



# **PLAINWELL HIGH SCHOOL STUDENT HANDBOOK**

**2020-2021**

The PHS Handbook is delivered to students electronically through their school email. The Student Handbook is also available online at [www.plainwellschools.org](http://www.plainwellschools.org) under High School/Quick Links.

PHS Office: 685-9554

Attendance Line: 685-2430 or [attendancephs@plainwellschools.org](mailto:attendancephs@plainwellschools.org)

(Last Revised 9/21/2020)

**ACKNOWLEDGMENT RECEIPT FOR  
PLAINWELL HIGH SCHOOL  
PARENT/STUDENT HANDBOOK/CODE OF CONDUCT 2020-2021**

**Link To Parent/Student Portal**

<https://plainwellschools.infinitecampus.org/campus/portal/plainwell.jsp>

By clicking on the box on the online form in the parent/student portal on Infinite Campus you agree to the following:

I understand that this is 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 High School administration requires that both students and parents read the policies contained herein.

I am aware that all Plainwell High School property is a "tobacco-free" and a "weapon-free" school zone.

I further realize that my signature and acknowledgment does not necessarily mean that I agree with these policies, and should I not understand information in this book, I may phone 685-9554 and receive clarification.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

**ACKNOWLEDGMENT RECEIPT FOR  
PLAINWELL COMMUNITY SCHOOLS  
TECHNOLOGY AGREEMENT AND ACCEPTABLE USE POLICY 2020-2021**

By clicking on the box on the online form in the parent/student portal on Infinite Campus you agree to the following:

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.

I have also received the District's **Acceptable Use Policy**. I further understand that any violation of the policy is unethical and may constitute an offense. Should I commit any violation of the Acceptable Use Policy, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

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. I have reviewed the information regarding damage insurance and have decided to purchase or decline that protection. 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.

I further realize that my signature and acknowledgment does not necessarily mean that I agree with these policies, and should I not understand information in this book, I may phone 685-9554 and receive clarification.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

School Year 2020-2021

Dear Students and Parents:

The faculty and staff at Plainwell High School would like to take this opportunity to welcome you to the 2020/2021 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 advanced placement courses to clubs and extracurricular activities. The most vital suggestion we can make is that you maximize your opportunities at Plainwell High 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.

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 high 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,

Dr. Jeremy Wright  
Principal

Mrs. Debra Beals  
Assistant Principal

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.



<b><u>PART III ACADEMIC POLICIES</u></b>	<b><u>28-36</u></b>		
Academic Fraud/Dishonesty	28	Cell Phones	40
Advanced Placement (AP)	28	Related to Cheating	40
Allegan Tech Center	28	Related to Profanity, Bullying, etc.	40
Alternative/Adult Ed. Credits	28	Cheating	40
Character Education	29	Dating Violence	40
College Visits	29	Destruction of Property (Vandalism)	40
Community Service	29	Detentions	40
Credit/No Credit Policy	30	Dismissal from Class	41
Credit Recovery	30	Disorderly Conduct	41
Dual Enrollment	30	Disruption in Class/School	41
Early Graduation	30	Displays of Affection	41
Enrollment Requirements	30	Disrespect to Others	41
Final Exams	30	Disrespect to Staff Members	41
Final Exam Exemption	30	Disruptive Behavior	41
Grade Replacement	31	Distribution/Posting Unapproved	41
Grading Scale	33	Material	41
Graduation Requirements	31	Dress Code and Appearance	41
Graduation Requirements by Grade	32	Ethnic Intimidation	42
Homework	33	Explosives	42
Honors and Awards	33	False Fire Alarm	42
Incompletes	33	Fighting	42
Make-Up Work	33	Forgery	42
National Honor Society	34	Gambling	42
Online Credit	34	Gang Activity	42
Peer Assistance Listeners (PALS)	34	Hall Passes	43
Personal Curriculum	34	Hazing	43
Random Drug Testing	34	Horseplay	43
Renaissance Students Returning to PHS	34	Illegal Entry to School Building	43
Schedule Changes	35	Insubordination	43
Selective Service	35	Littering	43
Student Assessments	35	Loitering	43
Student Programs	35	Lying	44
Substance Abuse Self Disclosure	35	Other School Rules	47
Testing Out	35	Performance Enhancing Substances	44
Weighted Grades	36	Plagiarism	44
Withdrawal from School	36	Possession of Drug Paraphernalia	44
		Possession of Inappropriate Property	44
<b><u>PART IV CODE OF CONDUCT</u></b>	<b><u>37-49</u></b>	Profanity and Obscenity	44
Code of Conduct Guidelines	37	Rape/Criminal Sexual Conduct	44
Disciplinary Appeals	38	Sexting	44
Due Process	48	Sexual Harassment	44
Appeals	48	Skipping	44
Expulsion	48	Tardiness	45
Short Term Suspension	48	Teasing/Taunting	45
Reinstatement after Expulsion	48	Technology Abuse	45
Restorative Practices	49	Theft	45
Progressive Discipline	37	Throwing Food	45
Violations	38-47	Tobacco - cigarettes, vapes, etc.	45
Alcohol/Drugs	38	Trespassing/Loitering	45
Aiding and Abetting	38	Truancy (Skipping School)	46
Arson	38	Unexcused Absence	46
Assault Verbal or Physical	38	Unsafe Actions	46
Backpacks (Book Bags, Gym Bags, or the like)	38	Weapons	46-47
Bomb Threats	38		
Bullying/Cyberbullying/Harassment	39		
<b>Highlighted items indicate changes or emphasis</b>			

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## PART I

### GENERAL INFORMATION

#### ADMINISTRATION

<b>Jeremy Wright</b> Principal	685-9554	<a href="mailto:jeremy.wright@plainwellschools.org">jeremy.wright@plainwellschools.org</a>
<b>Debra Beals</b> Asst. Principal	685-9554	<a href="mailto:deb.beals@plainwellschools.org">deb.beals@plainwellschools.org</a>
<b>Dave Price</b> Athletic Director	685-2096	<a href="mailto:dave.price@plainwellschools.org">dave.price@plainwellschools.org</a>
<b>Sue Gower</b> Student Services Coordinator	685-2422	<a href="mailto:sue.gower@plainwellschools.org">sue.gower@plainwellschools.org</a>
<b>Maria Johnson</b> Admin. Asst.	685-9554	<a href="mailto:maria.johnson@plainwellschools.org">maria.johnson@plainwellschools.org</a>
<b>Kim Veen</b> Receptionist	685-9554	<a href="mailto:kim.veen@plainwellschools.org">kim.veen@plainwellschools.org</a>
<b>Lisa Marzolf</b> Athletic Admin. Asst.	685-2096	<a href="mailto:lisa.marzolf@plainwellschools.org">lisa.marzolf@plainwellschools.org</a>

#### BOARD OF EDUCATION

<b>Julli Bennett, Treasurer</b>	<b>290-5178</b>	<a href="mailto:julli.bennett@plainwellschools.org">julli.bennett@plainwellschools.org</a>
<b>Amy Blades, President</b>	<b>303-8143</b>	<a href="mailto:amy.blades@plainwellschools.org">amy.blades@plainwellschools.org</a>
<b>Jill Dunham, Secretary</b>	<b>365-6678</b>	<a href="mailto:jill.dunham@plainwellschools.org">jill.dunham@plainwellschools.org</a>
<b>Anthony McNeel, Trustee</b>	<b>(420)519-8421</b>	<a href="mailto:anthony.mcneel@plainwellschools.org">anthony.mcneel@plainwellschools.org</a>
<b>David Skinner, Trustee</b>	<b>330-2550</b>	<a href="mailto:david.skinner@plainwellschool.org">david.skinner@plainwellschool.org</a>
<b>Christine VanDenBerg, Trustee</b>	<b>685-5172</b>	<a href="mailto:cmvandenberq22@yahoo.com">cmvandenberq22@yahoo.com</a>
<b>Shannon Zabaldo, Vice President</b>	<b>(248)250-4339</b>	<a href="mailto:shannon.zabaldo@gmail.com">shannon.zabaldo@gmail.com</a>
<b>Matt Montange, Superintendent</b>	<b>685-5823</b>	<a href="mailto:matthew.montange@plainwellschools.org">matthew.montange@plainwellschools.org</a>

#### ATTENDANCE LEGISLATION

Per MCL 388.1694a, Section 94a(9): "It is the intent of the legislature that, beginning in 2014-15, a district shall report to the center by June 30, in a manner prescribed by the center, the number of pupils in the district who have had 10 or more unexcused absences each school year. For pupils in grades 9 to 12, the report shall include both the total number of unexcused absences in any single course and the total number of unexcused absences in all courses. Each district shall define unexcused absence. It is the intent of the legislature that a district that reports false information under this subsection shall forfeit an amount equal to 5% of its total state aid allocation under this act."

#### 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

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.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### **FREQUENTLY USED CONTACT NUMBERS**

High School Main Office – 685-9554  
Fax – 685-9064  
Counseling/Student Services – 685-2422  
Athletic Office – 685-2096  
Athletic Office Fax – 685-0551  
Attendance Line - 685-2430  
Administration Office – 685-5823  
Fax - 685-1108  
Transportation Office – 685-8080  
Allegan Tech Center – 673-3121  
Pool – 685-2425  
Community Education and Renaissance High School Telephone - 685-9531

### **SCHOOL COUNSELORS (Direct Line 685-2422)**

Emily Johnson	Letters A – K all students
Extension 1506	<a href="mailto:emily.johnson@plainwellschools.org">emily.johnson@plainwellschools.org</a>
Brittany Storms	Letters L - Z all students
Extension 1505	<a href="mailto:brittany.storms@plainwellschools.org">brittany.storms@plainwellschools.org</a>
Mackenzie Evers	
College Advisor	
Extension 1527	<a href="mailto:collegeadvisor@plainwellschools.org">collegeadvisor@plainwellschools.org</a>
Sue Gower	
Student Services Coordinator	
Extension 1502	<a href="mailto:sue.gower@plainwellschools.org">sue.gower@plainwellschools.org</a>
Susan Johnson, Registrar	
Extension 1508	<a href="mailto:susan.johnson@plainwellschools.org">susan.johnson@plainwellschools.org</a>

### **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 and, perhaps, ensure the safety of others.

### **MISSION STATEMENT**

The mission of Plainwell High School is to provide its students with the opportunities to become responsible, productive, critically thinking citizens with the capacity to learn in a changing society.

### **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. See Board policy 2260. 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.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.



## PANDEMIC LEARNING INFORMATION

Virtual/Hybrid Learning Student Handbook Supplement  
Click [Here](#)

During the pandemic and as long as the State of Michigan considers public schools in pandemic learning mode, the Virtual/Hybrid Handbook Supplement will be in effect. Procedures and policies from the traditional handbook are in effect unless, an item is superseded in the supplemental handbook link above.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## PHS HYBRID LEARNING MODEL

**Instructional Schedule:**

***Students have been assigned to either Group A or Group B. Follow the on campus versus virtual weekly schedule below:***

STUDENTS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Group A	Face to Face	Virtual	Virtual	Face to Face	Virtual
Group B	Virtual	Face to Face	Virtual	Virtual	Face to Face
Tech Center	Tech Center students attend 5 days per week, same schedule as last year. There will be bussing to and from the High School to the Tech Center; however, you need to find your own ride home on days where you are not scheduled to be at the High School.				

