



**WAVERLY**  
**COMMUNITY SCHOOLS**  
Pride. Tradition. Excellence.

**Waverly High School**  
160 Snow Rd  
Lansing MI 48917

**Interim Principal**  
**Assistant Principal**  
**Interim Assistant Principal**  
**Athletic Director**

**Tony Terranova**  
**Dr. Dan Kemsley**  
**Susan Friend**  
**Scott Castele**

**Main Office (517) 323-3831**  
**Counseling Office (517) 321-7573**

**Attendance Office (517) 321-3307**  
**Athletics Office (517) 321-2189**

<http://waverlycommunityschools.net>  
on Facebook: "like" Waverly High School

**WAVERLY HIGH SCHOOL MISSION**

*The mission of Waverly High School is to educate and prepare all students to realize their individual potential and to be engaged as ethical contributors and life-long learners in our global society.*

*We will do this by providing a rigorous and relevant curriculum in a safe learning environment with a caring and committed staff who will work in concert with colleagues, students, families and the community to achieve this mission.*

*Dear Students and Parents:*

*The entire high school staff welcomes you and looks forward to a successful and challenging year.*

*As we hope to return to a more normal school year, please remember the COVID mitigation strategies are a responsibility of all of us.*

*As students, you are our most important commodity and we want you to be successful as this year progresses. Please remember to treat each other with care, respect, and honesty and above all be responsible for your choices.*

*Have a great year.*

*Waverly High School Administration and Staff*

**COUNSELORS - 321-7573**

Tonya Droessler	(Students A-GI)
Stephanie Brokstad	(Students Go-O)
Kristen Gazley	(Students P-Z)

**OFFICE SUPPORT STAFF**

Jeanne Vogelheim (Head Secretary)	321-3831
Colleen Weinfeld (Guidance Secretary)	321-7573
Lois English (Attendance)	321-3307

**ATHLETIC/ACTIVITIES OFFICE - 321-2189**

Amy Luzbetak (Athletic Secretary)	321-2189
Scott Castele (Athletic Director)	321-2189

# ***STUDENT HANDBOOK***

## **1. ACADEMIC LETTERS**

Students who earn an A- (3.67) or better GPA for **both first and second** semesters of an academic year will earn an academic letter. These awards will be given out in the fall of the following school year. Please note the award is based on GPA for each semester, not a cumulative average for the school year.

## **2. ACCIDENT - STUDENTS**

If a student is injured in a classroom or while engaged in a supervised activity, the supervising teacher must be immediately notified. In all cases, the office must be notified immediately and emergency help/paramedics may be sought and parents notified.

## **3. ACTIVITIES**

Extracurricular student activities and clubs are a positive extension of the school day. Students who participate in these activities have been shown to have better grades, better attendance, and fewer discipline problems than students who do not participate. Students may earn activity letters for participation.

Students who volunteer to become involved in school activities are subject to the same eligibility requirements as student who volunteer to participate in interscholastic athletics. Although membership in such groups is open to all students, participation in events and performances may only occur if the student is:

1. Passing 66% of their classes (5 classes out of 7, which includes PRIDE period when offered)
2. In attendance for at least 4 periods on the day of the event (unless prior approval is granted from Administration)
3. In good standing in terms of discipline and attendance.

When students perform or represent their organizations at events, they are also representatives of Waverly High School. As such, they are expected to uphold the PRIDE standards.

## **4. ANNOUNCEMENTS**

Daily announcements will be made at the beginning of a rotating period each day. Students are asked to be quiet and attentive during these announcements. Announcements will also be placed on the Daily Bulletin in PowerSchool. Students are encouraged to check the Daily Bulletin each day.

**Parents should not request that students be called to the office for phone messages unless it is an emergency.** Any announcement considered to be an emergency must have administrative approval before it can be made.

## **5. AP CLASSES**

In recognition of the district's commitment to run sections of AP classes that may be smaller than other classes, students signing up for AP classes must also show a commitment to the extra level of study. Therefore, a student enrolled in AP classes will not be allowed to drop the class/classes once the spring enrollment period has ended.

