



Student Handbook  
2025 - 2026

**2025 - 2026 WHS Student Handbook**  
(Revised May 2025)

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# Western High School Information

Address: Western High School  
1400 S. Dearing Rd.  
Parma, MI 49269

Web Address: [www.wsdpanthers.org](http://www.wsdpanthers.org)

Phones: (517)841-8200 (Main Office)  
(517)841-8282 (Fax)

Facebook: @westernhighschoolpanthers

School Colors: Maroon and Gold

Mascot: Panther

School Song:

**Western High School Fight Song**  
Western High School hats off to thee,  
To our colors true we will ever be,  
Firm and strong united are we,  
Rah, rah, rah for Western High,  
Fight, fight, fight, fight,  
Victory for Western High.  
On you Panthers, let's win this game,  
Lead us onward, upward to fame,  
Glory, honor always our aim,  
Rah, rah, rah for Western High,  
Fight, fight, fight, fight,  
Victory for Western High  
Fight!

## **WELCOME TO WESTERN HIGH SCHOOL!**

The high school experience is much more significant than any other four years. It is a compilation of traditions, influences, individual growth, and collective spirit. The lessons learned in its classrooms and laboratories constitute only a small part of the education offered. We urge you to embrace all that Western has to offer you. Use the information in this manual to help you get the most out of your time here. There are many dedicated adults here to assist in your success.

### **Western School District Vision Statement:**

“Encouraging all students to dream while preparing them to succeed as global citizens.”

### **Western School District Mission Statement:**

“Working together with our community to educate all students as individuals to be successful in a complex world.”

### **Western High School Administration/Office Personnel**

The high school administrative staff can be reached during regular school hours (7:15 am-3:00 pm). If they are not immediately available, the secretary may be able to help you or a message can be left and your call will be returned. Generally, questions or concerns should be directed to:

Dr. Jared Vickers	841-8200	Principal
Miss Aisleen Pack	841-8200	Assistant Principal
Mr. Jeffrey Beckman	841-8200	Behavior Specialist
Mrs. Eliza Wadsworth	841-8200	Lead Secretary, General Information
Mrs. Bobbie Blakemore	841-8272	Records Clerk/Report Cards
Mrs. Cara Videto	841-8274	Attendance Clerk
Mrs. Becky Callender	841-8283	School Counselor A-G
Mrs. Katie Sullivan	841-8268	School Counselor H-O
Mr. Josh Smith	841-8276	School Counselor P-Z
Mr. Alex Dowley	841-8273	Student Responsibility Center Supervisor
Mr. Tyler Ridgeway	841-8250	WSD Athletics Director WHS Assistant Principal
Mrs. Tonya Bassett	841-8250	Facilities Requests

### **Western School District Administration**

Mr. Mike Smajda	841-8170	Superintendent of Schools
Mr. Ryan Tripp	841-8180	Director of Programs

# Panther Pride

We expect all staff and students to take pride in being part of Western High School. The way each of you approach your classmates, classes, and community sets the tone for our school.

Panther Pride is defined by all staff and students being Respectful, Responsible and Ready.

## Respectful

- Treat others how you want to be treated.
- Take on a servant mentality.
- Take pride and ownership in our school.
- Use good manners, be courteous to visitors, use kind words and actions.

## Responsible

- Be on time
- Be where you are supposed to be
- Be doing what you are supposed to be doing
- Be supportive

## Ready

- Be ready for every class, every day
- Be ready to make great choices
- Be ready to lead by example
- Be ready for life after high school

# Daily Bell Schedule

## Regular Day Schedule

1st Hour	7:35 - 8:26	
2nd Hour	8:31 - 9:22	
3rd Hour	9:27 - 10:18	
4th Hour	10:23-11:13	
	10:52-11:42	(1st Lunch 10:18 - 10:47) (2nd Lunch 11:13 - 11:42)
5th Hour	11:47 - 12:38	
6th Hour	12:43 - 1:34	
7th Hour	1:39 - 2:30	

## Wednesday Early Release Schedule

1st Hour	7:35 - 8:17	
2nd Hour	8:22 - 9:04	
3rd Hour	9:09 - 9:51	
4th Hour	9:56 - 10:38	
5th Hour	10:43 - 11:59	(1st Lunch: 10:38 - 11:08) (2nd Lunch: 11:26 - 11:56)
6th Hour	12:01 - 12:43	
7th Hour	12:48 - 1:30	

## Half Day Schedule

1st Hour	7:35 - 7:56
2nd Hour	8:01 - 8:27
3rd Hour	8:32 - 8:58
4th Hour	9:03 - 9:29
5th Hour	9:34 - 10:00
6th Hour	10:05 - 10:30
7th Hour	10:35 - 11:00

## Two Hour Delay Schedule

1st Hour	9:35 - 10:08	
2nd Hour	10:13 - 10:46	
3rd Hour	10:51 - 11:24	
4th Hour	11:29 - 12:35	(1st Lunch: 11:24 - 11:54) (2nd Lunch: 12:05 - 12:35)
5th Hour	12:40 - 1:13	
6th Hour	1:18 - 1:51	
7th Hour	1:56 - 2:30	

# Academic Information

## Academics

The staff and administration of Western High School encourage students to involve parents and guardians in their academic choices. Western High School has a seven-period day, and students are required to take seven hours of class. It is expected that after selecting and enrolling in a course, subject, students will continue in that subject for the duration of the course

## Policies

- Students have the right to repeat a course. If the course is successfully completed, the higher grade would be placed on the student's record, and the lower grade will be removed. No additional credit is earned.
- Two-semester exams will be given to all students.
- Per state law, a school district may decide if alternate physical activity be counted as the .5 physical education credit required by Michigan Merit Curriculum. If a student has participated in two (2) seasons of ANY SPORT or two (2) seasons of MARCHING BAND, he/she may use that participation as the .5 physical education credit in lieu of taking the semester-long "Personal Fitness" course. NOTE: A student may use one season of two different sports or two seasons of the same sport to qualify for the alternative physical education credit. A student may use one season of a sport and one season of marching band to qualify for the alternative physical education credit.

## Proficiency Testing

Students may request to demonstrate proficiency in a WHS required course. This assessment may include not only an examination but also written reports, research papers, a portfolio, or other assessments required within the course. Students can earn graduation credits through this proficiency testing and may "pass" the course if a score of 77% or better is earned. The "pass" is not used in computing the student's GPA and will be reflected on the transcript with a "P". If a "pass" is earned, the student cannot subsequently request individual assessment for a prior course in the sequence or enroll in a lower course sequence in the same subject. A proficiency assessment for testing out of a course may be taken during any nine-week assessment window. The assessment may only be attempted one time during the assessment administration window. Students cannot test out of a class they are currently enrolled in or have taken in the past.

## Required State Testing

Each year, the State of Michigan requires all 9<sup>th</sup> through 11<sup>th</sup>-grade students to take state standardized tests. In the spring, first- and second-year students take the PSAT, and the juniors take the SAT, ACT Workkeys, and M-STEP tests.

## FAFSA

In the Western School District, we recognize how critical it is for students to complete the Free Application for Federal Student Aid, or FAFSA. The FAFSA is needed to access federal scholarships and loans and is required for students to receive up to \$27,500 through the Michigan Achievement Scholarship—including a pathway to earn a skill certificate or associate degree tuition-free at their local community college through the Community College Guarantee. FAFSA may also be used for some trade programs.

