

Waverly Community Schools
Student / Parent Handbook

for

Waverly Middle School
620 Snow Road, Lansing, MI 48917

Welcome to Waverly Middle School!

Michael Moreno, Principal (321-7240)
Jeremiah Baynes, Assistant Principal
Kristen Hood, School Social Worker
Linda Greisinger, Head Secretary
Sylvia Hernandez, Assistant Secretary

Kelly Blake, Superintendent (321-7265)

School Year : 2019-2020

Attendance Reporting: 321-7240 “2”

**Please remember to sign the “Receipt and Acknowledgement” page
And return it to the Middle School Office**

Policy 8210 – School Calendar: State requirements regarding holidays for Michigan schools.

“A school session shall not be held on the following public holidays in Michigan Public Schools: January 1st, New Year’s Day; the first Monday in September, Labor Day; the fourth Thursday of November, Thanksgiving Day; and December 25th, Christmas Day.”

NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document, on the District’s website: waverlycommunityschools.net

Foreword

This student handbook was developed to answer many of the frequently asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2003. If any of the policies or administrative guidelines referenced herein, are revised after June 30, 2003, the language in the most current policy or administrative guideline prevails.

Mission Statement

Waverly Middle School is dedicated to providing a rigorous curriculum, to help all students achieve their academic best, to help them develop good character, and to become successful contributors in a diverse and global society.

Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officers listed below:

Personnel: Susan Friend319-3023

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. "Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation." The Compliance Officer can provide additional information concerning equal access to educational opportunity.

School Day

7:55 a.m. - 2:50 p.m.

Half-day dismissal time: 11:05 a.m.

If students are transported by parents, they may be dropped off no earlier than 7:30 a.m. **Any student arriving before 7:50 a.m. must report to the Cafeteria or Little Theatre. Students must be picked up after school no later than 3:00 p.m. unless they are attending a supervised after school program.**

Arrival and Dismissal Procedures

Parents must sign-in / sign-out students when they come late or leave early. If students arrive after the 7:55 a.m. bell, parents must sign them in at the office. Students will receive a tardy pass to give to their teacher. Please be sure to let the secretary know before 8:30 a.m. if your child will not be in school. You may call the attendance line (321-7240 press "2") at any time; it is a 24-hour message box.

For the safety of the children, whenever a student must leave for an appointment, a parent must sign the student out (and back in) at the office. No student will be allowed to leave school prior to dismissal time without a **written request signed by the parent**, a person whose name is on file in the school office, or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without **written permission signed by the custodial parent(s) or guardian**.

Prior notification is always helpful.

Absence/Tardy Policy

Absence from School

It is in the best interest of the student to be in attendance the full day, each day of school. Excessive tardies or absences shall be evaluated on a case-by-case basis by the building administrator and may be referred to the county truancy officer. The State of Michigan defines missing 10 or more days (excused or unexcused) as chronically absent.

Unexcused Tardies

First Offense- Tardy marked and warning to student

Second Offense- Tardy marked and parent called to advise that next tardy will result in consequence

Third Offense- Tardy marked, parent called and after school detention assigned

Fourth Offense- Tardy marked and student named referred to office for further discipline

2 Hour Delayed Start Days

The school and district will have regularly scheduled delayed starts. The purpose is to provide district and building Professional Development. On Delayed Start days, school will start at 9:55 a.m., the Cafeteria will be opened at 7:30 a.m. for students who arrive at normal drop-off time. Breakfast will be open from 9:30 – 9:50 a.m. Buses follow a 2 hour delay schedule and will be at their normal stops 2 hours after the regular daily times.

LOCKER POLICY

Students will be issued an individual locker for their use. Students should not share their combination with other students. Students will be responsible for the contents of their locker and lockers are subject to search as they are a part of the school's property.

Students' backpacks will remain in their locker during the school day. Therefore, students will have time in the morning, before/after lunch and at the end of day to access lockers. Students are encouraged to carry the materials needed for class between these times as there will not be enough time to access lockers between each class.

STUDENT BEHAVIOR

To help insure that your Middle School experience will be safe, productive and enjoyable, you will be expected to behave within the general guidelines as listed below. Inappropriate behavior on the way to school, while at school, on the way home from school, or at school sponsored functions may lead to disciplinary action.

The Waverly Middle School, in cooperation with the Eaton County Prosecutor's Office and the Eaton County Sheriff's Department, has declared "Zero Tolerance" for violations of **civil or criminal law**. "Zero Tolerance" means that if students violate the law and it becomes known to school officials, they will automatically notify the sheriff's office.

All Drug and Alcohol related offenses will result in a placement into the Eaton County WISPP Program for successful completion of the intervention curriculum and/or referral to the District Hearing Officer.

STUDENTS ARE EXPECTED TO:

-Know the *Student Code of Conduct* and MS Handbook

-Respect the rights of others in the school.