## **6. ATHLETICS**

Athletics are available to all students at Waverly as part of the Capital Area Activities Conference. Athletics have significant educational value and develop the total individual in the areas of health, discipline, and character. You and your parents will be asked to sign the Athletics Code of Conduct before participating. **Eligibility** - Academic: Athletes must meet the Michigan High School Athletic Association Standards which state that athletes must have earned credit in five classes the previous semester to be eligible and must currently be passing a minimum of five courses to remain eligible. Weekly eligibility will be determined on Monday. If ineligible, the athlete shall not participate in team events for that week.

## **7. BUS CONDUCT**

*See Waverly Community Schools Student Code of Conduct*

## **8. CAFETERIA**

*See Lunch*

## **9. CLASS OFFICERS**

Class officers play an important part in student life at Waverly High School. Student officers are involved in planning, developing, and evaluating the various activities that affect their fellow classmates. They encourage student participation in the activities of the school by planning social events, fundraising, and seeing that the needs of the school are met. Ninth through twelfth grade class officers are elected for a one year term of office. Elections are in the spring of each year. Class officers shall be President, Vice President, Secretary, and Treasurer.

## **10. CODE OF CONDUCT**

A major component of the educational program at Waverly is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly. Please see the last page for Code of Conduct Enforcement guidelines.

## **11. COURSE OFFERINGS**

*See Program of Studies*

## **12. CREDIT/NO CREDIT**

The following guidelines must be followed:

1. Application for credit/no credit must be made prior to the deadline for changing classes at the beginning of each semester.
2. Final approval of this request will authorize "Credit" or "No Credit" for grades on the permanent record.
3. If you are electing credit/no credit for a yearlong course, you must complete a request form each semester.
4. The decision for credit/no credit is not reversible once it is approved.
5. Freshmen, sophomores, and juniors may take not more than two credits per year on a credit/no credit basis and not more than one course at a time. Seniors may take no more than four credits on a credit/no credit basis and not more than 2 per semester.
6. Teachers will be reminded of this decision one week prior to the end of the marking period so they can record grades accurately.

## **13. DANCES**

**As we begin the 2021-2022 School year, there will be no school dances as we comply with Eaton Barry Health Department recommendations. We will keep the School Community informed if dances are able to resume.**

Dances at Waverly High School are for the benefit of Waverly High School students. Guest passes are mandatory for non-Waverly students. These must be picked up at the main office and properly filled out by the host's parent/guardian.

1. All students must have either a valid Waverly I.D, a copy of a current class schedule, or be recognized as a current student by a staff member, before being allowed to enter a dance.
2. The Waverly Student Code of Conduct is in effect at all school dances.
3. Students are not permitted to re-enter after leaving.
4. Students under the influence of alcohol or drugs will not be allowed to attend dances, and will be subject to disciplinary action (see Code of Conduct).
5. Students dancing in a lewd or vulgar fashion will be asked to stop. If the

- student refuses they may be asked to leave
6. Appropriate attire is to be worn at all dances.
  7. All dances will end at 11:00 pm
  8. Students arranging to arrive via mass-transportation (Bus, Limo, etc.) must pre-arrange to do so with Administration. An adult chaperone must accompany students at the check-in. Administration may choose to inspect the vehicle prior to allowing admittance to the event.
  9. **Students must have good attendance and behavior standing in order to be eligible to attend.**

#### **14. DEPARTMENTAL RECOGNITION AWARDS**

Each marking period every department has the option of recognizing excellence in students within their department. The intent of this program is to offer alternative ways to recognize students.

#### **15. DESTRUCTION OF PROPERTY**

The costs of repair for damage/destruction resulting from student actions will be the responsibility of said student. There may also be disciplinary action taken. Please refer to the WCS Student Code of Conduct for further guidelines.

#### **16. DISCIPLINE CODE**

The Board of Education has adopted the Student Discipline Code of Conduct. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

#### **17. DRESS GUIDELINES: Waverly Community Schools Dress Code**

##### ***Our values are:***

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.

- Students should not face unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.