To best position our graduates for multiple, viable post-high school pathways, eliminating potential barriers and ensuring that school and district staff prioritize the support for students and families, beginning with the class of 2026, we are requiring the following:

1. Complete one of the following:
  - a. A Free Application for Federal Student Aid (FAFSA)
  - b. A district waiver form indicating that the student and family understand what these aid opportunities are and have chosen not to complete an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must complete one of these documents on the student's behalf.
  - c. A school or district exemption that certifies to the district board that good-faith efforts were made to assist the student or the student's parent/legal guardian in either completing the FAFSA or obtaining a district waiver.

The district shall exempt a student from the requirement to complete the FAFSA if any of the following are met:

1. The student's parent or legal guardian, or the student if the student is 18 years of age or older, is an emancipated minor, or is an unaccompanied youth, has submitted a parental waiver (obtained by a standard form provided by MiLEAP) to the district exempting the student from completing the FAFSA.
2. The student is unable to complete the FAFSA because of privacy concerns.
3. All of the following are met:
  - a. After a good-faith effort, the student's parent or legal guardian refuses to sign the parental waiver, is unresponsive, or cannot sign the parental waiver.
  - b. The student is unable to complete the FAFSA as an independent student.
  - c. The student agrees to opt out of completing the FAFSA.

- d. Other than the requirements in subsection (2) of Sec. 67f of Public Act 120 of 2024, the student is on track to graduate.

### Make-up Work

It is the student's responsibility to obtain and complete work missed during an absence and to turn work in by posted/published due date. Please refer to individual class syllabi for specific policies.

### Report Cards

A report card is a progress report to students and parents. It is an indication of achievement as well as any area needing improvement. Report cards are finalized and recorded at the end of each nine weeks and may be viewed online. Hard copies may be requested in the front office or from a counselor if needed.

### Online Grades

Students and parents may access information using the PowerSchool App, The District Code is : **KHLT**. Or you can use this link <https://wsdpanthers.powerschool.com/public/> to access the PowerSchool website. Parents will have separate logins from their children. If you need assistance setting an account for the first time or to have your password reset please email [eliza.wadsworth@wsdpanthers.org](mailto:eliza.wadsworth@wsdpanthers.org) .

We encourage students to communicate directly with teachers with questions about posted grades.

### Grades/Grade Changes

The following grading scale is used to calculate a student's cumulative grade point average:

A = 4.0	(100 – 93 %)	C = 2.0	(76 - 73%)
A- = 3.7	(92 – 90%)	C- = 1.7	(72 - 70%)
B+ = 3.4	(89 – 87%)	D+ = 1.4	(69 - 67%)
B = 3.0	(86 – 83%)	D = 1.0	(66 - 63%)
B- = 2.7	(82 – 80%)	D- = .7	(62 - 60%)
C+ = 2.4	(79 – 77%)	F = 0	(59% and below)

If students/parents wish to appeal a grade or request a grade correction, they must do so in writing within 10 days from the distribution of the report cards.

### Class Standing

Students must earn credit in order to progress to the next grade level. The following credits are required for each grade level:

*Grade 9* - 0 to 4.5 credits

*Grade 11* - 12 to 18.5 credits

*Grade 10* - 5 to 11.5 credits

*Grade 12* - 19 to 26+ credits

### Honor Roll

Students earning a 3.0 cumulative grade point average will be listed on the WHS Honor Roll

### Semester Summative Assessments Policy

Final summative assessments will be given in every class at the end of each semester. Assessments and their value towards final grades will be determined by the academic departments and will be consistent between like courses. All students will be assessed in each class.

### Incomplete Grades

Incompletes (I) may be granted for those students with excessive absences. These students will have up to a week after the end of each semester to complete the required work unless an extension is granted by the principal.

### Graduation

To be eligible to receive a diploma from Western High School, a student must: complete the specific class requirements outlined in the Western High School Curriculum Guide section of the Western High School Student Handbook and earn 26 credits.

In order for a student to participate in graduation ceremonies, he/she must meet the following criteria: be enrolled and actively working on enough classes during the second semester of his/her senior year to reach 26 credits by the MONDAY prior to the commencement ceremony. This might include taking courses through a credit recovery program or summer school.

Students who maintain a grade point average of 3.4 or above through the first semester of the senior year will graduate with HONORS. These students will be eligible to wear honor cords at graduation activities. They will be recognized in the commencement and honor recognition programs. Honors will be denoted as follows:

- 3.4 - 3.59-point average: HONORS
- 3.6 - 3.79-point average: HIGH HONORS
- 3.8 - 4.0 point average: HIGHEST HONORS

### WHS Graduation Summary of Required Credits

English – 4 credits

1 credit	English 9 or English 9 AP Prep
1 credit	English 10 or English 10 AP Prep
1 credit	English 11 or AP Language
1 credit	English 12 or AP Literature

Social Studies - 3 credits

1 credit	World History & Geography
1 credit	US History or AP US History
1/2 credit	Government or AP Government
1/2 credit	Economics/Personal Finance (Beginning with Class of 2028)

Science - 3 credits

1 credit	Physical Science
1 credit	Biology
1 credit	Science Elective

Math - 4 credits

1 credit	Algebra I
1 credit	Algebra II
1 credit	Geometry
1 credit	Additional Math in 4th year

Physical Fitness/Health - 1 credit

1/2 credit	Physical Education Class
1/2 credit	Health

Unified Arts – 1 credit

1/2 credit	Woodworking I
1/2 credit	Woodworking II
1/2 credit	Art classes (Basic Art, 2D Design, Sculpture, etc.)
1 credit	Band classes
1 credit	Choir classes

World Language - 2 credits of the *same* language

1 credit	Spanish I
1 credit	Spanish II
1 credit	Spanish III
1 credit	Spanish IV

\* FAFSA Requirements starting with Class of 2026.

\*Students attending Jackson Area Career Center can also gain their WHS Unified Arts credit.

\*An online experience is required for graduation. This experience will be covered in the English curriculum and online learning opportunities through Michigan Virtual High School.

### Personal Curriculum for students with IEPs at Western High School

The personal curriculum can support students with an IEP by modifying Michigan Merit Curriculum (MMC) standards and credits and thereby supporting achievement of a high school diploma. Although modifications are allowable, a PC developed for a student with an IEP must incorporate as much of the subject area content expectations of the MMC as practicable for the student. MMC content may be modified to the extent necessary according to the student's ability if the PC team determines the modifications are consistent with the student's (1) educational development plan and (2) individualized education program (IEP).

The PC plan must be agreed to by the parent, legal guardian, or emancipated student and the district superintendent or designee before implementation. Upon completing the MMC, as modified by the PC, the student will receive a high school diploma. Eligibility for special education programs and services ends upon receipt of a high school diploma.

A student's IEP must identify the appropriate course of study and the supplementary aids, services, and supports necessary to allow the student to progress in the curricular requirements of the MMC. The IEP team must first consider the use of supplementary aids and services as well as specially designed instruction to ensure the student's access to the MMC.

Western High School's Minimum MMC Requirements for students with IEP to obtain a high school diploma with a Personal Curriculum:

Students with IEPs must demonstrate proficiency in the following courses without modifications to obtain a high school diploma on a Personal Curriculum:

English 9

Algebra 1

### Minimum Math Requirement for Students with an IEP with a Personal Curriculum:

Math 111–9th Grade Year

Math 112–10th Grade Year

Algebra 1 Studies–11th Grade Year

Intro to Algebra 2–12th Grade Year

\*Student would receive a PC for Algebra 2 & Geometry

## Minimum ELA Requirement for Students with an IEP with a Personal Curriculum:

\*Essential standards will be Eng 9 Resource–9th Grade Year

Eng 10 Resource–10th Grade Year

Eng 11 Resource–11th Grade Year

Eng 12 Resource–12th Grade Year

## Policy Regarding Enrollment in Online Courses

While we primarily believe this is best achieved through in-person instruction and the dynamic interaction it fosters, we recognize that under certain circumstances, online courses may offer unique opportunities for students. However, to ensure academic integrity and that students are not pursuing online coursework as a perceived easier alternative, the following policy outlines the criteria and procedures for enrolling in online courses for high school credit.