**Daily Schedule: (Hybrid Schedule/Phase 4)**

PHS DAILY SCHEDULE		
<u>1st Period</u>	7:40 - 8:38	(58 Minutes)
<u>2nd Period</u>	8:43 - 9:45	(62 Minutes)
<u>3rd Period</u>	9:50 - 10:48	(58 Minutes)
<u>1st Lunch</u>	10:48 - 11:13	(25 Minutes)
<u>THSS</u>	11:18 - 12:16	(58 Minutes)
<u>THSS</u>	10:53 - 11:15	(22 Minutes)
<u>2nd Lunch</u>	11:15 - 11:40	(25 Minutes)
<u>THSS</u>	11:45 - 12:16	(31 Minutes)
<u>THSS</u>	10:53 - 11:51	(58 Minutes)
<u>3rd Lunch</u>	11:51 - 12:16	(25 Minutes)
<u>5th Period</u>	12:21 - 1:19	(58 Minutes)
<u>6th Period</u>	1:24 - 2:26	(62 Minutes)
AM TECH CENTER: Departs PHS: 7:40AM, Depart Tech Center: 10:25AM PM TECH CENTER: Departs PHS at 11:15AM, Departs Tech Center: 2:00PM		

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### STAFF DIRECTORY

If you need to speak with a teacher, please leave a message for them by calling 685-9554, selecting option 7 from the automated attendant, and entering the respective extension number.

Allington, Katelyn	Special Education	Extension 1568
Ash, Larry	Hall Security	Extension 1521
Austin, Patricia	Special Education	Extension 1543
Badalamente, Keven	Business Technology	Extension 1551
Bakalyar, Benjamin	Math	Extension 1565
Bakhuyzen, Jessica	Training Room	Extension 1590
Beals, Deb	Assistant Principal	Extension 1504
Beauchamp, Denise	Choir	Extension 1520
Ryan Beaugard	Business Technology	Extension 1536
Beltowski, Regina	Art	Extension 1530
Boven, Sarah	Foreign Language	Extension 1554
Ciecierski, Lauren	Social Studies	Extension 1539
Clark, David	Social Studies	Extension 1532
Cool, Scott	Math	Extension 1584
Cummings, Abigail	ELA/Foreign Language	Extension 1552
DeSouza, Paula	Foreign Language	Extension 1558
Doom, Claire	Math	Extension 1562
Evans, Scott	Science	Extension 1581
Evers, Mackenzie	College Adviser	Extension 1527
Gendron, Robert	Industrial Arts	Extension 1573
Gower, Sue	Student Services	Extension 1502
Grabemeyer, Nicholas	Science	Extension 1582
Grubaugh, Jason	English	Extension 1561
Hansen, Andrew	Foreign Language	Extension 1564
Heath, Nancy	Special Education	Extension 1576
Hepinstall, David	Band Director	Extension 1586
Hess, Marilyn	English	Extension 1544
Hoffman, Angela	Physical Education Aide	Extension 1588
Horton, Ernie	Custodial Services	Extension 1523
Huberty, Brian	Social Studies	Extension 1531
Hunt, Austin	Assistant Band Director	Extension 1586
Johnson, Emily	Counselor	Extension 1506
Johnson, Maria	Administrative Assistant	Extension 1500
Johnson, Susan	Registrar	Extension 1508
Kohn, Darlene	Math	Extension 1567
Kooyers, Connor	Food Service Director	Extension 1513
Kostanko, Jane	English	Extension 1549
Langs, Tyler	Flex Academy	Extension 1512
Larson, Stephanie	Physics/Math	Extension 1583
Lindstrom, Jeffrey	Special Education	Extension 1545
MacQueen, Monique	Health	Extension 1472
Marshall, Nick	Flex Academy	Extension 1534/1512
Marzolf, Lisa	Athletic/Administrative Asst.	Extension 1517
McCall, Jessica	Attendance/Flex Academy	Extension 1541/1512
McNaughton, Otto	English	Extension 1553
Mielke, Chase	Instructional Coach	Extension 1509
Newell, Samantha	Math	Extension 1570
Nuyen, Jackie	Library Aide	Extension 1515
Price, Dave	Athletic Director	Extension 1516
Rasnake, Lana	Custodial Services	Extension 1523
Richardson, Nicholas	English/PALS	Extension 1560
Rieman, Tim	Math	Extension 1572
Saucedo, Julie	Aide	Extension 1576
Scheid, Andrew	Social Studies	Extension 1540
Schwartz, Theresa	Science	Extension 1580
Storms, Brittany	Counselor	Extension 1505
Taylor, Chris	Physical Education	Extension 1585
Trahan, Julie	English	Extension 1548
Veen, Kim	Main Office	Extension 1528
Villarreal, Andrea	English	Extension 1538
Weber, Nick	Science	Extension 1518
Wingle, Katie	English	Extension 1556
Wright, Jeremy	Principal	Extension 1503

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## CLASS ADVISORS

**Class of 2021**  
Sarah Boven  
Lauren Ciecierski

**Class of 2022**  
Sarah Boven  
Stephanie Larson

**Class of 2023**  
Sarah Boven  
Stephanie Larson

**Class of 2024**  
Sarah Boven  
TBD

## STUDENT PROFILE – YOUNG ADULT EXPECTATIONS

### **EFFECTIVE PROBLEM SOLVER**

- ◆ Defines the problem.
- ◆ Lists alternative solutions.
- ◆ 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.

### **KNOWLEDGEABLE, 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**

- ◆ Develops and organizes a plan of action.
- ◆ Recognizes essential elements necessary for quality products.
- ◆ Learns, uses, and teaches new data.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## PART II

### BUILDING POLICIES AND PROCEDURES

#### ACADEMIC DISHONESTY LIST

If a student makes an unethical decision, such as cheating, they will be placed on this confidential list. Students may earn their way off by not having any other discipline within one (1) year.

#### ACCIDENTS

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

#### ACTIVITY POLICY

Any student that has incurred an in-school or 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

Students should inform Student Services in writing if they have a change of personal information, including a change of address or a new contact phone number. It is very important in case of emergency to have the correct information.

#### AGE OF MAJORITY

Upon reaching the age of eighteen (18), a student is afforded the rights and responsibilities of an adult. **The adult as a student, however, must comply with school rules.** A student who reaches eighteen (18) years of age can assume responsibility for his/her school report card, attendance, and other school-related activities by filling out an "Age of Majority" application for approval. The age of majority is not an excuse for being tardy to class. PHS is a closed campus. Students may not come and go throughout the school day. If the student signs him/herself out, they may not return to school without documentation from a legitimate appointment. If the student leaves the building for lunch, he/she must sign out and back in through the Main Office. The school, however, will continue to inform parents of the student's progress and conduct if the student continues to live at home or is a dependent.

#### ANNOUNCEMENTS

Announcements will be made on a daily basis each morning and afternoon. Students wishing to have an announcement read should write up the announcement, have it signed by the appropriate sponsor, and turn it into the Main Office before 8:00 a.m. the day it is to be read. In addition, daily announcements are emailed to students, staff and posted on the high school web page. Any other announcements will be made only on an emergency basis. Printed announcements or posters to be displayed publicly must be approved by a principal.

#### ATHLETICS

##### **PHYSICALS**

All student-athletes must have a current physical on file in the PHS athletic office to be able to tryout, practice or compete on our athletic teams. Each year the MHSAA requires a physical to be done after April 15<sup>th</sup> and that physical would be good for the following entire school year.

##### **SPORTSMANSHIP**

Be involved in our sports program but understand that sportsmanship toward our opponents, with our contest officials and our own teammates is extremely important. Always treat our visiting teams and fans with respect and behave in a respectful manner at all our away contests. We do not expect less.

##### **ATTENDANCE**

An athlete may not participate in practice or competition if not in attendance by 10:15am without just reason and prior approval from the high school athletic director. If an athlete is too ill to attend class, that athlete will be considered too ill to participate in athletics. Also, students who sign out of school due to illness are not expected to return for athletic competition.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## PLAINWELL HIGH SCHOOL ATHLETIC TRAINING CODE OF CONDUCT

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 a team player, to win with class and to lose with dignity; to expect anything less takes away from the values that high school athletics can teach.

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. Athletes have given us their word to follow our code of conduct and to behave in a fashion that brings a sense of pride to our school and our programs.

### I) PHS Athletic Training Rules

Our code of conduct for our athletes is in effect year round and throughout the athlete's career here at PHS. Possession and/or use of all forms of alcohol, tobacco, vapes and drugs or use/abuse of OTC prescriptions is a violation of our training code and as such they will carry the following punishments:

**1st offense** will be suspension from 50% of the scheduled competitions in the sport they are currently participating in and the suspension if not completely served in that season will carry over to the next season the athlete participates in.\*

**2nd offense** will be suspension for 1 calendar year from PHS Athletics and verification that suspended student-athlete has completed an approved cessation program related to their offense.

**3rd offense** will be permanent suspension from PHS Athletics.

If there are contests left after the suspension – athletes must continue to practice and attend all team functions as outlined by the coaching staff. He/she must not be found in violation of team rules during the course of his/her suspension.

### II) Random Drug Testing Program

Please be aware that Plainwell Athletics (along with other co-curriculars) has established a random drug testing (RDT) program to help to assure that our athletes are exhibiting the proper behaviors to keep them and their teammates safe. All athletes along with their parents will be required to sign a RDT Consent Agreement to be able to participate. [ADD LINK TO NEWEST FORM.](#)

#### Summary

[Link to Athletic Handbook](#)

[Link to RDT Consent Agreement](#)

### III) PHS Code of Conduct

All athletes must follow and obey all PHS School Rules of Conduct. School suspensions or detentions must be served per school rules prior to athletic participation.

*Athlete cannot practice nor can he/she compete on the day(s) of **out of school suspension**.*

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

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

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.

\*Suspensions must be finished in good standing in the season in which they occur including those that carry over to another sport season.

### III) PHS Eligibility Policy

Per MHSAA requirements a student-athlete must have passed at least 66% of his/her credits each trimester (i.e. must pass at least 5 out of 6 classes) **AND** maintain at least a 1.67gpa on their trimester grades. During the trimester a student-athlete must currently be passing at least 66% of their credits (5/6 classes); to maintain weekly eligibility.

If the student-athlete does not meet the **trimester standard** they will be ineligible for athletic participation the subsequent trimester.

If the student-athlete does not meet the **weekly standard** they will be ineligible to compete in an interscholastic contest the following week (Monday through Sunday).

### ATHLETIC PARTICIPATION FEE

Plainwell Athletic Department assesses participation fees as follows: \$30 per sport. There is a family maximum level and we do ask that parents please contact the Athletic Office for that figure, as it does change. We are also allowed to waive the fee if the student-athlete does qualify for the free and reduced lunch program; paperwork for that must be filled out and filed through our food service and administration prior to the waiving of a fee.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## ATTENDANCE POLICY

Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork and ultimately graduation. Attendance is an integral component in a student's education. Learning takes place in a classroom which cannot take place through books alone. Regular attendance is always essential for doing your best work in school. Employers are interested in your high school attendance record. Students who are under the age of eighteen are required to attend school under the State Compulsory Attendance Law. Michigan law places responsibility on each student to attend school on a daily basis and on each parent or guardian to send their child to school daily.

For a student to obtain academic credit and to keep students' safety a priority, parents are informed of student absenteeism. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student's control prevents attendance. See attendance descriptions below and refer to the Student Code of Conduct for consequences related to unexcused absences and/or maximum days absent.

### **MAXIMUM DAYS ABSENT**

Any student absent more than 7 days in the same class, whether excused or unexcused, will be considered to have reached the "maximum days absent". Family trips will be counted in this total. Students who accumulate more than seven absences in a class in a trimester may put their credits in jeopardy. A notification letter is sent to the parent/guardian on the 4<sup>th</sup> and 7<sup>th</sup> absence. Students should apply for credit restoration with Student Services one week before the end of the trimester. Credit may or may not be granted by the attendance committee. Additionally, students requesting credit restoration due to reaching the maximum days absent, shall implement a plan of action with Student Services, the Assistant Principal - Mrs. Beals, and the student/parent in order for credit to be considered restored. The plan includes:

- 1) The student has satisfactorily made up missing work, and
- 2) Attended the after school extra time sessions (ETS) in the homework center to make up the time missed from the absence(s) and
- 3) Has earned a passing grade in the class and
- 4) Have demonstrated that absences are the result of extenuating life circumstances and
- 5) The attendance committee has approved the credit restoration based on the success of items 1 through 4.

Moreover, students with excessive absences who are struggling academically may be required by administration to attend academic sessions outside the school day or recover credit through online learning in order to stay on track for graduation.