**Basic Principle: Certain body parts must be covered for all students.**

*Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.*

***Students Must Wear:***

- Shirt
- Face Masks covering mouth and nose when mandated. This will be revisited monthly.
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings/pajama pants
- Shoes

***Students May Wear:***

- Hats, including religious headwear, and hoodies
- Fitted pants, including leggings, yoga pants and “skinny jeans”
- Ripped jeans
- Tank tops
- Athletic attire

***Students Cannot Wear:***

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Gang-related attire
- Images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear (Visible waistbands or straps on undergarments worn under other clothing are not a violation.)
- Bathing suits
- Midriff baring shirts
- Helmets, masks, hoods, or any other item that obscures the face (except as a religious observance)

**18. DUE PROCESS RIGHTS**

*See the Student Code of Conduct*

## **19. ELECTRONIC COMMUNICATION DEVICES**

ECD “zones” will be identified. Expectations for device use are as follows:

Red Zone- no electronic communication device use allowed. Students should not bring ECD’s into these zones or should turn them off and store them while in a Red Zone.

Yellow Zone- ECD use is allowed at the direction of staff. The teacher will alert students to when and how ECD’s may be used.

Green Zone- Use of ECD’s allowed. Users should keep volumes at a personal level and the capturing of video or audio recordings without all party’s consent is prohibited.

## **20. ELECTRONIC CIGARETTES/VAPING**

Electronic cigarettes, vaping, and other “smoking” devices are considered tobacco “look-a-likes” and are banned from the WHS campus in accordance to the Student Code of Conduct.

## **21. EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will alert parents via the “School Messenger” mass-email system. In addition, local radio and television stations will be contacted and the Waverly website and social media outlets will feature alerts. Parents and students are responsible for knowing about emergency closings and delays and for keeping up-to-date contact information in PowerSchool.

## **22. EMERGENCY PROCEDURES**

**FIRE** - The fire alarm is a series of horn blasts. Leave your room quietly in a single file, following your teacher's instructions. A sign displaying the method for leaving the building is posted in each classroom.

1. Stay with your class
2. Remain quiet for emergency instructions
3. RETURN TO THE BUILDING WHEN ALARM HAS CEASED FOR A FULL 30 SECONDS. EVERYONE MUST LEAVE THE BUILDING IN RESPONSE TO AN ALARM

**TORNADO** - If a tornado drill is announced follow the directions given over the P.A. or by your classroom teacher.

**SHELTER IN PLACE** – If a Shelter In Place is announced:

- Students and staff move inside building
- Lock classroom doors

- Stay in the classroom
- Continue instruction and other daily routines and listen for further direction
- No one comes into the building, no one comes out of the building

**LOCK DOWN** – If a Lock Down is announced:

- Stop all class activities
- Stay off all phones and computers
- Ignore all bells and stay in the classroom
- Listen for further direction

**EVACUATION** – If an Evacuation is announced:

- Stop all class activities
- Instruct students to evacuate building to a specific location in orderly manner
- Staff take emergency supplies and class rosters
- Follow procedures to evacuate

## **23. FIELD TRIPS**

**As we begin the 2021-2022 School year, there will be no Field Trips as we comply with Eaton Barry Health Department recommendations. We will keep the School Community informed if Field Trips are able to resume.**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

## **24. GRADING ISSUES**

### **GRADE CHANGE**

Only the issuing teacher may change a grade. If the issuing teacher is not available the principal and a designated committee will make the determination. A grade should be changed within a reasonable time after the original grade is issued unless special circumstances are present.

### **GRADING (General)**

Report cards are distributed four times a year and can be viewed on PowerSchool (<https://ps.waverlyk12.net/public>) at any time. The final semester grades are the only grades that are used for transcript purposes. If a student/parent has a concern about a grade they should first consult the teacher before contacting the administration.

## GRADING SCALE

<b>A</b>	<b>100-93</b>	<b>A-</b>	<b>92-90</b>	<b>B+</b>	<b>89-87</b>
<b>B</b>	<b>86-83</b>	<b>B-</b>	<b>82-80</b>	<b>C+</b>	<b>79-77</b>
<b>C</b>	<b>76-73</b>	<b>C-</b>	<b>72-70</b>	<b>D+</b>	<b>69-67</b>
<b>D</b>	<b>66-63</b>	<b>D-</b>	<b>62-60</b>	<b>F</b>	<b>59-0</b>

