

Mr. Brett Hackworth, Principal

Mr. Jay Vandercook, Asst. Principal

Mrs. Erin Trudell, Secretary

Mrs. Cortney Moffitt , Principal Parapro

Mrs. Emily Kruso, Principal Parapro

Mr. Joe Showerman, Guidance Counselor

Mr. Jordan Wurmlinger, Guidance Counselor

MISSION STATEMENT:

The compassionate staff of Western Middle School, who enjoys working with middle school students, strives to meet the needs of all through a balance of academic excellence and nurturing greatness.

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Middle School Administration/Office Personnel

The middle school administrative staff can be reached during regular school hours (7:00 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:

Mr. Brett Hackworth, Principal	General School Policies
Mr. Jay Vandercook, Asst. Principal	Discipline
Mrs. Erin Trudell, Secretary	General Information
Mrs. Cortney Moffitt , Principal Parapro	Attendance
Mrs. Emily Kruso, Principal Parapro	General Information
Mr. Joe Showerman, Guidance Counselor	Counseling Needs for Students
Mr. Jordan Wurmlinger, Guidance Counselor	Counseling Needs for Students

Complaints concerning discrimination, harassment, or sexual harassment may be addressed to:
Mr. Jay Vandercook, Assistant Principal or Mr. Brett Hackworth, Principal
Western Middle School
1400 S. Dearing Road
Parma, MI 49269
(517) 841-8300

Introduction

A middle school is something much more than a school. It is a complex of traditions and influences of sentiments inherited from the past and aspirations reaching out into the future. The lessons learned in its classrooms and laboratories constitute but a small part of the education that it offers. The students are taught and inspired by the examples of those who are about them. They breathe the spirit of the place.

To the Student

As you enter Western Middle School, you join membership in a school where you will be given many opportunities to continue nurturing intellectual, social, physical, and moral development. Curricular and extracurricular activities will help unleash your potential, harness your energy, and develop the necessary skills in advancing your character, scholarship, leadership, and service. As you go forward, working toward gaining membership in the Western Alumni, you will learn what Western really is, what it means, and what it offers you. We sincerely wish you health, happiness, and success in all of your days at Western and for all of the years to come.

To the Parents

Our purpose as educators is to provide your children the best possible educational opportunity in order that they may develop to their fullest potential those qualities that will enable them to become happy, productive members of society.

While it is our responsibility to provide the proper educational opportunity, it is our hope that each and every student will answer the call of this opportunity, for it knocks only once in a lifetime. Those who take advantage of the total curriculum, including activities of a co-curricular nature such as clubs, organizations, and athletics will find that the total experience will be of benefit far beyond their days of school.

Your support is an essential ingredient in helping us achieve our goals. We encourage you to take an active role in the educational process of Western Middle School. We hope you will become familiar with the policies and guidelines established in this informational guide. It is an attempt to bring about unity of objectives and procedures in order to produce a more helpful organization for the students, faculty, administration, and you, the parents.

Mission Statement

The compassionate staff of Western Middle School, who loves working with middle school kids, meets the needs of all students through a balance of academic excellence and nurturing greatness.

Positive Behavior Support

Western Middle School is participating in School-Wide Positive Behavior Support (SWPBS), an important district-wide initiative to encourage positive behavior. Coupled with our Nurtured Heart Approach, the SWPBS is compiled into our "Building Lesson Plan."

SWPBS IS NOT**:** a specific program or a curriculum. It is a team-based process that involves systemic problem solving, planning and evaluation.

SWPBS 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 WMS.
- 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.
- Post the 3 BE's signs in classrooms, hallways, counselors' offices, principals' offices and the office.

The Three B's of Western Middle School

- Be Respectful
- Be Responsible
- Be Safe

Location	Be Respectful	Be Responsible	Be Safe
Arrival / Departure	• Wait in front until release time • Use appropriate language and volume • Remove all hats and hoods upon entering the building	• Arrive on time • Be dressed appropriately • Turn off phone electronic devices and put it in locker • Be in your grade level hallway • Go to first hour when music begins playing	• Large groups must stay on the side of hallway • Stay on sidewalks • Stay in your grade level hallway • Get on bus immediately / wait for ride in lobby • In case of emergency, follow specific procedures
Hallways	• Use appropriate language and volume • Respect other	• Walk to class promptly when music begins in	• Stay to the right • Walk • Keep traffic flow

	classes in session • Follow all adult directions • Greet adults w/ manners • Step aside for adults	morning • Be on time to class • No PDA • Hall passes must be visible • Vending machines used before / after school only • Electronic devices off and put in locker	moving • Stay in your grade level hallway • Keep hands, feet, and other object to self • In case of emergency, follow specific procedures
Bathrooms	• Clean up after yourself • Respect others' privacy • Use appropriate language and volume	• Flush toilet • Report damages, disruptions, or graffiti • Use during passing time • Keep all electronic devices out of sight	• Wash hands with soap • Keep water in sink/toilet • Keep hands, feet, and other objects to yourself • In case of emergency, follow specific procedures
Office	• Be courteous • Use kind words and actions. • Take a seat then wait quietly and patiently • Follow staff directions • Speak clearly	• Go directly to the office with staff permission only • Enter the office from the front entrance only • Respond promptly to requests from the staff • All phone calls must take place in the office with permission	• Sit or stand in designated area • Keep hands, feet, and other objects to yourself • In case of emergency, follow specific procedures
Cafeteria	• Arrive on time to lunch • Clean up your area • Have ID's ready • Leave food and drink in the cafeteria • Throw trash away when they come around	• Remain seated until dismissed • Follow lunch line procedure • Always walk • Keep hands, feet, and other objects to yourself • Wait at double doors when in line • Max 5 students per serving line	• Remain seated until dismissed • Follow lunch line procedure • Always walk • Keep hands, feet, and other objects to yourself • In case of emergency, follow specific procedures
Outside	• Use kind words and actions • Follow staff directions	• Remain visible at all times • Stay away from the off limit areas • Woods • Tennis Courts • Panther Bowl • Parking Lot	• Throw or kick balls in appropriate areas • Keep hands, feet, and other objects to yourself • Touch football only • Snow remains on the ground

