESSMENTS**

Students are expected participate in the State and District assessments given at several points in the school year (e.g., M-STEP, all grade levels, in the spring; NWEA MAPs, all grades, in September, January, and May; and PSAT, 8<sup>th</sup> grade only, in February or March). Students must demonstrate that they are working and applying themselves to their maximum potential on these tests. Absent students or students who fail to demonstrate effort may be required to retest at times established by administration.

### **SCHEDULE CHANGES**

Schedule changes are permitted during the designated drops and adds period; generally, within the first week of a term. No schedule changes will be made once classes begin unless there is a scheduling conflict, missing, or an unassigned class period, or extenuating circumstances approved by administration.

### **TESTING OUT**

At Plainwell Middle School, we strive to meet the needs of advanced learners through offering high school courses and credits, accelerated mathematics, and in class differentiation. Guidelines and criteria for accelerated grade level placement are available on the Plainwell Schools webpage. Prescreening for eligibility include that the student scores in the 95<sup>th</sup> percentile or higher on two consecutive NWEA MAP math/reading test. Mastery may be demonstrated by “testing out” of a course, provided the student scores 77%, or a C+, or higher on the trimester exam(s) for that course. Testing out successfully waives the specific requirements of the course and permits the student to take more advanced courses in this area. Testing out must be the result of a written request of the student's parent(s)/guardian(s) to the principal. To adequately assess the content expectations in certain courses, a student may also be required to demonstrate mastery through written papers, a portfolio, projects, presentations, or labs. Those requirements are determined by the department, approved by the principal, and made available after the written request has been submitted. The date of the testing out opportunity will be established by the main office, but must occur prior to the start of the school year or initial date of the course.

# STUDENT CODE OF CONDUCT

## STUDENT PROFILE – YOUNG ADULT EXPECTATIONS

### **EFFECTIVE PROBLEM SOLVER**

- ◆ Defines the problem.
- ◆ Lists alternative solutions and determines consequences of each strategy.
- ◆ Evaluates and interprets information as needed.

### **EFFECTIVE COMMUNICATOR**

- ◆ Reads, comprehends, and interprets a variety of information.
- ◆ Organizes and expresses ideas appropriately.
- ◆ Listens to understand.
- ◆ Expresses thoughts and information through a variety of media.
- ◆ Appreciates the arts as a form of self-expression.

### **COLLABORATIVE WORKER**

- ◆ Helps the team.
- ◆ Shares knowledge and ideas.
- ◆ Projects open-mindedness in collaborative problem solving.
- ◆ Makes decisions based on the input of others.
- ◆ Identifies resources and workable options.
- ◆ Contributes to and supports group efforts.
- ◆ Works effectively with diverse groups and individuals.

### **SELF-DIRECTED LIFELONG LEARNER**

- ◆ Initiates learning to solve problems and complete tasks.
- ◆ Sets and achieves goals.
- ◆ Finds and uses resources necessary to complete tasks.

### **KNOWLEDGABLE, GLOBAL THINKER**

- ◆ Understands the diverse characteristics of people, places, and environments and their interdependence.
- ◆ Uses global knowledge, skills, and perspectives to solve problems and make decisions.

### **TECHNOLOGICALLY LITERATE PERFORMER**

- ◆ Understands available technology and its practical applications.
- ◆ Applies appropriate technologies to solve problems.
- ◆ Demonstrates awareness of the ethical responsibilities of using technology.

### **QUALITY PRODUCER**

- ◆ Gathers and evaluates relevant data, and develops an organized plan of action.
- ◆ **Recognizes essential elements necessary for quality products.**

## CODE OF CONDUCT GUIDELINES

**All students and staff have the right to be treated with respect and courtesy to teach and learn without disruption, and to feel safe and be safe.**

- We expect the behaviors listed below, and in the following pages:
- abide by national, state, and local laws, as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of one's ability, gender, race, ethnicity, color, national origin, native language, religion, height, weight, disability, or sexual orientation;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- **act at all times in a manner that reflects pride in self, family, and in school.**

## CHARACTER EDUCATION

Our entire school community, staff and students, believe that strength of character supports academic success. Within our school district, we have adopted the 8 Keys of Excellence from the QUANTUM LEARNING NETWORK. Our staff and students are committed to constantly reviewing and working to strengthen each of these keys in our daily lives, in and out of school. We invite you to learn more about the 8 Keys of Excellence. Contact any staff member for information.