Please note that the "Testing Out" Michigan Merit Curriculum Law does not apply for the "Maximum Days Absent" policy. In the past, students were allowed to earn a C+ or better on a final exam and receive credit for the course regardless whether the student passed the course or not.

### **PRE-ARRANGED ABSENCE**

A completed pre-arranged absence form must be submitted to Student Services one week prior to the absence if a student will be gone for 3 or more days. These days of absence will count towards the seven day maximum days absent policy. Homework will be due on the day of return.

### **REPORTING AN ABSENCE**

Parents/guardians are strongly encouraged to excuse your 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 and is safe. For extenuating circumstances, parents/guardians have until noon the following school day to excuse an absence. If parents are unable to contact the attendance line or send an email, students will be given an unexcused absence and assigned a two-hour detention. (See Unexcused Absences in Part IV of this handbook for more information.) To excuse an absence, call the attendance line at 685-2430 to leave a message OR email [attendance@plainwellschools.org](mailto:attendance@plainwellschools.org). The following absences are considered excused: illness or medical appointment, death in the family, medical emergency in the family, important personal or family business that could not be done after school hours, prearranged absences requested one week prior to the absence and approved by the school. Homework may be requested from teachers after two (2) consecutive excused absence days.

### **TARDINESS**

A tardy is entering the classroom within the first 10 minutes of class time. Tardiness to class interferes with the daily instruction and is unacceptable. Students who are late to class will 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 30 minute detention.
- 4th Tardy - Teacher documents, assigns a 70 minute detention and contacts the parent.
- 5th Tardy - Teacher makes an insubordination referral to the administrator.

Additional tardies will result in more serious consequences by administration. Excessive tardies indicate a serious problem with time management and strategies to correct the behavior will be expected. Privileges such as dances, driving to school, or club activities may be suspended until the student can prove punctuality.

### **SCHOOL-SANCTIONED ABSENCE**

Activities that are school sanctioned, such as field trips, athletic events, class meetings, college visits, and suspension, will not count toward the 7 absences allowed.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### **SENIOR SKIP DAY**

Senior skip days are not considered a school sanctioned absence and are discouraged. Participation may result in disciplinary consequences.

### **TECH CENTER ABSENCE**

Students should follow the rules for the tech center attendance. If you are going to be absent to tech center, it is the responsibility of the student to contact the tech center according to their guidelines. The phone number for the Tech Center is (269) 673-3121. Please note that an additional call to PHS may be necessary if you are going to be absent from high school for the day.

### **LEAVING SCHOOL (Under the Age of 18)**

Any student who enters or leaves the school building for any reason other than during the normal start time (7:40 a.m.) and end time (2:26 p.m.) of the school day must sign in or out at the Main Office. Students who do not sign in or out will receive a 30-minute detention.

Students who leave during the day shall incur an absence. Students who are not in attendance during the school day must obtain permission from the principal's office to be on school property before or after school that same day or disciplinary action will result. Unless a student has Age of Majority status, parents of students must sign their student in or out at the Main Office to be excused. If the parent is unable to come to the Main Office, prior authorization is required if they enter or leave the building other than the normal school day hours. An absence will be recorded for students who leave before the final 10 minutes of class, with or without permission. Students leaving during the school day without permission will be considered skipping.

### **LEAVING SCHOOL (18 years and older WITH approved Age of Majority status)**

Any student who enters or leaves the school building for any reason other than during the normal start time (7:40 a.m.) and end time (2:26 p.m.) of the school day must sign in or out at the Main Office. Students who do not sign in or out will receive a 30 minute detention.

Students who leave during the day shall incur an absence in the respective class period(s). PHS is a closed campus. Students may not come and go throughout the school day. If the student signs him/herself out, they may not return to school without documentation from a legitimate appointment.

### **SCHOOL EVENTS – MANDATORY**

Activities such as class meetings, assemblies, and pep rallies are considered mandatory. Student attendance is required and failure to attend will result in disciplinary actions following the unexcused absence policy. The only exception to this is if you attend the Tech Center or Early College.

### **VACATIONS DURING THE SCHOOL YEAR**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should 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.

### **BACKPACKS (BOOK BAGS, GYM BAGS, OR THE LIKE)**

Backpacks pose a potential threat to the security and safety of PHS students and staff. Because dangerous instruments can be concealed, the elimination of backpacks, satchels, cinch sacks, gym bags, over-sized purses and the like from high school classrooms, lunchroom, media center and common areas has been implemented. Please be advised that these items should be kept in your locker. Expect that teachers and staff will not allow backpacks and the like in classrooms and common areas. Students may carry purses with an approximate and maximum size of 12" x 12" x 5", but not on their backs. Any personal items, lockers, automobiles, school supplies, desks/tables are subject to search and seizure at any time and students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

### **BREAKFAST**

Breakfast will be served daily for a nominal cost in the cafeteria from 7:00-7:35 a.m. Food may not leave the cafeteria.

### **BUILDING HOURS**

Monday through Friday 7:00 am - 3:30 p.m.

Unsupervised students must leave the building by 3:00 p.m. Refer to section on "Supervision of Students" in Part II of this handbook.

### **BULLYING/HARASSMENT/HAZING**

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

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.



### **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) Parents are to be informed that school bus transportation is a privilege and not a right and that 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 pickup time; c) damage by their child to school buses, personal property, 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 Supervisor.
- 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 all right 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. a) Students are not allowed to play their own music devices at a level of distraction for the driver; b) Both the use of a bus radio and the station or programs which students listen to must be approved by the Transportation Supervisor.
- 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. If there is a question on the transportation of a particular item, the Transportation Supervisor should be consulted
- 10) No cell phone use allowed while being transported.

### **CELL PHONES**

Respectful use of cell phones and ECD's are expected at all times per the following guidelines. The unauthorized use of cell phones, or other electronic communication devices (ECD), including iPods and MP3 players, and electronic storage devices (ESD) are strictly prohibited in classrooms, other rooms, restrooms, locker rooms, and media center/library during the school day from 7:40 a.m. until 2:26 p.m. Students are considered in violation of this policy when cell phones or other ECD and ESD items are in use, ringing, playing music, texting, talking on, filming, in sight or taking pictures.

Sexting and taking pictures of anyone is strictly prohibited and will be subject to disciplinary and legal action. See description on page 23 and Code of Conduct on page 43. A student may possess a cell phone in school, on school property, and on a school vehicle (bus) provided the cell phone is not in violation of the aforementioned. Students may, however, use cell phones and electronic communication devices during their individual assigned lunch period and only in designated lunch areas or as assigned as part of the curriculum. Students involved in extracurricular activities and/or athletics must contact each individual coach or sponsor for rules regarding the use of cell phones, iPod, ECD, ESD, etc. for after school hours or on after-school bus trips. iPods, MP3 players, or other music/video ECD and ESD items are not to be in use between the hours of 7:40 a.m. – until the end of the school day, except during designated lunch period in the cafeteria only. These items may be assigned as part of the curriculum in a class where these items have been pre-approved by administration. The student who possesses a cell phone, or other ECD and ESD items, shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones, or ECD and ESD items, brought onto its property. These are popular theft items.

### **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, backpacks, daypacks, and other oversized items. Any item brought to school or the classroom is subject to the search and seizure policy.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### **COLLEGE ADVISER**

The role of the college adviser is to meet with all students to help determine their plans following graduation. The college adviser is also here to assist with college applications, FAFSA, scholarships and career readiness. Appointments with the college adviser can be made using this form: <https://forms.gle/a9VsCKmNHKXt6as17>. The email address for our college adviser is [collegeadviser@plainwellschools.org](mailto:collegeadviser@plainwellschools.org).

### **CLOSED CAMPUS**

Plainwell High School is committed to the safety of its students. Plainwell High School has elected to be a closed campus high school. This includes all grades, 9-12. As a closed campus, students are not allowed to leave once they enter the building, unless pre-authorized by a parent/guardian or administrator, have reached age of majority, or have been released for academic/athletic reasons. Students may not under any circumstances leave campus during lunch. Students may not come and go throughout the day. Extenuating circumstances may be approved by a principal. Any violations will result in an unexcused absence and possibly notification of police if we feel a student is in danger. Parents/guardians (**and anyone who has approved age of majority**) must sign their students in and out in the Main Office if they enter the building other than the normal academic school day starting and ending times. This also means that students are not to be on the grounds of other school district buildings during the school day.

### **COMMUNICATION ALERT SYSTEM – SCHOOL MESSENGER**

School Messenger is a very important communication tool used by the District. Please be sure to log onto School Messenger (a link is provided on the high school web page) and register. **SHOULD TELL THEM TO USE "FOR PARENTS" TAB AT THE BOTTOM.** This system is used by our high school to provide you with urgent, routine, and nonroutine information. If your phone numbers or emails change, please change them on the web site so that we are able to maintain efficient communication with you.

### **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 Use Agreement** as well as school discipline.

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

Plainwell High School keeps records of all discipline taken with students and will notify the parents via phone call or mail of all out-of-school suspensions and expulsions. When more severe discipline is taken, reasons for advancing to progressive discipline will be explained. Graduating seniors suspended during the final few days of the school year may accelerate the appeal process.

### **DANCE POLICIES/RULES**

No one will be admitted who shows evidence of alcohol or drug use. I.D. must be shown for admittance if we do not recognize who you are. You must be a student in good standing to attend.

- A) Sexually suggestive dancing will not be allowed at any dance. This includes touching of any lower body parts by one or more parties, removal of any clothing, erotic behavior, etc. The rule is dance FACE TO FACE – LEAVE SOME SPACE. Inappropriate behavior will result in immediate and permanent removal from the dance by a principal or other adult. PLEASE CONSIDER THIS YOUR WARNING. No second warning will be given. 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) Only Plainwell High School students and their registered guests will be admitted.
- D) Guests must be under the age of 21. Middle school students are not allowed to attend. A guest permit must be obtained from the Main Office, filled out and submitted to administration for their approval. A high school student is permitted one guest and is responsible for the behavior of that guest. In general, persons who have withdrawn or discontinued their education prior to graduation will not be allowed as guests. Proof of school status is required.
- E) No one may leave the dance and then return.
- F) Violations of rules will result in immediate removal from the event, possible contact of Plainwell Public Safety and/or being barred from future dances/activities for 1 year/up to remaining high school years.

### **DANCE POLICY – RENAISSANCE HIGH SCHOOL (RHS) STUDENTS ATTENDING PHS DANCES**

Attending dances at PHS is a privilege. In order to earn this right, the RHS student must be in good standing and for all purposes would be able to return to PHS if the student so chose. Therefore, the following conditions must be met.

- If a student was referred to RHS from PHS for behavioral reasons, there will be an automatic one year suspension from dances. If the student wishes to attend dances at PHS after the one year suspension, the student must apply in writing using the guest form and meet ALL of the criteria as outlined. PHS administration still reserves the right to refuse entry to the student. The decision of PHS administration is final.
- No student will be permitted who has a "No Trespass" letter issued by PHS
- RHS students may not bring guests to PHS dances but may go with other PHS or RHS students.
- Student must obtain approval from both principals of RHS and PHS.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### **DELIVERIES**

PHS is a closed campus and, therefore, many students will call for food/flower deliveries and/or call home to have parents bring something that they may have forgotten. The front office staff will help in a reasonable manner during lunch time only. Food must be paid for before delivery.

Students may not leave class to come pick up deliveries. This includes, but is not limited to, food, flowers, clothes, sports items, etc. Parents should not expect that we will call students out of class to deliver items. Exceptions to this may be for important or urgent medications. If students order food for their assigned lunch periods, the food must be prepaid and delivered during lunch time only. Please be advised that we will turn businesses away that try to deliver non-paid, out of lunch time items.

### **DISPLAYS OF AFFECTION**

In the Plainwell High School environment, the only acceptable displays of affection are holding hands, a hug, a quick kiss, and an arm around shoulders. Unacceptable displays of affection include, but are not limited to, lingered kissing, pressing up against each other or pressing into the locker to hug, and/or touching private areas. (See Code of Conduct).

