



PLAINWELL
HIGH SCHOOL

STUDENT HANDBOOK

PLAINWELL HIGH SCHOOL
2024 / 2025

The PHS Handbook is delivered to students electronically through their school email. A digital copy of the Student Handbook is also available online at plainwellschools.org under High School or you can scan the Student Handbook QR code.

SCAN ME



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The Student Handbook is also available online at www.plainwellschools.org under High School.

Revised 8/5/2024

MISSION STATEMENT

To prepare all students for post-grad success fostering lifelong learning skills and attitudes through critical thinking in a challenging, fun and technology-rich atmosphere.

PLAINWELL HIGH SCHOOL

684 Starr Road
Plainwell, MI 49080
PH: (269) 685-9554 • FAX:(269) 685-9064

BOARD OF EDUCATION

Shannon Zabaldo, President
Anthony McNeel, Vice President
Julli Bennett, Treasurer
Rex Hall, Jr., Secretary
Andrea Barrows, Trustee
Jill Dunham, Trustee
Mike Hopson, Trustee

DISTRICT ADMINISTRATION

Matt Montange
Superintendent

Bob Farris
District Safety Director

Melissa Gelbaugh
Director of Finance

Cathy Moorman
Director of Special Education

Katy Price
Human Resource Manager

Charlie Wynn
District Compliance Officer

ACTION REQUIRED BY PARENT/GUARDIAN

YOUR ACKNOWLEDGMENT IS REQUIRED THAT YOU HAVE RECEIVED THE PHS SCHOOL STUDENT HANDBOOK 2024-2025 ELECTRONICALLY .

Link To Parent/Student Portal

[PowerSchool link](#)

The district utilizes many ways to communicate with our families, including: email, text, phone calls, social media and the website. To help maintain communication with your family, we request that you please log-in to the [Parent Portal](#) through PowerSchool to register, update and/or verify your contact information.

This system is used by the High School and District to provide you with urgent, routine and nonroutine information. If your phone numbers or emails change, please take a moment to update your ParentCash Portal so that we are able to maintain efficient communication with you.

By clicking on the box on the online form in the parent/student portal on PowerSchool you agree to the following:

- I understand that this is important information pertaining to rules, rights, and responsibilities of students and parents. Moreover, to ensure that each student's rights of due process are protected, the Plainwell High School administration requires that both students and parents read the policies contained herein.
- I am aware that all Plainwell High School property is a "tobacco-free" and a "weapon-free" school zone.
- I further realize that an acknowledgment does not necessarily mean that I agree with these policies, and should I not understand information in this electronic book, I may phone 685-9554 and receive clarification.

ACKNOWLEDGMENT RECEIPT FOR PLAINWELL COMMUNITY SCHOOLS

TECHNOLOGY AGREEMENT AND ACCEPTABLE USE POLICY 2024-2025

By clicking on the box on the online form in the parent/student portal on PowerSchool you agree to the following:

I have read the District's **Technology Use Agreement – District Policy** found in the student/parent handbook. I further understand that any violation of the policy is unethical and may constitute an offense. Should I commit any violation of the technology policy, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

I have also received the District's **Acceptable Use Policy**. I further understand that any violation of the policy is

unethical and may constitute an offense. Should I commit any violation of the Acceptable Use Policy, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

PARENT OR GUARDIAN (Must be signed if student is under 18 years of age) As parent/legal guardian of the student signing above, I have read and agree to the conditions set forth in the Plainwell Community Schools Technology Use Policy Board. I understand that this access is designed for educational purposes. It is also impossible for Plainwell Community Schools to completely restrict access to all controversial materials on the Internet and I will not hold them responsible for materials acquired through network use. I understand that my student will be issued a Chromebook to be used while at school. I understand that I am responsible for any damage or loss of device while it is in my child's possession, replacement or repairs may cost up to \$250.00. I have reviewed the information regarding damage insurance and have decided to purchase or decline that protection. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access school technology and certify that the information contained on this form is correct.

I further realize that my signature and acknowledgment does not necessarily mean that I agree with these policies, and should I not understand information in this book, I may phone 685-9554 and receive clarification.

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ADMINISTRATION

Marvin Taylor Principal 269-685-9554
marvin.taylor@plainwellschools.org

Melissa Preston Athletic Director 269-685-2096
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Lisa Marzolf Athletic Admin. Asst. 269-685-2096
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Jason Grubaugh, Behavioral Specialist
Extension 1561
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Debra Beals Vice Principal 269-685-9554
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Stephanie Reou Admin. Asst. 269-685-9554
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Tracey Bryant Admin Asst. 269-685-9554
tracey.bryant@plainwellschools.org

Katie Wingle, Behavioral Specialist
Extension 1556
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STUDENT SERVICES (Direct Line 269- 685-2422)

Emily Johnson Counselor Last Names A-G and Seniors A-L
Extension 1506 emily.johnson@plainwellschools.org

Brandy Wheeler Counselor Last Names H-O
Extension 1527 brandy.wheeler@plainwellschools.org

Susan Johnson Registrar
Extension 1508 susan.johnson@plainwellschools.org

Jessica Hembree Counselor Last Names P-Z and Seniors M-Z
and Level 2 Special Education Students
Extension 1505 jessica.hembree@plainwellschools.org

Sue Gower Student Services Coordinator
Extension 1502 sue.gower@plainwellschools.org

FREQUENTLY USED NUMBERS

Absence Reporting (269)685-2430
attendance@plainwellschools.org

Central Administration Office – (269)685-5823
Fax - (269)685-1108

Jeff Lindstrom Supervisor Flex Academy
Extension 1537
jeff.lindstrom@plainwellschools.org

Student Services (269) 685-2422

Athletic Office (269) 685-9554 ext 1517

Community Education and Renaissance High School
(269)685-8911

Pool – (269)685-5813

Transportation (269) 685-8080



GENERAL INFORMATION

PART I

PART I
GENERAL INFORMATION

RIGHTS AND RESPONSIBILITIES OF PUBLIC SCHOOLS

ATTENDANCE LEGISLATION

Per MCL 388.1694a, Section 94a(9): “It is the intent of the legislature that, beginning in 2014-15, a district shall report to the center by June 30, in a manner prescribed by the center, the number of pupils in the district who have had 10 or more unexcused absences each school year. For pupils in grades 9 to 12, the report shall include both the total number of unexcused absences in any single course and the total number of unexcused absences in all courses. Each district shall define unexcused absence. It is the intent of the legislature that a district that reports false information under this subsection shall forfeit an amount equal to 5% of its total state aid allocation under this act.”

COMPLAINT PROCEDURE

All complaints regarding the District should be resolved at the lowest possible administrative level. See District board policy available on the web site.

The Board of Education encourages informal discussions of complaints prior to undertaking the formal procedures outlined below. In many instances such discussions can resolve issues more quickly and favorably. Only when informal discussion does not lead to a resolution of a complaint should the more formal procedures be used.

Step one for complaints should be to first address the teacher or specific staff member who oversees the activity leading to the complaint. See board policy for the steps involved in reporting a complaint or making an appeal.

DUE PROCESS

When disciplinary action is taken against a student by a teacher or administrator, students have the following rights: To be informed of the reason for that action, to present any facts that will support their defense, and to have a hearing To discuss both sides of the issue and/or the appropriateness of the action.

Discipline Appeal Hearings are not automatic but must be applied for in writing by the end of the third school day following the disciplinary action or previous hearing. Students can appeal the action of a teacher or other staff member to the principal or designee. A decision made by the Principal can be appealed to the Superintendent whose decision will be final.

EQUAL EDUCATION OPPORTUNITY

Plainwell High School is an equal opportunity educational institution. It is our expressed policy that no person shall

be unlawfully excluded from participation, be denied benefits of, or otherwise subjected to discrimination in employment on the basis of race, color, religion, marital status, national origin, sex, age or handicap/disability in its activities or programs as required by Title VI, Title IX or Section 504.

Any person believing that the Plainwell High School or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title IX of the Education Amendment Act of 1972, (2) Section 504 of the Rehabilitation Act of 1973, (3) the Age Discrimination Act of 1975, and (4) Title II of the American with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance.

HOMELESS LIAISON

Charlotte Korreck 269-685-5835 charlotte.korreck@plainwellschools.org
601 School Drive Plainwell, MI 49080

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) 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.

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

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 Cathy Moorman at 269-685-5823 ext 1023, to inquire about evaluation procedures and programs.