- **INTEGRITY** *Match behavior with values*  
Demonstrate your positive personal values in all you do and say. Be sincere and real.
- **FAILURE LEADS TO SUCCESS** *Learn from mistakes*  
View failures as feedback that provides you with the information you need to learn, grow and succeed.
- **SPEAK WITH GOOD PURPOSE** *Speak honestly and kindly*  
Think before you speak. Make sure your intention is positive and your words are sincere.
- **THIS IS IT!** *Make the most of every moment*  
Focus your attention on the present moment. Keep a positive attitude.
- **COMMITMENT** *Make your dreams happen*  
Take positive action. Follow your vision without wavering.
- **OWNERSHIP** *Take responsibility for your actions*  
Be responsible for your thoughts, feelings, words and actions. "Own" the choices you make and the results that follow.
- **FLEXIBILITY** *Be willing to do things differently*  
Recognize what's not working and be willing to change what you're doing to achieve your goal.
- **BALANCE** *Live your best life*  
Be mindful of self and others while focusing on what is meaningful and important in your life. Inner happiness and fulfillment come when you mind, body and emotions are nurtured by the choices you make.

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## VOLUME OF CONVERSATION

Plainwell Middle School expects students to maintain levels of volume in their conversations that are appropriate to their purpose and location.

Level 0 -- Silent (e.g., in an assembly or classroom while someone else is presenting)

Level 1 -- Whisper (e.g., in an assembly or classroom before being called to attention)

Level 2 -- Soft Talk (e.g., in the cafeteria and hall ways or working in small groups in class)

Level 3 -- Presenting (e.g., in a classroom when asked to speak loud enough for all to hear)

Level 4 -- Outside (e.g., only outside when not taking part in an organized event)

## GENERAL DISCLAIMER REGARDING THE FOLLOWING LIST OF OFFENSES

In order to be as consistent and specific as possible, Plainwell Middle School has identified general disciplinary consequences in place for various misbehaviors. It is important that you understand **this list does not include every disciplinary problem that may arise**, that there are times that extenuating circumstances must be considered, and school administrators reserve the right to identify additional behavior problems that result from student conduct. **Certain situations may require moving beyond lesser penalties to stricter disciplinary actions, even for a first offense.** This list, however, does provide the student and parents/guardians a guideline and the understanding that we want to be sure that this is a safe and orderly environment for all students.

## **PROGRESSIVE DISCIPLINE**

We want our students to have the opportunity to learn from their mistakes and improve behavior. We commit to work at educating our students regarding the proper way to behave and will appreciate the chance to work cooperatively with them and their parents/guardians. We believe that this is the best way to ensure that all of our students have every chance to learn and enjoy their education in a safe and orderly environment. It is important, though, that students and parents/guardians see that disciplinary measures are progressive. In other words, the penalties assigned a student are more severe with each additional offense of a given behavior. **However, there are circumstances which justify a more advanced disciplinary action, up to and including expulsion, even for a first offense.**

The authority of the Board of Education is to suspend or expel students and to make reasonable rules and regulations necessary for the proper establishment, maintenance, and management of the public schools and student conduct was granted in the State of Michigan's Revised School Code. These rules apply to any student who is on school premises, in a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the education, operations, discipline, or general welfare of the school. Offenses are cumulative during the student's middle school years. Students may be subject to emergency suspension if the student's presence poses an immediate and continuing danger to self, others, school personnel, or a substantial disruption to the educational process.

Students will also be subject to suspension or expulsion if the conduct occurred out of school and has a direct and immediate adverse effect either on the school's educational process or on the general safety and welfare of students or staff. When the nature of an offense permits, discipline will be progressive with the intent to provide guidance and counseling. Severe offenses proceed directly to an advanced level of action. Some activities may be violations of civil or criminal law and could be subject to legal actions by city authorities against the student and/or parent. It is impossible to list all of the possible kinds of inappropriate behaviors for which students may be subject to discipline. However, the following is a list of examples of behaviors for which discipline will be taken.

### **Anyone committing the following actions is in violation of State Law:**

Possession, use, distribution or intent to distribute drugs or alcohol, assaulting a staff member, possession of a weapon, criminal sexual conduct, making a bomb threat, false fire alarm, or arson. Violators will be suspended immediately; police will be contacted, and a recommendation for expulsion will be made to the Superintendent and the Board of Education.