			• In case of emergency, follow specific procedures
Library	• Use appropriate language and volume • Use assigned equipment as directed • Respect other library users	• Have your ID • Have your assignment book • Treat equipment with care • Return materials on time and to their proper place	• Keep hands, feet, and other objects to yourself • In case of emergency, follow specific procedures
Auditorium	• Enter and exit quietly from the appropriate doors • Demonstrate appropriate and timely applause • Be attentive • Sit up and keep feet on the floor • Throw away gum, water, or drink prior to entering	• Follow all directions the first time they are given • Sit in your assigned seat • Do not use electronic devices	• Stay seated until dismissed • In case of emergency, follow specific procedures
Locker Room	• Follow directions • Use appropriate language and behaviors	• Take clothes home on a regular basis • Only use the big lockers during class • Use your lock	• Keep hands, feet, and other objects to yourself • Be seated on the bench when you are dressed and ready for class • In case of emergency, follow specific procedures

Philosophy of Western School District

We respect the rights and recognize the differences of individuals. We believe that everyone has a place in society, and it is our responsibility as a school to assist each student to obtain an understanding of them as an individual and of other persons as it relates to the individual's integration into the community. That must be accompanied by healthy respect for authority, property, neighbors and pride in one's community and country for the opportunities and responsibilities afforded.

We see the public schools as a further extension of our homes and other community organizations for the development of our children and youth as strong contributing citizens of our communities. Accordingly, we will do our best, within the context of the varied preferences of a pluralistic society, to respond positively to community mores and values for the training of our youth.

- We believe that an educational institution must challenge the student intellectually.

- We believe that an educational institution must help the student create a positive self image.
- We believe that an educational institution must enable the student to develop morally.
- We believe that an educational institution must enhance the physical development of the students.

In summary, we believe that an educational institution provides encouragement to each student to think critically, creatively by the precept and example of school personnel and to act responsibly through examples of fair play. By equipping the student with the fundamentals of learning, the student is exposed to diverse knowledge in many fields of learning in order that he/she may formulate personal ideas and concepts to give purpose and direction to life within the boundaries of today's rapidly changing society.

Nondiscrimination Assurance

To attest to its determination to be in compliance with Title VI of the Civil Rights Act of 1964 and with Title IX of the Educational Amendments of 1972, Section 502 of the Rehabilitation Act of 1973, and the implementing guidelines adopted by the U.S. Government, Western School District has adopted a policy prohibiting discrimination on the basis of race, color, national origin, sex and/or handicap in any educational activity, program, or event for which it is responsible by law.

Admissions

New students in grades 6-8 that reside within the Western School District boundaries are admitted at Western Middle School. The Board of Education decides yearly as to whether or not Western Middle School will participate in the "School of Choice" program. If the school district chooses to participate, Western Middle School will accept disciplinary cases from other school districts on a case-by-case basis.

Swift K12

Swift K12 is a district-wide service which allows us to call the entire student body (3,000 students) in about 10 minutes for evacuations, to announce last minute event changes, and for distributing general district/school information. Forms to register for this service are available in the office.

Daily Schedule: (Reporting / Dismissal Times)

The school schedule is as follows:

- 7:20 - Admittance into school
- 7:35 - Classes begin
- 2:30 - Dismissal from school

Visitors In School Building and On School Grounds

Adult visitors to the Western Schools are welcome. All visitors and parents must check in at the main office. Student visitations are not allowed without permission.

Courses Available

SIXTH GRADE

- Art
- Band
- Cognitively Impaired Classroom
- Digital Compass 6
- English Language Arts
- Creative Arts
- Health
- Math
- Physical Education
- Science
- Shop
- Social Studies
- Technology

SEVENTH GRADE

- Art
- Band
- Boost Class (Math / Reading)
- Career Cruising
- Choir
- Cognitively Impaired Classroom
- Computers
- Creative Arts
- Coding
- Digital Compass 7
- Early American Wars
- Engineering
- English Language Arts
- Genetics
- Money Matters
- Mathematics
- Physical Education / Health
- Science
- Social Studies
- Shop
- Spanish
- Technology
- What's Your Greatness
- World Outside Parma

EIGHTH GRADE

- Algebra
- Art
- Band
- Boost Class (Math / Reading)
- Choir
- Cognitively Impaired Classroom
- Computers
- Digital Compass 8
- English Language Arts
- History of Sports
- Leadership, Literature, & Lifting (3 L's)
- Mathematics
- Mystery of the Mind
- Physical Education
- Road Trip
- Science
- Social Studies
- STEM
- Technology
- World Wars!

Academic Support

We know that students learn at different rates and in different ways. With more time and opportunities, all students can learn the curriculum. Many teachers are working with students before and after school to provide additional time and opportunities for learning. This is the next best option, outside of the regular class time, for students to learn. Some students make little or no effort to learn. By middle school, they may have significant struggles in their attempts to be successful. There is a need for consistent, school-wide support structure for these students, as well as consistent, realistic consequences for students who can learn but do not complete their work.

The staff will be identifying students who are failing or at-risk of failing at the mid-term and at the end of each marking period. Administration will work with the teams of teachers to determine which students need support beyond what is already being provided by the team before or after school.

Reporting to Parents

Report Card Distribution

Report cards will be generated at the end of each marking period. Report cards will be sent to parents via email or printed upon request. Student's grades may be accessed at any time using PowerSchool. During conferences or at any other time during the school year, parents may request an individual conference with any teacher.

Attendance Policies / Procedures

Education is the primary responsibility of schools. A part of education concerns itself directly with ideas, facts, and concepts. Another part, however, deals with the attainment of habits that will be beneficial to the individual for the duration of his/her life. Certainly, the habit of prompt and regular attendance is a prime concern and therefore, one of the most important responsibilities of students.

It is an undisputed fact that regular attendance is a student's best assurance of success in the middle school academic program. The purpose of attendance requirements is to maintain academic standards for earning credit. Extensive absenteeism keeps a student from taking full advantage of his/her educational opportunities. Excessive absenteeism can also disrupt the education of those students who regularly attend class. Every member of a class contributes to the total learning process of all students in the classroom. One insightful question of the group or another individual may be valuable to the understanding of the group or another individual in the class. The student who is absent is deprived of this part of education and deprives others of their contributions.