## GRADE POINT AVERAGE GUIDELINES

<b>Letter Grade</b>	<b>Honor Points</b>	<b>AP Honor Points*</b>
<b>A</b>	<b>4.00</b>	<b>4.33</b>
<b>A-</b>	<b>3.67</b>	<b>4.00</b>
<b>B+</b>	<b>3.33</b>	<b>3.67</b>
<b>B</b>	<b>3.00</b>	<b>3.33</b>
<b>B-</b>	<b>2.67</b>	<b>3.00</b>
<b>C+</b>	<b>2.33</b>	<b>2.67</b>
<b>C</b>	<b>2.00</b>	<b>2.33</b>
<b>C-</b>	<b>1.67</b>	<b>2.00</b>
<b>D+</b>	<b>1.33</b>	<b>1.67</b>
<b>D</b>	<b>1.00</b>	<b>1.33</b>
<b>D-</b>	<b>0.67</b>	<b>1.00</b>
<b>F</b>	<b>0.00</b>	<b>0.00</b>

### **\*WEIGHTED GRADE POINT AVERAGE FOR AP CLASSES**

Students enrolled in AP classes shall earn additional honors points toward their GPA according to the scale above. The purpose of weighting AP course grades is to both honor the rigor of such classes, but also to encourage students to attempt challenging classes

### **“I” GRADE**

An “I” grade (incomplete grade) may be issued if a student’s absences leave a determination at grading time impossible or unfair. “I” grades may be used at any grading time. “I” grades must be changed within a semester.

## **25. GRADUATION REQUIREMENTS**

*See Program of Studies*

## **26. GUIDANCE SERVICES**

The Guidance Department is a significant part of your high school experience. Your counselor is very interested in you as a person and as a student. He/she can provide you with information regarding your strengths and weaknesses, educational and vocational planning and personal guidance. Your effort to

become well acquainted with your counselor is vital to the success of this relationship.

Every student has been assigned to a counselor who is responsible for assisting students with their educational planning. All students are encouraged to consult with a counselor, and are welcome to make appointments through the Guidance secretary. **Requests for the appointment must be made during non-class time.**

## **27. HALL PASSES**

**No student shall be in the hall during class time without a hall pass.** Guidance appointment slips may be used as hall passes as long as they are properly authorized. **Students are expected to go directly to their destinations.**

## **28. HONOR SOCIETIES**

The National Honor Society is an organization for academically qualified students who also demonstrate outstanding character, leadership and service. Students are nominated by teachers in their junior year and are inducted in a formal ceremony. They participate in activities such as blood drives, tutoring services, and formal school functions. The Waverly Chapter of N.H.S. is a member of the National Chapter and eligible for scholarship awards and national recognition by the National Chapter.

The Spanish National Honor Society (Sociedad Honoraria Hispanica) is an organization for students in their junior or senior year, who have been studying Spanish at least two years and have maintained academically qualified ratings. Students meet bi-weekly and participate in many school-wide and community service activities designed to further their knowledge of Hispanic culture and language. The Waverly "Guerreros" Chapter of SHH has been recognized as one of the top chapters in the nation. Members are eligible for scholarship awards, publication of works in the SHH monthly publication and national recognition for their efforts.

The aim of the French National Honor Society (Societe Honoraire deFrancais) is to stimulate interest in the study of French, to promote high standards of scholarship, to reward scholastic attainments, to create enthusiasm for and an understanding of francophone culture and civilization, and to promote international friendship. To become a member of the society, students must have completed 3 semesters of French, must have an A- average or higher in French classes, and an overall GPA of no lower than a B-. Students must be enrolled in French class and need to maintain these high standards of excellence to

remaining the society.

### **29. I.D. CARDS**

All students should carry a current valid Waverly I.D. card. Students may need I.D. cards to check out or receive school materials, to enter many school activities including dances and when asked to show as personal identification. Lost Waverly I.D. cards will be replaced at student expense by the media specialist.

### **30. IMMUNIZATIONS/PHYSICAL EXAMS**

Michigan Law requires that you show proof of certain immunizations before enrolling. Physical exams are recommended. A physical examination is required for any student who participates on any athletic team. Physical examination forms are available in the Athletic/Activities office. This form must be filled out and signed by a doctor and parent and returned to the school before the student can actively participate on any team.