**The following offenses will not be tolerated:** Assault on another student (fighting), willful disobedience, persistent and gross disruption of classroom teaching and learning, theft or extortion, use and/or possession of tobacco and other illegal substances, vandalism – including graffiti, threats and intimidation, repeated suspension, bullying, verbal assault, hazing, and harassment related to one's distinguishing characteristic(s) – e.g., race, gender, age, disability, etc.. Students who repeat these offenses will be subject to progressive discipline, which may lead to a recommendation for expulsion while ensuring due process rights.

### **NOTE:**

ISS = In-school suspension

OSS = Out-of-school suspension

## RESTORATIVE PRACTICES

Section 380.1310c of the Revised School Code states that restorative practices may be used to remediate offences that may have otherwise resulted in suspension. Restorative practices can include victim-offender conferences, if agreed to by both parties. These conferences will be held with one or more school administrators. Depending on the outcome of the conference, alternative consequences may be issued. These include (but are not limited to): apologizing, community service, restoration, detentions, and/or restitution.

## VIOLATIONS

### **ALCOHOL/DRUGS (ILLICIT SUBSTANCES)**

- A. **STUDENT'S USE, OR UNDER THE INFLUENCE, OR IN POSSESSION** OF any alcoholic beverages, stimulants, marijuana, heroin, hallucinogens, amphetamines, inhalants, barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs, any dangerous or controlled substance, peptide hormones and analogues, anabolic agents, or any "look-alike" substances purported to be such is prohibited. In addition, non-prescription/over-the-counter products such as, but not limited to, diuretics, diet pills, caffeine pills, pain killers, herbal remedies and cold medicines are prohibited. Students who use, possess or ingest these drugs, look-alike substances, prescription will be suspended or recommended for expulsion.
- B. **SELLING, DISTRIBUTION, AND/OR INTENT TO DISTRIBUTE OR PURCHASE** of any alcoholic beverage, marijuana, hallucinogens, amphetamines, inhalants, barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs, any dangerous or controlled substance or any "look-alike" substances purported to be such is a major violation. In addition, prescription, non-prescription/over-the-counter medications such as, but not limited to, diet pills, caffeine pills, pain killers, herbal remedies and cold medicines are prohibited.  
**Discipline:** A = 10 day OSS; the 10 day OSS may be reduced to a 5-day OSS, with proof of completion of a voluntary assessment by a licensed treatment agency or substance abuse counselor at your expense. Police will be notified.  
B = 10 day OSS, possible expulsion. Police will be notified.

**Note:** First time offenses could result in a recommendation for expulsion, depending on the nature of the incident. Additional consequences may also be assigned for first time offenders other than listed above if warranted. The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. If the result indicates a violation of school rules, as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **AIDING AND ABETTING**

Any student that promotes the violation of the student code of conduct may be subject to the same disciplinary actions as students who perform the violation depending on the severity of the incident.

### **ARSON**

Deliberately burning or attempting to burn any school or personal property.

**Discipline:** Restitution; 10 day OSS, pending expulsion; police report.

## **ASSAULT, VERBAL AND/OR PHYSICAL**

- A. Verbal Assault: A communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.
- B. Physical Assault: Intentionally causing or attempting to cause physical harm to another through force or violence.

### **Discipline:**

- A. 5-10 days OSS depending on the severity of the incident, police report.
- B. Upon a staff member: 10 days OSS, pending expulsion, police report.  
Upon a student: 5-10 days OSS, possible expulsion, police report.

## **BOMB THREATS**

Threatening to set off an explosive device on school property.

**Discipline:** 10 day OSS pending expulsion; police incident report.

## **BULLYING/HARASSMENT**

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

- A. "Aggressive Behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.
- B. "Bullying" is defined as any gesture or written, verbal, graphic, or physical act including electronically transmitted acts – i.e. internet, telephone, or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
  - 1. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
  - 2. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - 3. having an actual and substantial detrimental effect on a student's physical or mental health; and /or
  - 4. causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- C. Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:
  - 1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
  - 2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
  - 3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.