In order to encourage, promote, and ensure regular attendance at school, Western Middle School (in cooperation with the Jackson County Sheriff Department) has adopted the following attendance policy:

- You are allowed 9 unofficial absences per period per year.
- Upon the 10th absence, you are considered truant and may face a referral to the county truancy officer.
- If you are absent, have your parents call the office the morning of your absence at 841-8376.
- Upon your return to school, please report to the office with your planner and official documentation about your absence.
- Only absences that are accompanied by official documentation are excused. Official documentation is defined as follows: sickness with a doctor's note, doctor's appointments, religious holidays, extreme family emergency (subject to administrator discretion), lice (3-5 days), and suspensions (less than 10 days).
- Parental excuses allow you to make up all missing assignments.
- Homework requests are granted for students absent 2 or more days. Requests require a 24-hour notice. Please call the attendance clerk at 841-8376 to make arrangements.
- For award purposes, perfect attendance means no absences or tardies.

Vacations

- Western School District has a winter break and a spring break scheduled. The dates will be published in the district newsletter each year.
- If you are planning a vacation, please stop by the office and pick up an Advanced Absence Form. You will be requested to have all your teachers sign this form along with your parents and return it to the attendance clerk. At that time, the first five (5) absences will be excused. If the form does not get back to the office, it will not be counted as an excused absence.

Hall Passes

Hall passes will be issued to students when it is necessary for them to leave a classroom during a regularly scheduled time period. The following rules will be observed for hall passes:

- Students shall have up to 3 passes per class per marking period. Exceptions can be made upon request.
- Students must carry a hall pass issued by a teacher, counselor, or administrator.
- Students not having such a pass or possessing a pass deemed a forgery will be regarded as skipping and may be subject to other disciplinary action.
- Students must show a hall pass at the request of any staff personnel.
- A teacher, staff member, or administrator has the right to determine the validity or need of all passes requested.
- Whenever a student is in the hallway they are expected to observe appropriate rules of conduct that include not running but walking to their destination.

Medication (Board Policy #5330)

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

For more information please call the office @ 517-841-8300

Immunizations (New School Entrants)

To enter school: State law prohibits a principal or teacher from admitting new entrants to school without a record of one dose of each: Measles, Mumps, Rubella, Polio, DTP, DT, Hepatitis B, Chickenpox, Td or a signed exemption. To stay in school, the health department requires that you must provide the school with a record showing that your child has received all of these required immunizations:

MEASLES, MUMPS, RUBELLA- two doses- First dose given at or after 12 months of age. Second dose given at or after 15 months of age and at least one month after the first dose.

POLIO- 3 doses- If third dose was not given on or after fourth birthday, another dose must be given at school entry.

DTP, DT, or Td- (DTP=Diphtheria, Tetanus, Pertussis; DT=Diphtheria, Tetanus-Pediatric; Td=Tetanus, Diphtheria-Adult) - four doses- If fourth dose was not given on or after fourth birthday, another dose must be given at school entry. A booster dose if not given within the last 10 years.

Hepatitis B- 3 doses. First dose must be done in order to enroll, with the other two completed within two months.

Chickenpox- must either have the immunization or have had chickenpox.

If immunization is against your religious beliefs, you must sign the exemption that is available at the school. Children who have not completed the required immunizations will be excluded by the health department until requirements are met.

Daily Routines / Procedures

Lunch Period

We have a closed lunch policy, which requires that all students remain at school during the lunch period, unless signed out by a parent/guardian.

A regular Type A government subsidized hot lunch program is available. Students may place money in an account to purchase lunch. Students can use their student ID number to credit their account with the cashier. We encourage parents to prepay (cash or check) a minimum of one week's worth of meals or more. **Please make a check payable to Western Schools, with your child's name written on the check or envelope.**

Milk, juice, and water are available each day during the lunch period. **Families in need of financial assistance may apply for free/reduced lunch through the Office.**

Lunches: (Free for the 2023/24 school year)

- Students will eat together by grade level
- Hot Lunch $2.55
- Breakfast $1.45

The lunchroom is a place to eat, visit, and enjoy the lunch break. Throwing food, horseplay, shouting, etc., will not be tolerated and may be subject to disciplinary action.

If your child leaves the district with a positive balance of $4.00 or more, a check will be sent to 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.

Limited Areas

The high school, auditorium area, and the area outside the school are off-limits. At lunch there is a designated area outside for your enjoyment. Students are allowed to use the grassed playing field, and basketball courts. They are not to be on the tennis courts, high school soccer

field (on the hill), or the woods surrounding the youth soccer field. These areas do not allow appropriate supervision from school personnel.

Instructional Aids / Facilities

Textbooks and iPads

Textbooks and iPads are among the most expensive instructional aides utilized in our school. Our board of education has adopted the policy of providing free textbooks and iPads for all students. This places a great responsibility on teachers to see that students learn to take reasonable care of books. Each item has been given an individual number placed inside the front cover. (Do not accept a book or iPad that has an altered number.)

Instruct your children to record the textbook numbers in their notebooks. Books are not to be marked by students in any way for identification unless directed to do so by the teacher. Any alteration of numbers within the stamp is cause for fine equal to the full cost of the book.

Book damages beyond reasonable wear for a one-year period must be repaired or replaced. Teachers will check carefully on careless use of textbooks and charge students accordingly at the end of the course when books are turned in. Students will be charged to the extent of the damage, or the replacement cost, or the full rebind cost if the cover is destroyed.

Media Center / Library

A wide selection of materials are available in the middle school library. Services provided by the library will be available to all students. The materials include books, pamphlets, magazines, etc. Students also have access to technology support using the Media Center. You are welcome in the media center at the appropriate posted times. Books are checked out for two weeks and can be renewed as often as necessary. A fine is charged if overdue materials are not renewed or returned.

Student Services

Hall Lockers

The school will provide lockers to students for their use. However, lockers are the property of the school and may be inspected by school officials (see Search and Seizure). Students may not share lockers unless instructed to do so. Students are responsible for the condition of their assigned lockers.

Each locker has a lock as your protection against lost or stolen articles so it is very important that you keep your lock combination to yourself! If your lock does not work, report to the office.

For seventh and eighth grade students, your physical education teacher will assign a gym locker for your use in gym class. If a school padlock should be lost during the year, you will be assessed a fine to pay for the lock.

Only locks issued by the school are permitted on lockers. **Always be sure to keep your locker locked, and your lock combination to yourself!**

Lost and Found Items

When a student finds any item, it should be turned in at once to the office.

If you have lost something, please check first with your teachers. Otherwise, please check the missing items bin located in the cafeteria. The sooner you check for lost items, the better your chance of locating them.