### **31. INSURANCE**

Students and their families should be aware that the Waverly Community Schools does not provide insurance for student injuries or damage/loss to personal property. We do, however, provide access to student accident insurance that can be purchased in September of each year. A homeowner's policy may cover property damaged or loss from the school premises: i.e. band instruments, calculators, etc. We encourage you to make sure you have adequate health and property damage/loss insurance coverage.

### **32. ITC (Information Technology Center)**

The ITC is the home of the high school's computer center. It also houses various business, Journalism and computer classes. During school hours, teachers sign up their classes for sessions in the center. This center is an integral part of the school program; its resources complement the curricula in every department of the school. The collection includes a vast array of selective print and non-print materials in a variety of media: books, videotapes, periodicals, newspapers, maps, pictures, audio tapes, recordings, filmstrips, microfilm, slides, CD Roms, etc. The materials are centered in the media complex to provide ready accessibility for circulation to students and teachers, alike.

1. Hours are posted on the door of the library.
2. Students are welcome before and after school without a pass during the times when staff is available.
3. Waverly I.D. cards are required to check materials out of the ITC.
4. Food and Beverages are not permitted in the ITC and computer labs.

### **33. LIMITED ENGLISH PROFICIENCY**

It is the policy of the Board of Education that all students be provided a meaningful education and access to the programs provided by the District. Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

### **34. LOCKERS**

Each student is assigned to a hall locker. Lockers are **not** to be shared and combinations should be closely guarded. Problems with locker operation should be reported to the Head Custodian. Students are expected to keep their lockers neat, clean and locked at all times. ***The School is not liable for loss or theft from any school locker.*** Lockers are school property. **Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials if there is reasonable suspicion that the student is in violation of the law or school rules.**

### **35. LOITERING**

As stated in the WCS Student Code of Conduct students are subject to disciplinary measures if determined to be loitering. To ensure the security of the building, all students will be cleared out by 3:00pm unless under the direct supervision of a teacher, coach, or other WHS officials. Supervision in the hallways and common areas after this time cannot be ensured and therefore students are prohibited from being in the building without supervision after this time.

### **36. LOST AND FOUND**

Students who find lost articles are asked to turn them into the office where the owner can claim them. Lost items will be held for 30 days.

### **37. LUNCH/CAFETERIA**

Lunches are available in the school cafeteria. Student lunches are free of charge. There is a charge for a la carte items. The students can use a pre-paid debit card system that is utilized by using each student's personal ID number. Students are expected to place their litter in the appropriate containers. All students are

to remain on campus during the lunch period.

As we begin the 2021-2022 School year, student lunches will be served in the cafeteria and students may eat there or in the south/ commons area of the building. Students will only be able to eat in these two designated areas as we comply with Eaton Barry Health Department recommendations.

### **38. MATERIALS**

All school issued materials must be returned to the appropriate teacher prior to the last day of school.

### **39. MEDICATIONS (Student)**

Medications (prescription and non-prescription) are not to be brought to school unless it is essential to the health of the students. All medications needed in school must be reported to the office. Misuse of a prescription or non-prescription medication will be subject to discipline. Medication forms must be completed by both the physician and parent/guardian giving explicit direction and permission to administer medications. Students will be allowed to carry inhalers but only after the medication form has been completed.

### **40. NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups organized for religious, political or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal or designee. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

### **41. PART TIME STUDENTS**

A student may be enrolled part time only in special circumstances and with the permission of the building principal and superintendent. An application must be filled out and submitted to the building principal and if approved sent to the superintendent.

#### **42. PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presences of asbestos materials used in previous construction. A copy of the school district's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

#### **43. REPEAT CLASSES FOR CREDIT**

If a student repeats a class then the grades for both instances will appear on the transcript. The student will receive credit toward graduation only once from the same class except: A) some classes may be repeated for credit due to nature of the class (i.e. PE), B) If the student passed the class with D- the first time and earns C+ or better the second time, double credit will be given toward graduation. Students may request the lower of two grades be deleted. The teacher may honor this request.

#### **44. REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

#### **45. ROSTER MAILINGS**

In compliance with Federal Law, the office will provide student directory information (including names and addresses) to those making legal requests, including military and college recruiters. Students/or parents who do NOT wish to have this directory information released must state this in writing to Waverly High School, 160 Snow Road, Lansing, MI 48917 Attn: Principal.