- D. “Cyberbullying” is defined as “any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils” by substantially interfering with educational opportunities, adversely affecting the ability of a pupil to participate in a school’s programs by placing the student in fear of harm or distress, having a substantial detrimental effect on a student’s physical or mental health, or causing substantial disruption in the orderly operation of the school. Students are entitled to assurance of confidentiality for those who report an act of bullying, together with procedures to safeguard that confidentiality for those who report an act of bullying, together with procedures to safeguard that confidentiality for those who report an act of bullying, together with procedures to safeguard that
- E. “Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status, or disability but may also include (sexual orientation, physical characteristics (i.e., height, weight, complexion), cultural background, socioeconomic status, or geographic location (i.e., from a rival school, different state, rural area, city, etc).
- F. “Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business.

Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. See Board policy #5517.01 for clarification.

**Discipline:** 1 day ISS to 1 -10 days OSS, possible expulsion and/or police incident report. Restorative practices may be considered.

## **BUS MISCONDUCT**

Consequence(s) approved by the District’s Transportation Director and possible additional discipline according to the type of offense referred to elsewhere in the Student Code of Conduct.

## **CELL PHONES/SMART WATCHES**

**Discipline consequences for the violation of this policy and inappropriate use of cell phones or other electronic devices:**

- 1<sup>st</sup> Offense – Staff will confiscate the cell phone or electronic device until the end of the school day, return the device with a warning, and provide the office with a copy of the warning.
- 2<sup>nd</sup> Offense – Staff will confiscate the device and turn it into the office; the device will be returned to the student after meeting with administration.
- 3<sup>rd</sup> Offense – Confiscated and turned into the office; parent may be required to pick up the device.
- 4<sup>th</sup> Offense – 1 day ISS; Administration reserves the right to disallow students from carrying any cell phone or other electronic devices unless there is a documented personal health need.

Further offenses may result in increased suspension days. Note: for repeat violations of this rule, a student’s electronic device may be confiscated for an extended period of time.

## **CHEATING**

Referring to prohibited information during quizzes or tests. Copying other's class work, homework, tests, reports, or providing your work to others for the purpose of receiving credit.

**Discipline:** Grade of "E" on the assignment.

1<sup>st</sup> offense – Detention

2<sup>nd</sup> offense – ISS

3<sup>rd</sup> offense – 3 to 5 days OSS

4<sup>th</sup> offense – 5 to 10 days OSS, up to a recommendation for expulsion

## **DESTRUCTION OF PROPERTY – VANDALISM**

A. Unintentionally damaging school or personal property.

B. Deliberately damaging school or personal property.

**Discipline:**

A = 1<sup>st</sup> offense – restitution and detention; Repeated offenses - Restitution and 1 through 5 day OSS, depending on severity. Restorative practices may be considered

B = Restitution and a 1-day OSS up to recommendation for expulsion, depending on the severity of the incident. Police notification.

## **DISMISSAL FROM CLASS**

Any student who is dismissed from class for disciplinary reasons must immediately report to the main office. **Discipline** for failure to report to the office: 1<sup>st</sup> offense – Detention(s) up to ISS; Repeated – 1 to 3 days OSS

## **DISORDERLY CONDUCT**

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson or has to stop instruction to address the disruption.

**Discipline:** Depending on the severity of the offense:

1<sup>st</sup> offense – teacher intervention, up to discipline referral (depending on severity)

2<sup>nd</sup> offense – 1 day OSS through expulsion, depending on severity, police may be notified, parent meeting and/or privileges may be revoked.

## **DISPLAYS OF AFFECTION**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, kissing or any other contact that may be considered sexual in nature. In Plainwell Middle School, the only acceptable physical contact is a hand shake.

**Discipline:**

1<sup>st</sup> offense – verbal warning

2<sup>nd</sup> offense – written warning and parent notification

3<sup>rd</sup> offense – 1 day ISS; proceed with Insubordination consequences

## **DISRESPECT TO OTHER STUDENTS OR GUESTS**

Any abusive behavior (verbal, physical or gestures) directed toward another student.

**Discipline:** Depending on the severity of the offense:

1<sup>st</sup> offense – teacher intervention; parent contact

2<sup>nd</sup> offense – discipline referral + detention through expulsion  
Restorative practices may be considered

### **DISRESPECT TO A STAFF MEMBER**

Abusive, disrespectful, obscene verbal or written language, or a gesture toward a staff member.