-Respond immediately to the request of adults in the building and on school grounds (Any teacher, support staff, custodian, or lunch aide has the right and responsibility to address, redirect, or discipline any student in the building).

-Respect the property of our school. Restitution is required.

-Behave in a way that protects the health and safety of yourself and others.

-Bring notebooks, pencil or pen, books, paper and assignments to class. Games, Bluetooth speakers and other electronic distractions are to be left at home.

-Remain outside of the building until 7:15 a.m. All students should be in an assigned area with adult supervision or have left the building by 2:50 p.m.

-Refrain from fighting, intimidating and victimizing others.

-Refrain from bringing items to school for buying, selling, or trading; such items may be confiscated when detected. Items may be returned at the end of the school day.

-Refrain from bringing skateboards and roller blades to school.


-Refrain from public displays of affection.

*Sharpie pens and other permanent markers are not allowed at school unless specifically used under the direction and supervision of a teacher.

WAVERLY MIDDLE SCHOOL P.R.I.D.E. MATRIX AND PBIS STRUCTURE

Waverly Middle School's expectation continuum is based on the P.R.I.D.E. acronym. P.R.I.D.E. looks different in different areas of the school. Therefore, the school has posted P.R.I.D.E. Expectation posters in the Hallways, Bathrooms, Cafeteria and Classrooms to better educate students on how to show P.R.I.D.E. at different parts of their day. In addition, they are several targeted lessons/activities/assemblies to teach and re-teach these expectations throughout the year.

In an effort to focus on all the positive behavior choices that students are making, WMS use P.R.I.D.E. slips or Blue Slips to reward students for positive choices. All staff members in the building carry blue slips to acknowledge students throughout the day. If a student receives a blue slip, they are to fill out their name and grade and put it in the appropriate bucket outside the theater. Each week, three 7th grade and three 8th grade students will be drawn from the buckets. Students that are drawn will win a lunch cut pass for the week, a P.R.I.D.E. t-shirt, picture on the P.R.I.D.E. wall and are invited to a monthly pizza party at lunch. In addition, there are grade level goals/rewards that include assemblies, special privileges, relay games and rewards at lunch. Throughout the year, tech prizes are awarded to students for showing P.R.I.D.E. in the building and each slip turned in is an entry in that drawing.

	P	PREPARATION
	R	RESPECT
	I	INTEGRITY
	D	DETERMINATION
	E	ENGAGEMENT

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and are provided access to that information through the PowerSchool Parent Portal. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from a staff member.

Classroom Re-direction Procedure

- Step 1: verbal redirections - Precision Request Sequence
- Step 2: Chill card with reflection (acknowledge positive behaviors at same time)
- Step 3: Teacher Conference with student (acknowledge positive correction of behavior)
- Step 4: If disruptive behavior continues- assign consequence and contact parent

- 1st offense- parent contact
- 2nd offense- parent contact and lunch detention
- 3rd offense- parent contact and after school detention
- 4th offense- parent meeting with staff and administration

*Students exhibiting patterns of disruptive behavior will be subject to progressive discipline

Student Well-being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

Injury and Illness

All injuries must be reported to the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or contact a parent/guardian. No student will be released from school without proper parental permission.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Office of Special Services. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

Parent/Teacher Council

Waverly Middle School has a Parent/Teacher Council whose objective is to bring into closer relationship the home, the school, and the community so that parents and teachers may cooperate in the development of the student.

The council will meet at 5:30 p.m. in the Middle School Collaborative spaces. Please use the main front entrance. Meetings will be held Mondays and follow the District Board meeting schedule.

Pesticide Notice

In keeping with the requirements of Integrated Pest Management, the Waverly Community Schools District strives to employ the least toxic methods of pest control. While it may occasionally be necessary to apply pesticides according to laws regarding occupancy and re-entry, these will only be used as a last resort and should never be dangerous, volatile synthetic pesticide poisons. If pesticide use is deemed necessary, it will always be applied after school hours.

You have the right to be informed prior to any pesticide application made to school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please contact the school office for a ***Pesticide Prior***

Notification Request form. You may also contact the Waverly Service Building at 321-1088 if you have questions regarding this notice.

Section I - General Information

Enrolling in the School

State law requires students to enroll in the school district in which their parent or legal guardian resides.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. Birth Certificate
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. Proof of Residency
- D. Proof of Immunizations

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Scheduling and Assignment

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the principal. Students may be denied course enrollment due to lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a schedule change.

Transfer Out of District

Parents should notify the principal about plans to transfer their child to another school. Parents are encouraged to contact the principal for specific details.

Withdrawal from School

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

Change of Address/Contact Information

Parents are responsible for notifying the school of any change of address or contact information during the school year.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State of Michigan Community Health Department immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance within a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the principal.

Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

Use of Medications

For your child's safety, and to ensure prescription medications are dispensed correctly, parents must bring the medication to the office in the original container, and complete a Student Medication Request form. Additional forms are required for asthmatic and diabetic children. Students in 5th-12th grades may carry and self-dispense over the counter medications providing a parent completes the Student Medication Request form. It is best for the medication to be kept in its original bottle for purposes of identification.

Control of Casual-Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of Non-Casual Contact Communicable Diseases

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Individuals with Disabilities

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the school counselor to inquire about evaluation procedures and programs.

Student Records

The School District maintains many student records including both directory information and confidential information. Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

a student's name; address;	telephone number; date and place of birth;	dates of attendance; date of graduation.
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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 District within ten (10) days after the receipt of the District's public notice.

Fire (Evacuation), Lock Down and Tornado Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of repeated short horn sounds and flashing strobe lights.

Tornado drills will be conducted during the tornado season using the procedures provided by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of an announcement over the public address system.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a public address system announcement prefaced with the words "CODE RED."

Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

Channel 6	94.9 FM	106.1 FM	100.7 FM
Channel 10	97.5 FM	92.1 FM	101.7 FM
Channel 47	99.1 FM	90.5 FM	
Channel 53			
Channel 21	www.cancellations.com		

Parents and students are responsible for knowing about emergency closings and delays

Student Fees, Fines, and Charges

Waverly Middle School charges specific fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Student Valuables

Students are expected not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. **The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.**

Students are provided a **hall locker** with a combination lock. Students are responsible for all items kept in their locker. School personnel reserve the right to inspect student lockers when there is a reasonable cause to believe a student is concealing materials which are forbidden in school by Waverly Board of Education Policy. Such items might be alcoholic beverages, illegal narcotics, drugs, firearms, or property belonging to other individuals or the school district. **Locker sharing is not allowed.** Loss or damage to property as a result of sharing a locker combination is strictly the responsibility of the student.

Dangerous and Distracting Items

Students should not bring dangerous or distracting items to school. Such items will be held by the teacher or principal until the close of the school day or until a parent comes to claim them. Radios, music players, toys and electronic games are not appropriate in school. Arrangements may be made with individual teachers to bring unusual items to school for use during special times or projects.

Cell Phones and Electronic Communication Devices (ECDs)

A student may possess a cellular telephone or other electronic communication device (ECD) in school, on school property, at after school activities and at school-related functions according to the following guideline.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property, ***even in the event the phone is confiscated by the staff or the administration.***

A. Students are prohibited from using cell phones or other ECDs during school hours or while on school vehicles. All cell phones or ECDs shall be turned off during the school day. During school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and **stored away out of sight**. "Using" refers to the making and/or receiving of calls and also using the cell phone or ECD for **any other purpose**. **This includes parent texts and calls to devices.**

B. The use of cell phones and other ECDs in locker rooms and rest rooms is **strictly prohibited**. Cell phones or ECDs may not be "on" or otherwise used in the school locker rooms, rest rooms whether at WMS or at another school district where a school activity or athletic event is occurring. **The use of the picture or video/recording feature is strictly prohibited.**

C. Students are not permitted to display cell phones or ECDs in plain sight during school hours.

D. The Administration will work with coaches and sponsors to establish rules, and enforce consequences involving the use and/or misuse of these devices. Exceptions may be granted based on extenuating circumstances. Students participating in extracurricular activities and athletics must abide by the rules involving the use of cell phones or ECDs after school hours or on after-school bus trips.

E. The District is not responsible for the loss, theft, damage, or vandalism to student cell phones or ECDs, as well as other student property. Students and parents are strongly encouraged to ensure that, if students have cell phones or ECDs in their possession, they should not leave them unattended or unsecured.

F. Any communication, electronic or otherwise, in school or referencing school will be subject to school consequences. (ie. bullying, threats, intimidation)

Use of cell phones or other ECDs in an unauthorized manner or in violation of the policy, may result in disciplinary action, depending upon the nature of the prohibited activity and/or whether it is a repeat offense for that student. If a cell phone or ECD is confiscated by school personnel the parent/guardian will be required to arrange a time to pick up the cell phone or ECD. The administration reserves the right to modify the consequences, as appropriate.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD, until returned to the parents.

PLEASE NOTE: Middle school students' phones are to be turned off and out of sight at all times during the school day. Please do not expect that your child will answer your text messages or voice mails until the school day is over.

Consequences of misuse:

-1st incident: confiscation, student must pick up phone in the school main office at end of day.

-2nd incident: confiscation, parent must pick up phone in the school main office.

-3rd and subsequent incidents: confiscation, parent must pick up phone in the school main office, possible disciplinary action and possible ban of cell phone use.

Waverly Community Schools Dress Code Policy

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.