The primary goal of this policy is to ensure that students enrolling in online courses are doing so for valid academic reasons, such as accessing specialized subjects not offered at Western, addressing scheduling conflicts that cannot be resolved through traditional means, or demonstrating a high degree of self-motivation and independent learning skills. This policy aims to prevent students from choosing online courses with

### **Online Process:**

1. **Meeting with Counselor:** Students interested in taking 3 or more online courses must first schedule a meeting with their school counselor to discuss their interest and the eligibility criteria. Requests must be submitted 2 weeks prior to the beginning of a semester.
2. **Career Prep Meeting:** Students must contact Mr. Baum at 517-841-8700 to schedule a time to discuss potential Career Prep opportunities.
3. **Formal Application:** Eligible students will be required to complete a formal application for online course enrollment, which includes:
  - Student statement outlining their reasons for taking the online course and demonstrating their readiness for independent learning.
  - Parent/Guardian approval signature.
  - Student/Guardian policy signatures.
  - Documentation supporting their demonstrated need for online classes: (examples would be medical diagnosis with Dr approval, mental health diagnosis with therapist approval, or unique family situation)
4. **Administrative Approval:** This review will focus on the academic merit of the request, the student's preparedness, and the alignment of the online course with the student's EDP, which must also be completed on Xello.
5. **Notification:** Students and parents/guardians will be notified in writing of the approval or denial of their application.

# Activities, Clubs, and Organizations

## Philosophy

Western High School maintains extra-curricular, co-curricular, and intramural activities in the belief that these activities increase a student's interest and pride in their school. We encourage students to "Get Involved and Get Connected." In addition, such activities aid in the development of personality, character, and the ability to get along with peers.

## Interscholastic Athletics

Western High School is a member of an athletic conference and the Michigan High School Athletic Association. As members in these organizations, rules and regulations have been established to ensure uniformity among the participating schools as well as eligibility for state championships. Rules governing interscholastic activities are covered in the athletic handbook. Each athlete receives a copy of this handbook at the beginning of each sports season. Parents and students are encouraged to become familiar with the regulations, obligations, and penalties associated with membership in a sports organization. Information about athletics can be obtained from the athletic director.

## List of Interscholastic Athletics

### *Fall*

#### BOYS

Soccer, Cross-Country  
Tennis, Football

#### GIRLS

Cross-Country, Golf  
Volleyball, Swim / Dive

### *Winter*

#### BOYS

Basketball, Wrestling  
Bowling, Hockey, Swim / Dive

#### GIRLS

Basketball, Gymnastics  
Competitive Cheer, Bowling

### *Spring*

#### BOYS

Track, Golf  
Baseball  
Lacrosse

#### GIRLS

Track, Softball  
Tennis, Soccer

## Sportsmanship

To conclusively define sportsmanship is difficult. Showing respect and courtesy to our opponents and demonstrating class are surely involved. Nevertheless, we also know that the following are NOT included:

- Verbally attacking our athletes, coaches, and fans.
- Taunting or yelling at our opponents, their fans, and officials.
- Using profane or inappropriate language.

Any fan or participant showing poor sportsmanship is subject to disciplinary action.

Our goal at Western High School is to strive to win but also to exhibit the highest level of sportsmanship. Your involvement as fans is vital in our attempt to be the best. Please help us by demonstrating great sportsmanship!

### Extra-Curricular and Co-Curricular Activities Available to Students

School clubs and organizations are recognized as school authorized if they are organized by the school system, composed of student body members, hold the majority of their meetings at school, have an approved plan for the selection of members, established aims which are educational or of a school/community interest, and meet all those conditions set forth for recognized school-sponsored organizations. Students interested in forming a new club should contact the administrator responsible for student activities to obtain the proper application procedure for this process.

Students are encouraged to join the clubs available at Western High School. Studies indicate students involved in club activities are generally successful in school. Practices, contests, meetings and activities held after the regular school hours are supervised by a staff member or sponsor. Meeting dates, meeting times, meeting locations, advisor names and group announcements are posted on the WHS website.

Co-curricular non-athletic activities are organized through the sponsor of each organization. A representative sampling of WHS co-curricular activities are:

- Student Council
- Class Officers
- Key Club
- Spanish Club
- FCA
- Chess Club
- GSA
- National Honor Society
- National Art Honor Society
- Band / Choir / Flag Corps
- Yearbook
- Quiz Bowl
- Eco Warriors
- Boys Volleyball
- Senior Leadership
- Prayer Club

## Dances

Western High School hosts dances which provide an opportunity for Western High School students to socialize in a safe, supervised environment.

In order to ensure the safety and orderly conduct at dances, the following guidelines have been established:

- A local law enforcement officer will be present at every dance.
- Students must be in the dance no later than 60 minutes after the dance starts and must have a current student identification card to enter. Anyone later than that will not be admitted unless permitted by a dance advisor or administrator.
- ONCE A STUDENT LEAVES, HE/SHE WILL NOT BE ALLOWED TO RE-ENTER THE DANCE. Students will be asked to sign out and in some cases, depending on the time leaving, notify a parent.
- Parents, faculty members, and at least one administrator will act as chaperones.
- Parents will take coats and purses and chaperone the coatroom area. Students will not be able to go to their lockers.
- Chaperones will be stationed on the dance floor, in bathrooms, and the commons area.
- Parents of any student turned away will be contacted that evening (or at a later date if not home) by the administrator.
- Any student refused admittance to a dance because of violation of any rules will be refused admittance to all dances for one calendar year.
- Students must have a ride here when the dance is over. Students without a ride will be barred from the next dance.
- Only guests who have been registered will be allowed in the dances. Guest forms must be completed and submitted by the established deadline.

Chaperones will be informed of the following rules:

- Anyone suspected of using illegal substances will not be admitted:
  - smell of alcohol or marijuana on breath or body
  - red eyes
  - dilated pupils
  - extremely slow reactions
  - slurred speech
  - disorderly conduct
- Grounds for dismissal from a dance and no admittance to next dance:
  - developing symptoms associated with illegal substance
  - excessive physical contact, inappropriate dancing
  - fighting
  - not cooperating with chaperons/defiance/insubordination
  - using profanity
  - lighting smoke bombs, firecrackers, etc.
  - smoking
- Any infraction of rules should be reported to an administrator.

# Attendance Policy

## Philosophy

There is a positive relationship between attendance and success in school. Therefore, Western High School is responsible for encouraging regular and punctual attendance. In order to prepare students for what lies beyond high school, the school has an obligation to formulate good attendance patterns and appropriate work attitudes. One of the most important work habits employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time.

The following attendance policy is based on a ten (10) day per SEMESTER absentee rate. The ten days described in the policy consist of excused and unexcused absences.

## Attendance Procedures

All excused absences must be reported by email ([whs@wsdpanthers.org](mailto:whs@wsdpanthers.org)), phone or a note brought to the high school office within 24 hours of the student missing school. Parents may call the high school attendance line (517-841-8274) 24 hours a day to leave a message to excuse their student. The message should include the following:

- Parent's name
- Student's first and last name
- Date of absence
- Reason for absence
- Number of days absent
- Phone number to reach parent if necessary

The following procedures will be used in the regulation of this policy. It is the responsibility of every student to read and follow these procedures. Failure to comply with the policy could result in the loss of course credit.