IN LOCO PARENTIS

In loco parentis means that the school has a legal obligation to act in place of parents while your children are under our care. We take this role seriously and ask that any information that would have a bearing on the education of your child be given to us. This includes, but is not limited to, court or medical records that would help us educate your child and, perhaps, ensure the safety of others.

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 Cathy Moorman at 269-685-5823 ext 1023, to inquire about evaluation procedures and programs offered by the District.

NOTICE OF NONDISCRIMINATION AND COMPLAINT PROCEDURES

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, or genetic information in its program, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. See Board policy 2260. Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the District’s Civil Rights Coordinator at the following address: Director of Compliance, 600 School Drive, Plainwell, MI 49080 (269)685-5823.

TITLE VI and TITLE IX LIAISONS

Title VI

Charlie Wynne 269-685-5823 ext 1002
charlie.wynne@plainwellschools.org
600 School Drive
Plainwell, MI 49080

Title IX

Katy Price 269-685-5823 ext 1001
melissa.preston@plainwellschools.org
684 Starr Road
Plainwell, MI 49080

PART ONE - GENERAL INFORMATION CONTINUED

Daily Schedules:

<u>1ST DAY OF SCHOOL SCHEDULE</u>		
ASSEMBLY IN GYM	7:40-8:05	25 Minutes
1st Period	8:10-8:31	21 Minutes
2nd Period	8:36-9:00	24 Minutes
3rd Period	9:05-9:27	22 Minutes
4th Period	9:32-9:53	21 Minutes
5th Period	9:58-10:19	21 Minutes
6th Period	10:24-10:45	21 Minutes
There is no AM or PM Tech Center on the first day of school. Students will attend their regular classes.		

TECH CENTER STUDENTS SHOULD FOLLOW THE TECH CENTER CALENDAR FOR HALF DAYS AND DAYS OFF

<u>PHS DAILY SCHEDULE WITH 3 LUNCHES - MONDAY & FRIDAY</u>	
<u>1st Period</u>	7:40 - 8:38 (58 Minutes)
<u>2nd Period</u>	8:43 - 9:45 (62 Minutes)
<u>3rd Period</u>	9:50 - 10:48 (58 Minutes)
<u>1st Lunch</u> <u>4th Period A</u>	10:48 - 11:13 (25 Minutes) 11:18 - 12:20 (62 Minutes)
<u>4th Period B - Part 1</u> <u>2nd Lunch</u> <u>4th Period B - Part 2</u>	10:53 - 11:20 (27 Minutes) 11:20 - 11:45 (25 Minutes) 11:50 - 12:20 (30 Minutes)
<u>4th Period C</u> <u>3rd Lunch</u>	10:53 - 11:55 (62 Minutes) 11:55 - 12:20 (54 Minutes)
<u>5th Period</u>	12:25 - 1:23 (58 Minutes)
<u>6th Period</u>	1:28 - 2:26 (58 Minutes)
AM TECH CENTER: Departs PHS at 7:40 AM, Depart Tech Center at 10:25 AM TC students attend lunch based on their 4th period teacher. PM TECH CENTER: Departs PHS at 11:15 AM, Departs Tech Center at 2:00 ~ PM TC students attend 1st lunch	

<u>SEMINAR SCHEDULE - TUESDAY, WEDNESDAY, THURSDAY</u>	
<u>1st Period</u>	7:40 - 8:30 (50 Minutes)
<u>2nd Period</u>	8:35 - 9:25 (50 Minutes)
<u>3rd Period</u>	9:30 - 10:20 (50 Minutes)
<u>Seminar</u>	10:25-10:55 (30 Minutes)
<u>1st Lunch</u> <u>4th Period A</u>	10:55 - 11:20 (25 Minutes) 11:25 - 12:25 (60 Minutes)
<u>4th Period B - Part 1</u> <u>2nd Lunch</u> <u>4th Period B - Part 2</u>	11:00 - 11:30 (30 Minutes) 11:30 - 11:55 (25 Minutes) 12:00-12:25 (25 Minutes)
<u>4th Period C</u> <u>3rd Lunch</u>	11:00-12:00 (60 Minutes) 12:00-12:25 (25 Minutes)
<u>5th Period</u>	12:30 - 1:25 (55 Minutes)
<u>6th Period</u>	1:30 - 2:26 (56 Minutes)
<p>AM TECH CENTER: Departs PHS at 7:40 AM, Depart Tech Center at 10:25 AM TC students attend lunch based on their 4th period teacher.</p> <p>PM TECH CENTER: Departs PHS at 11:15 AM, Departs Tech Center at 2:00 ~ PM TC students attend 1st lunch</p>	

<u>PHS HALF DAY SCHEDULE</u>	
1st Period	7:40 - 8:06
2nd Period	8:11 - 8:41
3rd Period	8:46 - 9:12
4th Period	9:17 - 9:43
5th Period	9:48 - 10:14
6th Period	10:19 - 10:45
<p>AM TECH CENTER: Departs PHS at 7:40AM, Departs Tech Center at 10:25 TECH CENTER STUDENTS SHOULD FOLLOW TECH CENTER SCHEDULE</p>	



BUILDING POLICIES AND PROCEDURES

PART II

PART II

BUILDING POLICIES AND PROCEDURES

ACCIDENTS

Accidents resulting in personal injury while at school or at a school event should be reported to the Main Office. At that time, an accident report will be completed. School office staff will contact the student's parents/guardians/emergency contacts based on the information provided by parents in the student database.

ACTIVITY POLICY

Any student that has incurred an out of school suspension may not attend or participate in any school activity, not be on any school campus or at any events during the time of the suspension, unless authorized by school administration. School conduct rules apply at all school activities and students may be disciplined for misconduct. No one will be admitted who shows evidence of alcohol or drug use and authorities will be contacted.

AGE OF MAJORITY

The Board of Education recognizes that students, upon the attainment of the age of majority (18), are afforded all the rights and privileges of adulthood. However, under Michigan law, school districts may establish reasonable regulations regarding age of majority students.

Students may apply for the age of majority status by completing an application form in Student Services. Return the completed application to the assistant principal for approval.

Age of majority students may not sign themselves in or out during the school day without a legitimate reason. Students may not use age of majority to skip classes, leave for lunch or call in for a senior skip day. All students are expected to adhere to the attendance and discipline policies regardless of age.

ANIMALS on SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal or emotional support animal accompanying a student or other individual with a documented disability or medical need. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

ANNOUNCEMENTS - DAILY COMMUNICATIONS

Announcements are made daily during the 2nd period. Students that wish to have an announcement read must write up the announcement, have it signed by the appropriate sponsor, and turn it into the Athletic Office before 8:00

a.m. the day it is to be read. In addition, daily announcements are emailed to students, staff and sent via the school's instant communication system and posted on the high school web page.

ATHLETICS

ATTENDANCE

An athlete may not participate in practice or competition if not in attendance by the beginning of 4th hour without just reason and prior approval from the high school athletic director. If an athlete is too ill to attend class or leaves during the school day, that athlete will be considered too ill to participate in athletics.

PHYSICALS

All student-athletes must have a current physical on file in the PHS athletic office to be able to try out, practice or compete on our athletic teams. Each year the MHSAA requires a physical to be done after April 15th and that physical would be good for the following entire school year. Physicals should be uploaded to [FinalForms](#).

If you need additional assistance go to the [Parent Playbook](#). It will give you step by step directions.

SPORTSMANSHIP

Be involved in our sports program but understand that sportsmanship toward our opponents, with our contest officials and our own teammates is extremely important. Always treat our visiting teams and fans with respect and behave in a respectful manner at all our away contests. We do not expect less.

PLAINWELL HIGH SCHOOL ATHLETIC TRAINING CODE OF CONDUCT [Athletic Handbook](#)

Participation in athletics is a privilege and as with any privilege it carries with it a great responsibility. We expect our athletes to be the best students in our school; to show not only great ability but great accomplishments. To be a team player, to win with class and to lose with dignity; to expect anything less takes away from the values that high school athletics can teach.

The head coach and/or assistant coach and director of athletics will investigate suspected or reported violations of our training code and/or code of behavior. Athletes have given us their word to follow our code of conduct and to behave in a fashion that brings a sense of pride to our school and our programs.

1) PHS Athletic Training Rules

Our code of conduct for our athletes is in effect year round and throughout the athlete's career here at PHS.