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

Before displaying or distributing any printed or written materials on school property, a student must submit to the high school principal a representative copy of the material to be distributed. Within two (2) school days, 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 high school administration.

### **DRESS AND APPEARANCE**

We encourage students (males and females) to dress in a modest and respectful manner while still being able to express your individualism. 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. Please remember that your personal appearance is a reflection of who and what you are. Students should wear clothes appropriate for their body type. Dressing in a promiscuous manner or displaying nude body parts is unacceptable. It is also important to realize that the school will not permit clothing or costumes that is inappropriate or clothing that interferes with the school day.

### **EXPECTATIONS**

1. Clothing must not be too tight, too short, too sheer, or too revealing whether standing or seated. This includes tights, spandex, exercise pants and/or leggings as deemed inappropriate by an administrator. If you chose to wear these items where the outline of private body parts are noticeable, top must cover the areas fully.
2. Tops must cover the top of the shoulder. Tops must cover the neckline and side underarms appropriately. No strapless, spaghetti straps, racer backs, midribs or open side tanks/tops should be worn. Tank tops with thick straps may be worn if they meet this criteria. Cleavage must not be showing and the neckline covered as deemed appropriate by an administrator.
3. Shorts and/or skirts must at least cover the top of the thigh according to your height. Mini, tube, and/or tight spandex skirts are not allowed as they do not meet the requirements of "reasonable well-fitting clothing". Clothing items must fully cover private body parts.
4. Clothing that advertises or suggests drugs, alcohol, tobacco, obscene or violent language/graphics, gang affiliation, sexualized actions or promotion of illegal behavior on the part of citizens generally or minor children specifically is not permitted.
5. Lifestyle clothing that promotes or advertises drugs and/or any person, singer, or artist that openly sells clothing to promote a drug culture will not be permitted.
6. Clothing that reveals underwear when standing (e.g., sagging pants) or when seated (e.g., low-cut waistlines) is not permitted.
7. Footwear must be worn at all times.
8. Headgear, face masks, face paint (or anything that covers the face/head) and/or sunglasses are not to be worn (or carried about in the school) upon entering the building and through the remainder of the school day. Sunglasses at dances or indoor events are not permitted.
9. Earbuds may be worn in common areas such as, hallways and lunchroom, but with only one earbud in use. For security reasons, students need to be able to hear emergency directions.
10. 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 normal participation in school activities.
11. Spiked bracelets, dog/choker collars, wallet chains, other chains, and jewelry containing large or sharp points, or dress that presents a hazard to the health or safety of himself/herself or to others or to school property are not permitted.
12. Winter coats and winter jackets are to be kept in lockers and are not permitted in the classrooms.
13. **APPEARANCE.** 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-approval by an administrator.
15. Students will wear facial masks in accordance with the Governor's executive order.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

If you violate this dress code, you will be asked to change your clothing before you are allowed to return to class. A second notice will result in a call home and an ISS. 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 email using their common first name and last name@plainwellschools.org. i.e.: [jeremy.wright@plainwellschools.org](mailto:jeremy.wright@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 safety laws and will conduct 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 High School. It is important that we be organized and aware of how to vacate the entire structure in the least possible time. We will conduct a minimum of five (5) fire drills, two (2) tornado drills and three (3) lockdown drills during the course of the school term (required by law) and possibly others as the need arises.

#### **EXTRACURRICULAR CLUBS AND ACTIVITIES**

Plainwell High School has many extracurricular organizations that afford the student an opportunity to participate in various activities. A brochure listing all extracurricular clubs and activities is available in Student Services. All students who participate in interscholastic athletics shall meet the eligibility requirements described in the Athletic Handbook. No student who has been absent for a full school day may participate in an extracurricular activity scheduled for the afternoon or evening of that school day without the approval of the principal.

#### **HALL PASS**

No students shall be in the halls during class periods without a green hallway pass signed by school personnel. Hallway sweeps are conducted daily and consequences for being out of the classroom will be given. Any student in the hallway is required to have a completed, signed, green hallway pass. A green pass does not excuse the student from being tardy or excuse an absence.

Legitimate reasons school personnel may provide a hallway passes include:

- Bathroom or drink of water
- To get something from a locker for a class
- To complete a task for teacher
- To see someone in Student Services (emergency)
- Front office for sickness or health-related call home, etc.
- At request of an administrator
- PLUS time (after first 5 minutes)
- Media center - to print, for example.
- Excused to get something from a car
- Teacher holds student back from next class. For example, to complete a test retake

Exception to needing a hallway pass:

- Late to 1st period within first 10 minutes, must sign in front office

Reasons not to leave the classroom (examples):

- Meet a friend
- Phone home regarding after school activities or bring something they forgot
- To get food from the front office
- To sign up to see a counselor (non-emergency)

#### **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 Student Services regarding procedures for such instruction. Applications must be approved by the high 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.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### LIBRARY (MEDIA CENTER)

The library opens at 7:30 a.m. and closes at 3:30 p.m. 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, audiovisual, and online information resources that support the PHS 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 and agrees to abide by the provisions of the Technology Use Agreement. Students are expected to follow the library rules.

### LOCKERS AND DESKS

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

1. The locker will be kept clean and no signs are allowed on the locker exterior, unless they are school-related and approved.
2. No items shall be kept in the lockers which are illegal or endanger individual health, safety, or welfare.
3. Student lockers and desks are school property and remain at all times under the control of the Plainwell Public Schools; however, students are expected to assume full responsibility for the security of their lockers and desks. 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 and desks may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.
4. Police will be notified of illegal items.
5. Lock combinations will not be revealed to others.
6. Students are responsible for damage to locker.
7. Sharing of lockers or changing lockers is prohibited.
8. If the master-lock (in the locker room) is lost, you must purchase a replacement lock for \$5.
9. Personal locks (in the locker room) are **NOT** permissible.

### LOITERING

Loitering in the parking lot, school building (inside and outside) is prohibited. A student must be in assigned areas during school hours. Loitering in the parking lot or in or around the school building can lead to other problems. Loitering in the hallways during class can disrupt learning for other students. Students should leave the building or report to the homework center after their last class. Students need to have a valid pass to be in the hallways except during passing periods.

At the conclusion of the school day students are expected to leave the building in a timely fashion unless they are participating in a school sponsored activity. Students waiting for rides must wait in the front foyer. Students will not be allowed to wander the building.

### LOST AND FOUND

All articles (exclusive of athletic uniforms and equipment - return to Athletic Office) 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 High School is a closed campus. Students may not leave for lunch. See "Closed Campus" section. During lunch time, students must eat their lunch their designated area. Students are not required to purchase the school cafeteria food and may bring their own lunch.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## MEDICATION

### **PRESCRIPTION MEDICATION**

The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal every school year 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.

### **NON PRESCRIBED (OVER THE COUNTER) MEDICATION**

A student in grades 9-12 may be allowed to possess and self-administer an over-the-counter medication upon the written authorization of the parent. The parent must complete Form 5330 F1a - Authorization for Nonprescribed Medication or Treatment and submit it to the Main Office for filing in the student's records.

### **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 accordance 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 F1c); 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 parent's or physician's order.**

## MOTOR VEHICLE REGISTRATION

Each motor vehicle must be registered in Student Services before a student will be allowed to drive and park at Plainwell High School. Forms must be signed by a parent/guardian. Upon completion of the registration process, a sticker must be placed on the lower right-hand corner of the front window. There is a new designated spot for seniors available on a first come, first serve basis. Vehicle registration and permits are valid for the current school year only, so must be purchased every year. The cost is \$5 per vehicle. Use of the school parking lot is deemed consent to a search if a violation of school rules is suspected. If this consent is to be withheld, all driving and parking privileges will be revoked. (See Parking and Driving)

Students attending the Tech Center who choose to drive must have written approval. See the section under Allegan County Area Technical Education Center.

## OBSERVATION PROCEDURE

A parent/guardian who wishes to observe their student's classroom 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. DVD's and other recording devices will not be allowed. Curriculum, textbooks, and other teaching materials may also be reviewed by making a similar request.

## PARENT INVOLVEMENT PLAN

PHS 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 Connections meetings
2. Principal emails
3. Instant communication through School Messenger
4. Volunteer programs
5. Guidance programs, such as Parent Financial Aid Night
6. Other programs as needed
7. Announcements emailed daily

## PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held 3 times per year, normally in October, January, and April. The dates will be published in advance.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### **PARKING AND DRIVING**

The streets and parking lots of the school are school property, but are subject to the entire city ordinances and laws relating to the use of automobiles. **Driving to school is a privilege, not a right!** The District may conduct canine searches and periodic walkthroughs of the parking lot. Students with prohibited items in their vehicles on school property will be disciplined. Students who drive are subject to these rules:

1. Students are not permitted in the parking lot during classes or passing time.
2. Observe all traffic laws and signs and must not drive recklessly.
3. Speed limit on roads and in parking lot is 15 miles per hour.
4. Student vehicles must use only the southwest driveway on Starr Road and park only in designated student parking lots.
5. Streets on which buses are loading are closed to all non-bus traffic until 9:00 a.m. and until 4:00 p.m.
6. Vehicles that do not have a PHS parking sticker and/or are parked illegally will be issued a warning and/or ticketed and will not be allowed in the school parking lots until permission is granted by the administration and/or a sticker is purchased. Repeat offenses will result in the car being towed at the student's expense.
7. All vehicles that are parked on school property must have a parking sticker issued by Student Services and must be parked in a student-designated area. A \$5 parking fee is required to register each vehicle.
8. Students should lock their vehicles at all times.
9. If driving facilitates any type of misconduct, the administration reserves the right to revoke driving privileges and/or close campus to violators. School discipline may also be instituted, and in serious violations, a ticket may be issued by the local law enforcement agency.

### **PERFORMANCE-BASED COURSES**

Plainwell High School supports the curriculum and activities of performance based courses. These courses have unique needs and performances that require student attendance outside of the school day and are included in the grading requirements. Please refer to other handbooks or the syllabi of these performance based courses to fully understand the needs of these programs.

### **PERSISTENT DISOBEDIENCE**

Plainwell High School reserves the right to recommend expulsion or alternative placement for any student (See Board Policy 5600 Student Discipline).

### **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.

### **PROMPOSALS**

A student who wishes to ask another student in a unique way to a dance must obtain prior permission from a high school administrator at least two (2) days in advance. Extravagant promposals will not be allowed. What is deemed "extravagant" will be determined by a high school administrator.

### **RANDOM DRUG TESTING**

Please be aware that Plainwell Athletics (along with other co-curriculars) has established a random drug testing (RDT) program to help to assure that our athletes and clubs are exhibiting the proper behaviors to keep them and their members safe. All athletes/club members along with their parents will be required to sign a RDT Consent Agreement to be able to participate. Provide link for form.

### **RE-ENROLLMENT**

Students interested in re-enrolling at PHS must be eligible (credit wise) to graduate with their class; otherwise, they will need administrative approval to be admitted to PHS. Students may attend our Alternative Education program and earn back the necessary credits and then re-apply to the high school when eligible.

### **REPORT CARDS**

Progress reports are available three times per year at parent teacher conferences. Report cards contain a grade for the 12-week trimester. Trimester grades are issued in November, March, and June. Absences and citizenship are reported on the card.

### **REPORT WRONGDOING**

Students should report wrongdoing by one of the following:

- Directly report to any principal or staff member.
- OK2SAY at [www.plainwellschools.org](http://www.plainwellschools.org) website or <https://ok2say.state.mi.us/>
- Or request the help of a Quiet Hero, PAL or NHS member if you prefer.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### **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 MATERIALS**

Some classes have expenses that are the student's responsibility. In general, anything that is retained by the student for his/her personal use becomes a student expense. An account will be kept in the Main 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. 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 prior to graduation or a student diploma will not be issued. Each senior is required to pay a \$25 senior fee to cover expenses related to graduation by March of their senior year. Those expenses include: diploma cover, yearbook charges, graduation and award assembly programs, flowers, and security.