1. Notices to Parents or Guardians: Upon a student's fifth (5<sup>th</sup>) absence from any given class. A second and final notice will be mailed when the student attains or exceeds ten (10) absences from any given class. The student and parent are responsible for monitoring and correcting attendance issues. It is highly recommended that parents who receive these letters take appropriate action to correct this problem. Parents can monitor their child's attendance by staying in contact with the school counseling or attendance offices. Power School through the school's website, is a very powerful tool for monitoring the daily attendance of students.
2. Excused Absences: The following reasons with a parent phone call or note will be accepted as an excused absence and not count toward total semester absences.
  - a. Personal business

- b. Professional Appointments (doctor, dentist, or court; within 5 school days)
  - c. Death of relative / Funeral
  - d. Family Vacation (with vacation form complete)
3. Unexcused absences include but are not limited to the following. These are unexcused and will count toward the semester absences.
  - a. Parent Contact
  - b. Leaving the school building during school hours without permission
  - c. Unexplained Absences
4. Absences that do not count against the accumulated 10 absences per semester:
  - a. School-related events such as athletics, band, choir, class trips, or college visits
  - b. Out-of-school suspension
  - c. Student Responsibility Center / In-school suspension
  - d. Observance of a bona fide religious holiday
5. Truancy:
  - a. Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter. A student will be considered truant when, in spite of warnings and a parent's best effort to ensure attendance, the student accumulates ten (10) absences a semester. Discipline shall follow appropriate school board policy, and students will be reported to the juvenile court.
6. Planned Vacations and College Visits
  - a. Family vacation(s) lasting up to and not exceeding 5 days will be excused per board policy.
  - b. College/Career visits with prior approval will be limited to two (2) one-day blocked visits per year that will not count against the ten total absences.
7. Loss of Credit
  - a. Once a student obtains ten (10) absences in any class, they will have lost credit in that class.
8. If a parent/guardian believes that there are special circumstances concerning the absences, he/she may, in writing, appeal the loss of credit to the WHS Assistant Principal or designee.
  - a. The requirements for an appeal are that there are extenuating circumstances and the absences in question must be EXCUSED absences. UNEXCUSED absences are not eligible to be appealed.
  - b. Attendance Recovery Opportunity

- i. A student who has lost credit may reduce the overall absences and retain his/her credit by:
    1. Entering into a contract with the Assistant Principal agreeing to no further absences, and
    2. Making up the time already missed by serving time before or after school. Students must sign in and out to document credit recovery.
  - ii. A failure to complete the contract or complete the buy-back hours will result in the loss of credit.
9. Arriving Late to School: All students who arrive late to school must report to the office to sign in and get a pass. This will document the arrival time and allow the attendance to be adjusted from absence to tardy if it applies.

### Tardy Policy

When a student is tardy to class, it interrupts the learning process for all students. Excessive tardiness will not be tolerated and will be dealt with on a disciplinary level. Students arriving later than 10 minutes to class will be marked with an unexcused absence due to tardiness (AT).

- a. Students will be allowed to accumulate a total of five (5) tardies per quarter.
- b. Tardies #6, #7, #8, #9, & #10 will result in one lunch detention
- c. Tardies #11 & #12 will result in one hour of SRC
- d. Tardies #13, #14, & #15 will result in one half-day SRC
- e. Tardies #15 and beyond will be administrative discretion (ISS/OSS)

### Attendance Responsibilities

#### *Students*

- Be present and on time every day, unless you have a valid reason to be absent and your parents are aware of your absence in advance.
- Be on time for all classes.
- Secure assignments whenever absent.
- Make sure your parents call the attendance line in a timely manner.

- Inform your teachers in advance whenever you know you will be gone from school (vacations, school-related absences, college visits, etc.).
- Sign in when arriving at school and sign out when leaving school before 2:30 PM.

### *Teachers*

- Keep accurate attendance records and report accurate information to the office.
- Notify the office of suspected skipping or other attendance irregularities.
- Give assignments to students in a timely manner whenever informed of a prearranged absence.

### *Parents*

- Make sure your child is in school and on time every day unless there is a valid reason.
- Call the attendance line to notify the school office of any absence of your student.

### *Office*

- Contact parents after five (5) absences.
- Contact parents who have not excused their child.
- Monitor students with attendance problems.
- Make truancy referrals if needed.
- Make sure that teachers enforce these policies, including loss of credit.
- Conduct appeals for loss of credit situations, if requested.

# General Policies and Procedures

## Assemblies

Students are to report directly to the gym or auditorium and sit in their assigned area. There is to be no loitering. When excused, students are to proceed directly back to the assigned class following the assembly. Students are to remain quiet during all assembly programs and/or while a speaker is speaking.

## Backpacks

The carrying of backpacks by students poses health risks to the students, crowding problems in classrooms, poses security problems for the school community, and increases the potential for theft in school. Students may use backpacks to carry books to and from school. Student backpacks are not to be used during the school day. Backpacks must be left in student lockers after the beginning of the student's first class of the day until after the student's final class of the day. Students who carry backpacks during the school day will be directed to return them to their school lockers. Students who are late to class because they needed to return a backpack to their locker will receive an unexcused tardy. Continued usage of backpacks during the school day will be treated as insubordination and subject to administrative intervention.

## Building Access

Before school and during the school day, students are to enter and exit the building through the main entrance only. Failure to do so will result in administrative intervention.

## Community Service Hours/Awards

Western School District encourages each student to be a responsible, giving citizen. For this reason, students have the opportunity to earn community service awards for accruing 30 hours each school year. The award requirements are as follows:

- 1st year of 30 hours – certificate
- 2nd year of 30 hours – school letter
- 3rd year of 30 hours – service pin
- 4th year of 30 hours (120 total hours) – green cords to be worn at commencement

- Community service forms may be submitted by filling out the Google form on the front office page of the high school website.
- Earning community service award is NOT a graduation requirement.
- In order to be counted on a given school year community service hour forms MUST be submitted to Mr. Smith by the last day before Spring Break.
- Hours turned in after Spring Break will be counted for the next school year.
- Transfer students may be required to make up the community service hours missed while not a WHS student.

### Dual Enrolled and Work Study Students

Dual Enrolled students that choose to stay on WHS Campus must report to either the Commons or the Library. Students leaving campus must sign out and exit through the main office.

### Flex

Flex is a chance to embrace modern education by opening fourth hour during the traditional WHS school day for creative personalized learning, career exploration and preparation, credit recovery, student choice passion projects, dual enrolled class, and/or academic intervention. Students will take ownership of their learning by choosing an individualized pathway. Students may choose to pursue internship opportunities, visiting their internship supervisor during Flex, or have time to pursue an internship after school using Flex time to complete homework. Flex will also be used as a time to give or receive mentoring, to prepare for PSAT/SAT testing and to explore postsecondary opportunities. Students will receive pass/fail credit for their Flex hour.

### Guest Teachers

Guest Teachers (substitutes) are expected to carry on the educational program during the absence of the regular classroom teacher. Guest Teachers at Western High School are the teacher of record during the school day. The administration and faculty expect that students will be cooperative and supportive of the Guest Teacher.

### Hall/Flex Passes

Students are required to have a staff member's permission and utilize the e-hallpass system when they are moving from place to place during school hours.