Possession and/or use of all forms of alcohol, tobacco, vapes and drugs or use/abuse of OTC prescriptions is a violation of our training code and as such they will carry the following punishments:

1st offense will be suspension from 50% of the scheduled competitions in the sport they are currently participating in and the suspension if not completely served in that season will carry over to the next season the athlete participates in.*

2nd offense will be suspension for 1 calendar year from PHS Athletics and verification the suspended student athlete has completed an approved cessation program related to their offense.

3rd offense will be permanent suspension from PHS Athletics.

If there are contests left after the suspension – athletes must continue to practice and attend all team functions as outlined by the coaching staff. He/she must not be found in violation of team rules during the course of his/her suspension.

II) Random Drug Testing Program

Please be aware that Plainwell Athletics (along with other co-curriculars) has established a random drug testing (RDT) program to help to assure that our athletes are exhibiting the proper behaviors to keep them and their teammates safe. All athletes along with their parents will be required to sign a RDT Consent Agreement (completed during registration on Big Teams) to be able to participate.

III) PHS Code of Conduct

All athletes must follow and obey all PHS School Rules of Conduct. School suspensions or detentions must be served per school rules prior to athletic participation.

Athletes cannot practice nor can he/she compete on the day(s) of out of school suspension. Athletes can practice after an in-school suspension but cannot compete on the day(s) of in-school suspension. After school detentions must be served first before athletes can attend practice or contest.

Student-athletes found to be involved with behaviors unbecoming an athlete will be held accountable for those violations. Such violations may be but are not limited to...insubordination, vandalism, hazing, etc. and will be dealt with by the coach and athletic administrator.

*Suspensions must be finished in good standing in the season in which they occur including those that carry over to another sport season.

IV) PHS Eligibility Policy

PHS Eligibility Policy - New this year.

Trimester Eligibility: Student athletes must be passing at least 5 out of 6 classes AND maintain a minimum GPA of 1.67 at the end of each trimester to be eligible for the subsequent trimester. Students that don't meet the above but are still passing 5 out of 6 classes (MHSAA requirement), may apply for academic probation one time during their high school career.

- 1) Minimum of 1.0 GPA
- 2) Passed 5/6 Classes
- 3) Be a student in good standing (Behavior, Attendance, etc.)

Students that are approved for academic probation must attend a study table two days a week, be passing 5/6 classes during the weekly checks, and maintain good standing. Students that do not meet these requirements will be ineligible for the remainder of the season.

ATTENDANCE POLICY

It is the State of Michigan's expectation that all students be given the opportunity to attend school at least 1098 hours and a minimum of 180 days each year. In addition, the law requires that whoever has custody or control of any child

between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district. Regular attendance is a necessary part of a student's education. It is also the school's goal, in cooperation with parents, to teach promptness and responsibility. We strongly urge parents to support us in reaching this goal by scheduling appointments for students during non-school hours and planning family vacations to coincide with the school calendar. Lack of consistent attendance is one of the most common causes of poor student performance. The nature of most classes requires regular and consistent attendance in order to receive the full benefit of instruction. Each class may include as a part of the grading criteria a component of classroom participation. If a student is absent (either excused or unexcused) a significant number of times, and not able to participate in daily classroom discussion or activities that contribute to the participation portion of the grade, this will have a negative impact on earning credit and may result in Truancy.

Questions or concerns regarding attendance should be directed toward the Attendance Office (269-658-2430). Parents and students are encouraged to monitor attendance via PowerSchool.

ARRIVAL

Students arriving to school on the bus should enter the building at the front, main entrance. Parents/guardians may drop students off in the front entrance of the Main Office or the Event Center Entrance. Students who arrive at school after classes have started will need to sign in through the Main Office.

DEPARTURE, AND SIGNING IN

Students who request to leave the building during the school day due to illness, appointments, or other excusable reasons *MUST HAVE PARENT OR GUARDIAN PERMISSION AND SIGN OUT IN THE MAIN OFFICE PRIOR TO LEAVING THE BUILDING*. Failure to do so will result in an unexcused absence and related consequences.

EXCUSED, EXEMPT AND UNEXCUSED ABSENCES

Excused Absences

Excused absences in which parent notification is received (either by phone or in writing) by noon following the day of an absence. This includes pre-arranged absences. ***The administration reserves the right to determine if an absence will be considered excused.*** It is the responsibility of the student to notify the teacher upon their return from an excused absence and to request work that needs to be made up.

Exempt Absence

- *Funeral Absences* - These are absences that result from a student attending a funeral of a family member or close friend upon parent request and notification.
- *Medical Exemption Absences* - These absences include pre-existing medical conditions and longer term illnesses that will result in multiple absences. In these cases, medical documentation must be presented and on file to medically exempt the absences. This must be requested and on file within one day of the absence after the return to school. In cases of chronic absences throughout the year, updated medical

information may be requested to verify the continued existence of the condition and that treatment is being sought.

- *Prearranged Absences* – Parents/students who know in advance that they are going to be absent from school must communicate with their Assistant Principal and teacher(s). Students are responsible to contact the teacher to make arrangements for making up missed work. If you know about an extended absence in advance, you should obtain a prearranged absence form from Student Services, have it signed by all teachers and an administrator and turn it into the attendance office. Work is due upon return to school.
- *School Related Absences* –A school related absence is an absence that is due to an approved school activity. The absence is excused and no notification from parents is required. The high school administration reserves the right to determine if an activity qualifies as a school related absence. These absences do not count against the attendance limit. The number of school related absences may be limited by the administration to avoid excessive absences for any student.

MAXIMUM DAYS ABSENT

If a student develops a pattern of poor attendance in any course, the parent(s)/guardian(s) will receive notification from the office regarding the excessive number of absences in class(es).

- Students accumulating 10 unexcused absences in a course during a trimester may lose the opportunity to earn a letter grade in that course. If the student passes the course, the CR for over 10 absences will be weighted as D- or 0.67 weight with credit.
- Students accumulating 10 unexcused absences in a course during a trimester may lose the opportunity to earn a letter grade in that course. If the student passes the course, the CR for over 15 combined unexcused and excused absences will be weighted as D- or 0.67 weight with credit.
- A student attendance plan will be written and a referral to the truancy county office will be made if absences continue. (See Truancy/Chronic Absenteeism for additional details)

Please note that the “Testing Out” Michigan Merit Curriculum Law does not apply for the “Maximum Days Absent” policy.

At any time that a parent or student would like a complete attendance report, please go to the parent portal to check attendance. If a parent or student does not have internet access, they can request one to be issued (mailed or faxed), this request may be made by visiting our main office or by calling **(269)685-2430**. All attendance information can also be accessed via the internet by logging into the [PowerSchool](#) parent portal link.

PROCEDURES FOR REPORTING ABSENCES

Call the attendance line at (269)685-2430 to report your student absent. Every effort should be made to report your student absent on the day missed. Absences reported before noon the following day, will be coded **EXCUSED**

ABSENCE, according to the criteria listed above. Absences not called in will receive an **UNEXCUSED ABSENCE** and receive a 45 minute detention.

- If you wish for an absence to be omitted from the number of allowable absences, you must show evidence of a medical excuse or a death in the family. This must be completed within 24 hours of your return to school. The absence should be called in to the school on the day of the absence by a parent/guardian excusing the absence at **(269)685-2430**. Otherwise, the student should bring a note from a parent or guardian excusing the absence the day the student returns to school.
- It is the student's responsibility to remind your teachers you were absent and request the work you missed.
- If you are absent for more than 3 days (not pre-arranged), it is recommended to email teachers directly to request information of content being missed in class or to call the Student Services office at **(269)685-2422** to request homework from your teachers. Please be sure to leave the first and last name of the student. Please allow at least 24 hours after calling or emailing to gather the homework. Homework will be available for pickup in the Student Services office prior to 3:00.

TARDINESS

Regular and consistent attendance and promptness are viewed as important qualities in every sector of life. Attendance (and tardies) will be recorded every class period.

Teachers will mark students absent or tardy every class period within the first 10 minutes of class.

Students who are more than 10 minutes late for any class will be counted as absent and unexcused and resulting consequences will apply. Automated calls will be made daily to parents regarding absences.

TRUANCY AND CHRONIC ABSENTEEISM

Chronic Absenteeism is when students miss 10 or more of scheduled school days (to date). This includes both excused and unexcused absences. Below are the guidelines that will be used to ensure that each student adheres to this expectation.

Parent(s) and guardian(s) are expected to make reasonable efforts to ensure that their child attends school on a regular basis. Any parent/guardian who fails to comply with the Michigan Compulsory School Law may be found guilty of a misdemeanor, punishable by a fine, or imprisonment.