Many items are turned in that are never claimed! May we suggest that all articles have the owner's name placed on them. Two weeks after the end of each marking period and the close of the school year, all unclaimed articles will be donated to charity.

A lost and found area for lost physical education equipment/clothing is maintained by the physical education teacher.

Student Activities

Panther Parliament

You may be nominated by your peers to be a Parliament representative. As a representative, you will be expected to participate in leadership training, work with other parliament members to identify goals for the year, implement initiatives, seek out input from fellow students, and communicate progress with classmates.

Nominations for Panther Parliament take place in the fall.

Interscholastic Sports

The following interscholastic sports are offered for 7th and 8th graders:
Basketball
Cheerleading
Cross-Country
Football
Track
Wrestling
Volleyball (girls)

Student Service Opportunities and Academic Recognition

The following opportunities may be available for students who qualify:

National Junior Honor Society
Honor Roll
Musical Performances

Physical Education Policies

Dressing for Physical Education Class / Excuses from Participating

Physical Education is an important aspect for students. It is the expectation of the physical education department that all students will be dressed appropriately and safely for daily active participation. All students taking physical education are expected to participate unless they have a medical excuse from a physician or a temporary parental excuse. Three no –dresses will result in a disciplinary action.

To ensure the health and safety of all students, physical education participants must comply with the following expectations:

- All jewelry must be removed (MHSAA ruling)
- All long hair must be tied back
- All chewing gum is to be removed

Disciplinary Policies / Procedures

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. Good conduct is also necessary to insure the safety and well-being of the entire student body and the staff. It includes appropriate verbal and nonverbal behavior, neatness in appearance, conformance with accepted standards of the district, and non-interference with the learning processes of others. The responsibility for good 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 be such as to 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 district 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.

Due Process

Students have a right to due process before disciplinary action is taken. Due process includes hearing the charges against them, responding to the charges and asking questions regarding the charges.

1. The student subject to possible suspension will be notified of the charges against him/her by WMS administration.
2. The student will have the opportunity to question any charges.

Appeal

Suspension of more than one (1) school day but not more than (10) school days may be appealed in writing to the principal within two (2) school days of suspension notice. Only the parent, guardian, or adult student may appeal the decision. Appeals proceed in the following order; Assistant Principal to Principal; Principal to Superintendent. In order to appeal a decision made at one of the levels, the following steps are to be used:

1. The written appeal by the parent/guardian must be made within two (2) school days of the previous notification.
2. No new charges can be made against the student during the hearing, unless new evidence is presented or discovered.
3. The parents/guardians of the student have the right to retain legal counsel.

Suspension / Debarment

Debarment: A student may be barred from a class or classes at the request of a teacher for a maximum of one day. This action by a teacher is subject to review by the Assistant Principal and/or Principal. Such a review will include consultation with the teacher and student.
Suspension: Depending on circumstances, the following actions may be taken:

1. A student can be suspended from the building for the remainder of the school day.
2. A student can 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.
4. A student can be suspended for a period of time.
5. Student suspensions will be noted on permanent transcripts.

Any time a student is barred or suspended from school, they are 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

they return to classes. Showing up at school or a school-sponsored activity during this time will result in additional suspension time.

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. Prior to determining disciplinary actions, school administrator will consider the factors determined by Section 1310d in Michigan School Code.
4. 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.

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.
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.

Detention

Students may be assigned detention hours for minor infractions of the code of conduct or attendance concerns at the discretion of a building administrator. Detention periods may be held after school or during lunch hours. It will be supervised by the Assistant Principal or his/her designee.

In-School Suspension (ISS) / Student Responsibility Center (SRC)

In-School Suspension may be assigned to students by the building administrator. This placement is in lieu of suspension to home. Inappropriate behavior and conduct while serving the ISS will result in the original suspension to home and further disciplinary action.

SRC may be assigned for up to 3 class periods at a time in order for students to break a period of negative behavior, reflect, and regain their composure prior to returning to class. Students will be required to reflect and take ownership of their behavior during this time.

Search and Seizure

Student lockers and desks are school property and remain at all times under the control of the school; 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 the school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant. A law enforcement agency having jurisdiction over the school may assist school personnel in conducting a search of a pupil's locker and the locker's contents, if that assistance is at the request of the school administrator.

To maintain order and discipline in the schools and 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 or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, backpack, 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 for reasons of health and safety.

Use of Physical Force Policy

School officials will appropriately touch students when they are administering first aid, breaking up fights, protecting oneself or others, moving through a crowd to address an emergency and employing passive restraint to behaviorally disruptive students. There may be other situations that require the use of physical force that are not specifically addressed in this handbook.

Weapons Free School Zone

Possession of Weapons:
The Michigan School Code now requires the mandatory expulsion for 180 days of any student who possesses a firearm or any knife or any other dangerous weapon or who commits criminal sexual conduct or arson while on school property (including vehicles) or at a school-related activity. This includes, but not limited to weapons in a car in the parking lot, weapons in your locker or gym locker. It is also illegal to possess weapons brought for hunting activities after

school. Such expulsions must be entered into the student's permanent record and school personnel must provide such information to any other public or private school in which the student seeks to enroll. Further, the school must refer the expelled student to the county department of social services or county community mental health agency. Existing law requires the notification of law enforcement officials when such an incident occurs. Copies of the policy are available upon request.

BOARD POLICY:

The Board of Education of the Western School District, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of the Western School District shall permanently expel a pupil from attending school in the school district if the pupil possesses a weapon or commits arson or criminal sexual conduct in a Weapon Free School Zone. Such expulsion is mandatory unless the pupil establishes, in a clear and convincing manner, at least one of the following:

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

Recordation and Referral

The school district will see that all expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of a student's permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where this district is requested, or otherwise required, to forward or release records to that institution.

The school district shall, within 3 days of expulsion, refer the expelled student to the appropriate County Department of Social Services or County Community Mental Health Agency. The school district shall also notify the individual's parent or legal guardian or (if the individual is at least 18 years old or otherwise emancipated) notify the expelled student of the referral.

The school district shall report the incident involving a weapon or dangerous weapon, in writing, to the pupil's parent or legal guardian (if the pupil is unemancipated) and to the local law enforcement agency. The school district shall also refer the matter to the appropriate prosecutor(s) for prosecution under applicable state or federal laws.