### Lockers

School lockers are the property of WSD and are assigned to students for the purpose of storing supplies, coats, or other essential school items. The administration has the right to search student lockers, and the contents at any time, without notice, without student consent and without a search warrant. State of Michigan House Bill 5233 states that students have no privacy expectations in the use of school lockers. The student is at all times responsible for material contained within the locker.

Students have the responsibility of keeping their locker clean and free of trash at all times. Lockers must be completely clean and empty at the end of the school year or upon student leaving WSD.

WHS cannot assume responsibility for lost or stolen items. Students would be wise to leave valuable items and cash at home. Personal locks may not be used on school lockers. Each student is responsible for the condition of his/her assigned locker. There will be a \$10 charge for lockers which require custodial cleaning and a \$20 replacement charge if the lock is inoperable and must be replaced.

### Lost and Found

Lost and found articles are kept in the main office. All found articles, including books, should be turned in to the main office at once.

### Medications

All medications must be in original prescription bottles correctly labeled with specific information including student's name, dosage, name of doctor, and pharmacy. In order for us to keep all students and their specifics straight, parents must fill out a school medication permission and instruction form. Medications include aspirin, Tylenol, etc., over-the-counter medication, inhalers, and all prescription medications. These medications should remain in the office and be administered by school personnel. Students may not share any medication with other students or staff. Failure to follow these guidelines may result in administrative intervention.

### Policy for 18-Year Olds

Michigan School Law (Sec. 340, 614, MSA 15.361A) provides for establishment of rules and regulations for the discipline and control of pupils by local boards of education, teachers and principals. These rules and regulations may be enforced within reason against all who are in the school setting, regardless of age.

However, an 18 year old may become responsible for his/her behavior. He/she may sign a release slip with the office stating his/her desire to be held responsible. Written acknowledgement must be returned to the school. Once signed, a copy will be sent to the parent, and the school will deal directly with, and only with, the young adult on matters concerning him/her. Policies governing the conduct of 18 year olds will be the same as they are for all students at Western High School. An 18 year old may not leave school for lunch or any personal business.

### Positive Behavior Interventions and Supports (PBIS)

Western High School has implemented a Positive Behavior Interventions and Supports system (PBIS). This is an initiative to encourage positive behavior in a variety of areas.

Some examples of the WHS PBIS system: Panther Awards, Honor Roll, Academic Awards, Individual Student Plans

#### *PBIS IS NOT:*

A specific program or a curriculum. It is a team-based process that involves systematic problem solving, planning and evaluation.

#### *PBIS IS:*

A proactive process supported by the Michigan Department of Education for creating safer and more effective schools without sole reliance on punitive

“zero tolerance” policies.

A systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems.

The process focuses on improving a school’s ability to teach and support positive behavior for all students.

Designed to ensure the safety and dignity of students and staff, preserve the integrity of the learning environment, and address the causes of student misbehavior in order to improve positive behavior skills and long-term outcomes.

We will:

- Establish clear rules for the behavior we expect in all areas of WHS.
- Teach those expectations to our students and recognize them for their positive behavior.
- Provide a common language for everyone in the building to discuss student behavior.

### School Lunch Program

The school lunch program is maintained as a vital part of the total educational program of the school.

The following expectations are held for all students:

- Take care of all trash, leaving tables and the surrounding floor area clean.
- Remain in the Cafeteria or Commons area until the lunch dismissal bell unless permission is given to leave the area.
- Only go to teacher’s classrooms for academic support previously arranged

If your child leaves the district with a positive balance of \$4.00 or more, a check will be sent to the parent name and address on file in Powerschool. Positive balances less than \$4.00 refunds may be picked up within 5 days. Any positive balances not claimed within 5 days will be donated to the Helping Hands account which is used to help students who have difficulty paying for lunch.

### Self-Advocacy

Self-Advocacy is a life-long skill, and students should feel comfortable in talking with teachers, counselors and administrators when working through academic, disciplinary or interpersonal concerns. In order to self-advocate, it is important that students follow the established process:

1. First, talk to the adult involved (e.g.: the teacher, coach, etc.).
2. Second, contact the student’s assigned counselor.
3. Third, contact the Assistant Principal.
4. Fourth, contact the High School Principal.

### Student Responsibility Center (SRC)

YOU are in control of your behavior. We do not control you. We feel that you should be given an opportunity to control what will happen to you. You will be allowed to remain in the Student Responsibility Center (SRC) to work on your plan to regain admission to the classes or activities that you were involved in as long as you adhere to the following guidelines:

- Find enough self control to stay quiet. SRC is a plan completion area. Students will not talk while planning.
- Find enough self control to raise your hand if you need to speak with the SRC supervisor.
- Find enough self control to respect the rights of all staff and students involved in SRC.
- You will be allowed to return to your class/activity when you have successfully negotiated your plan with the SRC supervisor or an administrator.
- If you are unable or unwilling to find the self control to follow the rules in the SRC, you will be asked to leave the building. Your parent/guardian will be notified. In order to re-enter WHS, you must return to the SRC and complete your re-entry plan of improvement.
- If you are in SRC for disciplinary reasons, you will give your cell phone and technology to the SRC supervisor. Your school-issued technology may be used for academic purposes only, if given permission by the SRC supervisor.
- Each visit to SRC for disciplinary reasons will result in a WHS Time to Think Form. This form allows students the opportunity to reflect on their choice or choices that earned a trip to SRC. This form must be signed by a parent in order for that student to attend the next day's classes.

### Student Pictures

A school-approved photographer comes early in the school year to take pictures of all students. The photographer provides each student with an identification (I.D.) card. It is very important for students to have a picture taken even if not purchasing pictures as the identification card is needed for entrance to dances, to purchase school lunch, etc.

### Students Signing In and Out

Every student is required to enter the building through the front office and sign in each time they enter the building. Every student is required to sign out of the main office prior to leaving the building, with the exception of a student participating in classes at the Career Center. WHS staff must have a written note from a parent/guardian or received a phone call verifying that a student is authorized to leave. Failure to follow this policy will result in disciplinary action.

## Travel and Transportation

### *Bus Regulations*

Western School District desires to operate its buses in a safe, efficient, and economical manner. We must have cooperation of school officials, parents, bus drivers, and students to attain this objective. Being at the bus stop or on a school bus is the same as being in school; the same standards and handbook regulations apply. Any student violating the bus regulations, and/or found willfully, or maliciously defacing a bus, will be subject to disciplinary action.

Bus routes and pick-up times are fairly stable within the district. They are published during the summer in the district newsletter or can be obtained from the transportation office.

In the interest of safety, we ask the cooperation of parents in encouraging their children to follow the following regulations:

- Be in the place designated, ready to board the bus five minutes prior to the scheduled time because the driver cannot wait for tardy students.
- Wait for the bus to come to a complete stop before attempting to enter or leave.
- Except in an emergency, use only the front door to enter or leave.
- Cross in front of the bus. When crossing the road, students should check traffic and cross at least three feet in front of the bus.
- Stay seated while the bus is in motion.
- Cooperate with and obey all the instructions of the driver.
- Keep the buses clean and orderly. There is no eating on the bus; glass of any kind is not permitted.
- Do not throw anything on or at a school bus.
- Keep the aisles clear of feet, books and other belongings.
- Keep heads, hands, and hair inside the bus at all times. Ask permission of the driver to open windows.
- Talk quietly – shouting, loud whistling, fighting, harassment of others, spitting or the use of profane or obscene language will be subject to disciplinary action.
- Avoid crowding, pushing, or other disorderly conduct on the bus as well as when entering and leaving.