For the purposes of truancy, the following absences **are not** counted for attendance intervention:

- Excused absences by a parent/guardian (up to 5 days per school year.)
- School closure due to weather or other unforeseen circumstances
- School Business related absences
- Medical absences (documentation required)
- Disciplinary action such as suspension

The following absences are counted for attendance intervention and Truancy:

- Unexcused absences, 10 or more

- Excused and Unexcused absences combined 5 days beyond the 10 days allotted per trimester.

VARIOUS ADDITIONAL ATTENDANCE POLICIES

Attendance and Field Trips

Students with excessive absences may not be permitted to attend any field trips during the regular school day that will keep them from attending other classes. A student must be in attendance four hours or more in a day (or have a school-related absence) in order to participate in an after school practice or event. This may be waived by the Principal or Athletic Director.

Closed Campus

Students who leave during the day shall incur an absence in the respective class period(s). PHS is a closed campus. Students may not come and go throughout the school day.

Leaving School

Any student who enters or leaves the school building for any reason other than during the normal start time (7:40 a.m.) and end time (2:26 p.m.) of the school day must sign in or out at the Main Office. Students who do not sign in or out will receive detention.

Medical Exemption

Extended absences due to a medical situation or illness (3 or more days) should be reported to the Main Office, provide medical documentation of the extended absences and to request homework or make other arrangements.

School-Business Absence

Activities that are school sanctioned, such as field trips, athletic events, class meetings, college visits, and suspension, will not count toward the 10 absences allowed.

School Events – Mandatory

Activities such as class meetings, assemblies, and pep rallies are considered mandatory. Student attendance is required and failure to attend will result in disciplinary actions following the unexcused absence policy. The only exception to this is if you attend Tech Center or Early College.

Senior Skip Day

Senior skip days are not considered a school sanctioned absence and are discouraged. Participation may result in disciplinary consequences.

Tech Center Absence

Students should follow the rules for the tech center attendance. If you are going to be absent from the tech center, it is the responsibility of the student to contact the tech center according to their guidelines. The phone number for the Tech Center is (269) 512-7800. Please note that an additional call to PHS may be necessary if you are going to be absent from high school for the day.

Vacation Related Absences

Students that go on vacation during a regularly scheduled school day, should fill out the pre-arranged absence form

and have it reviewed by teachers and approved by the principal or assistant principal. Students are expected to complete their school work during vacation or have work turned in to the respective teacher on the day of the return from vacation. Students should not expect to receive additional days to complete school work upon return of a vacation during regularly scheduled school days.

BACKPACKS (BOOK BAGS, GYM BAGS, OR THE LIKE)

Backpacks include but are not limited to: backpacks, book bags, satchels, cinch sacks, gym bags, totes, oversized purses, large tote bags/carry binders, etc. Large bags of this type may not be allowed in classrooms. ckers, cars, etc. are subject to search and seizure at any time and students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

BREAKFAST

Breakfast will be served daily for a nominal cost in the cafeteria from 7:00-7:35 a.m. Food may not leave the cafeteria.

BUILDING HOURS

The main office is open Monday through Friday from 7:00 am - 3:30 p.m. The school building is closed at 3:00 pm to students that are unsupervised.

BULLYING/HARASSMENT/HAZING

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. There are two other ways to report serious concerns: 1) OK2SAY - the Michigan State Police Reporting system or 2) the PHS Concerning Behavior Incident Form or by scanning the QR code.

BUS TRANSPORTATION

Many students are transported in school buses owned by the school district. All regular bus rules and regulations, as well as school rules regarding student conduct, are in effect while riding in school buses. Students who abuse bus privileges may have such privileges revoked and are subject to disciplinary action. Plainwell Schools no longer allows students to ride a different bus to a friend's house.

CELL PHONES, ELECTRONIC DEVICES (ECD), EARPODS, ETC.

The unauthorized use of cell phones, or other electronic communication devices (ECD), including Ear Pods will result in consequences including the loss of the device at school. Respectful use of cell phones and ECD's are expected at all times per the following guidelines:

- Students may not use cell phones, ear pods (or unauthorized ECDs) during instruction or any learning activities at any time.
- You are expected to follow each teacher's classroom procedure for the placement of your device during learning time.
- You are considered in violation of this policy when cell phones or other ECD and ESD items are in use, ringing, playing music, texting, talking on, filming, listening with an ear pod, in sight, taking pictures or other.
- Sexting and taking pictures of anyone is strictly prohibited and will be subject to disciplinary and legal action.
- A student may **use** a cell phone during lunch, during passing, on school property, or on a school vehicle (bus) provided the cell phone is not in violation of the aforementioned.
- The student who possesses a cell phone, or other ECD and ESD items, shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones, or ECD and ESD items, brought onto its property. These are popular theft items.

CHANGE OF ADDRESS, CONTACT INFORMATION OR OTHER DEMOGRAPHIC CHANGES

Parents should inform Student Services in writing if they have a change of personal information, including a change of address or a new contact phone number. It is very important in case of emergency to have the correct information.

CLASSROOM EXPECTATIONS

In the classroom, students are expected to abide by the procedures as set forth by the individual teacher. Any classroom rules, regulations, policies, etc., are in addition to the school policies and not in lieu of them. Students should come prepared for class.

CLOSED CAMPUS

Plainwell High School is committed to the safety of its students. Plainwell High School is a closed campus high school. This includes all grades, 9-12. As a closed campus, students are not allowed to leave once they enter the building, unless pre-authorized by a parent/guardian or administrator or have been released for academic/athletic reasons. Students may not leave campus during lunch. Students may not come and go throughout the day. Any violations will result in an unexcused absence and possibly notification of police if we feel a student is in danger.

COLLEGE ADVISING

The role of the counselor is to be a college adviser and meet with all students to help determine their plans following graduation. The counselor is also here to assist with college applications, FAFSA, scholarships and career readiness. Appointment with the counselor can be made using this link:

CONSEQUENCES FOR VIOLATING STUDENT CODE OF CONDUCT

Plainwell High School keeps records of all discipline taken with students and will notify the parents via phone call or mail of all out-of-school suspensions and expulsions. When more severe discipline is taken, reasons for advancing to progressive discipline will be explained.

DANCE POLICIES

- No one will be admitted who shows evidence of alcohol or drug use.
- A picture I.D. must be shown for admittance if we do not recognize who you are. You must be a student in good standing to attend.
- Sexually suggestive dancing will not be allowed at any dance.
- Inappropriate behavior will result in immediate and permanent removal from the dance by a principal or other adult.
- Dress code may be enforced as deemed necessary by an administrator. Clothing must not be too tight, too short, too sheer, or too revealing whether standing or seated.
- Only Plainwell High School students and their registered guests will be admitted.
- Guests must be under the age of 21. Middle school students are not allowed to attend.
- A guest permit form in Student Services, must be filled out and submitted to administration for approval.
- A high school student is permitted one guest and is responsible for the behavior of that guest. In general, persons who have withdrawn or discontinued their education prior to graduation will not be allowed as guests. Proof of school status is required.
- No one may leave the dance and then return.
- No student will be permitted who has a “No Trespass” letter issued by PHS.
- RHS students must have pre-approval.

DELIVERIES

Students may not leave class to come pick up deliveries; this includes students that call for food/flower deliveries and/or call home to have parents bring something that they may have forgotten. The front office staff will help in a reasonable manner during passing time or lunchtime only. If students order food for their assigned lunch periods, food must be paid for before delivery, and only delivered during lunch times. Administration reserves the right to deny any Doordash, Grubhub, etc. deliveries to ensure the safety of the school community. Please be advised that we will turn businesses away that try to deliver non-paid or out of lunch time items.

Parents should not expect that we will call students out of class to deliver special occasion items, such as flowers or balloons. Exceptions to this may be for important or urgent medications.

DISPLAYS OF AFFECTION

In the Plainwell High School environment, the only acceptable displays of affection are holding hands, a hug, a quick kiss, and an arm around shoulders. Unacceptable displays of affection include, but are not limited to, lingered kissing, pressing up against each other or pressing into the locker to hug, and/or touching private areas. (See Code of Conduct).

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS

Before displaying or distributing any printed or written materials on school property, a student must submit to the high school principal or assistant principal for approval a representative copy of the material to be distributed. The display or distribution of printed or written materials on school grounds without such approval will subject the student to removal and/or disciplinary action.