### **SCHOOL SPIRIT**

School spirit really drives a positive school culture. Show your school spirit often but keep these thoughts in mind:

1. Courtesy – toward teachers, fellow students, and the officials of school athletic activities.
2. Pride – in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship – the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports the school and does his/her utmost to keep scholastic and activity standards at the highest possible level.

### **SEARCH AND SEIZURE**

To maintain order to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks and may seize any illegal, unauthorized items, or contraband. Lockers and desks, school property under the control of the school, are subject to search at any time. Periodic general inspections of lockers and desks 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 shall be turned over to police and disciplinary action will be taken.

Drug sniffing dogs may be brought to the school to search the school and parking lot. Students found to have any illegal substance in their locker or vehicle will 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 sniffing dogs.

### **SEXTING EXPLICIT PHOTOS AND THE LAW**

In Michigan, the act of creating, soliciting, possessing, or distributing sexually explicit photos of a minor under 18 is a felony (MCL 750.145c). These photos can be sent between computers or cell phones – it makes no difference. The inquiry is whether the photo depicts someone under 18; the medium and the age of the creator, requester, sender, recipient, or possessor are irrelevant. The potential criminal penalty is significant incarceration and registration on the Sex Offender Registry.

Sexting is a cross between sex and texting. It is the act of sending sexually explicit messages or photos electronically, primarily between cell phones or wireless communication devices (WCD), but not limited to WCD's. "Sexting" is a relatively new practice and with increasing frequency is bringing teens into the juvenile justice system.

Sexting is the act of minor children electronically transmitting words or receiving and retaining nude, partially nude, lewd, sexually explicit, or graphic images of themselves or others; or graphic or sexually explicit messages. Michigan Law prohibits sexting and includes, but is not limited to, consensual images shared between youth, ages 13-18 years. A juvenile conviction for a sexual offense has serious consequences which include registering as a sex offender. Engaging in sexting may carry felony charges in the State of Michigan. 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.

### **SKATEBOARDS AND ROLLERBLADES**

Skateboards and rollerblades are not allowed on sidewalks, landscapes, or tennis and track surfaces on Plainwell Community School campuses.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.



### **STUDENT RIGHTS OF EXPRESSION & STUDENT ACTIVISM**

PHS administration encourages students to voice their opinion in a positive and constructive manner. In the event a student(s) does not agree with a procedure, policy, or decision of the school, the first step is for the student to go speak with a principal to understand the issue. It is the hope of the staff that students are proud of their school and will always present PHS in a positive manner and work constructively to resolve issues.

In accordance with Board of Education Policy 5722 and Policy 9700, students have the right, protected by the First Amendment to the US Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expression which:

- A. is obscene to minors or adults;
- B. is libelous;
- C. is pervasively indecent or vulgar
- D. advertises any product or service not permitted to minors by law;
- E. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
- F. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event. Also see "Distribution of Non-School Sponsored Materials" in Part II of this handbook.

### **SUPERVISION OF STUDENTS**

One responsibility for any teacher is the direct and actual supervision of students, while in his/her classroom and as they cross the teacher's path in the building. A teacher is expected to help provide proper supervision to students during activities that occur outside his/her classroom, such as assemblies, fire drills, locker rooms, etc. Such supervision should occur on field trips as set forth by board policy and the accompanying administrative guidelines, with any exceptions to direct and actual supervision being laid out in parent permission slips. Certain performance-based classes may have modified supervision practices based on curricular needs and additional parent permission (refer to student handbook for specifics).

### **SURVEILLANCE CAMERAS**

The Board of Education authorizes the use of video surveillance and 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 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. 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, and school and student property.

### **SUSPENSIONS**

#### **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 their schoolwork and will be given credit for work completed. 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 will be extended or the student may be sent home with an out-of-school suspension. Students may not participate in extracurricular activities or practice on the days of ISS.

#### **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. Students assigned to out-of-school suspension are encouraged to keep up with the work of their classes. Students can, however, receive credit for long-term projects provided that they are submitted on the due date and for major tests (trimester tests) when made up on the date of the student's return to school. Teachers are not required to assist students in preparing for the tests or completing the projects.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## **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 superintendent may modify these rules at any time by publishing the modified rules on the system. 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.

Share the network with others.

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

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## **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. The users of Chromebooks provided by the District or students who bring their own device will sign an Acceptable Use Policy (AUP).

## **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 - TECHNOLOGY**

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.

## **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, unless they are used as part of the curriculum approved by the teacher.**

## **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.

## **VEHICLE USE (see "Parking and Driving" above)**

**Discipline:** Violations of parking and driving procedures may result in loss of parking privilege for a period of time. Additionally a police report may be done by administration.

## **VISITOR POLICY**

All visitors to Plainwell High School must report directly to the Main Office. Visitors are requested to sign in and receive a visitor's tag to be worn at all times while in the school building. Any persons who do not follow this procedure will be requested to leave, assisted by the local police if necessary. Entrance to the high school can be accomplished only through the main front entrance after 7:40 a.m. All other doors are secured after this time. Visits to the high 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. Many alumni and friends of Plainwell High School students request to visit during the day, while school is in session, but this is no longer allowed throughout the year. Visiting is not acceptable, due to security matters, the disruption and attention visitors often bring to themselves (usually unintentional), possible confusion, and problems of identification. Those persons obtaining clearance from the Main 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.

## **WEBSITE**

[www.plainwellschools.org](http://www.plainwellschools.org) Click on "Schools", then "Plainwell High school". Most information and many forms are now available on our web page. The search box is useful to find desired content..

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## **PART III**

### **ACADEMIC POLICY**

#### **ACADEMIC FRAUD/DISHONESTY**

Academic fraud/dishonesty is any type of unethical behavior that occurs in relation to a formal academic recordkeeping or coursework. It can include plagiarism, fabrication, deception, cheating and sabotage to academic records and/or school work.

#### **ADVANCED PLACEMENT (AP)**

To receive a weighted grade, students must pass both the marking period and the trimester exam at the end of every trimester. During the first trimester of a two trimester course, and the first two trimesters of a three trimester course, the test is the Plainwell final exam. During the final trimester of an Advanced Placement (AP) course, the College Board AP exam may be substituted for the Plainwell final exam. Beginning in the 2020-2021 school year, to receive a weighted grade in AP, students must take the AP exam in May.

Students taking an AP class are not required to take the final exam if they complete the AP Test during the assigned times. Students are still required to be in attendance during the final exam period and those wishing to not attend the final period will need parent permission to leave campus. Students will receive an absence for that period if they are not present. Students must be excused prior to the start of the exam in order to leave campus. All other students are expected to be in attendance.

#### **ALLEGAN COUNTY AREA TECHNICAL EDUCATION CENTER**

Plainwell High School juniors and seniors have the opportunity of enrolling in vocational programs at the Allegan County Area Technical Education Center. Students should plan for these opportunities early since many of these vocational programs have specific spacing limitations and requirements. All rules and regulations from the Technical Center will be in effect. Students will need to follow the student handbook from the tech center and from PHS.

Information is available in Student Services or at the link: <https://www.alleganaesa.org/> under the technical education tab, then select technical programs. Technical programs include: accounting, heavy equipment operations/maintenance/repair, auto technology, building trades, computer information systems, criminal justice, culinary arts, employability skills, EMS, engineering, graphic art & design, health care science foundations, health occupations, machining & CNC, marketing & management, small business operations, teacher education, veterinary technical services, and welding.

#### **DRIVING TO THE TECH CENTER**

Release forms are available from the Tech Center or PHS Student Services. Students must have written approval from three parties to drive to the Tech Center: the parent, PHS administration and Tech Center administration. Our main concern is with the safety of the student. Students choosing to drive without written permission will be subject to insubordination under the student code of conduct. No riders are permitted.

#### **ABSENCES TO THE TECH CENTER**

If you are absent from the tech center, you must call them directly at 269-673-3121 to report your absence. (Note: if you are also going to be absent at PHS, your parent will need to excuse your absence with Mrs. McCall by calling 269-685-2430.) Tech Center attendance is required on scheduled ½ days at PHS.

#### **ALTERNATIVE CREDIT FROM RENAISSANCE HS OR OTHER ALTERNATIVE SCHOOL**

Students may apply to have credit transferred in from an alternative school. The Plainwell High School registrar, in conjunction with the school principal, will determine the amount of credit to be transferred in based on a student's transcript from another school and the current PHS applicable courses. Any fees still owing from the other school must be paid in full before credit may be awarded. If you have questions, refer to the student services office.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### CHARACTER EDUCATION - 8 KEYS OF EXCELLENCE

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 is committed to working with you to strengthen each of these keys in your 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's meaningful and important in your life. Inner happiness and fulfillment come when you mind, body and emotions are nurtured by the choices you make. © 2015 Quantum Learning Used by permission.

### COLLEGE VISITS

PHS will honor up to three (3) college visits per year. If proper documentation is provided to the Main Office, the college visit will be considered a field trip, and the visit will not be counted as an absence.

### COMMUNITY SERVICE

All students must complete 40 hours of community service to earn a PHS diploma. "Community Service" is activities which students perform to benefit the greater community and for which the student receives no compensation or any type of payment, academic credit, or personal benefit.

#### **COMMUNITY SERVICE GUIDELINES**

Students may begin earning community service hours after completion of 8<sup>th</sup> grade. Hours may be accrued throughout the calendar year, including summers. Hours performed are meant to enhance the learning environment and broaden the student's life experience. Therefore, service hours accumulated are above and beyond the normal school day, per board policy. Forty (40) hours of community service must be completed by May 15th of the student's senior year to be awarded a PHS diploma.

1. Service may be performed for non-profit schools or community organizations and/or for disabled or elderly individuals, excluding friends and family members.
2. Community service may be accrued through extra-curricular organizations such as National Honor Society, Peer Assistant Leaders, scouts, or a church youth group.
3. Food and clothing drives, yard or highway cleanup, and nursing home visits are all examples of acceptable service.
4. Hours directly related to the propagation of one's faith, such as teaching Sunday school and/or assisting at church, may count toward community service hours. Attending church services does not count.
5. Services performed for any type of business or person that makes a profit will not be accepted. This includes parents' workplaces, unless that workplace is a non-profit organization. This includes neighborhood associations, maintenance of private clubs and/or organizations in which membership fees/dues are collected.
6. Services performed that have been court assigned cannot be accepted.

The Community Service Log used for tracking hours and services may be picked up in Student Services or [found online](#). If there is a question regarding whether an activity is acceptable, see a high school administrator prior to beginning the service.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### **CREDIT/NO CREDIT POLICY**

In special circumstances, a class may be taken as credit/no credit rather than for a letter grade based on meeting the following criteria:

- The credit/no credit option must be approved by the principal/assistant principal BEFORE the trimester begins
- The credit/no credit option must be recommended to the principal through the student's IEP, 504 plan, special education case manager, or school counselor
- The credit/no credit is the same as a pass/fail system. Credit is only granted if the student passes the course at 60% or higher.

Special needs students may be better served by a personal curriculum which can modify the number of standards needed to be met in order to receive credit. The principal/assistant principal may make exemptions to this policy for extraordinary circumstances.

A student may retake a course for a better grade. Students must request in writing that the grade on a course retake replace the previous grade on their transcript.

### **CREDIT RECOVERY**

Students who are falling behind in earning credit and risk graduating on time, must work with their counselor on a plan of action to recover credit. In severe situations, students may be assigned to attend Renaissance High School as deemed necessary by the principal. A student may complete courses through our online learning lab by changing their schedule, working after school in the academic enrichment center or completing coursework online from home. These options are approved by the student's respective counselor and school principal.