### Driving to School

Be a responsible driver!

Students must purchase an annual \$10 student parking permit. All students must have a WHS Parking Pass in their rearview mirror. Students will have the first two weeks to purchase a parking pass. If a student becomes a student driver during the school year, they are expected to have a parking pass within a week of beginning to drive to school. Failure to do so will result in administrative intervention.

Parking permit monies will be used for student incentives, rewards for students of

the month, and incentives for positive and responsible behavior.

Student drivers are expected to:

- Drive in a respectful and safe manner, especially in the school parking lot.
- Park only in designated student parking spots. Do not park in “Staff” or “Visitor” spots.
- Arrive on time and follow signing out procedures if leaving WHS during the day.
- Register the vehicle and display the WHS parking permit on the windshield.
- Wait patiently for all busses to exit once they have started to leave.
- Drivers violating these expectations will face disciplinary consequences.

### Driving to JACC/Dual Enrollment

Students who have been authorized to drive to the Jackson Area Career Center must adhere to all rules and regulations set forth by Jackson Area Career Center administration. The WHS Office and parents must be aware of student drivers and of students who are riding with other students. Written permission from parents must be on file in the WHS Office for all students driving to the Jackson Area Career Center or for dual enrolled classes and for the students who are riding with student drivers.

### Vehicle Searches

High school students are permitted to park on school premises as a matter of privilege, not of right. WSD retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. Administrative intervention may also occur.

### Work Permits

Student work permits are available in the main office. Before the permit is issued, an "Offer of Employment" signed by an employer must be presented to the main office. Students must present proof of age before obtaining their permit.

### WSD Technology Code of Ethics

See Board Policies #7540 - 7545

# Student Code of Conduct

## Statement to Students

The Western School District firmly believes that every student enrolled in the school should have an equal opportunity to learn to the best of his/her ability. In order for learning to take place, student conduct must be reasonable and appropriate. Responsible and respectful conduct is also necessary to ensure the safety and well-being of the entire student body and the staff. It includes appropriate verbal and nonverbal behavior, appropriate and respectful dress, conformance with accepted standards of the district, and non-interference with the learning processes of others. The responsibility for respectful, responsible conduct lies with the individual student, their parents, and the Western Schools. This outline has been prepared in an effort to assist everyone in understanding his/her responsibility.

It is expected that student behavior on school property will contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual never take precedence over the responsibility to the activities in the classroom or functions held on school property. In all school and extracurricular activities, each student will be accorded that freedom which he/she expects, so long as he/she respects the freedom of others.

Students should be aware that any staff member may take any reasonable action toward any student for the purpose of maintaining discipline over the pupils in attendance at any school (section 340.756, Michigan School Code of 1955, as amended). This encompasses all the school districts until he/she is officially released (Section 34D, 614, Michigan School Code of 1955).

Section 340.614 of the Michigan School Code invests in the Board of Education the right to develop rules and policies to insure the safety of all students while in attendance at school, or on route to or from school, or at any school related function. In 1967, the Western Board of Education adopted policies from which the following procedures have been developed. The procedures describe the obligations of the individual student, his/her parents, and the school, when a violation of good conduct does occur.

## Non-Discrimination Policy

It is the policy of the Western School District not to discriminate on the basis of sex, religion, national origin, disability, or race in its educational programs, activities, or employment policies as required by Title IX and Title IV of the 1972 Education Amendments. Inquiries regarding compliance with Title IX and Title IV may be directed to:

Complaints concerning discrimination, harassment, or sexual harassment may be

addressed to:

Dr. Jared Vickers, Principal, or Miss. Aisleen Pack, Assistant Principal

Western High School  
1400 S. Dearing Road  
Parma, MI 49269

### Aggressive Behavior

Students who choose aggressive physical action toward another individual will be suspended up to 3 days. A police referral may be made.

A second incident will result in a suspension of 3 to 10 days. In severe cases the student may be recommended to the WSD Board of Education for expulsion. A police referral may be made.

### Cafeteria / Commons Area

It is a privilege for any student to be able to utilize the cafeteria and commons as a place of education and conversation. During all times, especially breakfast and lunch periods, students are to adhere to the following rules:

- Treat all kitchen personnel with respect.
- Clean up all trash from tables, floors, etc.
- No throwing food, trash, or anything else.

Failure to abide by these rules will result in parental contact, detention time and/or suspension.

### Cheating

All forms of cheating, via electronic devices, plagiarism, submission of work that is not the student's, etc. will be handled by the classroom teacher.

Consequences may include: parental contact by teacher, completion of alternative assignment, time spent with the teacher outside of school hours, administrative intervention, and/or academic consequences on affected assignment, such as re-doing the assignment, doing an alternative assignment or receiving no credit on the assignment.

- Use of Artificial Intelligence
  - "Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.
  - AI is not a substitute for schoolwork that requires original thought. Students may not claim AI-generated content as their work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without the permission of a

teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

- To ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

#### Destroying/damaging school property

A student who chooses to intentionally cause or attempt to cause damage to property of the school or of persons at school, while on school grounds, at a school activity, function or event, will be financially responsible for the current cost of repair or replacement. The State of Michigan has passed legislation which makes parents/guardians financially liable for property damage by vandalism. This includes all school property, furniture and books.

A student who chooses this disrespectful, destructive behavior will be required to participate in administrative interventions. These interventions will include parental contact and police referral. The student will be suspended for up to 10 days.

A satisfactory parental conference will be necessary before the student may return to WHS. Should a second offense occur, parental contact and police referral will be repeated. Administration will recommend expulsion to the WSD Board of Education.

#### Disrespectful behavior towards others

Appropriate student behavior is essential to the safe and orderly educational environment therefore certain behaviors are expected of all students.

Students will act respectfully to all WHS staff, students, and visitors in school, between home and school, on school grounds, in school vehicles, or at school activities or school sanctioned events. For example, students must identify themselves to any staff member when asked to do so and must comply with any reasonable request. Students should act appropriately to visitors, introducing themselves and welcoming the visitors to WHS. Furthermore, students are expected to clean up after themselves, especially in the commons and cafeteria.

Any disrespectful behavior which creates a hostile, intimidating or offensive learning environment or that hinders the orderly operation of WHS will not be tolerated; all reports will be investigated promptly. Specific behaviors include:

- Harassing, intimidating, insulting, threatening, bullying behavior of any kind, (whether verbal, physical, written, electronic)
- Posting pictures, video or information on the internet
- Racial harassment
- Sexual harassment (unwelcome sexual advances, any form of inappropriate touching, gestures or remarks, sexual innuendo in jokes, cartoons, or pictures, including electronic transmissions and written threats or remarks).
- Bullying behavior outside school hours which carries over into WHS

Western School District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward WSD personnel or students on school grounds, at a school sponsored activity, or in any school related context.

“Bullying” means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of, but is not limited to, physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying by students is prohibited on school property, at any school function, or on a school bus.

"Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

Bullying should be reported to the school counselor, or principals, or use the OK2Say icon on the WHS website.

Students choosing such disrespectful behavior will be required to participate in administrative intervention which may include:

- Spending time at school outside school hours
- Completing a written assignment or project
- Spending time in SRC
- Being placed on administrative leave (suspension)
- Being recommended for expulsion from WSD
- Contact of law enforcement

#### Dress Expectations

- Clothing which promotes racism, violence, alcohol, drugs, tobacco, gang affiliation, sexual innuendo, or profanity is not allowed. Examples include but certainly are not limited to: confederate flags, Playboy, alcohol, or drug logos.
- Immodest clothing is not allowed and subject to correction – examples: exposed midriff, exposed undergarments, see-through or transparent shirts, crop tops, muscle shirts, spaghetti straps, spandex shirts, or shirts that are too low cut.
  - Cleavage is not to be exposed at any time, and any top that is cut 2 inches below the collarbone is subject to correction.