Dress Code Policy

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
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings/pajama pants
- Shoes

Students May Wear:

- Hats, including religious headwear
- 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, headgear, hoods up or any other item that obscures the face (except as a religious observance)

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.

School Lunch Program

Waverly Community Schools is pleased to announce that we will provide breakfast and lunch to all students at NO COST during the 2019-20 School Year. Meals at no cost are possible because of the Healthy, Hunger Free Kids Act of 2010. Each school cafeteria provides a healthy breakfast and lunch each day and we hope you will take advantage of this rare but incredible opportunity. All students are encouraged to return the Title 1 survey that will help us continue this program and other programs in the district.

Students may go outside during their lunch period, and should be dressed appropriately for outside conditions. Students are not permitted to leave the lunch area or return upstairs unless they have a pass from a teacher permitting them to work under the supervision of that teacher.

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. Parents, other than those who have been asked by a teacher to be in the classroom, and who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation. It is required that a Visitation Agreement be completed at least 2 days before the classroom visit may occur. It is important that each parent understand that because classroom visitations can be distracting to the students, guidelines have been established in accordance with AG 9150.

Students may not bring visitors to school.

Use of School Equipment and Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

Lost and Found

The lost and found area is near the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity in December and June.

Use of Telephones

School telephones are for business use only. In an emergency situation, students may request to use the telephone in his/her classroom. In an effort to protect the teaching/learning atmosphere in the classroom, students will not be called out of class or interrupted for telephone calls except for **emergencies**. A message may be left in the office and the student will be contacted at the end of a class period.

Computer Technology and Networks

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

Field Trips

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. Attendance and behavior rules apply to all field trips.

Section II - Academics

Grades

Waverly Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Grading Periods

Students shall receive a report card at the end of each semester indicating their grades for each course of study for that portion of the academic term.

Access to PowerSchool is available so that parents may monitor their child's grades, attendance and receive information about activities. Parent log-in information is available upon request from the office.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Promotion, Placement, and Retention

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made. Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level-emotional, physical, and/or social maturity

Limited English Proficiency

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 program offered by the District. Parents should contact the Principal at 517-321-7240 to inquire about evaluation procedures and programs offered by the District.

Academic Integrity

To maintain Waverly's high standard for excellence and emphasis on "honesty," Waverly Middle School expects students to exhibit honesty and integrity in all academic endeavors. Students must refrain from cheating or plagiarizing on all assignments and exams. Cheating is defined as giving or receiving any unauthorized aid or assistance, gaining unauthorized access to teacher materials on any assignment or exam. Students found to be cheating will be subject to academic and/or disciplinary sanctions.

Plagiarism

Plagiarism is defined as the act of copying, paraphrasing, or promoting unique ideas from the work of authors or other students without prior permission and/or acknowledgement. This includes the "downloading" or "cutting or pasting" of any text, diagram or image from the internet. Plagiarism will be considered equivalent to cheating, and will earn similar academic and/or disciplinary sanctions.

Waverly maintains a strong anti-plagiarism stance. Plagiarism will be addressed and explained by all teachers at the beginning of the school year. Henceforth, students are expected to understand what plagiarism means, and refrain from plagiarizing on all assignments and exams.

Academic Misconduct Sanctions

Students found to have engaged in cheating or plagiarizing will be addressed as follows:

Each incident:

Loss of credit on assignment or exam

First incident:

Phone conference with parent/teacher.

Repeated incidents:

Report of misconduct

Phone conference with parent/teacher and parent/administrator

Disciplinary action including detention (after school and/or Saturday) through short term suspension

Students who are members of an athletic team, Student Council or National Junior Honor Society may face additional sanctions related to eligibility, privileges and/or participation.

Student Assessment

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Section III – Student Activities

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. 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.

Receipt and Acknowledgement Page

2019-20 School Year

I acknowledge having received links/copies of the following documents and will review them with my child to assure that we know and understand the contents therein.

- **2019-20 Middle School Student/Parent Handbook**
- **2019-20 District Code of Conduct**

Please initial where indicated and sign this form at the bottom of the page to indicate that you have received this MS Handbook and District Code of Conduct and return this page to your child's FIRST HOUR teacher by *Friday, September 6, 2019*.

MS Student/Parent Handbook Acknowledgement

____ (Please Initial) Yes, I have received a copy of the MS Handbook and have reviewed it with my child. I understand the rights and responsibilities of all involved in the education and safety of my child. This includes school staff, parents, and my student.

District Code of Conduct Acknowledgement

____ (Please Initial) Yes, I have received a copy of the District Code of Conduct and have reviewed it with my child. I understand the rights and responsibilities of all involved in the education and safety of my child. This includes school staff, parents, and my student.

Student Name: _____ Grade: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Date: _____ / _____ / _____

Questions, Comments, or Concerns – Any questions, comments or concerns should be addressed with Michael Moreno, Middle School Principal, 321-7240.