### **DUAL ENROLLMENT**

There is a new legislation on eligibility for dual enrollment students. A student may dually enroll in a postsecondary institution or career and technical preparation program if they are enrolled in at least one high school class. A district is not permitted to pay for more than 10 total dual enrollment courses for any one student. There are also limits on the number of dual enrollment courses a student may take each year, depending on which year the student first dually enrolls. A student who does not complete or pass a dual enrollment course must repay tuition to the district. Parents and students will most likely end up paying for a portion of these classes. Students may replace only one high school course for each college course taken unless otherwise specified by the student's counselor and approved by the high school principal. Students who are interested in Dual Enrollment should consult "P.H.S. Eligibility for Dual Enrollment with Tuition Assistance" in the dual enrollment handbook. For complete eligibility requirements, check in Student Services or on the District's website.

### **EARLY GRADUATION**

To graduate early, a student must complete all graduation requirements outlined in the Course Description booklet. Prior to February 1, the student must submit a written request to his/her academic counselor and also must complete an early graduation application. All fees must be paid in full prior to March 1. An early graduate may participate in all graduation activities as well as the Junior/Senior Prom.

### **ENROLLMENT REQUIREMENTS**

All students are required to be enrolled in 6 units of credit each trimester or the equivalent. Third trimester seniors must have a minimum of one academic class in nature, four or five elective classes are not allowed.

### **FINAL EXAMS**

All students are required to take a final exam. The final exam counts for twenty (20) percent of the grade. If it is absolutely necessary for the student to miss the final exam, the student needs to reschedule the exam with the teacher. No early exams will be permitted. In rare, family emergency circumstances, the administration may approve an early exam.

### **FINAL EXAM EXEMPTION**

Seniors may be exempt from their final exams if the following criteria is met:

- Receive a college ready status on both sections of the SAT and pass the workkeys portion of the test.
- Receive a proficient status on the MME portion of the test.
- Receive a college ready SAT status or proficient MME status in a specific subject to be exempt from the respect final exam.

Note: The list of exempt seniors will be published in April after spring break.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### **GRADE REPLACEMENT**

A student may choose to retake a course for a better grade, the highest grade of the two courses will be applied to the transcript. Both grades remain on the transcript but the higher of the two grades gets the weight. Online courses and college courses need the approval of the principal prior to enrolling in the course in order to qualify for grade replacement.

### **GRADUATION REQUIREMENTS**

- All PHS students must earn the required credits in order to receive a high school diploma.
- Students must attend 11 (eleven) trimesters or the equivalent in order to qualify for a PHS diploma.
- Students will have 4 (four) years to finish their high school requirements (no 5<sup>th</sup>-year seniors unless granted administrative approval).
- All summer school courses must be pre-approved by your school counselor to be granted credit toward graduation. Students must pass U.S. Government their senior year in order to graduate. Students must accumulate 26.5 credits and fulfill certain requirements in order to earn a Plainwell High School diploma.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

**Graduation Requirements by Grade (Revised 9/9/2020)**

<b>Overall Credits to Graduate</b>	<b>Grad Year</b>	<b>English</b>	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>	<b>World Language &amp; Other Req.</b>	<b>Online Learning Requirement</b>
<b>26.5</b>	Class of 2021	English 9 (1 Credit) English 10 (1 Credit) English 11 (1.5 Credits) English 12 (1 Credit)  Total Credits to Graduate: <b>4</b>	Algebra 1 (1 Credit) Geometry (1 Credit) Algebra 2 (1.5 Credits) Senior Math (0.5 Credit)  Total Credits to Graduate: <b>4</b>	Earth Science (1 Credit) Biology (1 Credit) Chemistry/Physics (1.5 Credits)  Total Credits to Graduate: <b>3.5</b>	World History (1 Credit) US History (1.5 Credits)* Economics (1 Credit)* Government (0.5 Credit) *See below chart  Total Credits to Graduate: <b>3.5</b>	French/Spanish 1: 1 credit  French/Spanish 2: 1 credit (w/out TC required)	Required for all students except for students with PM Tech Center their senior year.
<b>27.5</b>	Class of 2022	English 9 (1 Credit) English 10 (1.5 Credits) English 11 (1.5 Credits) English 12 (1.5 Credits)  Total Credits to Graduate: <b>4.5</b>	Algebra 1 (1 Credit) Geometry (1 Credit) Algebra 2 (1.5 Credits) Senior Math (1 Credit)  Total Credits to Graduate: <b>4</b>	Earth Science (1 Credit) Biology (1 Credit) Chemistry/Physics (1.5 Credits)  Total Credits to Graduate: <b>3.5</b>	World History (1 Credit) US History (1.5 Credits) Economics (0.5 Credit) Government (1 Credit)  Total Credits to Graduate: <b>3.5</b>	French/Spanish 1: 1 credit  French/Spanish 2: 1 credit (w/out TC required)	Required for all students. *PM Tech Center students may have this waived, work with your counselor.
<b>30</b>	Class of 2023	English 9 (1.5 Credits) English 10 (1 Credit) English 11 (1.5 Credits) English 12 (1.5 Credits)  Total Credits to Graduate: <b>4.5</b>	Algebra 1 (1.5 Credit) Geometry (1 Credit) Algebra 2 (1.5 Credits) Senior Math (0.5 Credit)  Total Credits to Graduate: <b>4</b>	Earth Science (1 Credit) Biology (1.5 Credits) Chemistry/Physics (1.5 Credits)  Total Credits to Graduate: <b>4</b>	World History (1 Credit) US History (1 Credits) Economics (1 Credit) Government (1 Credits)  Total Credits to Graduate: <b>4</b>	French/Spanish 1: 1 credit  French/Spanish 2: 1 credit (w/out TC required)	Required for all students.
<b>31</b>	Class of 2024	English 9 (1 Credit) English 10 (1.5 Credits) English 11 (1.5 Credits) English 12 (1.5 Credits)  Total Credits to Graduate: <b>5</b>	Algebra 1 (1.5 Credits) Geometry (1 Credit) Algebra 2 (1.5 Credits) Senior Math (0.5 Credit)  Total Credits to Graduate: <b>4</b>	Earth Science (1.5 Credit) Biology (1 Credit) Chemistry/Physics (1.5 Credits)  Total Credits to Graduate: <b>4</b>	World History (1 Credit) US History (1.5 Credits) Economics (1 Credit) Government (1 Credits)  Total Credits to Graduate: <b>4</b>	French/Spanish 1: 1 credit  French/Spanish 2: 1 credit (w/out TC required)	Required for all students.

Class of 2021 ONLY: Due to the Covid-19 pandemic that began in the 3rd trimester of junior year, the following adjustments were made regarding social studies:

\*Students who failed or earned NCR for US History C or Economics B class may make it up with another approved Social Studies course (Psychology, Sociology, US Civil War, or Tech center for Econ B only etc. Counselor will determine eligibility).

The Plainwell High School requirement is that all students take the A, B, and C sequence in English, Math, Science, Social Studies, and World Language Year 1 during applicable years when three sections ran of the course.

AND Two out of three must be passed in each academic year per subject area (English, Math, and Year 1 World Language only).

AND Students must hit the overall credit requirement in each academic area.

Seniors not attending Tech Center must have 4/6 academic classes in their senior year. These courses can be a mix of graduation requirements, AP courses, or other academic electives.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.



### **GRADING SCALE**

<b>GRAD E</b>	<b>GPA</b>	<b>PERCENTAGE</b>
5.0 A*	5.0	N/A
A	4.0	92.50 - 100%
A-	3.67	89.50 - 92.49%
B+	3.33	87.50 - 89.49%
B	3.0	82.50 - 87.49%
B-	2.67	79.50 - 82.49%
C+	2.33	77.50 - 79.49%
C	2.0	72.50 - 77.49%
C-	1.67	69.50 - 72.49%
D+	1.33	67.50 - 69.49%
D	1.0	62.50 - 67.49%
D-	.67	59.50 - 62.49%
E	0.0	<59.49%

### **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

### **HONORS AND AWARDS**

**PHS recognizes students at end of the school year in two venues: the Honors Ceremony for Seniors and parents held in May of each year and the Awards Assembly held with the student body in May of each year.**

**Some specific recognitions include:**

**Honor Roll** – The honor roll is published each 12-week grading period and lists students who had a 3.00 GPA and above. Seniors who have maintained a 3.50 GPA average through eleven (11) trimesters receive a gold cord to wear at graduation.

**Honors Diploma** – Students that have completed a minimum of five AP courses, including at least one AP course in each core subject, while maintaining a minimum 3.0 GPA on all core courses and meet all PHS and Michigan Merit Curriculum requirements will be granted a Diploma with a gold seal.

**Top Honors** – Students who earn a weighted, cumulative GPA of 4.0 or greater upon the completion of their 2<sup>nd</sup> trimester of their senior year are designated as a Top Honor student and receive a medallion in recognition of this achievement.

**Attendance Award** – Students with perfect attendance will be recognized at the Honors Assembly.

**Department Awards** – Each department selects its most outstanding senior to receive a certificate

**SAT Excellence (formerly the ACT over 30 Club)** – Any student who achieves the equivalent of an ACT score over 30.

### **INCOMPLETES**

If a student does not complete the necessary class work because of circumstances beyond his/her control, a grade of "I" (incomplete) will be recorded and 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. If it is not done, 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**

- It is the student's responsibility to make up all assignments made during the student's absence.
- Work assigned before a student's absence is due on the day the student returns, if the student was absent on the due date.
- 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 only work that the teacher would accept after ten (10) days is the work due on the fifth day of absence.
- Make-up work, including tests, may be denied to students who leave school without permission.
- Make up work does not apply to performance based classes where students miss performances that are indicated as part of the student's' grade, such as band, choir, PSP, etc.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### **NATIONAL HONOR SOCIETY**

PHS is very proud of its chapter of the National Honor Society. Members of the senior and junior class may choose to apply for membership on the basis of scholarship (3.50 GPA), leadership, service, and character. See the respective teacher adviser.

### **ATHLETIC ELIGIBILITY**

To be considered on track to finish a specified class on time in an online class, a daily average of 1.667% of the class should be completed (100% of the course / 60 days in the trimester = 1.667%/day). For student athletes taking 1 or more online courses as part of their 5 scheduled periods, they will need to complete a minimum of 1.667% of a class per day (8.4% of their course per week), along with a 60% or above for their "Overall" grade. If the "Overall" grade is below 60%, or they have not completed an average of 1.667% per class period per day for the week, this class will be deemed "ineligible" for athletic checks.

**Example:** Student has 3 class periods of online classes, he or she would need to complete a total of 25.2% course completion to meet the minimum progress. This could mean the student completed 8.4% in each class, or worked solely on 1 class and completed 25.2%

### **ONLINE CREDIT**

Classes may be taken for credit only from an accredited institution and with **pre-approval** from the student's counselor and/or an administrator. Requests may be considered for the following reasons: History of failure in cores and success online, credit recovery, and/or medical reasons.

### **PEER ASSISTANCE LISTENERS (PALS)**

Following the successful completion of the PALS class, students are scheduled to be available at the high school, middle school, and elementary buildings to help with a variety of problems, including academic and personal problems. A "PAL" will have their choice of placement and serve as a positive role model, tutor, teacher's aide, buddy, etc. A listing of PALS is available in Student Services.

### **PERSONAL CURRICULUM**

The personal curriculum (PC) is a tool for modifying the Michigan Merit Curriculum (MMC) for an individual student. Please see your counselor for a guide to help determine when a personal curriculum may be appropriate. The State Statute allows a change in the MMC in four specific incidents: to go beyond the academic credit requirements, to modify the mathematics requirement, to modify credit requirements with an Individualized Educational Plan (IEP) or to modify credits for a transferred student. See the "Annual Notice on the Right to Request a Personal Curriculum" found on the high school's web page.

### **RENAISSANCE HIGH SCHOOL**

Once students enroll at Renaissance High School, in order to return to Plainwell High School, students must demonstrate success both academically and in their behavior. Examples of evidence for success are as follows:

1. Passing all classes with a GPA of 2.00
2. 75% attendance within the last 9-week period
3. Good/excellent citizenship and behavior with no suspensions
4. A recommendation letter from the senior instructor and director

Final decision will be made by high school administration and counseling staff.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### **SCHEDULE CHANGES**

The process of course selection and schedule development is a critical step in the academic process. Course selection begins in February with small group meetings. All initial requests are completed in February in small groups with the student's counselor. All graduation requirements and course prerequisites are discussed thoroughly.