DRESS AND APPEARANCE

Students are expected to dress appropriately for the learning environment. Student clothing that disrupts/distracts the learning environment will not be allowed in the building. administrators will determine if clothing disrupts or distracts the learning environment. The following guidelines are enforced to the best of staffs' ability to

- Clothing choices can not disrupt learning.
- Clothing must cover the chest, breasts, any part of the abdomen, butt cheeks, private area, backs and sides. Undergarments, including sports bras, must not be showing. For clarity, this means no strapless tops, belly shirts, crop tops, tops that reveal cleavage, open sided tank tops or shorts that reveal private body areas.
- Clothing with holes/rips should be avoided.
- Clothing must be free of references/hints to gangs, profanity, tobacco/drugs (vapes), alcohol, sexual connotation, weapons, look-a-like weapons, violence, etc. This includes confederate flags, swastikas, and other references to hate speech.
- Students must be easily identifiable. Leave hats/knit caps in lockers, hoods of sweatshirts may not be worn up. Headbands may be worn for hair management purposes.
- Accessories worn may not pose a safety threat. (i.e. wallet chains, studded or spiked jewelry)
- Leave costumes/accessories that distract from learning at home. This includes but is not limited to blankets and/or capes.
- Athletic uniforms that are worn during the school day must adhere to school dress code.
- Headgear, face paint (or anything that covers the face/head) and/or sunglasses are not to be worn (or carried about in the school) upon entering the building and through the remainder of the school day. Sunglasses at dances and indoor events are not permitted.
- Student groups that wish to purchase custom-designed clothing to wear at school must have pre-approval by an administrator

- Winter coats/ jackets are to be kept in lockers and are not permitted in the classrooms.
- A student's personal hygiene, excessive fragrance, or body odor may also be dealt with as interference in the learning environment or as a safety or health risk to other students.

EMAIL ADDRESSES

Every staff member in the District can be reached by email using their common first name and last name@plainwellschools.org. i.e.:joe.smith@plainwellschools.org

EMERGENCY PROCEDURES AND DRILLS

Evacuation of the building will be announced by the sound of the alarm or P.A. announcement. The school complies with all safety laws and will conduct 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. Students will exit in an orderly manner and keep going until they are at least 100 feet from the building. In a tornado warning or lockdown, a P.A. announcement will be made. Each classroom is assigned an area of safety. Each teacher will escort their students to the safe area when the warning is given. Drills are a very important facet of the total operation of Plainwell High School. It is important that we be organized and aware of how to vacate the entire structure in the least possible time. We will conduct a minimum of five (5) fire drills, two (2) tornado drills and three (3) lockdown drills during the course of the school term (required by law) and possibly others as the need arises.

EXTRACURRICULAR CLUBS AND ACTIVITIES

Plainwell High School has many extracurricular organizations that afford the student an opportunity to participate in various activities. A brochure listing all extracurricular clubs and activities is available in Student Services. All students who participate in interscholastic athletics shall meet the eligibility requirements described in the Athletic Handbook. No student who has been absent for a full school day may participate in an extracurricular activity scheduled for the afternoon or evening of that school day without the approval of the principal.

CLASS ADVISORS

Class of 2025: Sarah Boven and Hannah Skierski

Class of 2026: Sara Lawrence and Brittany Kavanaugh

Class of 2027: Lily Cyr and Emily MacArthur

Class of 2028: Samantha Eister and Jessica Koenig

EXTRACURRICULAR ADVISORS

LINKs: Barbara Johnson

PALs: Brandy Wheeler

Student Senate: Jake Wisnaski

Trojan Torch: Rachel Bosch

Yearbook: Jessica Koenig

Please refer to Clubs brochure in Student Services for a list of outside activities and advisors.

HEALTH AND WELLNESS

School Social Worker: Mr. Scott Glass in Student Services

Pine Rest Therapist: Mrs. Laura Meyers in Student Services

Clayful Student App: available on each student's Chromebook

Call 911 if:

- An individual has attempted or is in immediate risk of attempting or completing suicide.
- An individual is in immediate risk for aggression, violence or has committed a crime.
- An individual is in need of medical attention.

Crisis Lines:

National Suicide Prevention Line: 988

The Trevor Project 1-866-488-7386 or TEXT: START to 678-678

Gryphon Place (Kalamazoo): 269-381-HELP(4357)

Spanish speaking crisis help/Ayuda de crisis para hispanohablantes

To be connected to a trained Crisis Counselor in Spanish/Estar conectado a un Consejero de Crisis capacitado en español.

Text/texto

AYUDA to 741741 OR [442-AYUDAME in WhatsApp](#)

INSTANT AUTOMATED ALERT SYSTEM

Communication Alerts are a very important communication tool used by the District. This system is called Thrillshare and is used by our high school to provide you with urgent, routine, and nonroutine information. If your phone numbers or emails change, please change them on the [PowerSchool](#) site so that we are able to maintain efficient communication with you.

LIBRARY (MEDIA CENTER)

The library opens at 7:30 a.m. and closes at 3:30 p.m. During class hours, students must have a SmartPass from their teacher to be in the library. In using library resources, the student accepts responsibility for the preservation, care, proper use and agrees to abide by the provisions of the Technology Use Agreement. Students are expected to follow the library rules.

LOCKERS AND DESKS

Student lockers are owned by the school district. Students are permitted use of the lockers under the following terms:

1. The locker will be kept clean and no signs are allowed on the locker exterior, unless they are school-related and approved.
2. No items shall be kept in the lockers which are illegal or endanger individual health, safety, or welfare.
3. Student lockers and desks are school property and remain at all times under the control of the Plainwell Public Schools; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.
4. Police will be notified of illegal items.
5. Lock combinations will not be revealed to others.
6. Students are responsible for damage to lockers.
7. Sharing of lockers or changing lockers is prohibited.
8. If the master-lock (in the locker room) is lost, you must purchase a replacement lock for \$5.
9. Personal locks (in the locker room) are **NOT** permissible.

LOITERING

Loitering in the parking lot, school building (inside and outside) is prohibited. A student must be in their assigned areas during school hours. Loitering in the parking lot or in or around the school building can lead to other problems and is prohibited. Loitering in the hallways during class time or lunchtime can disrupt learning for other students in session. At the conclusion of the school day students are expected to leave the building in a timely fashion unless they are participating in a school sponsored activity. Students waiting for rides must wait in the front foyer. Students will not be allowed to wander the building.

LOST AND FOUND

All articles (exclusive of athletic uniforms and equipment - return to Athletic Office) found on the school premises should be taken to the Main Office. The school will donate items not claimed by the final day of each trimester.

LUNCH

- Plainwell High School is a closed campus.
- Students may not leave the cafeteria for lunch. See "Closed Campus" section.
- During lunch time, students must eat their lunch in the cafeteria. Students are not required to purchase the

school cafeteria food and may bring their own lunch.

- Students may no longer go to classrooms during lunch time. A teacher must come to the cafeteria to get a student if the student will be working with the teacher.

MEDICATION

ASTHMA INHALERS, EPI PENS, OR EMERGENCY MEDICATION

Students may possess and self-administer prescribed emergency medication or a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent's guidelines, if the following conditions are met: 1) There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler (Form 5330 F1c); 2) the building administrator has received a copy of the written approvals from the physician and the parent/guardian.

If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the principal for disciplinary action.

NON-PRESCRIBED (OVER THE COUNTER) MEDICATION

A student in grades 9-12 may be allowed to possess and self-administer an over-the-counter medication upon the written authorization of the parent/guardian. The parent/guardian must complete Form 5330 F1a - Authorization for Non-prescribed Medication or Treatment and submit it to the Main Office for filing in the student's records.

PRESCRIPTION MEDICATION

The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal every school year before the student will be allowed to begin taking any medication during school hours. Prescription medication must be in its original, most recent container from the pharmacy.

MOTOR VEHICLE REGISTRATION

Each motor vehicle must be registered in the Main Office before a student will be allowed to drive and park at Plainwell High School. Forms must be signed by a parent/guardian. Upon completion of the registration process, a sticker must be placed on the lower right-hand corner of the front window. There is a new designated spot for seniors available on a first come, first serve basis. Vehicle registration and permits are valid for the **current school year only**, so must be purchased every year. The cost is \$5 per vehicle. Use of the school parking lot is deemed consent to a search if a violation of school rules is suspected. If this consent is to be withheld, all driving and parking privileges will be revoked. (See Parking and Driving)

Students attending the Tech Center who choose to drive must have written approval. See the section under Allegan County Area Technical Education Center.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held 3 times per year, normally in October, January, and April. The dates will be published in advance.