#### **46. SCHEDULE ADJUSTMENTS**

Once courses are selected, adjustment will be made on a limited basis. Schedules may be adjusted if any of the following qualifications are met:

- Incomplete schedules
- Duplication of courses
- Courses in incorrect sequence

- Students who lack a required course for graduation or grade level
- Acceptance to special programs (work experience, child development, etc.)
- Re-enrollment in a course in which the student received a failing grade or no credit
- Misplacement due to inappropriate skill level for class
- Students must request, in writing, a schedule adjustment – forms are located in the Guidance Office and the Main Office

All students must attend the classes on their current schedule until the classes are rescheduled. Attendance records will be forwarded to the new class. **The schedule adjustment request period expires after the first two weeks of classes. Requested changes to schedules will not be honored after that time period.**

#### **47. SCHOOL PICTURES**

Pictures of all students will be taken at the beginning of the school year. All students must have a picture taken to be used for the yearbooks, student records, and I.D. Cards. Students may purchase picture packets but are not required to do so.

#### **48. SCHOOL SONG**

Go colors black and gold  
 Fight strong and bold  
 We have a winning team  
 That proves that we will never fold  
 Through the years our Warriors cry  
 On to victory  
 Until we win this game  
 The kids will yell hooray for Waverly

#### **49. SEARCH AND SEIZURE**

*See Student Code of Conduct*

#### **50. SPECTATOR SPORTSMANSHIP AT ATHLETIC EVENTS**

The student body is an essential part of Waverly's excellent athletic program. Therefore, good sportsmanship should be our top goal. Towards that end, we shall all support the following:

1. Cheers at the games should be of a positive, encouraging nature in support of one's team
2. Cheers which make use of vulgarities are inappropriate
3. Fan behavior that baits or derides other teams, individual players,

- coaches or schools is inappropriate
4. Officials in games have difficult decisions to make and should be treated with respect, whether one agrees with a decision or not
  5. Students should be encouraged to use humor, creativity and good taste in support of their own team

## **51. SPORTS PASSES**

Student sports passes and family passes are sold from the Main Office each fall. These passes offer a savings over the cost of buying separate tickets for each event. This pass will admit you to all home games: football, basketball (boys and girls), volleyball, soccer, swimming and wrestling meets, and all spring events.

## **52. STUDENT RECORDS**

The school district maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350).

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board.

## **53. STUDENT DRIVING**

1. Students are required to register their automobiles in the Main Office. A student parking permit will be issued and must be displayed in the lower left hand corner of the rear window. Student parking is permitted only in the student parking lot south of the building.
2. Do not park in the fire lane adjacent to the south end of the building or in areas marked as staff, visitor, or handicap parking. **Student vehicles parked in these areas will be towed.**
3. Driving in an unsafe manner or in excess of 10 mph on school property will not be tolerated.
4. Students are not allowed to remain in parked cars.

**"FAILURE TO COMPLY WITH ABOVE REGULATIONS MAY RESULT IN SUSPENSION AND/OR LOSS OF DRIVING PRIVILEGES".**

## **54. STUDENT GOVERNMENT**

The Waverly High School Senate is composed of students elected from the student body. Senate members represent the student population, and are

encouraged to work towards open communication between staff, community, and the student body, as well as other projects, in-school relations, leadership training, orientation of new students, and school services. Elections are held in the spring of each year.

## **57. SUSPENSION**

**During any suspension, a student will not be permitted on school property, in the school building or admitted to any school sponsored functions.**

## **56. TARDY POLICY**

Tardies accumulate per quarter, per class. Teachers will follow the following procedures:

1 <sup>st</sup> Tardy	Warning given by teacher, teacher documentation
2 <sup>nd</sup> Tardy	Warning given by teacher, teacher documentation
3 <sup>rd</sup> Tardy	Final Warning, teacher notification to parent/guardian
4 <sup>th</sup> Tardy	Lunch Detention, referred by teacher
5 <sup>th</sup> Tardy	Lunch Detention, referred by teacher
6 <sup>th</sup> +Tardy	Misconduct referral: student sent to the office

Administration, from time to time, may address excessive student tardiness by conducting hallway sweeps, withholding privileges, and other approaches.