After students submit their course selections a master schedule is developed. The master schedule has a tremendous impact on numerous academic decisions. The allocation of staff, whether a course will be offered, and resources needed are all derived by the projected course enrollment done during the course selection process. Schedules are given to students in August during orientation. We request that students make any necessary changes for all three trimesters at that time. We will work with students on a case-by-case basis but can not assure that all changes will be possible. All schedule changes begin with an online request. For A-K, the link is: <https://forms.gle/99qXhHBczAKhXf6t9> and for L-Z, the link is: <https://forms.gle/V4rVPZsM2XX65Aq7A>.

Once the school year has begun, schedule change options are limited. We do recognize that there are extenuating circumstances. Students are given the deadline of the first day of the trimester to make any schedule changes. As a rule of thumb, no schedule changes will be made once classes begin. If you would like to make a change to your schedule after the trimester has begun, students must fill out the request online and a committee will review the request. After the 3rd week of class, if the student does receive permission to change a class per PHS Building Principal approval, the student will receive an E for the final grade of the original class.

The school reserves the right to change a student's schedule to balance classes and meet graduation requirements. Unfortunately, we are unable to honor specific requests for teachers.

### **SELECTIVE SERVICE**

Please be advised that the Federal Government requires all male students upon the age of 18 to register for the selective service. Per school board policy, this is your official notification.

### **STUDENT ASSESSMENT**

In order to be eligible to participate in graduation or graduation activities, students must actively participate in the State and District assessments given in the spring of the junior year. Students must demonstrate that they are working and applying themselves to their maximum potential on the exams.

### **STUDENT PROGRAMS**

Plainwell High School recognizes that students have a variety of non-academic needs. The following student programs assist these students on an as needed basis: PALS – trained peer assisted leaders are available to support and talk to students on a request basis; Peer Mediation – is an alternative for students who have a conflict to work through and resolve an issue (in lieu of discipline) as recommended by a staff member or administrator; Quiet Heroes is an anti-bullying, immediate, peer intervention program that assists students who are being bullied; and Teen Leadership is a course that builds leadership skills within the school and promotes public speaking and positive student engagement. Ask for a "clubs" brochure for other student programs.

### **SUBSTANCE ABUSE SELF DISCLOSURE**

Any student who by himself/herself, or with their parent/legal guardian, voluntarily discloses to a counselor or administrator that they are in need of help due to substance abuse prior to any reports, charges or complaints shall be assisted to undergo a substance abuse evaluation & recovery program at the family's expense. A student who completes a substance abuse recovery program shall be able to apply for/try out for any extra-curricular programs without judgment. These situations will remain confidential. Plainwell High School respects students who come forward to get assistance and will do whatever is reasonable to assist the student in reaching their goals.

### **TESTING OUT**

Students who believe they have already mastered course material may have the opportunity to "test out" of a course. Testing out successfully waives the specific requirements of the course and permits the student to take more advanced courses in this area. Test waivers cannot be requested once a class begins (See Board policy #5460B). Materials may be picked up after August 15 for 1<sup>st</sup> trimester. All test out exams are administered during end of trimester exams. Materials may be picked up at anytime prior to the exam. Please leave adequate time for the department chair to gather the materials.

### **WAYS TO EARN CREDIT**

1. Take the class and pass (traditional)
2. Retake failed class (online or traditional)
3. Test out of a class, earn 77% plus additional measures as applicable (For Students who never took the class in the past)
4. Take the class and fail, but pass final with a 77% or better, complete additional measures per department policy. Student will present materials to a committee as selected by administration. Teacher will give student an Incomplete for the class and the student will have 1 week to complete additional measures such as portfolio, speech, etc. Committee will award or deny credit based on mastery. If the student has 8 or more absences, then Maximum Days absent applies.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

#### **WEIGHTED GRADES**

PHS believes in encouraging students to take challenging courses. To that end, PHS will provide students with a weighted grade for their efforts. In order for a course to receive a weighted grade, the course must be substantially more difficult than a traditional high school course. There are three (3) separate weighted grade policies:

1. AP Courses – offered at PHS and are weighted on a 5.0 scale
2. Honors world religion are weighted on a 4.5 scale
3. College courses above the 300 level will be weighted on a 5.0 scale.
4. Any ATYP= English course will be weighted.

No other courses will be weighted without prior approval from the principal, instructor, and department chair.

#### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent/guardian. For more information on attendance laws, refer to Revised School Code under MCI 380.1561.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## PART IV

### STUDENT CODE OF CONDUCT

#### **NOTE:**

ISS = In-school suspension

OSS = Out-of-school suspension

#### **CODE OF CONDUCT GUIDELINES**

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

We expect the behaviors listed below, and in the following pages, to be strictly followed:

- abide by national, state, and local laws, as well as the rules of the school;
- respect the civil rights of others;
- school rules apply anytime you are on PCS Campuses or any school event, not just during school hours;
- 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 the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- 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.

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. This authority 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 high 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 discipline 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. Plainwell Community Schools celebrates the participation and success of each and every student. Each student deserves the opportunity to learn and develop the skills necessary to be a responsible citizen.

**Anyone committing the following actions is in violation of State Law:** Distribution/intent to distribute drugs, alcohol (on/off campus), 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, theft or extortion, use and/or possession of tobacco and other illegal substances, vandalism – including graffiti, threats and intimidation, repeated suspension, bullying, verbal assault, harassment, related to, but not limited to (race, gender, age, handicap), and/or hazing. Students who repeat these offenses will be subject to progressive discipline, which may lead to a recommendation for expulsion while ensuring due process rights.

#### **PROGRESSIVE DISCIPLINE**

We want our students to have the opportunity to learn from their mistakes and improve behavior. It is important that students and parents see that disciplinary measures are progressive. In other words, the penalties are more severe with each additional offense of a given behavior.

We also commit to work at educating our students regarding the proper way to behave and will appreciate the chance to work cooperatively with both students and their parents. We believe that this is the best way to assure that all of our students have every chance to learn and enjoy their education in a safe and orderly environment.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## **DISCIPLINARY APPEALS**

You have due process rights, which allow you and your parents the opportunity to request reconsideration of disciplinary consequences longer than three days. Please refer to Plainwell's Board Policies for further information on the appeal process.

## **VIOLATIONS**

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

- A. STUDENT'S USE, OR UNDER THE INFLUENCE, OR IN POSSESSION OF any alcoholic beverages, stimulants, street drugs, 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, painkillers, herbal remedies and cold medicines are prohibited. Students who use, possess or ingest these drugs, look-alike substances, and/or unauthorized prescriptions will be suspended or recommended for expulsion.
- B. SELLING, PURCHASING, 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, painkillers, herbal remedies and cold medicines are prohibited.

**Discipline:** A = 10 day OSS, or a 5-day OSS, with the completion of a Bio, Psycho, Social Chemical Assessment at a licensed treatment agency approved by the administration 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. Any student in grade 6 or above who physically assaults a school district employee, volunteer or contractor shall be permanently expelled, subject to reinstatement after 180 school days. A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 SCHOOL days.

**Discipline:**

- A. 5 - 10 days OSS will be assigned depending on the severity of the incident and possible expulsion based on PCS board policy. Notification to superintendent. Notification to parents and possible police report as determined by the outcome.
- B. Upon a staff member: 10 days OSS, pending expulsion, police report.  
Upon a student: 5 - 10 days OSS, possible expulsion, police report.

### **BACKPACKS (BOOK BAGS, GYM BAGS, OR THE LIKE)**

**Discipline consequences for the violation of this policy and use of backpacks or the like in prohibited areas:**

- 1<sup>st</sup> Offense – Any staff member may confiscate the bag and turn it into the Main Office; the bag will be returned to the student after meeting with the principal.
  - 2<sup>nd</sup> Offense – Confiscated and turned into the Main Office; parent required to pick up the bag or call an administrator.
  - 3<sup>rd</sup> Offense – 1 day OSS; Principals reserve the right to disallow students from carrying any bag unless there is a documented personal health need.
- Further offenses may result in increased suspension days.

### **BOMB THREATS**

Threatening to set off an explosive device on school property.

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

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## **BULLYING/CYBERBULLYING/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. By law, students are not to be discriminated by basis of age, race, religion, color, national origin, marital status, sexual orientation (perceived), gender identity/expression or disability but may also include (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.).

- 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 handheld 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, electronic (cyberspace) or a combination of all four. Some examples of bullying are:
  - 1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings; 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.
  - 4. "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.
- D. "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.).
- E. "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. Students are entitled to assurance of confidentiality for those who report an act of bullying, together with procedures to safeguard that confidentiality.

**Discipline:** 1 day ISS to 1 -10 days OSS, possible expulsion and/or police report.

Reporting of bullying/Harassment may be handled in 3 ways:

- 1. PHS Harassment Form
- 2. OK 2 Say
- 3. Report to an PHS adult.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## **CELL PHONES**

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

- 1<sup>st</sup> Offense – The teacher will confiscate the cell phone or electronic device until the end of the school day, return the device with a warning, and provide the Main Office with a copy of the warning
  - 2<sup>nd</sup> Offense – The teacher will confiscate the device and turn it into the Main Office; the device will be returned to the student after meeting with the principal.
  - 3<sup>rd</sup> Offense – Confiscated and turned into the Main Office; parent required to pick up the device or call an administrator.
  - 4<sup>th</sup> Offense – 1 day OSS; Principals reserve 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.

### **Cell phones related to cheating**

The use of cell phones, or other ECD or ESD items, in any way to communicate, receive/send personal text messages, data, or information that would contribute to or constitute cheating on tests or exams will be subject to disciplinary action under the Student Code of Conduct. This means that school administrators may review messages and videos on the cell phones for this purpose.

**Students found to be using cell phones, or other ECD and ESD items, in violation of these rules, shall be subject to disciplinary action under the Student Code of Conduct. Where appropriate, police authorities may be contacted.**

### **Cell phones related to profanity, obscenity, bullying, hazing, or fighting**

Students found to be using cell phones, or other ECD and ESD items, in any way to display verbal, social or physical harm to another individual will be subject to disciplinary action under the Student Code of Conduct. Where appropriate, police authorities may be contacted.

Cell phones, or other ECD and ESD items, may be confiscated by administration and used as evidence in investigating any bullying/hazing/harassment or other severely negative behavior. This means that school administrators may review messages and videos on the cell phones for this purpose.

**Students found to be using cell phones, or other ECD and ESD items, in violation of these rules, shall be subject to disciplinary action under the Student Code of Conduct. Where appropriate, police authorities may be contacted.**

## **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. (Note: student may retake or redo the assignment for a grade no higher than 59%)

Academic Dishonesty List (see Section II)

- 1<sup>st</sup> offense – 1 day ISS
- 2<sup>nd</sup> offense – 3 days OSS
- 3<sup>rd</sup> offense – 5 days OSS
- 4<sup>th</sup> offense – Up to 10 days OSS and possible referral to Renaissance High School

NOTE: Cheating/plagiarism may result in loss of honor status depending on the severity of the situation(s).

## **DATING VIOLENCE**

Any student who believes s/he has been or is the victim of dating violence should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Dating violence means violence between students who presently have, or have had a past, continuing and significant relationship of a romantic or intimate nature. Violence is any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, or false imprisonment, or any criminal offense resulting in physical injury by a student against any other student and in addition thereto includes insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse, abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental or both. HS administration will take extreme care in dealing with any dating violence while conducting an investigation.

## **DESTRUCTION OF PROPERTY (VANDALISM)**

- A. Unintended damaging school or personal property as a result of inappropriate conduct.
- B. Willful and/or deliberately damaging school or personal property.

### **Discipline:**

- A = Restitution and 1 day ISS up to 3 day OSS
- B = Restitution and a 5 day OSS up to recommendation for expulsion. Police notification.