- Shirts must have a sleeve or a strap that covers undergarments.
- Shorts or skirts should be modest in appearance and must extend past the closed fists when shoulders are in a relaxed position.
- Leggings, tights, yoga pants, and any other tight fitting pants must be covered by a shirt, shorts, or skirt that extends past the closed fists when shoulders are in a relaxed position.
- Pants with holes above the closed fists when the shoulders are in a relaxed position are not allowed and subject to correction.
- Large or sagging pants are inappropriate and not allowed and subject to correction.
- Shoes shall be worn at all times for health, sanitary, and insurance reasons. Slippers, pajamas, and sunglasses are not allowed and are subject to correction.
- Hoods are not to be worn in the building during school hours and subject to correction.
- Flags as capes/shoulder coverings are not to be worn in the building during school hours and are subject to correction.
- Additional items deemed inappropriate and/or a disruption to the learning environment will be subject to correction.

### Disregarding Dress Code

Appropriate dress for all members of the high school community is respectful to others and expected. The school has the responsibility of establishing and maintaining an atmosphere of mutual respect which enhances learning opportunities. We are confident that students will make positive choices regarding appropriate and respectful school attire. Students who persistently disregard dress code will participate in administrative intervention.

#### First Offense:

- Refer to SRC and solve the problem by: changing garment(s), borrowing garment from office supply, calling home to have alternative garment brought, adding a garment to cover up, putting on a belt, etc.
- Receive a paper copy of the WHS Dress Code
- WHS Time to Think Form

#### Second Offense:

- Same as First Offense
- Lunch detention

#### Third Offense:

- Same as First Offense
- 1 hour after school detention

#### Fourth Offense:

- Same as First Offense
- 3 after school detentions

#### Fifth Offense and Subsequent Offenses:

- Same as First Offense
- 1 full day ISS

#### Dress Code Policy (Special Events)

- Graduation-related Events – Graduation, baccalaureate, honors convocation, and honors assembly participants are required to wear all graduation regalia in the manner intended and gowns and stoles which are pressed.
- Band / Choir – Band/choir students are required to wear tuxes, dresses, or uniforms for performance as prescribed by the instructor.
- Dances – Dresses shall not be shorter than mid-thigh in length. Dresses should also not be low-cut in such a way that excessive cleavage is exposed.

#### Profane Behavior

Students will show respect by using appropriate language. Use of profane, vulgar language or obscene gestures or behavior will require the student to participate in administrative intervention which may include time spent in SRC, participation in a parental meeting, and/or time spent in school outside school hours.

#### Public Displays of Affection (PDA)

Engaging in displays of affection more than is appropriate and respectful in any public place or workplace, will require the student(s) to participate in administrative intervention.

#### Theft

A student shall not steal, possess or receive stolen property belonging to WHS or to another school individual, during the school day, traveling to or from school activities or functions, or at school activities.

Students who choose this disrespectful and illegal behavior may be referred to the police.

Other administrative interventions could include parental contact, restitution, community service and suspension up to 5 days.

Should a second offense occur, police referral, parental contact, restitution, community service and suspension of up to 10 days could occur.

Should a third offense occur, parental contact, police referral and expulsion recommendation to the WSD Board of Education could occur.

#### Unauthorized Areas

Students are not permitted in areas where classes are in session during their lunch period. Students may make an arrangement with a teacher to sign out of lunch to

work in that teacher's classroom. The teacher must document the student's attendance during lunch by using the WHS Flex/Lunch Google Sheet. Students are not allowed in the parking lot during the school day. Students must leave the parking lot and enter the building immediately upon arrival at school. Students are not permitted to be in unassigned areas without permission.

#### Use of electronic devices

Students will not be allowed to let electronic devices interrupt the educational process. Nor are students, while on school property, allowed to use any electronic device in a manner that promotes any form of hate, harassment, bullying, or distraction from any student's education. All personal devices (cell phones, personal tablets, etc.) may not be visible during the instructional class period. Students may use devices during passing time as well during their assigned lunch period. Per a schoolwide cell phone policy, teachers will handle the use of electronic devices in their classrooms following a progressive discipline model, which will include asking the student for the electronic device. Persistent disregard of the responsible and appropriate use of electronics and/or refusal to comply with a teacher's directive will result in any or all of the following:

- Warning
- Parental contact by teacher & confiscation of the device until the end of hour
- Parental contact by teacher & confiscation of the device until the end of day
- Intervention by administrator

#### Use/possession of alcohol

A student who chooses to sell, possess, use, deliver or be under the influence of any alcoholic beverage while on school grounds, traveling to or from a school sanctioned event on school sanctioned transportation, or off school grounds at a school activity, function, or event, will be required to participate in administrative intervention. The intervention will include: parental contact and police referral and 10 days of suspension.

WSD complies with all provisions of the Federal Drug Free Schools Act which multiplies the penalty within drug-free school zone.

#### Use/possession of controlled substances

A student who chooses to sell, possess, use, purchase, deliver or be under the influence of any drug, narcotic drug, inhalant, marijuana, illicit drugs, look-alike drug, drug paraphernalia, or other controlled substance as defined in the Controlled Substances Act of 1971, being MCL335.301 et seq. and as defined in other Michigan or Federal statutes, while on or off the school grounds at a school activity, function, or event, or traveling to or from a school sanctioned event on school sanctioned transportation, will be required to participate in administrative intervention. The intervention will include: parental contact, police referral and 10 days of suspension.

### Use/possession of tobacco

A student who chooses to possess, smoke, chew, or inhale any tobacco product in a public place, is in violation of the Youth Tobacco Act (PA 314 of 1988 MCL 722.614). The use/possession of e-cigarettes and/or vaporizers are likewise prohibited on school grounds and at school sponsored events. If the tobacco product is within arm's length of the student, it constitutes possession for purposes of this policy. The student will participate in administrative intervention. The intervention will include: 3 days of suspension and parental contact, and a possible police referral.

### Use/possession of weapon, rape, or use/possession of incendiary device

A student who chooses to possess or use any type of incendiary device (lighters, firecrackers, matches, smoke bombs, etc) on school grounds or at school functions or activities or while using school sanctioned transportation, will be required to participate in administrative interventions which may include any or all of the following: losing the privilege of using school transportation, making restitution for damages, spending time at school outside school hours, being placed on administrative leave of up to 10 days, being recommended for expulsion from WSD, completing a written assignment or project possibly in SRC, and/or being the subject of a referral to the police or fire authorities (MI State Law – 750.209 – A or B).

Michigan law states students who possess a dangerous weapon or who commit arson or rape in a public school or on public school grounds, shall be permanently expelled from this district and all Michigan public schools.

The student will be placed on immediate 10-day suspension pending a hearing with the WSD Board of Education.

Expulsion is mandatory unless the student establishes by clear, convincing evidence that:

The perceived “weapon” was not used as a weapon.

The student did not know he/she possessed the perceived “weapon.”

The student did not know the perceived “weapon” was a weapon.

The student had the perceived “weapon” at the suggestion, request, direction, or permission of the school or police authorities.

This policy supersedes any prior policies and/or practices with respect to student discipline for the student behaviors described in this policy.