Petitions for Reinstatement

Pupils expelled pursuant to this policy (or their parent or legal guardian if the pupil is unemancipated) may petition the Board of this school district for reinstatement to school. An individual who was in grade 5 or below when expelled may petition for reinstatement at any time after the expiration of 60 school days after the date of expulsion. Individuals who were in grade 6 or above at the time of expulsion may petition for reinstatement at any time after the expiration of 150 school days after the date of expulsion. The school district will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the Board of Education and its designated committee to request, receive and review all student records and information maintained by any public or private school that the pupil attended.

Upon receipt of a petition for reinstatement, the district shall do the following:

1. Not later than 10 school days after receiving a petition for reinstatement, the School Board shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if the expelled student in unemancipated) or from the expelled pupil;
2. The committee shall consist of two school board members, one school administrator, one teacher, and one parent of a pupil attending this school district;
3. The Superintendent of the school district may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement;
4. Not later than 10 school days after all members are appointed, the committee shall review the petition and any supporting information, and information provided by the school district, and shall submit a recommendation to the School Board on the issue of reinstatement;
5. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement; and
6. The Superintendent shall be allowed to attend meetings of the committee designated by the Board of Education when considering petitions for reinstatement.

Criteria for Reinstatement:

The designated committee and this Board of Education shall consider the following factors when a petition for reinstatement is submitted:

1. Whether reinstatement would create a risk of harm to other pupils or school personnel; Whether reinstatement would create a risk of school district or individual liability for the School Board or school district personnel;
2. The age and maturity of the individual;
3. The individual's School Board record before the incident that caused the expulsion;
4. The individual's attitude concerning the incident that caused the expulsion;
5. The individual's behavior since expulsion and the prospects for remediation of the individual;
6. The degree of cooperation and support from the individual's parent or guardian (if the

petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian, if the expelled student is reinstated.

Petitions for reinstatement from students expelled by another Board of Education shall be automatically denied if that student has not first submitted a petition for reinstatement to the expelling board. This school district will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of a petition for reinstatement by the expelling board.

Conditions for Reinstatement:

The School Board may require an expelled student (and if the petition was filed by a parent or legal guardian, the parent or legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

1. Signing a behavior contract;
2. Participation in or completion of an anger management program or other appropriate counseling;
3. Periodic progress reviews; and
4. Specific immediate consequences for failure to abide by any conditions of reinstatement.

Reinstatement:

If the school district decides to reinstate the expelled pupil, those who were in grade 5 and below at the time of the expulsion shall not be reinstated before the expiration of 90 school days after the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun Free Schools Act. For students in grade 5 and below who have violated the Federal Gun Free Schools Act and who are subject to mandatory one-year expulsion, the Superintendent may submit his or her own recommendation to the Board of Education, in conjunction with the designated committee's recommendation, to modify the one-year expulsion requirement (on a case-by-case basis) to a period of time not less than 90 school days. Individuals in grade 6 or above at the time of expulsion shall not be reinstated before the expiration of 180 school days (one legal school year) after the date of expulsion.

Application to Handicapped Pupils:

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

DEFINITIONS:

"Weapon" or "dangerous weapon" includes: A firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over 3 inches in length; pocket knife opened by a mechanical device; any knife; iron bar; brass knuckles, or any other item capable of causing injury.

"Weapon Free School Zone" means school property and/or a vehicle used by the school to transport students to or from school property.

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, and includes the area up to 1000 feet surrounding school property.

"Firearm" means (A) A weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (B) The frame or receiver of any such weapon; (C) Any firearm muffler or firearm silencer; or (D) Any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm".

LEGAL REF: MCL 28.421, 380.1311, 380.1313, 750.82, 750.237a, and 18 U.S.C.* 921.

Drug Free Zone:

The Western School District attempts to provide a safe and healthy learning environment for all of its students and patrons. To that end and because the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful, the district complies with all provisions of the Federal Drug Free Schools Act which multiplies the penalty within the drug-free school zone.

In accordance with this federal law and Board of Education policy, the use, possession, concealment, or distribution of drugs or alcohol by students on school grounds, in school or school-approved vehicles, or at any school-related event is prohibited. **Any student who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including expulsion from school and prosecution**. Compliance to these standards by students is mandatory.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through community programs and services.

Non-students who violate the provisions of the Drug Free School Zone subject themselves to severe penalties under this law.

Student Harassment / Bullying

Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State Law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action (including electronic transmissions and written threats) that creates a hostile, intimidating, or offensive learning environment.

Prohibited is any form of sexual harassment, harassment based on nonconformity to gender norms, gender identity, and/or gender expression, and any use of racial, ethnic, or other verbal

or physical harassment. Students should report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment, retaliation, in a confidential manner by completing the WMS Online Bullying Incident Form.

All such reports are to be investigated by the Superintendent or his designee promptly. Anyone found to have violated this policy and/or the code of conduct shall be subject to disciplinary action up to and including suspension or expulsion from the district.

Bullying

A person is being bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Negative action is when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words or in other ways. Note that bullying is both overt and covert behaviors. Students should follow the Stop, Walk, Talk procedures explicitly taught at WMS.

Sexual Harassment

Hyperlink

Definition
Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to another staff member or student, or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment or education, or when;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual, or when;
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to the following:

- verbal harassment or abuse
- written harassment or abuse
- pressure for sexual activity
- repeated remarks to a person, with sexual or demeaning implications
- unwelcome touching of a sexual nature
- suggesting or demeaning sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Discipline

Student behavior(s) that are handled by teachers may lead to disciplinary referrals to the administrator for additional action. When dealing with student behavior(s), our staff is expected to assist the student in correcting/eliminating the problem. This support should be progressive and include: (1) notifying the student of the inappropriate behavior, (2) isolating the student if the inappropriate behavior continues, (3) meeting with the student to develop a plan to correct

the behavior, (4) contacting the student's parent. When the student's inappropriate behavior continues, he/she may be referred to the office for additional actions that could include detention (lunch, after school, and/or Saturday), in-school suspension, and out-of-school suspension. Throughout this process, it is our goal to work with the student and the parent(s) to help correct the problem. We also reserve the right to apply our discipline standards and procedures for off-campus conduct of our students.

General Rules

There is not a rule, regulation or procedure written to cover every possible action which interferes with student learning. Therefore, conduct that deliberately interferes with the educational process or violates accepted and ordinary standards of conduct is also prohibited even though not specifically addressed in this handbook. The degree of severity of this misconduct, will determine whether the offense warrants detention, suspension, expulsion, or referral to a law enforcement agency. Please take the time to read through this handbook and understand it in its entirety. Questions need to be referred to the principal or assistant principal.