PERFORMANCE-BASED COURSES

Plainwell High School supports the curriculum and activities of performance-based courses. These courses have unique needs and performances that require student attendance outside of the school day and are included in the grading requirements. Please refer to other handbooks or the syllabi of these performance-based courses to fully understand the needs of these programs.

PERSISTENT DISOBEDIENCE

Plainwell High School reserves the right to recommend expulsion or alternative placement for any student t(See Board Policy Student Discipline).

PLAINWELL SCHOOL CAMPUSES

Students may not be on any other PCS school campus during and/or directly after school hours without checking in at the respective principal's office for permission.

PROMPOSALS

A student who wishes to ask another student in a unique way to a dance must obtain prior permission from a high school administrator at least two (2) days in advance. Extravagant promposals will not be allowed. What is deemed "extravagant" will be determined by a high school administrator.

RANDOM DRUG TESTING

Please be aware that Plainwell Athletics (along with other co-curriculars) has established a random drug testing (RDT) program to help to assure that our athletes and clubs are exhibiting the proper behaviors to keep them and their members safe. All athletes/club members along with their parents will be required to sign a [RDT Consent Agreement](#) to be able to participate.

RE-ENROLLMENT

Students interested in re-enrolling at PHS must be eligible (credit wise) to graduate with their class; otherwise, they will need administrative approval to be admitted to PHS. Students may attend our Alternative Education program and earn back the necessary credits and then re-apply to the high school when eligible.

REPORT CARDS

Progress reports are available three times per year at parent teacher conferences. Report cards contain a grade for the 12-week trimester. Trimester grades are issued in November, March, and June. Absences and citizenship are reported on the card.

REPORT WRONGDOING

Students should report wrongdoing by one of the following:

- Directly report to any principal or staff member.
- [OK2SAY](http://www.plainwellschools.org) at www.plainwellschools.org website
- [Incident Report](#)
- Or request the help of a Quiet Hero, PAL or NHS member if you prefer.

SAFETY INFORMATION

EMERGENCY DRILLS

Safety drills are conducted multiple times each year 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.

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.

SCHOOL CLOSINGS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the District will provide notification of the closing via the Automated Instant Communication System for your chosen method of communication (an automated phone call, text message, etc.). Local news stations and district social media will also indicate school closing status.

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

SEARCH AND SEIZURE

From time to time, school property, such as lockers, desks, and technology devices, is assigned to a student. Students do not acquire a reasonable expectation of privacy in such property. The School District reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student or the student's parents. The privacy rights of students will be

respected regarding any items found during a search that are not illegal or otherwise against School District policy or administrative regulations.

The School District makes parking available to students who are licensed drivers. This privilege is conditioned on students' consent, in advance, to the search of their vehicles by School District personnel at any time, for any reason, with or without notice to the student.

School District personnel may, to the full extent permitted by law, search and seize students and their personal effects. Illegal items and items inappropriate in the educational environment may be confiscated by School District personnel and, when appropriate, delivered to police authorities or parents.

SEXTING EXPLICIT PHOTOS AND THE LAW

In Michigan, the act of creating, soliciting, possessing, or distributing sexually explicit photos of a minor under 18 is a felony (MCL 750.145c). These photos can be sent between computers or cell phones – it makes no difference. The inquiry is whether the photo depicts someone under 18; the medium and the age of the creator, requester, sender, recipient, or possessor are irrelevant. The potential criminal penalty is significant incarceration and registration on the Sex Offender Registry.

Sexting is the act of minor children electronically transmitting words or receiving and retaining nude, partially nude, lewd, sexually explicit, or graphic images of themselves or others; or graphic or sexually explicit messages. Michigan Law prohibits sexting and includes, but is not limited to, consensual images shared between youth, ages 13-18 years. A juvenile conviction for a sexual offense has serious consequences which include registering as a sex offender. Engaging in sexting may carry felony charges in the State of Michigan. Please be advised all students who engage in sexting will be referred to police and/or other agencies.

The severity of the situation may result in also being classified as bullying, harassment or sexual harassment (See related sections in this handbook).

Note: Any administrator, teacher, coach, or other school personnel who engages in sexual or other inappropriate physical contact with a student may be guilty of a criminal "child abuse" as defined in State law M.C.L.A 722.621 et. Seq.

SINGLE POINT OF ENTRY

Student responsibility:

- No propping doors open and letting anyone in through a locked door

SCHOOL FEES AND MATERIALS

Some classes have expenses that are the student's responsibility. An account will be kept in the Main Office, which will serve as a record of all unreturned materials, damages to school property, etc., owed by each student. All accounts are payable at the end of each school year. If accounts are not satisfied, certain restrictions will be imposed,

e.g., non-participation in athletics, new books not being issued, etc. Fines and all accounts are due and payable prior to graduation or a student diploma will not be issued. Each senior is required to pay a \$25 senior fee to cover expenses related to graduation by March of their senior year. Those expenses include: diploma cover, yearbook charges, graduation and award assembly programs, flowers, and security.

SKATEBOARDS AND ROLLERBLADES

Skateboards and rollerblades are not allowed on sidewalks, landscapes, or tennis and track surfaces on Plainwell Community School campuses.

SMART PASS

No students shall be in the halls during class periods without an approved SmartPass. Hallway sweeps are conducted daily and consequences for being out of the classroom will be given.

Exception to needing a hallway pass:

- Late to 1st period

STUDENT DRIVERS

Student drivers must be licensed and receive permission from the School District in order to park their vehicle on School District property or use their vehicle during the school day. Student drivers must register with their school and park only in designated areas.

The streets and parking lots of the school are school property, but are subject to the entire city ordinances and laws relating to the use of automobiles. **Driving to school is a privilege, not a right!** The District may conduct canine searches and periodic walkthroughs of the parking lot. Students with prohibited items in their vehicles on school property will be disciplined. Students who drive are subject to these rules:

1. Students are not permitted in the parking lot during classes or passing time.
2. Observe all traffic laws and signs and must not drive recklessly.
3. Speed limit on roads and in parking lots is 15 miles per hour.
4. Student vehicles must use the southwest driveway on Starr Road and park only in designated student parking lots.
5. Streets on which buses are loading are closed to all non-bus traffic until 9:00 a.m. and until 4:00 p.m.
6. Vehicles that do not have a PHS parking sticker and/or are parked illegally will be issued a warning and/or ticketed and will not be allowed in the school parking lots until permission is granted by the administration and/or a sticker is purchased. Repeat offenses will result in the car being towed at the student's expense.
7. All vehicles that are parked on school property must have a parking sticker issued by Student Services and must be parked in a student-designated area. A \$5 parking fee is required to register each vehicle.
8. Students should lock their vehicles at all times.

9. If driving facilitates any type of misconduct, the administration reserves the right to revoke driving privileges and/or close campus to violators. School discipline may also be instituted, and in serious violations, a ticket may be issued by the local law enforcement agency.

STUDENT RIGHTS OF EXPRESSION & STUDENT ACTIVISM

PHS administration encourages students to voice their opinion in a positive and constructive manner. In the event a student(s) does not agree with a procedure, policy, or decision of the school, the first step is for the student to go speak with a principal to understand the issue. It is the hope of the staff that students are proud of their school and will always present PHS in a positive manner and work constructively to resolve issues.

SURVEILLANCE CAMERAS

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases. The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining safety, order and discipline and protecting students, staff, visitors, and school and student property.

TECHNOLOGY AND THE SCHOOL NETWORK/INTERNET

Students and parents must read and sign the P.C.S. District Technology Use Agreement before any technology can be used as a freshman. Privilege to District computers may be denied for violations of the Technology Use Agreement as well as school discipline.

TECHNOLOGY USE AGREEMENT

GOAL

It is the goal of the District to implement access to the Internet and technology.

DEFINITION

Learning with and about technology prepares learners to live responsibly in an informed and ever-changing society. Learners will use technology for knowledge and skill acquisition, communication and information management, problem solving, creative expression, research, design and product development. Learners become technologically capable when they apply technology across curriculum areas and when technology is used throughout the learning process.

New technologies are shifting the way that information may be accessed, communicated, and transferred. The Internet is a vast, global network, linking computers at universities, K-12 schools, businesses, and other sites. Using the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In

addition, many educational resources are available for viewing and downloading.

Users are defined as staff, students, or board members who will be given access to the Internet by either receiving an account through the District or any person using the hardware owned, rented, or housed at the District site.

PURPOSE

The District expects all users to assume full responsibility for their actions and follow the rules as laid out below.