**Discipline:** Depending on the severity of the offense:

- 1<sup>st</sup> offense – ISS to 1 day OSS
- Repeated – 1 day OSS up to expulsion

### **DISRUPTIVE BEHAVIOR**

Failing to follow classroom and school rules or loud, disorderly conduct.

**Discipline:** 1<sup>st</sup> offense – teacher intervention and parent contact; up to 3 days OSS, depending on severity

- 2<sup>nd</sup> offense – 1 day OSS through expulsion, depending on severity

### **DISTRIBUTION/POSTING OF UNAPPROVED MATERIAL**

- A. Any material handed out or displayed on school property without administrative approval.
- B. Transfer, streaming, or posting, from a school-owned computer, of electronic media files that contain inappropriate content.

**Discipline:**

- A. Warning, Detention, up to 3 days OSS
- B. 3 day ISS through 10 days OSS, possible expulsion, police incident report

### **DRESS CODE VIOLATIONS (See Dress Code page 22)**

**Discipline:** Change into different appropriate attire; detention(s) through a 2-day ISS for repeated violations.

### **ETHNIC INTIMIDATION**

Students may not use racial “slurs” or personal degradation towards another person. Civil Rights violations are punishable by law. See Bullying, Harassment, or Hazing violations.

### **EXPLOSIVES**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs or stink bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous.

**Discipline:** Violations of this rule could result in suspension or expulsion.

### **FALSE FIRE ALARM**

- A. Tampering with a fire alarm box, fire alarm system, or firefighting equipment.
- B. Setting off a false fire alarm.

**Discipline:** A. – 2 day OSS

- B. – 10 day OSS pending expulsion, police incident report

## **FIGHTING**

The act of engaging in hostile physical contact with another individual while on school property and/or at any school-sponsored activity. Involved in a fight (responding to the aggressor) or inappropriate physical contact. Inciting. The act of inciting or prompting others to fight or enticing another fight. Planning or pre-arranging a fight which occurs on school property or at a school-sponsored activity. Gang fighting, fighting among three or more individuals at the same time.

**Discipline:** Student is sent home the day of the infraction and;

1<sup>st</sup> offense – 3 day OSS, police report

2<sup>nd</sup> offense – 5 day OSS, police report

3<sup>rd</sup> offense – 10 day OSS, pending expulsion, police incident report

**NOTE:** Depending on the severity of the fighting, a student may be charged with Assault and/or Battery, and expulsion from Plainwell Middle School could be recommended.

## **FORGERY**

Falsely producing or altering a communication with the intent to lead others to believe something which is untrue.

**Discipline:** 1<sup>st</sup> offense – teacher intervention & parent contact

2<sup>nd</sup> offense – discipline referral + 1 - 3 day OSS

## **GAMBLING**

Engaging in any illegal games of chance or betting activities.

**Discipline:** 1 – 2 day ISS, confiscation of items

## **GANG ACTIVITY**

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gang Activity includes:

- a) Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang or otherwise symbolizes support of a gang.
- b) Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang or otherwise symbolizes support of a gang.
- c) Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- d) Recruiting student(s) for gangs.

**Discipline:** Will be determined by the administrator.

## **ILLEGAL ENTRY TO ANY SCHOOL BUILDING**

**Discipline:** Detention through expulsion. Police incident report.

## **INAPPROPRIATE PHYSICAL CONTACT**

Horseplay, roughhousing, inappropriate behavior, and other unsafe actions. Frequent or flagrant violations will result in advanced disciplinary action.

**Discipline:** Warning, teacher intervention, parent contact to 1 day ISS to 3 day OSS. Restitution. Restorative practices may be considered

Note: Inappropriate physical contact that causes injury of another results in a minimum of 1 day ISS.

## **INSUBORDINATION**

Failing to carry out a reasonable request by school personnel or defiant behavior toward school personnel.

**Discipline:** Teacher intervention, parent contact, 1 day ISS to 3 day OSS, up to expulsion (depending on severity).

## **LITTERING**

Improperly disposing of food or refuse. Littering is against the law and actions may result in police notification and a fine by the courts.

**Discipline:** Detention through 3 days ISS and/or community service assignment. Police report.

## **LYING**

When student is questioned by a staff member and student does not tell the truth.

**Discipline:** Teacher intervention, discipline referral, 1 day ISS up to 3 day OSS.

## **PLAGIARISM**

To present as the product of one's own ideas the words or ideas of another without clearly attributing the source.