1. There is a designated time for students to enter and exit the building, as well as to arrive to and depart from school grounds. These times will be published in the August Pre-School Registration packet mailed to parents. Enter only as directed (designated entrances). After school, students will be expected to leave the school grounds promptly unless they are participating in a supervised activity (athletics, clubs, academic support). We do not have supervisory staff before and after designated building usage times.
2. At assembly programs, take seats promptly and quietly as directed. Applaud at proper time by clapping only. No whistling.
3. It is expected that students demonstrate good sportsmanship and respectful behavior at all school functions. Good school spirit is much encouraged and must not be confused with unsportsmanlike acts such as booing, hissing, etc. Remember the poor behavior of one or two people may reflect poorly on our entire school.
4. Vandalism such as marking or damaging walls, lockers, desks, restrooms, etc. will not be tolerated. Students who are responsible for malicious damage to buildings and equipment may be suspended from school and required to pay for such damage.
5. Walk to the right side in halls.
6. Avoid traffic congestion in halls.
7. Loud talking, shouting, whistling, etc., in halls is in poor taste and is not permitted.
8. Keep your hands, feet and all other objects to yourself.
9. Indecent behavior is prohibited. This includes public displays of affection, or engaging in any sexually, racially and ethnically degrading comments or behavior.
10. Snowball and/or rock throwing on school grounds and at bus stops is prohibited.
11. Eating and drinking are prohibited in halls. To maintain the cleanliness and safety standards in all classrooms and teaching areas, students may only bring in water (no pop, juice or food) during the school day. Food and drink purchased in the cafeteria should be consumed in the cafeteria unless the student is meeting a teacher during lunch time.

12. Toys, games, laser lights**,** etc. are not permitted without the permission of the principal or assistant principal.
13. 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. Student use of cellular phones or other electronic communication devices is prohibited in the school building during the normal school day (See policy below)
14. It is recommended that electronic devices NOT be brought to school, and that Western School District assumes no responsibility for lost or stolen devices. The school personnel will not become involved in any investigation of the theft, loss, or recovery of these items. If students elect to bring these items to school, they should only be used before school and after school. (See policy below)
15. Skateboards, roller blades, and shoes with wheels are not to be used on school property during the school day.
16. Balloons and flower deliveries during the school day for students is discouraged. If they are brought to school before the end of the school day, they will need to remain in the office until dismissal for the student to receive. This is distracting to the learning environment.

Student Wireless Communication Devices

Effective Beginning with the 2026–2027 School Year

General Rule

Personal wireless communication devices must remain in student lockers from the first bell until the end of the school day.

Devices may not be carried by the student during the school day.

This includes:

- Cell phones
- Smart watches
- Earbuds/headphones (wired or wireless), unless they are preapproved by building administration and directly connected to a school-provided device for instructional purposes.
- Tablets and other smart devices
- Any personal electronic device capable of communication, internet access, recording, or transmitting information

This expectation applies to any current or future personal technology with similar capabilities, regardless of its form or method of use.

Headphones / Earbuds

Headphones, earbuds (wired or wireless), and similar accessories are considered part of a personal wireless communication device and must follow all expectations, restrictions, and storage requirements outlined in this policy, unless preapproved by building administration and used exclusively with a school-provided device for a specific instructional purpose.

Passing Time

Students may briefly check their phones only while standing at their open locker. When doing so, students must:

- Keep their locker open while accessing their device
- Remain within arm's reach of their locker
- Be able to physically touch their locker
- Do not walk or travel through the hallways while using a device

Phones must be put away, and the locker closed before the student leaves the locker area.

Students who remain at their lockers too long are subject to the building tardy policy.

Lunch

Cell phones and other personal smart devices may not be used during lunch.

All violations begin with device confiscation.

First Offense

- Device confiscated and taken to the school office
- Device secured until the end of the student's school day

Second Offense

- Device confiscated and taken to the school office
- Device held until the end of the school day
- **Phone call/letter home** to parent/guardian

Third Offense

- Device confiscated and taken to the school office
- Phone call home
  Student required to check in daily for three (3) weeks at the beginning of the school day to turn in their phone to the office
- Devices are returned at the end of each school day
- The tardy policy applies if the student arrives late to class.

Fourth Offense

- Device confiscated and taken to the school office
- Phone call home
- In-School Suspension (ISS)

- Student must check in daily and turn in their phone at the beginning of the school day for the remainder of the school year

Fifth Offense

- All consequences listed above
- One (1) day Out-of-School Suspension (OSS) for insubordination
    - Students may not participate in any evening school events, including athletics or extracurricular activities

Dress Code - Proper Dress - Good Grooming Policy

While fashion changes, the reasons for being in school do not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted with these general guidelines. Personal appearance and good grooming are vital to a good learning environment. Students are expected to be neat and clean at all times. A reasonable cleanliness of a student and his / her apparel is necessary as a matter of health. Dress and grooming styles that are unsafe or create a disruption of the learning process must be avoided. This would include all school and school-connected activities.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Would I interview for a job in this outfit? (Yes)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)
    a. Clothing which is disturbing or distracting and/or promotes racism, violence, alcohol, drugs, tobacco, gang affiliation, sexual innuendo, or profanity is not allowed and subject to correction.
    b. 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.
        i. Cleavage is not to be exposed at any time, and any top that is cut 2 inches below the collarbone is subject to correction.
        ii. Shirts must have a sleeve or a strap That covers undergarments.
    c. Shorts or skirts should be modest in appearance and must extend past the closed fists when shoulders are in a relaxed position.
    d. 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 and rear end when shoulders are in a relaxed position.
    e. Pants with holes that are closed fists when the shoulders are in a relaxed position are not allowed and subject to correction.
    f. Large or sagging pants are inappropriate and not allowed and subject to correction.

g. Shoes shall be worn at all times for health, sanitary, and insurance reasons. Slippers, pajamas and sunglasses are not allowed and subject to correction.
h. Head coverings, including hats, hoods and bandanas, are not to be worn in the building during school hours and subject to correction.
i. Additional items that are deemed inappropriate and / or a disruption to the learning environment will be subject to correction.