## **57. TELEPHONES**

In case of school business or an emergency, you can obtain permission from the office to use the school telephones. **Use of classroom telephones is at the discretion of the teacher.**

## **58. TESTING OUT OF COURSES**

380.1278(a) (4) (a) a school district or public school academy shall also grant a student a credit if the student earns a qualifying score (77%), as determined by the department, on the assessments developed or selected for the subject area by the department or the student earns a qualifying score, as determined by the school district or public school academy that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit.

## **59. TEXTBOOKS**

Students shall be provided with textbooks. The responsibility for the **return and condition** of the textbooks is the student's. Fines will be charged for lost (stolen) or misused textbooks

## **60. TOP TEN QUALIFICATIONS**

For a student to be eligible for the Top 10, they must be enrolled at WHS from the fall of their sophomore year. The grades earned in other schools will be included in the GPA calculation. Determination is made at the end of the first semester of the senior year, however, all top ten qualifiers must attend school eight semesters. For each year of high school a minimum of 4 graded core classes (Math, Science, Social Studies, English, & World Language, or 3 AP classes in a semester must be taken. All Edgenuity classes do not qualify toward Top Ten status.

### **61. TRANSCRIPTS**

All efforts will be made to make Transcripts available from the Guidance office within two weeks (ten school days) after report cards have been distributed at the end of each semester.

### **62. VISITATION TO OTHER WAVERLY SCHOOLS**

Waverly High School students are not allowed to be in or around other Waverly schools during the school day without permission of building administrators.

### **63. VISITORS**

**No visitors to the High School are allowed during a regular school day. This policy will be revisited monthly as we update our COVID safety protocols.**

### **64. WEAPONS**

Students guilty of possession or use of weapons may be referred to the Superintendent with a recommendation for expulsion from the Waverly Community Schools. (See Code of Conduct Rules and Regulations, List of Offenses #26).

### **66. WITHDRAWAL OR TRANSFER**

If a student finds it necessary to leave school or transfer to another school, it is the responsibility of the student to clear their record properly. The student must report their leaving to the Guidance office and obtain a student release form to be signed by all teachers. All textbooks issued to the student must be returned at this time. The completed form is then returned to the Guidance Office for official clearance.

### **67. WORKING PERMITS**

State law requires working permits for students under 18 who are employed. If you must obtain a working permit, do the following:

1. Obtain an "Offer of Employment" form in the Main Office **DURING NON-CLASS TIME.**
2. Take this form to your future employer who will complete their portion.
3. Return this completed form to the Main Office along with your birth certificate, Michigan driver's license or another acceptable proof of age.

### **Discipline Guidelines for Waverly Community Schools K-12**

The nature of discipline implies the acceptance of rights and responsibilities by everyone involved in the process: student, parent, teacher, administrator and all other school personnel. While the Building Administrator bears the primary responsibility for maintaining proper control and discipline within the school building and grounds, each teacher bears the primary responsibility for maintaining proper control and discipline within the classroom. Teachers also share responsibility for the maintenance of proper control and discipline in other areas of the school building and grounds. Disciplinary actions and methods shall be reasonable, just, prompt and in accordance with the policies and procedures of the Waverly Community Schools Student Code of Conduct. Waverly Community Schools recognizes that parents are an integral part of their child's education, which includes behavior at school. Therefore, in order to keep parents informed, teachers and other staff will contact parents to ensure parents' knowledge of behavioral issues.

#### **Level 1: Teacher/Staff Directed Interventions**

Teachers/teams/staff members are expected to initiate any of the following actions:

1. Contact parent phone call/email sharing positives and areas of growth
2. Create a Behavior Contract/Plan with student/parent
3. Create classroom rules/expectations and consequences as a community based on school-wide expectations and implement with fidelity
4. Detention with teacher
5. Focus on and reward appropriate behavior
6. Identify and reward appropriate behavior of all students
7. Provide positive feedback to students on appropriate behavior
8. Refer to school social worker, counselor, case manager, or other staff
9. Refer to the PBIS Team
10. Restricted activity
11. School/community service
12. Time-out/Buddy Room
13. Use Restorative Practices

#### **Level 2: Administrator Directed Interventions**

Administrator may initiate one or more of the following:

1. Consultation with the District Discipline Supervisor
2. Lunch Detention
3. Referral for a substance abuse or mental health assessment
4. Referral to PBIS team for Tier 2/3 Intervention
5. Referral to Restorative Justice Practitioner
6. Referral to Student Support Specialist for behavior support and management
7. Restricted Activity/Privileges (such as extracurricular activities, dances, celebrations)
8. Re-teaching/Practicing Expectations
9. Saturday/evening school
10. Use Restorative Practices

**Level 3: In-School Alternatives**

1. Behavior plan with school-related community service
2. Behavior plan with student/parent
3. Change of class assignment
4. In-School Suspension
5. Placement in an in-school alternative program in combination with Levels 1 and 2 consequences
6. Placement in in-school alternative program
7. Referral for restorative justice processes with completed contract with affiliated parties
8. Referral to behavior intervention personnel
9. Referral to PBIS team for Tier 2/3 Intervention
10. Restitution
11. Waverly In-School Probation Program

**Level 4: Out-Of-School Suspension (up to and including 10 days)**

Pursuant to state law, a teacher, an administrator, or the Board of Education, as appropriate, will consider the following 7 factors before suspending a student from a class, subject, activity, or before suspending a student from school:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option; and
7. Whether lesser interventions would address the behavior

**Level 5: Referral to Superintendent or designate**

1. Superintendent or designate consultation/intervention
2. Referral to alternative programs
3. Suspension up to and including 59 days

**Level 6: Expulsion Meeting/Expulsion**

Expulsion for an indefinite time in excess of 59 consecutive school days, subject to possible reinstatement.

Pursuant to state law, a teacher, an administrator, or the Board of Education, as appropriate, will consider the following factors before expelling a student from school, unless the student is being expelled for possessing a firearm on school property:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option; and
7. Whether lesser interventions would address the behavior

### Range of Disciplinary Consequences 7-12

	Minor Offense Levels	Moderate/Repeated Offense Levels	Severe/Major Offense Levels
Academic Misconduct	1-3	1-4	-
Aggressive Physical Behavior	1-2	1-4	5-6
Arson	-	-	5-6
Assault of Staff (Physical)	-	-	4-6
Assault of Student (Physical)	-	-	4-6
Bomb Threat/Threat Against School	-	-	5-6
Bullying	1-2	2-4	5-6
Criminal Acts	-	-	4-6
Defiance	1	1-3	-
Disorderly Conduct	1-2	1-4	5
Disruption	1	1-4	-
Dress Code	1-2	1-3	-
Electronic Communication Devices	1-3	1-4	-
False Fire Alarms	-	4	5-6
Fighting	2-4	2-4	4-6
Forgery	1-3	1-4	-
Harassment	1-3	2-4	5-6
Hazing	-	3-4	5-6
Indecency	-	2-4	5-6
Insubordination	1-3	1-4	-
Intimidation/Stalking/Threats to Students	-	2-4	5-6
Littering	1-2	1-3	-
Persistent Misbehavior	1-2	1-4	5
Possession/Use of Alcohol	-	3-4	5
Possession/Use of Other Drugs	-	-	3-6
Possession/Use of Tobacco	-	3-4	-
Possession/Use of a Look-Alike Firearm	-	4	5-6
Possession/Use of Airsoft Gun	-	4	5-6
Possession/Use of Combustibles	-	2-4	5-6
Profane/Inappropriate Language or Behavior	1-2	2-4	5-6

Sale/Distribution of Drugs or Alcohol	-	-	3-6
Sexual Assault	-	-	5-6
Sexting	-	2-4	5-6
Sexual Harassment	-	2-4	5-6
Technology Misuse	1-3	1-4	5-6
Theft	2	2-4	-
Trespassing and Inappropriate Location	1-2	2-4	-
Vandalism	1-2	2-4	5-6
Weapons-Sale, Possession or Use	-	-	5-6

Level 1: Teacher/Staff Directed Interventions

Level 2: Administrator Directed Interventions

Level 3: In-School Alternatives

Level 4: Out-of-School Suspension (Up to and including 10 Days)

Level 5: Referral to Superintendent or designate for Alternative Consequences/Programs

Level 6: Expulsion Meeting/Expulsion