**Discipline:** Grade of "E" on the assignment

1<sup>st</sup> offense – Detention

2<sup>nd</sup> offense – ISS

3<sup>rd</sup> offense – 3 to 5 days OSS

4<sup>th</sup> offense – 5 to 10 days OSS; possible recommendation for expulsion

## **POSSESSION OF DRUG PARAPHERNALIA**

Possession of any item for use of illicit drugs

**Discipline:** Confiscate. 3 day OSS to expulsion. Police incident report.

## **NOTE: THE DISTRICT RESERVES THE RIGHT TO RECOMMEND MORE SEVERE DISCIPLINE BASED ON THE NATURE OF THE VIOLATION.**

### **POSSESSION OF INAPPROPRIATE PERSONAL PROPERTY**

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to, pornographic or obscene material, laser lights, personal entertainment devices, games, etc. Certain devices may be permitted for health or other reasons, if approved by the principal.

**Discipline:** Confiscation of item with possible additional disciplinary action.

### **PROFANITY and/or OBSCENITY**

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insults at another person. This includes obscene/profane language and racial/ethnic slurs.

A. Not specifically directed toward another person or group.

B. Directed at specific person(s) or group.

**Discipline:** A=warning; detention to 3 days OSS. B=1 day ISS to 5 days OSS.

### **RAPE/CRIMINAL SEXUAL CONDUCT**

Force or coercion used for sexual contact including touching and fondling.

**Discipline:** Expulsion. Police and Social Services report.

### **SEXTING**

The act of sending sexually explicit media files primarily between cell phones or wireless communication devices, but not limited to WCDs. (See "Sexting" above).

**Discipline:** 1 – 10 day OSS depending on the severity, police incident report, possible expulsion.

## **SEXUAL HARASSMENT**

Verbal comments, touching, and/or fondling, used as reference for a sexual nature. Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse
- B. pressure for sexual activity
- C. repeated remarks with sexual or demeaning implications
- D. unwelcome touching
- E. sexual jokes, posters, cartoons, etc.
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: any administrator, teacher, coach, or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State Law M.C.L.A. 722.621 et. Seq.

**Discipline:** 1-10 day OSS, possible expulsion, police incident report.  
Restorative practices may be considered

**SIGNATURE CARD:** Signature cards are a method in which the students and staff are able to monitor behaviors that are inappropriate in the school setting but do not initially warrant a visit to the office. Students are expected to have their cards with them at all times and upon request are to provide them to staff. Failure to produce a card upon request or lost cards will result in two signatures on a new card. If cards are frequently reported as "lost," this can result in a discipline referral, ISS to OSS.

**Discipline:** 1st card filled in a trimester - office visit, new card issued, lunch detention assigned, 2nd card filled in a trimester - office visit, new card issued, after school detention assigned, parent notification, 3rd card filled in a trimester - office visit, new card issued, ISS to OSS assigned, parent notification.

## **TEASING AND TAUNTING**

Annoying or mean behavior not repeated or serious enough to be harassment.

**Discipline:** Teacher intervention, discipline referral, 1 day ISS through 3 day OSS.  
Restorative practices may be considered

## **TECHNOLOGY ABUSE**

Using one's own or another individual's password to access unauthorized computer files. Misusing technology to damage equipment and computer files, or inappropriate use of the Internet or any violation of the Technology User Agreement.

**Discipline:** Loss of computer network and equipment privileges for 30/60/90/180 school days (depending on the severity of misuse) up through expulsion. Possible police report.

## **THEFT**

Any theft of money, personal or public property of others. Obtaining property through unauthorized entry into lockers, desks, etc.

**Discipline:**

- A. Petty Theft – miscellaneous: 1 day ISS to 3-day OSS, possible police report
- B. Theft of Significant Value: 3 – 10 day OSS, police report.

## THROWING FOOD

Throwing food at an object or at an individual.

**Discipline:** discipline referral, plus cleaning up the area that was littered.

## TOBACCO

The use or possession of tobacco products by students in District building, on district property (owned or leased), on District buses, and at any District-related event is prohibited. Tobacco use or the possession of is illegal for any person under the age of 18. *Possession* is defined as having tobacco on one's person whether lighted or not, exhalation of smoke or other obvious evidence of tobacco use or possession. Lighters will be confiscated.