Decency, as interpreted by the principal and / or staff, is to be maintained at all times. A student may be sent home for violating the dress code. Any absence for such violation is unexcused. Repeated violations of the dress code will be considered as defiance of authority and will be dealt with accordingly.

Use and Possession of Alcohol, Tobacco, and Drugs and / or Distribution of Controlled Substance

The use and/or possession of alcohol, tobacco, drugs or being under the influence of narcotics by students on school property is prohibited. This will include the immediate vicinity where they are identified with the school, while they are under school jurisdiction, as for example, on the school bus to away athletic contests, or other school-sponsored activities, on school grounds of competing schools, or at any other school-sponsored extracurricular activity. Students in possession of drug paraphernalia on school property will be subject to discipline by the Middle School Administration. Student Athletes will also be held to the Athletic Student Code of Conduct.

Possession of alcohol, tobacco (including chewing tobacco), and drugs (narcotics), is defined as "being in physical possession" as contrary to state law and indicative of its intended use. Any alcohol, tobacco, or drugs found in possession of any student shall be confiscated.

DISCIPLINE (use or possession of tobacco, alcohol, drugs, controlled substances, or paraphernalia):

Students may be given up to a 10-day Suspension and a report made to the local law enforcement agency for a first offense.

DISCIPLINE (distribution of alcohol, drugs, and controlled substances):

10-day Suspension and a report made to the local law enforcement agency and recommendation for expulsion.

Bullying, Intimidation, Harassment

It is the policy of the Western School District to maintain a learning and working environment that is free from bullying, intimidation, and harassment. Students shall be in violation of this policy for physical, verbal, or written forms of bullying, intimidation, or harassment of another person. The offender may be suspended.

Exclusion from Extracurricular Activities (Social Probation)

Students who continue to experience discipline problems or are not making efforts to meet academic credit requirements during the year may be excluded from participation in extracurricular activities; i.e., sports, field trips, dances, etc.

School 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.

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:

1. 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.
2. 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.
3. Students must cross in front of the bus. When crossing the road, check traffic and cross at least three feet in front of the bus.
4. Stay seated while the bus is in motion.
5. Cooperate with and obey all the instructions of the driver.
6. Students are expected to keep the buses clean and orderly. Consequently, there is no eating or drinking on the bus. Glass of any kind is not permitted.
7. Do not throw anything on or at a school bus.
8. Keep the aisles clear of feet, books and other belongings.
9. Keep hands, head, and hair inside the bus at all times. Ask permission of the driver to open windows.
10. Talk quietly – shouting, loud whistling, fighting, harassment of others, spitting or the use of profane or obscene language will be subject to disciplinary action.
11. Avoid crowding, pushing, or other disorderly conduct on the bus as well as when entering and leaving.
12. Any student violating the above regulations or found willfully or maliciously defacing a bus will be subject to disciplinary action (Michigan Penal Code, Act 328 of 1931).

The same standards that apply in school also apply to being at the bus stop or on a bus. Disciplinary action will be an outcome for poor choices when on a bus. **Students can lose bus privileges temporarily or** permanently.

Instances of Misconduct

The behaviors listed in this section are not intended to be comprehensive. After considering the seven factors, the individual student, and potential interventions, the final consequence will be determined.

VIOLATION	Appropriate range of potential consequences
Cheating – Penalties at teacher's discretion depending on severity of offense. Forgery – Falsifying school forms or signatures of teachers, school officials, or parents. Plagiarism – Passing off another's work as your own (includes copying from another student, internet, book, etc.)	Parent contacted by teacher. Loss of credit for that assignment or test. Possible DT, SRC, ISS or OSS
Horseplay – Hitting, pushing, grabbing, or chasing others to cause minor discomfort or distraction.	DT, SRC, ISS or OSS
Electronic or Communication Devices – (i.e. MP3 Players, cell phones, iPods, DVD, PSP, DS, etc.) All such devices must remain in lockers during the school day	See policy above
Loitering – In an unauthorized place at the wrong time. **This would include being at the high school or an off-limit area without permission / supervision.** (Parking lot at lunchtime, somewhere other than specified on a hall pass, loitering in a bathroom). Skipping – Being more than 5 minutes late to class without permission is considered skipping.	DT, SRC, ISS or OSS
Inappropriate Dress - See section on Dress Code Policy	Warning (Change into appropriate attire) DT, SRC, ISS or OSS
Excessive Show of Affection – Students are to keep their hands to themselves.	Parent notification, DT, SRC, ISS or OSS
Cafeteria Conduct – Throwing food is disorderly conduct. Throwing a tray or other hard object is an assault.	DT, SRC, ISS or OSS
Disruption of Learning – Class rules disobeyed, disturbs others.	DT, SRC, ISS or OSS
Assembly Misconduct- Inappropriate behavior at assemblies. Please know your assembly expectations.	DT, SRC, ISS or OSS, or you may lose the privilege of attending future assemblies.
Disrespect - Disrespecting behavior, including speech, tone, or gestures toward school personnel.	DT, SRC, ISS or OSS

The following discipline situations are serious enough to warrant suspensions from classes on the first offense. The consequences are listed so that students may have a reasonable expectation of minimum consequences for improper behavior. Consequences may be more severe depending on the intent and severity of the violation. After considering the seven factors, the individual student, and potential interventions, the final determination will be made.

VIOLATION	**Appropriate range of potential consequences**
Insubordination – Behavior which undermines the authority of a staff member including threats, intimidation, lying, defiance of authority, and willful failure to carry out a reasonable request	1. 1 day OSS 2. 2 day OSS 3. 5 day OSS or petition for expulsion
Fighting – An act of physical aggression toward another student.	1. 3 days OSS 2. 5-10 days OSS 3. (2nd or 3rd offenses can result in more severe consequences or a petition for expulsion.)
Smoking / Vaping / E-cigarettes / etc. - The act of handling, in possession or using tobacco or look alike products in school buildings or on school property or at a school event is a violation. (If the tobacco product / device is within arms length of the student, it constitutes possession for purposes of this policy.) YOUTH TOBACCO ACT (PA 314 of 1988 MCL 722.614) It is unlawful for a minor to possess, smoke, chew, suck, or inhale any tobacco product in a public place. Non-tobacco chew or other devices similar to cigarettes are not permitted.	1. Three days OSS. Students under 18 will be referred to Juvenile Court as specified in Youth Tobacco Act (PA 314). Students 18 and over will be petitioned to circuit court under the "Tobacco Free School Law" SB459-Sept. 11, 1993 2. Five days OSS. Students under 18 will be referred to Juvenile Court as specified in Youth Tobacco Act (PA 314).
Obscenity - Use of profane language (verbal or written) and / or gestures.	1. 1 day ISS or OSS 2. 2 day OSS 3. Up to 3 days OSS
Harassment – Including speech or action that creates a hostile, intimidating, or offensive learning environment (including electronic transmissions and written threats). Sexual Harassment - Includes but is not limited to the following: a.) Unwelcome sexual advances; b.) Subtle or overt pressure for sexual activity; c.) Engaging in improper physical contact, such as patting or pinching; d.) Making improper sexual comments (verbal, written, or electronic) including sex oriented kidding,	1. 2 days OSS and/or completion of learning module concerning sexual harassment 2. 3-5 days OSS 3. 10 days OSS

