



WAVERLY

COMMUNITY SCHOOLS

Pride. Tradition. Excellence.

**2025-2026
Waverly Middle School
Student Handbook**

620 Snow Rd
Lansing MI 48917
Main Office (517) 321-7240

Principal

Assistant Principal

Dean of Students/Athletic Director

Head Secretary

Attendance Secretary

Social Worker

School Counselor

Bernard Colton

Jeremiah Baynes

Colin Christopher

Linda Greisinger

Sylvia Hernandez

Sierra Saunders

LaToya Benson

Please "Like" us on the Waverly Middle School Facebook page.

Waverly Community Schools Mission Statement

Waverly Community School's mission is to educate and prepare students to achieve their academic best, develop character, become lifelong learners, and contribute as citizens of our global society by committing ourselves to excellence in education characterized by:

- ◆ **A safe, caring and equitable learning environment**
 - ◆ **Rigorous curriculum**
 - ◆ **Quality instruction**
- ◆ **Respect for diversity in partnership with families and our entire community.**

Dear Students and Parents:

The entire middle school staff welcomes you and looks forward to a successful year.

As students, you are very important to us and we want you to have a wonderful school experience. Please remember to treat each other with care, respect, and honesty and above all be responsible for your choices.

Have a great year.

Waverly Middle School Administration and Staff

STUDENT HANDBOOK

All students should read and follow all items in the Waverly Community Schools Code of Conduct: Please see the following link: [WCS Code of Conduct](#)

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. Ice is given out in the office in case of emergencies. An Accident Report and parent phone call is required when an injury requiring ice occurs.

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 who volunteer to become involved in school activities are subject to the same eligibility requirements as students 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 5 of 6 Classes (excluding Warrior time).
2. In attendance 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 Middle School. As such, they are expected to uphold the PRIDE standards.

ANNOUNCEMENTS

Daily announcements will be made at the beginning of the school day. Students are asked to be quiet and attentive during these announcements.

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/gaurdians will be asked to sign the Athletics Code of Conduct before participating. This form can be found in your and your parents FinalForms accounts.

Eligibility - Academic: Athletes must meet the Michigan High/Middle School Athletic Association Standards which state that athletes must pass 50% of their classes the previous semester and passing the majority of classes while participating. Weekly eligibility will be determined on Monday. If ineligible, the athlete shall not participate in team events for that week.

BUILDING HOURS

The middle school is open for students from 7:15 AM to 3:15 PM, unless under the direct supervision of a teacher, coach, or other WMS 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.

BUS CONDUCT

See [Waverly Community Schools Student Code of Conduct](#)

DANCES

Dances at Waverly Middle School are for the benefit of Waverly Middle School students. **There will be no guest passes issued for Dances.**

1. All students must have their ID for entry.
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. **Students must be in good standing with attendance and behavior to be eligible to attend.**

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.

CELL PHONE/ELECTRONIC DEVICE - BUILDING POLICY

New Procedures for 2025-2026 Our goal is to foster a more focused, distraction-free environment that boosts academic success and encourages positive social interactions. Procedures are building-wide please review carefully:

7th & 8th Grade Policy: "Away for the Day" Devices Off and STORED: Students must power off and store personal electronic communication devices (Cell phone, Headphones, earbuds, speakers etc.) in lockers/cubbies for the entire school day. This procedure begins as soon as you walk into the building.

Protocols for Non-Compliance:

1. **First Infraction:** The device will be collected by school staff and stored in the main office. An **after-school detention** will be assigned for that day, and the cell phone will be returned to the STUDENT after the detention is completed. If the student is insubordinate, they will be sent to the office, and a 1-day suspension will be assigned.
2. **Second Infraction:** The device will be collected by school staff and stored in the main office. An **after-school detention** will be assigned for that day, and the cell phone will be returned to the PARENT after detention is completed. If the student is insubordinate, they will be sent to the office, and a 1-day suspension will be assigned.
3. **Third Infraction:** The device will be collected by school staff and stored in the main office. A parent will need to pick up the device and a **SATURDAY SCHOOL** will be assigned. Saturday School is from 9am -11am. If the student does not attend Saturday School, then the following Monday will be served as an out of school suspension. If the student is insubordinate, they will be sent to the office, and a 1-day suspension will be assigned.

4. **Persistent Infractions:** Parent/guardian meeting to create a student success plan. Out of School suspension and/or Saturday School may be assigned.

Exception to Procedures: We know some students need their devices for medical reasons, as English Language Learners (ELLs). We'll handle these exceptions case-by-case, with administration approval.

VIDEOING/RECORDING

Videoining/recording at school will lead to a recommendation for suspension. If a video reaches the internet, this situation will be subject to police involvement.

CODE OF CONDUCT

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.