- A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.
- B. "use of a tobacco product" means any of the following:
  1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device.
  2. the inhaling or chewing of a tobacco product
  3. the placing of a tobacco product within a person's mouth
  4. and/or the use of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

### Discipline:

1<sup>st</sup> offense = 3 day OSS on all offenses, police will be notified and a citation may be issued.

2<sup>nd</sup> offense = 5 day OSS, police report and a citation may be issued.

3<sup>rd</sup> offense = 10 day OSS, police report and a citation may be issued.

## TRESPASSING/LOITERING

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

**Discipline:** Detention through 3 day OSS. Police may be notified.

## NOTE: THE DISTRICT RESERVES THE RIGHT TO RECOMMEND MORE SEVERE DISCIPLINE BASED ON THE NATURE OF THE VIOLATION TRUANCY/SKIPPING SCHOOL

A Truancy Officer is on-site at Plainwell Middle School. The Truancy Officer works directly with Allegan Family Court in reporting students who are truant.

Absenteeism where the student skips class(es), stays out of, or leaves school without the knowledge of his/her parents or school authorities. Skipping school is a serious matter. Students who are under the age of sixteen (16) are violating the State Compulsory Attendance Law (MCL 380.1147, 1278, 1284, and 1561-1599).

**Discipline:** Office Referral, Parent Contact, Detention, In-school suspension, out of school suspension. Report to proper authorities.

## UNSAFE ACTIONS

Students will not participate in unsafe actions as determine by staff or administration and will be subject to the type of consequence associated with the action.

**Discipline:** Detention through 3 days OSS. Police may be notified.

## **WEAPONS**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

The term “dangerous weapon” means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of “firearm” in section 380.1311 refers to the definition of that term in the federal *Gun-Free Schools Act of 1994* which in turn refers to another section of federal law which defines “firearm” as:

- Any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device, including a BB gun.

The term “weapon” shall also mean any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives (See Board of Education Policy #5772). This policy shall also encompass possession or use of look-alike items and such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

State law requires the school board or its designee to permanently expel from the school district a student who possesses a “dangerous weapon” in a “weapon-free school zone,” subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311(2)).

However, a school board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the student;
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;
- The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

“Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property (MCL 750.237a).

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is



in attendance at school or a school activity, or while the student is en route to or from school, the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student's parent or legal guardian and the local law enforcement agency. (MCL380.1313(1)).

**Discipline:**

- A. Dangerous instrument: confiscation of item, up to 10 day OSS through expulsion, police incident report
- B. Dangerous Weapon: confiscation of item, up to 10 day OSS, recommendation for expulsion, police incident report

**Note: First time offenses of A or B could result in a recommendation for expulsion, depending on the nature of the incident.**

**OTHER SCHOOL RULES**

Violations of other reasonable standards of conduct.

**Discipline:** Warnings, detention, suspension, expulsion. Restorative practices may be considered

**Note: First time offenses could result in a recommendation for expulsion, depending on the nature of the incident.** Plainwell Community Schools will follow Federal and State Regulations when applying disciplinary consequences concerning students eligible for Special Education services.

**THE ZERO TOLERANCE OF VIOLENCE POLICY**

Plainwell Community Schools will maintain a workplace and educational environment free from violence. *Violence* is defined as any physical and/or nonphysical harm causing damage, pain, injury, or fear.

**Let there be no misunderstanding, we are intent upon enforcing these standards of student behavior. We count on all of you to help us emphasize these values in our schools. If this occurs, we will continue to have a safe and orderly middle school.**

**NOTE: THE DISTRICT RESERVES THE RIGHT TO RECOMMEND MORE SEVERE DISCIPLINE BASED ON THE NATURE OF THE VIOLATION**

## **DUE PROCESS**

In order to assure that the educationally related legal rights of educators, students, and parent(s) or guardian are protected, the following guidelines have been developed to be used in the event that a student is to be suspended or expelled.

### **LENGTH OF SUSPENSION SHORT-TERM (10 days or less)**

Who suspends? Building administrator or the administrator's designee.