or creating an intimidating, hostile, or offensive learning environment.	
Disorderly Conduct – Out of control behavior. To insult, call derogatory names, dishonor, bully, or verbally abuse any member of the school staff or student body including racial and ethnic slurs or harassment. This also includes verbal threat, which is any statement or act (verbal, written, or electronic) which can reasonably be expected to induce in another person a fear of danger of bodily harm or injury.	1. 2 day OSS 2. 3-5 day OSS 3. 10 day OSS
Promoting Disorderly Conduct – Behavior that incites, promotes, or encourages others to behave in such a manner as described under the infraction of disorderly conduct. Also included in this section is conduct that hinders the orderly operation of the school. This could include stink bombs, drugs, alcohol, or unauthorized sale/distribution of any type of goods.	1. 2 day OSS 2. 3-5 day OSS 3. 10 day OSS

The following violations are extremely serious and usually carry at least a five-day out of school suspensions for the first offense. Some carry a ten-day suspension with a recommendation for expulsion. Some immediately bring police action. All these violations result in immediate removal from the school grounds and involvement of parents.

VIOLATION	CONSEQUENCES
Alcohol - A student shall not sell, possess, use, deliver, or be under the influence of any alcoholic beverage (including look-a-likes) or intoxicants of any kind while on school grounds or off school grounds at a school activity, function, or event.	1. Parental contact. 10 days OSS. Evaluation by an approved substance abuse agency. 2. Petition for expulsion.
Assault on Another Person – A student shall not intentionally cause or behave in such a way that may cause physical injury to a school employee, student, or other person while on the school grounds or off the school grounds at a school activity, function or event.	1. 5-10 days OSS 2. 10 days OSS or expulsion
Controlled Substances – A student shall not sell, possess, use, purchase, deliver or be under the influence of any drug, narcotic, drugs, marijuana, look alike drug, drug paraphernalia, or other controlled substance as defined in the Controlled Substances Act of 1971, being MCL 335.301 et eq. And as defined in other Michigan or Federal Statutes, while on school on off the school grounds at a school activity, function or event.	1. Parental contact. 10 days OSS. Evaluation by approved substance abuse agency. 2. Petition for expulsion. (Compliance with these standards is mandatory)

False Alarm or Bomb Threat – (Under current law, pulling a false fire alarm in punishable to 90 days in jail with a fine.)	1. Police report, 10 days OSS. Possible petition for expulsion.
Extortion – Taking payment through threat or coercion.	1. 5-10 days OSS. Possible police report. 2. 10 days OSS. Possible police report and/or petition for expulsion.
Incendiary Devices – For the safety of others, any student who possesses or uses firecrackers, smoke bombs, or other incendiary devices will be suspended and/or expelled. Incidents of use which result in destructive fires will be handled as arson.	1. Possession – 3 days OSS 2. Use – 5-10 days OSS and possible petition for expulsion. 3. Where appropriate, a full report will be made with the police authorities and Fire Marshall. (MI State Law – 750.209 A or B) 4. Restitution for damages.
Theft, Damage or Destruction of Private or School Property - A student shall of intentionally cause or attempt to cause damage to property of the school or of other persons or steal or attempt to steal from other persons at a school activity, function or event. Damage caused to the school will be paid for by the student and / or their parents at the current cost of replacement.	1. Return of stolen goods. Pay for damages. Possible police report. Suspension 3-5 days of OSS. 2. Return stolen goods. Pay for damages. Possible police report. Up to 10 days OSS.

The following violations are extremely serious and usually carry at least a five-day out of school suspensions for the first offense. Some carry a ten-day suspension with a recommendation for expulsion. Some immediately bring police action. All these violations result in immediate removal from the school grounds and involvement of parents.

VIOLATION	CONSEQUENCES
Weapons / Rape / Arson - (Section 1311 or the Michigan School Code, 1/1955.) The use or possession of a weapon, or reasonable limitation, on school grounds by a student is prohibited. Any student who possesses, handles, or transmits any dangerous weapons or commits rape or arson while on school property (including vehicles) or at a school related activity shall be expelled from school. **Dangerous Weapons Include BUT ARE NOT LIMITED TO:** 1. Firearm (any device which is designed to or may readily be converted to expel a projectile by the action of an explosive), gun frame; silencer; or any destructive device including bombs, rockets, or any explosive type device. 2. Dagger, Dirk, Stiletto 3. Knife with a blade over three inches in length 4. Pocket knife opened by a mechanical blade 5. Iron bar or brass knuckles 6. BB or Pellet gun	1. Rape or Arson – Police / Fire Marshall report. Immediate 10 day suspension, pending expulsion hearing with the Board of Education. Payment of damages. 2. Weapons – Confiscation of weapons. Police report. 10 day suspension pending expulsion hearing with the Board of Education. Expulsion is mandatory unless the student establishes by clear convincing evidence that: 1. It was not for use as weapon 2. The student did not know he/she possessed it. 3. The student did not know it was weapon 4. The student had it at the suggestion, request , direction or permission of school or police authorities. Any student expelled under the section must be referred to an appropriate agency for counseling.
Possession or use of a weapon or reasonable imitation that does not meet the above definition or those defined under the Michigan School Code (MCL 380.1313): Devices deemed to be dangerous by the Administration.	1. 1-3 day(s) OSS 2. 5-10 days OSS 3. Possible petition for expulsion
Persistent Violation of Building Rules and Regulations – Specified consequences for unacceptable behavior have failed to cause change in the student's behavior.	1. Suspension up to 10 days OSS or possible petition for expulsion.