A dangerous weapon is any object defined as dangerous by state or federal law and include but are not limited to: a firearm, gun, revolver, pistol, dagger, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, any knife, iron bar, brass knuckles, any destructive device including bombs, rockets, or any explosive type device, or a BB or pellet gun, or any device deemed by administration. to be dangerous or capable of causing injury. In addition, a firearm, as defined by federal law, is prohibited.

A weapon free school zone includes all public and private K – 12 school buildings, school grounds, and school vehicles used to transport K – 12 students. Arson and rape are also defined in the Michigan criminal codes.

Students expelled under this policy may not attend a regular WSD program and are expelled from all public schools in the state of Michigan. However, such students may be enrolled in an appropriate program at the discretion of the district which operates or participates in the program. Such a program must be operated in facilities and at times separate from the general student population. The district is not obligated to provide an alternative program.

Students who are in grades 6 or above at the time of expulsion may petition for reinstatement anytime after 150 school days of expulsion, but may not be reinstated until after 180 days of expulsion.

WSD will comply with all reporting and other requirements of the Federal Gun Free Schools Act and Michigan Public Act 328.

Legal References: MCL 28.421, 380.1311, 380.1313, 750.82, 750.237a, and 18 U.S.C.\*921.

#### WSD Search and Seizure Policy

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in the possession of students:

- There will be reasonable cause for school authorities to believe that the possession constitutes a crime or rule violation.
- General searches of school property may be conducted at any time in the interest of public safety.
- Search of an area assigned to a student will be for a specific reason and be in the student's presence in most situations.
- Illegal or unauthorized items reasonably determined to be a threat to the safety or security of others may be seized by school authorities (knives, guns, controlled substances, etc.).
- Items used to disrupt or intervene with the educational process may be temporarily removed from the student's possession.

# WHS Administrative Disciplinary Actions

## Due Process

According to due process, the student subject to possible suspension will be notified of any charges against him/her by WHS administration. Also, the student will have the opportunity to give their account of the situation and to question any charges.

Parents may make a written appeal to the next higher level of authority. Only the parent, guardian, or adult student may appeal the decision. Suspensions of one day are not subject to the appeal policy. Appeals proceed in the following order; assistant principal to principal and principal to superintendent. In order to appeal a decision made at one of the levels, the following steps are to be used:

- The written appeal by the parent/guardian must be made within 48 hours (two school days) of the previous hearing.
- No new charges can be made against the student during the hearing, unless new evidence is presented or discovered. The parents/guardians of the student have the right to retain legal counsel.

## Detentions

Detentions are assigned before school, during lunch, during school or after school. Detentions are to be served in SRC. Detentions can last anywhere from half of an hour to three (3) hours.

## Snap Suspension

Snap Suspension: A student may be barred from a class at the request of a teacher for a maximum of one period. This action by a teacher is subject to review by the assistant principal and/or principal. Such a review may include consultation with the teacher and student.

Suspension: Depending on circumstances, the following actions may be taken:

1. A student may be suspended from the building for the remainder of the school day.
2. A student may be suspended from attendance at or participation in a school district sponsored activity.
3. A student may be suspended from the building pending a conference with the parent(s) or guardian.

Any time a student is barred or suspended from school, he/she is not allowed to be present at any extracurricular activity sponsored by the school. A student is considered suspended from the moment they are notified of the suspension until

he/she returns to classes. Showing up at school or a school-sponsored activity during this time will be considered trespassing.

### Suspension Procedures

1. The student shall be informed of the specific charges that could be the basis for disciplinary action.
2. The student will have the right to present to the school administrator any relevant information that will support the student's defense.
3. If the student is suspended by a school administrator, the administrator will:
  - a. Notify the parent(s) or guardian as soon as possible of the suspension, in writing and if possible, orally.
  - b. Give the parents/guardians, student, and teacher reasons for the suspension and the steps necessary to affect the student's return to school.
  - c. Inform the parents/guardians that if they are dissatisfied with the action, an appeal can be made through the due process procedures.
  - d. Suspensions of fewer than 3 days may not be appealed.

### WSD Expulsion Procedures

1. Written notice of charges against a student shall be supplied to the student and parents/guardians. Included within the notice shall be a statement of the time and place for the hearing, which time and place thereof shall be reasonable for the parties involved.
2. It is recommended that a parent/guardian be present at the hearing.
3. The student, parent/guardians may be represented by legal counsel.
4. The student shall be given an opportunity to present evidence. The student should be allowed to offer the testimony of other witnesses who may also present evidence.
5. The student shall be allowed to observe all evidence produced. In addition, the student shall be allowed to question any witness.
6. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing. Only the Board of Education can expel a student.
7. A record will be kept of the hearing.
8. The Board of Education shall state within a reasonable time after hearing its findings as to whether or not the student charged is guilty of the conduct charges and its decision as to expulsion.
9. The findings of the hearing authority shall be reduced to writing and sent to the student and the parents/guardians.
10. The student and parents/guardians shall be made aware of the right to appeal the decision of the hearing authority to the appropriate appellate authority.

# WHS Responsibilities

## Responsibilities

*A student has the responsibility:*

1. To respect the rights and viewpoints of other students.
2. To attend school regularly and arrive in classes on time.
3. To care for school property and the property of others.
4. To work cooperatively with all members of the educational family to assure an environment conducive to learning and follow school rules.
5. To appropriately respond to adult directives.
6. To participate in administrative intervention and be willing to problem solve.

*A parent/guardian has the responsibility:*

1. To teach his/her student to obey the law and follow the school rules.
2. To teach his/her student to respect the rights and viewpoints of other students and school personnel.
3. To discuss the school rules with his/her student.
4. To see that his/her student is in school every day unless he/she is ill and to see that his/her student gets to school and attends all classes on time.
5. To work cooperatively with school personnel in resolving discipline problems and promoting a positive attitude towards school and teachers.
6. To reinforce the importance of good citizenship and personal behavior while en route to and from school, and at all times while on school grounds and at school sponsored activities.
7. To keep the school informed of correct demographic information, especially changes of address, telephone number or family status.
8. To be aware of his/her student's attendance and academic status.

*A teacher has the responsibility:*

1. To maintain a classroom atmosphere that is conducive to learning.
2. To know and enforce the rules and policies of the school district fairly and consistently.
3. To emphasize that a student who disobeys clearly stated rules can expect corrective action.
4. To demonstrate effective classroom management skills.
5. To use instructional materials to teach, not to discipline or punish.
6. To show courtesy and understanding to each student equally.
7. To administer discipline in private, if possible.
8. To ensure that the discipline is appropriate to the offense and offender.
9. To utilize all available resources of the school district to accomplish positive behavior (i.e. counselors, student assistance, school social worker, etc.)

10. To post a copy of course grading procedures used in all classes and explain them to all students.
11. To understand that every Western High School student is the responsibility of every Western High School adult.

*A principal has the responsibility:*

1. To support the curriculum and accompanying activities of teaching and learning.
2. To fairly and consistently enforce the policies of the school district.
3. To encourage participation by school personnel, parents, guardians, and students in the formulation of school policies.
4. To inform school personnel, parents/guardians, and students of these policies and clearly define responsibility.
5. To maintain communication with staff and students to promote favorable handling of problem situations.
6. To provide assistance or guidance when requested by a staff member, student, or parent/guardian as soon as possible.
7. To communicate with staff members and parents/guardians involved, regarding the action taken by the principal on disciplinary matters.
8. To work with staff, students, and parents/guardians to recognize and properly deal with any forms of prejudice or disrespect that interfere with positive human relations.
9. To offer problem solving opportunities and intervention when necessary.