Suspension that are for 10 consecutive days or less in length require minimal due process protection, including oral or written notice of accusation(s), explanation of evidence to support the charges, defined disciplinary measures, and an opportunity for the pupil to respond. [MCL 380.1309]

Procedural Due Process Requirements:

- A. Oral or written notice of the charges given to the student by the administrator or designee.
- B. The administrator or designee will explain the evidence against the student.
- C. The student will get the opportunity to present his/her side of the story.
- D. Decision to suspend for more than one (1) day may be appealed to the building principal within two (2) school days if given by the principal's designee; or may be appealed to the superintendent, if the principal issued the decision to suspend for up to ten (10) school days, wherein the superintendent's decision shall be final.

### **APPEALS**

Students have due process rights, which allow students or their parents the opportunity to request reconsideration of disciplinary consequences longer than one (1) day. Please refer to Plainwell's Board Policies #5610 & 5611 for further information on the appeal process.

The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal. In appeals of short-term suspensions, the decision of the Superintendent shall be considered final. The parent may appeal to the Board only in cases of alleged violations of due process.

1. Such appeals, made in writing to the Board President within two (2) school days of the parents' receipt of the decision, may continue to the Board of Education whose decision will be final. The Board may elect to hear the appeal at a special meeting or the next regular meeting after the appeal is made to them.
2. The Board shall conduct the hearing under the following rules:
  - a. Written notice of the time, date, and place of hearing.
  - b. The student may be represented by legal counsel of his/her choosing and own expense.
  - c. Witnesses may be present and questioned by the Board and its representatives.
  - d. Judicial rules of evidence shall not be enforced during hearing.
  - e. The Board may rely upon whatever resource person it feels necessary to the proper adjudication of the case.
  - f. The Board will render a written decision within two (2) days.

### **EXPULSION**

Expulsions are removal from school for more than 10 days to permanently. The district has no obligation to provide an alternative education. Recommendation for the expulsion of a student shall be made to the Board of Education by the administration. The principal's recommendation shall be communicated to the

superintendent in writing and accompanied by the student's cumulative file. Parental conferences will be held at the building level prior to the expulsion recommendation. The following procedures apply:

1. The student shall be suspended pending the expulsion recommendation.
2. The written recommendation to the Board shall include the factual basis and rule violated and sent to the student's parent(s)/guardian.
3. Written notice of the date, time, and place of the hearing shall be sent and notify the parent/guardian at least three school days before the date of the hearing (no later than next regular Board meeting).
4. The hearing procedure shall follow that set forth in item 4 under Appeal Procedure.

### **REINSTATEMENT AFTER PERMANENT EXPULSION (See Board Policy #5610.01)**

Parents/guardians may petition for reinstatement after 150 school days, to take effect after 180 school days following a permanent expulsion.

If the reason for the expulsion was a violation of the Weapons/Dangerous Materials, Criminal Sexual Conduct (CSC), Arson, or Physical Assault on staff or volunteers, within 10 school days of receiving a written petition for reinstatement, the Board shall appoint a review committee, consisting of 2 Board members, 1 school administrator, 1 teacher, and 1 parent from the district. If the expulsion was for any other reason, the Board may appoint such a review committee. If such a review committee is appointed, the superintendent may prepare and submit information regarding the circumstances of expulsion and any mitigating factors. Within 10 school days from appointment of the review committee, the committee will review the petition, any supporting information, and will submit a recommendation to the Board of Education. The recommendation will be for unconditional reinstatement, conditional reinstatement, or against reinstatement. It must be accompanied by an explanation for the recommendation and of any condition for reinstatement, and be based on all of the following:

- A. Potential risk of harm to students or staff;
- B. Potential risk of district or individual liability;
- C. Individual's age and maturity;
- D. Individual's school record before the expulsion incident;
- E. Individual's behavior since the expulsion and prospects for remediation;
- F. Degree of parental cooperation and support, including receptiveness to possible conditions.

The Board will make a decision regarding the recommendations at its next regularly scheduled meeting; its decision is final.

The Board may require written agreement of parents (or age of majority individual) to specific conditions prior to reinstatement. Conditions or reinstatement may include, but are not limited to:

- A. A behavior contract, which may include contract with outside agency;
- B. An anger management program or other counseling;
- C. Periodic progress reviews;
- D. Specified immediate consequences for failure to abide by a condition.

**Any costs incurred with respect to the implementation of conditions on reinstatement shall be borne by the student, parents, and/or legal guardian.**

**NOTE: THE DISTRICT RESERVES THE RIGHT TO RECOMMEND MORE SEVERE DISCIPLINE BASED ON THE NATURE OF THE VIOLATION.**