NETWORK/INTERNET GUIDELINES

These guidelines are provided here so that the staff, students, and parents/guardians of students are aware of the responsibilities they are about to acquire. The superintendent may modify these rules at any time by publishing the modified rules on the system. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance. Students who knowingly use the Internet to bring inappropriate materials into the school environment will be dealt with according to the discipline policies of the individual school building and board policy, and such activities may result in termination of their access to the system.

PRIVILEGES, RIGHTS AND RESPONSIBILITIES

All users shall keep in mind that when they use the Internet, they are entering a global community, and any actions they take will reflect upon the educational community as a whole. All users shall act in an ethical and legal manner.

The use of electronic information resources is a privilege, not a right. Users may not transfer or share this privilege to other individuals.

After all signatures are obtained on the Internet Use Agreement, users will have the privilege of accessing information through the Internet to support and enhance the school curriculum.

INFORMATION TECHNOLOGY

The District reserves the right to examine all data involved in the Internet link to make sure that all users are in compliance with this policy. The District will deem what is inappropriate use and its decision is final. The District, along with the other organizations sponsoring this Internet link-up, will not be liable for the actions of any user connecting to the Internet. The user shall be responsible for any damages incurred from intentionally downloading computer software incurred from downloading computer programs, including viruses.

All users will assume full legal and financial liability resulting from their use.

The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. All users will observe all copyright laws including the legal use of images, graphics and texts.

The District makes no warranty of any kind whether expressed or implied for the service it is providing. This includes loss of data resulting from delays, non-deliveries, or any service interruption.

The District will maintain user accounts while the user continues to be a student, employee or board member, unless specific action is taken otherwise to restrict access.

Accessing non-educational multi-user (chat rooms) talk sessions and games are not allowed. Unauthorized commercial activities, product advertisement or political lobbying is also prohibited.

Use of the school's equipment by for-profit businesses for community activities is generally not acceptable. Applications for such use should be submitted to the technology department and will be reviewed on a case-by-case basis by the system administrators or advisory committee.

Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.

Share the network with others.

Report any security problem on the Internet to a system administrator. Do not demonstrate, share or discuss the problem with other users.

ACCEPTABLE USE

The use of an account must be in support of education and research consistent with the educational objectives of the District. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening, sexist, racist, or obscene material, or materials protected by trade secrets. The users of Chromebooks provided by the District or students who bring their own device will sign an Acceptable Use Policy (AUP).

RULES OF PROPER ETIQUETTE

Be polite. Do not write or send abusive, harassing or threatening messages. Use appropriate language. Do not swear or use vulgar language.

Transmit only educationally appropriate materials. Sending and receiving threatening, indecent, racist, offensive, obscene, or pornographic messages/pictures from any source will result in immediate suspension of privileges.

Protect your identity. Do not misrepresent yourself or other users. Do not communicate any credit card number, bank account, or any other financial information.

Show respect to other users. Do not libel or slander, intentionally seek and/or use the passwords of others, or represent others without express permission to do so.

Respect the integrity of the network. Do not use the network in such a way that would disrupt the use of, harm, or destroy the data of another user, or attempt to bypass or defeat security systems intended to restrict user access. Use only provided software.

Installation or transmission of any software on the system is prohibited.

VANDALISM - TECHNOLOGY

Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the system, the Internet, or any hardware. This includes, but is not limited to, the intentional uploading or creation of computer viruses. Vandalism will result in cancellation of access privileges, disciplinary action and/or prosecution.

DISCIPLINARY ACTIONS

Users violating or demonstrating the intent to violate any of the guidelines set forth in this agreement, or the technology policy and regulations of the District, will face disciplinary action. Depending on the nature and severity of the policy violation, the District may take one or more of the following disciplinary actions.

Users may be banned from using school hardware and software.

Users may be required to make full financial restitution for any unauthorized expenses or damages incurred.

Users may be required to attend specific training sessions.

TEXTBOOKS

It is the student's responsibility to return textbooks by the end of the trimester. They are to be returned in good condition and ready for others to use. Failure to return textbooks will result in school consequences and/or a charge.

If you leave the District, you must return all school materials before you leave.

VEHICLE USE (see "Student Drivers" above)

Discipline: Violations of parking and driving procedures may result in loss of parking privilege for a period of time.

Additionally, a police report may be done by administration.

VISITOR POLICY

All visitors to Plainwell High School must report directly to the Main Office. Visitors obtaining clearance are requested to sign in and will be issued a pass to be worn at all times while in the school building. Any persons who do not follow this procedure will be requested to leave, assisted by the local police if necessary. Entrance to the high school can be accomplished only through the main front entrance after 7:40 a.m. All other doors are secured after this time. Visits to the high school during school hours should be for the purpose of conducting official school business only.

Loitering, browsing, socializing, etc., by alumni or friends will not be tolerated during the school day. Visiting is not acceptable, due to security matters, the disruption and attention visitors often bring to themselves (usually unintentional), possible confusion, and problems of identification.

WEBSITE

www.plainwellschools.org Click on "Schools", then "Plainwell High school". Most information and many forms are now available on our web page. The search box is useful to find desired content.



STUDENT CODE OF CONDUCT
PROHIBITED ACTS
PART III

PART III

STUDENT CODE OF CONDUCT GUIDING PRINCIPLES

All students and staff have the right to be treated with respect and courtesy; teach and learn without disruption; feel safe and be safe. The Plainwell Administration values the high school community and its mission to educate students. We also believe that helping students become better citizens and learn from growth opportunities is a major goal of our mission. We have implemented the following student success competencies in our school.

STUDENT SUCCESS COMPETENCIES

PLAINWELL HIGH SCHOOL 2024-2025

Student Success Competencies = Career/Job/Life Competencies	This means that a person:
Integrity	Strives to be ethical, trustworthy and honest. Knows the difference between right and wrong and does the right thing when no one is looking. Demonstrates integrity consistently in all actions. Does not lie, cheat or steal. Has a strong work ethic and moral compass.
Communication	Strives to speak and write clearly and thoughtfully and applies these skills to the task at hand. Takes on leadership roles to improve communication skills. Demonstrates quality communication skills by being organized, uses technology ethically and efficiently. Seeks feedback for self improvement.
Personal Responsibility	Strives to be self disciplined and takes ownership of one's actions, decisions, and obligations related to their education, personal growth and overall well-being. Is a self advocate, sets personal goals and practices time management.
Collaboration	Strives to cultivate good teamwork and learns how to work well with others. Is open minded towards others' contributions to the team or project. Treats others with kindness, respect and understanding. Is a good problem solver and works hard to be a critical thinker. Is an attentive listener by paying attention and seeking clarification when needed.
Kindness	Strives to be polite, supportive and understanding. Shows respect for others' opinions, perspectives and boundaries. Has a positive and inclusive attitude. They actively reject bullying, discrimination or exclusion. Avoids hurtful or disrespectful remarks.

DISCLAIMER

The authority of the Board of Education is to suspend or expel students and to make reasonable rules and regulations necessary for the proper establishment, maintenance, and management of the public schools and student conduct. This authority was granted in the State of Michigan's Revised School Code. These rules apply to any student who is on school premises, in a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the education, operations, discipline, or general welfare of the school. Offenses are cumulative during the student's high school years. Students may be subject to emergency suspension if the student's presence poses an immediate and continuing danger to self, others, school personnel, or a substantial disruption to the educational process.

Severe offenses proceed directly to an advanced level of action. Some activities may be violations of civil or criminal law and could be subject to legal actions by city authorities against the student and/or parent. It is impossible to list all of the possible kinds of inappropriate behaviors for which students may be subject to consequences but the following student code of conduct does provide an extensive list. Each student deserves the opportunity to learn and develop the skills necessary to be a responsible citizen.

Anyone committing the following actions is in violation of State Law: Distribution/intent to distribute drugs, alcohol (on/off campus), assaulting a staff member, possession of a weapon, criminal sexual conduct, making a bomb threat, false fire alarm, or arson. Violators will be suspended immediately; police will be contacted, and a recommendation for expulsion will be made to the superintendent and the Board of Education.

The following offenses will not be tolerated: Assault on another student (fighting), willful disobedience, theft or extortion, use and/or possession of tobacco/vapes/vape juice and other illegal substances, vandalism – including graffiti, threats and racism/intimidation, repeated suspension, bullying, verbal assault, harassment, related to, but not limited to (race, gender, age, handicap), and/or hazing. Students who repeat these offenses will be subject to progressive discipline, which may lead to a recommendation for expulsion while ensuring due process rights.