Note: Vandalism happens in all forms, from minor infractions, such as defacing desks, to destroying the appearance of buildings. The severity of the situation will determine the degree to which legal consequences are pursued.

## **DETENTIONS**

Detentions are assigned by staff members as a result of behavior non-compliance, unexcused absences or tardiness to class. Detentions are supervised by the Behavior and Suspension Coordinator(BSC). If you need to reschedule a tardy due to a legitimate conflict, you may do so with the BSC. A missed detention will result in the next level of discipline. For example a missed 30 minute results in a 70 minutes, a missed 70 minute results in an OSS. Schoolmessenger notices are sent daily to inform students and parents of the missed detentions.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.



### **DISMISSAL FROM CLASS**

Any student who is dismissed from class for disciplinary reasons must immediately report to Student Services and sign in.

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, discipline referral

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

### **DISORDERLY CONDUCT**

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disorderly conduct is any unlawful student assemblage; or group act of violence, disruption, vandalism, or building seizure; or interference with the function of school personnel or any student or group of students, such as rioting, breaking-in, sitting-in, lying-in, smashing-in, or picketing to force students not to cross picket lines, etc.

### **DISRUPTION IN CLASS/SCHOOL**

Behavior is considered a disruption if a teacher is prevented from starting an activity or lesson or has to stop instruction to address the disruption. Examples of this are talking, making noises, throwing objects, or otherwise distracting another person.

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

1<sup>st</sup> offense – teacher intervention, discipline referral

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

### **DISPLAYS OF AFFECTION**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. In the Plainwell High School environment, the only acceptable displays of affection are holding hands, a hug, a quick kiss, and an arm around shoulders.

**Discipline:**

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

2<sup>nd</sup> offense – 1 day ISS (Proceed with insubordination consequences)

3<sup>rd</sup> offense – OSS (depending on the severity of the offense)

### **DISRESPECT TO OTHERS**

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

2<sup>nd</sup> offense – teacher/parent contact

3<sup>rd</sup> offense – discipline referral + detention through expulsion

### **DISRESPECT DIRECTED AT A STAFF MEMBER**

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

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

B. Disrespectful tone or language toward a staff member.

**Discipline B:** 1 Day ISS through 2 days OSS.

### **DISRUPTIVE BEHAVIOR**

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

**Discipline:** 1 day ISS through 3 days OSS.

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

A. Any material handed out or displayed on school property without administrative approval.

B. Transfer, streaming, or posting of electronic media files that contain inappropriate content.

**Discipline:**

A. Detention through a 3-day OSS.

B. 3 day ISS through 10 day OSS, possible expulsion, police report.

### **DRESS CODE AND APPEARANCE**

Students shall follow the dress code as listed as described in Part II, Building Policies and Procedures of this handbook.

**Discipline:**

1<sup>st</sup> offense - Change of clothes, warning and placed on the list in the front office.

2<sup>nd</sup> offense - insubordination, 1 day ISS (students may be sent to ISS at the time of the 2<sup>nd</sup> occurrence). Parent contact.

3<sup>rd</sup> offense - 1 day OSS.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### **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, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. 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 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 report

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

Possession of gambling paraphernalia or 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.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## HALL PASSES

No students shall be in the halls during class periods without a green hallway pass signed by school personnel. Hallway sweeps are conducted daily and consequences for being out of the classroom will be given. Any student in the hallway is required to have a completed, signed, green hallway pass.

Legitimate reasons school personnel may provide a hallway passes include:

- Bathroom or drink of water
- To get something from a locker for a class
- To complete a task for teacher
- To see someone in Student Services (emergency)
- Front office for sickness or health-related call home, etc.
- At request of an administrator
- PLUS time (after first 5 minutes)
- Media center - to print, for example.
- Excused to get something from a car
- Teacher holds student back from next class. For example, to complete a test retake

Exception to needing a hallway pass:

- Late to 1st period within first 10 minutes, must sign in front office
- Switch time during PLUS time within first 5 minutes

Reasons not to leave the classroom (examples):

- Meet a friend
- Phone home regarding after school activities or bring something they forgot
- To get food from the front office
- To sign up to see a counselor (non-emergency)

Notes: A green pass does not excuse the student from being tardy or excuse an absence.

1st offense: warning

2nd offense: 30 minute detention

3rd offense: 70 minute detention

Continuous offenses: 1 day ISS to 3 days OSS

## HAZING

Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

**Discipline:** 1 day ISS to 1 -10 days OSS, possible expulsion and/or police report.

## HORSEPLAY

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

**Discipline:** Warning, teacher intervention, parent contact, 1 day ISS to 3 day OSS. Restitution.

## ILLEGAL ENTRY TO ANY SCHOOL BUILDING

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

## 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.

## 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.

## LOITERING

Loitering in parking lots and in and around the school building is prohibited. One warning will be issued and then students violating this policy will be subject to insubordination.

**Discipline:** detention through OSS.

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## **LYING**

When a 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.

## **PERFORMANCE ENHANCING SUBSTANCES**

Pursuant to state law, the illegal use of a performance-enhancing substance by a student who seeks to, and/or actively does, participate in interscholastic athletics may result in loss of eligibility for any participation in interscholastic athletics as determined by the Board of Education. See the PHS Athletic Handbook for consequences of use.

NOTE: The District reserves the right to recommend more severe discipline based on the nature of the violation.

## **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 (Note: student may retake or redo the assignment for a grade no higher than 59%)

1<sup>st</sup> offense – 1 day ISS

2<sup>nd</sup> offense – 3 days OSS

3<sup>rd</sup> offense – 5 days OSS

4<sup>th</sup> offense – Up to 10 days OSS and possible referral to Renaissance High School

NOTE: Cheating/plagiarism may result in loss of honor status depending on the severity of the situation(s).

## **POSSESSION OF DRUG PARAPHERNALIA**

Possession of any item for the intended use of illicit drugs. This includes "vapes, e-cigarettes", rolling papers, pipes, or the like, may be considered drug paraphernalia.

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

## **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, computer games, etc. Certain devices may be permitted for health or other reasons, if approved by the principal. (See cell phone policy)

**Discipline:** Confiscation of item with possible disciplinary action if necessary.

## **PROFANITY and/or OBSCENITY**

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward another person.

A. Student is specifically directing the profanity toward another person or group.

B. Incidental is not specifically directed toward another person or group.

**Discipline:** A=1 day ISS through 5 day OSS. B=detention through 3 day 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 WCD's.

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

## **SKIPPING**

Skipping will be recorded as an unexcused absence and chronic skipping situations will be considered for truancy. Students who are caught skipping class(regular and PLUS time) will be subject to additional consequences.

**Discipline:**

1<sup>st</sup> offense = Unexcused absence, sent to class, teacher call to a parent or guardian

2<sup>nd</sup> offense = 30 minute lunch detention, unexcused absence, sent to class, teacher call to a parent or guardian

3<sup>rd</sup> offense = Referral to office, 1 day ISS

Continuous = Parent meeting, possible truancy

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

## **TARDINESS**

Tardiness to class interferes with the daily instruction and is unacceptable. Students who are late to class will 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 30 minute detention.
- 4th Tardy - Teacher documents, assigns a 70 minute detention and contacts the parent.
- 5th Tardy - Teacher makes an insubordination referral to the administrator.

Additional tardies will result in more serious consequences by administration. Excessive tardies indicate a serious problem with time management and strategies to correct the behavior will be expected. Privileges such as dances, driving to school, or club activities may be suspended until the student can prove punctuality.

## **TEASING AND TAUNTING**

Picking on students that is considered by the victim as hurtful or annoying.

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

## **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. 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.

**NOTE: The District reserves the right to adjust discipline based on the nature of the violation**

## **THROWING FOOD**

Throwing food at an object or at an individual.

**Discipline:** 1 to 5 day OSS, plus cleaning up the area that was littered.

## **TOBACCO/VAPES (And electronic versions of e-cigarettes)**

The use or possession of tobacco/vapes 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, Vapes, vape juice, tobacco, chew, etc. 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

C. 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 will be issued.
- 2<sup>nd</sup> offense = 5 day OSS, police report and citation.
- 3<sup>rd</sup> offense = 10 day OSS, police report and citation, repeat.

## **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 AND/OR UNEXCUSED ABSENCES)**

A truancy officer is on site at PHS. The truancy officer works directly with Allegan Family Court in reporting students who are truant. A student is considered truant if excessive absences are occurring and the lack of attendance is jeopardizing the student's education. If a student is caught skipping it will be considered an unexcused absence. A second offense will result in a contact to a parent/guardian and an ISS for insubordination. Continuous skipping will be considered truant. Truancy is considered a violation of law and will be handled accordingly.

**Discipline:** 1st offense- unexcused absence

2nd offense- contact to parent/guardian and an ISS for Insubordination

## **UNEXCUSED ABSENCE**

Unexcused absences are taken very seriously by Plainwell High School staff. If a student is absent one or more class periods on any given school day without permission from a parent/guardian, the student's absence will be considered unexcused. **Students late to class more than 10 minutes are marked absent.** The following are examples of unexcused absences: oversleeping, faulty personal transportation, family trips that are not pre-arranged at least two school days prior to the absence, staying home, and lack of timely notice by calling the attendance line (685-2430) OR emailing [attendancephs@plainwellschools.org](mailto:attendancephs@plainwellschools.org) to report the absence. 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 at approximately 6:55 p.m.
2. A 70 minute detention will be assigned to the student if the parent has not called to excuse the absence from the previous day by 12:00 (noon) the following day.
3. Failure to attend a 70 minute detention will result in a phone call home by the detention supervisor. Failure to serve the 70 minute detention will result in an insubordination referral and a possible one day out of school suspension or more, depending on the severity, will be assigned.

**Note:** If a student believes there has been an error made in their daily attendance, **PLEASE ADDRESS THIS IMMEDIATELY WITH YOUR TEACHER.** Once consequences have been assigned, changes will only be granted for extenuating circumstances.

## **UNSAFE ACTIONS**

Students will not participate in unsafe actions as determined 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 District prohibits students, staff and visitors 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 "weapon" means 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, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Any student who has reason to believe that a person has or will violate this guideline shall report to the school principal or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

A principal or activity supervisor receiving a report of weapons possession shall have the option of conducting a search for the weapon in accordance with PHS Board of Education Policy [5771](#), Search and Seizure, or contacting the police for assistance.

Any interaction with the person should have as its primary objective the safety and welfare of people in the area rather than the obtaining possession of the weapon.

## **Expulsions/Suspensions - Required by Statute**

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

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.

### **Weapons, Arson, Criminal Sexual Conduct**

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board need not expel for possession of a dangerous weapon if the student can establish to the satisfaction of the Board that:

- A. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;**
- B. the weapon was not knowingly possessed;**
- C. the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;**
- D. the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.**

#### **Discipline:**

The Board (*Superintendent*) will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board (*Superintendent*) can demonstrate that it considered each of the factors listed in the section titled "restorative practices". For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board (*Superintendent*) will still consider the factors.

**Note: First time offenses could result in a recommendation for expulsion, depending on the nature of the incident and the review of seven factors listed in the restorative practices.**

### **OTHER SCHOOL RULES**

Violations of other reasonable standards of conduct.

**Discipline:** Warning, detention, suspension, expulsion

**Note: First time offenses could result in a recommendation for expulsion, depending on the nature of the incident.** Plainwell Community School is required to follow Federal and State Regulations when applying disciplinary consequences concerning Special Education Students.

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. Board policy 5610.01.

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

Who suspends? Building administrator or designee

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 may be appealed to the building principal within two (2) school days if given by designee from the principal's decision, the parent may appeal the suspension to the superintendent.

#### **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 parents(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).

#### **APPEALS**

The superintendent shall affirm or modify the decision within two (2) school days from hearing the appeal.

1. Appeals, within two (2) school days, 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.

#### **REINSTATEMENT AFTER EXPULSION**

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

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.



## **RESTORATIVE PRACTICES**

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

Restorative practices may include victim-offender conferences that:

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

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

NOTE: The district reserves the right to recommend more severe discipline based on the nature of the violation.