[WCS Student Code of Conduct](#)

DRESS GUIDELINES: District policy

- 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 not transparent 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).
- 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-crop tops
- Helmets, masks, hoods, or any other item that obscures the face (except as a religious observance)

DUE PROCESS RIGHTS

See the Student [Code of Conduct](#)

ELECTRONIC CIGARETTES/VAPING

Electronic cigarettes, vaping, and other “smoking” devices are considered tobacco “look-a-likes” and are banned from the WCS campus in accordance with the Student [Code of Conduct](#).

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.

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.

- Stay with your class
- Remain quiet for emergency instructions
- RETURN TO THE BUILDING WHEN ALL CLEAR GIVEN. 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 leaves out of the building

LOCK DOWN – If a Lock Down is announced:

- Stop all class activities
- Stay off all phones and computers, including the office
- Ignore all bells and stay in the classroom
- Listen for further direction
- No one comes into the building, no one leaves out of the building

EVACUATION – If an Evacuation is announced:

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

SCHOOL COUNSELING SERVICES

Waverly Middle School has a School Counselor for students and families daily.

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 extracurricular program. No student may participate in any school-sponsored trip without parental consent.

FOOD DELIVERIES

Parent deliveries must be dropped off at the main office entrance only. Students will not be called from class to get their food and will only be permitted to get their food during their lunch hour. This food will be consumed in the office only without guest students. The school will not be held liable for any issues with the food, etc. **DOOR DASH, OR ANY OTHER FOOD DELIVERIES, ARE NOT PERMITTED AND MAY BE REFUSED.**

GRADING POLICIES

Check each teacher's syllabus.

HALL PASSES

No student shall be in the hall during class time without a hall pass. Students are expected to go directly to their destinations.

HONOR SOCIETIES

The National Junior Honor Society is an organization for academically qualified students who also demonstrate outstanding character, leadership and service. Students are nominated by teachers in their 7th grade 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.J.H.S. is a member of the National Chapter and eligible for scholarship awards and national recognition by the National Chapter.

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/guardian and returned to the school before the student can actively participate on any team.

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 damage 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.

LIMITED ENGLISH PROFICIENCY

It is the policy of the Board of Education that all students be provided with 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 extracurricular programs offered by the district.

LOCKERS

Each student is assigned to a hall locker. **DO NOT SHARE LOCKERS OR LOCKER COMBINATIONS. ACCESS TO ANOTHER STUDENTS LOCKER IS NOT PERMITTED.** Problems with locker operation should be reported to the Main Office. Students are expected to always keep their lockers neat, clean and locked. Backpacks, cell phones and coats should be always kept in lockers.

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.

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.

LUNCH/CAFETERIA

Lunch/Breakfast is available in the school cafeteria. Students may eat free of charge. There is a charge for a la carte items. The students can use a prepaid debit card system that is utilized by using each student's personal ID number. Students are expected to clean up after themselves and place their litter in the appropriate containers.

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 KEPT** in the office, exceptions require paperwork and doctor's signature. 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.

MORNING PROCEDURES

Students may be dropped off or arrive at 7:15am. They may report to the cafeteria for free breakfast or to the gym through both on the south side of the building (door 7 and 9). Students must always remain inside under supervision. Students are not permitted to leave school ground once they are dropped off by parent. **Students must stay in Cafeteria or gym area until class bell rings.**

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 presence 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.

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 24-hours prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

SCHEDULE ADJUSTMENTS

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

- Incomplete schedules
- Duplication of courses
- Students must request a schedule change in writing – forms are in 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 week of classes. Requested changes to schedules will not be honored after that time period.**

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.

SEARCH AND SEIZURE

See Student [Code of Conduct](#).

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

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, 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.

SUSPENSION

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

TARDY POLICY

Being on time is very important. It is the student's responsibility to arrive in class on time. Students that arrive late to class delay and/or disrupt the learning process and show disrespect for fellow students and teachers. A tardy is based on the following:

- A student is deemed tardy to class if they are not in the classroom by the time the class bell has rung.
- A student arriving at class after the bell, who has a written note/pass from a staff member or an administrator excusing the tardy, shall not be deemed tardy or absent from that class.

It is important that students are punctual. Consequences for tardiness will include every tardy for each class during the week. Office staff will run tardy reports for the week prior to determine consequences.

- 5 tardies: one lunch detention
- 6+ tardies: after school detention, Parent Meeting, Saturday school
- 10+ tardies :Parent Meeting, referral attendance officer, Saturday school.

If the above measures are not successful, administration reserves the right to assign additional behavioral interventions. Students should be keenly aware that if they cannot be responsible for getting to class on time, they may lose the privilege of attending school events.

Skipping class

1st offense: after school detention, documented in SWIS, contact home.

2nd offense: Saturday School, documented in SWIS, contact home.

3rd offense: administrative conference with parents/guardians and a Behavior Contract

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

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).

WORK 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/Repeat 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