PROGRESSIVE DISCIPLINE

We want our students to have the opportunity to learn from their mistakes and improve behavior. It is important that students and parents see that disciplinary measures are progressive. In other words, the penalties are more severe with each additional offense of a given behavior.

We also commit to work at educating our students regarding the proper way to behave and will appreciate the chance to work cooperatively with both students and their parents. We believe that this is the best way to assure that all of our students have every chance to learn and enjoy their education in a safe and orderly environment.

RESTORATIVE PRACTICES

The high school has a structure in place for restorative practices within classroom procedures and expectations. Students are expected to understand and follow the student code of conduct in this manual. However, the staff at PHS realizes that certain minor offenses may be the result of a student's circumstances and every effort will be made to understand and work with the student to learn from their behavior in a non-punitive manner.

DISCIPLINARY APPEALS

You have due process rights, which allow you and your parents the opportunity to request reconsideration of disciplinary consequences longer than three days. Please refer to Plainwell's Board Policies for further information on the appeal process.

DEFINITIONS OF COMMON TERMS

Expulsion

Expulsion is the removal of a student from school by the Plainwell Community Schools Board of Education. Expulsion is noted on the student's permanent record. Removal may be permanent, for the remainder of the school year, or a designated number of days. In any case, a student who has been expelled and wishes to re-enroll in Plainwell High School (provided the expulsion is not permanent) must petition the Board of Education for re-enrollment. Expulsion is used when behavior has not been corrected through other means of discipline or when a student's behavior is extremely detrimental to the health, safety, and welfare of the student body and staff. Procedural guidelines for expulsion will be followed, and an administrator will notify students and parents of their rights. Please take note that some actions require expulsion per state code.

Detentions

Detentions are assigned by staff members as a result of behavior non-compliance, unexcused absences or tardiness to class. Detentions are 45 minutes after school. A missed detention will result in the next level of discipline. School messenger notices are sent daily to inform students and parents of the missed detentions.

In School Suspension (ISS)

A student may be assigned an in-school suspension for two reasons: minor violations of the code of conduct or for a waiting period until a parent or guardian can come pick the student up. ISS is a classroom that is designated with other ISS students and is meant to be time away from their regular classes/lunch and hallway passing time.

Long-Term Suspension

A long-term suspension is an out-of-school suspension that exceeds 10 days in length. A student may be recommended to the superintendent for a long-term suspension by the high school administration. A long-term suspension shall not be imposed on a student unless the student has first been suspended for a short-term and not until an opportunity for a formal hearing on the suspension has been afforded the student. No long-term suspension will extend beyond the current school year.

Out-of-School Suspension (OSS)

Suspension is defined as the temporary exclusion of a student from school and school activities for a specific period of time not to exceed ten days. Students are not permitted on school property for any reason when they are suspended from school and may not attend or participate in any school activities whether held at Plainwell High School or at other sites during the designated time of the suspension. Students suspended from school are expected to turn in all homework and other assignments upon their return to school. Students who request help to complete assignments or take tests or quizzes will be granted help and additional time to complete work or assessments. It is recommended to communicate with teachers by either emailing teachers or leaving messages on their school voice mail. Absences due to out-of-school suspension will not count as unexcused absences. In some instances, the school may refer a student to an appropriate intervention program. Students may be required to provide proof of participation in the intervention program in order to return to school from suspension.

Snap Suspension

P.A. 103 permits an administrator to snap suspend a student from any class, subject, or activity for the remainder of a day for inappropriate behavior.

Students who exhaust these corrective discipline procedures will be subject to progressive discipline measures or other disciplinary action for additional behavioral problems.

VIOLATIONS

ALCOHOL, MARIJUANA, AND CHEMICAL SUBSTANCES

A. STUDENT'S USE, OR UNDER THE INFLUENCE, OR IN POSSESSION OF any alcoholic beverages, stimulants, street drugs, marijuana, heroin, hallucinogens, amphetamines, inhalants, barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs, any dangerous or controlled substance, peptide hormones and analogues, anabolic agents, or any "look-alike" substances purported to be such is prohibited. In addition, non-prescription/over-the-counter products such as, but not limited to, diuretics, diet pills, caffeine pills, painkillers, herbal remedies and cold medicines are prohibited. Students who use, possess or ingest these drugs, look-alike substances, and/or unauthorized prescriptions will be suspended or recommended for expulsion.

B. SELLING, PURCHASING, DISTRIBUTION, AND/OR INTENT TO DISTRIBUTE OR PURCHASE of any alcoholic beverage, marijuana, hallucinogens, amphetamines, inhalants, barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs, any dangerous or controlled substance or any "look-alike" substances purported to be such is a major violation. In addition, prescription, non-prescription/over-the-counter medications such as, but not limited to, diet pills, caffeine pills, painkillers, herbal remedies and cold medicines are prohibited.

Discipline:

Up to 10 Days OSS, possible recommendation for expulsion. Police Contact

Note: First time offenses could result in a recommendation for expulsion, depending on the nature of the incident. Additional consequences may also be assigned for first time offenders other than listed above if warranted.

AIDING AND ABETTING

Any student that promotes the violation of the student code of conduct may be subject to the same disciplinary actions as students who perform the violation depending on the severity of the incident.

ARSON

Deliberately burning or attempting to burn any school or personal property.

Discipline:

Up to 10 Days OSS, possible recommendation for expulsion. Police Contact

ASSAULT, VERBAL AND/OR PHYSICAL

A. Verbal Assault: A communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Discipline:

1-3 days OSS, possible police contact

B. Physical Assault: Intentionally causing or attempting to cause physical harm to another through force or violence. Any student in grade 6 or above who physically assaults a school district employee, volunteer or contractor shall be permanently expelled, subject to reinstatement after 180 school days. A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 SCHOOL days.

Discipline:

Up to 10 Days OSS, possible recommendation for expulsion. Police Contact

BACKPACKS (BOOK BAGS, GYM BAGS, OR THE LIKE)

Backpacks , bookbags, cinch sacks, gym bags, totes, large purses, carry cases must be a reasonable size. Administration reserves the right to eliminate backpacks in classrooms.

BOMB THREATS

Threatening to set off an explosive device on school property.

Discipline:

Automatic 10 day OSS, possible recommendation for expulsion. Police Contact

BULLYING/CYBERBULLYING/HARASSMENT

A. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. By law, students are not to be discriminated by basis of age, race, religion, color, national origin,

marital status, sexual orientation (perceived), gender identity/expression or disability but may also include (physical characteristics (i.e., height, weight, complexion), cultural background, socioeconomic status, or geographic location (i.e., from a rival school, different state, rural area, city, etc.).

- “Aggressive or Harassment Behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

B. Definitions. The following definitions apply for purposes of this administrative regulation and its corresponding policy:

- “Bullying” means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more School District students, either directly or indirectly, by doing any of the following:
 - (i) Substantially interfering with educational opportunities, benefits, or programs;
 - (ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
 - (iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or
 - (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- “At school” means in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle, and at a school-sponsored activity or event, whether or not it is held on school premises.
- "At school" includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the School District.
- “Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following: (see i-iv above).
- Bullying can be physical, verbal, psychological, electronic (cyberspace) or a combination of all four.

Some examples of bullying are:

- (i) Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings; extorting money; blocking or impeding student movement; unwelcome physical contact.
- (ii) Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- (iii) Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.
- (iv) "Cyberbullying" is defined as "any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils" by substantially interfering with educational opportunities, adversely affecting the ability of a pupil to participate in a school's programs by placing the student in fear of harm or distress, having a substantial detrimental effect on a student's physical or mental health, or causing

substantial disruption in the orderly operation of the school.

(v)“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person’s movement without good reason.

- “Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person’s movement without good reason.

Discipline:

1st Offense 1-3 days ISS or OSS

2nd Offense 3-5 days OSS

3rd Offense Up to 10 days OSS

Note: Administration reserves the right to Snap Suspend, assign more consequences depending on the nature of the incident and the previous behavior history.

C. Accountability. Each student in the School District is accountable for their own behavior, based on age-appropriate expectations. Respect for all students is part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of friendships, group cooperation, social interaction, compromise, and acceptance of differences among other students and staff.

D. Retaliation. Retaliation against a target of bullying, a witness, another person with reliable information about an act of bullying or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy independent of whether a complaint is found to have been substantiated. Suspected reprisal or retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary Action.

E. Complaint Procedure. In order to implement the bullying policy, the School District has developed the following complaint procedure:

A student who believes they have been the victim of bullying or cyberbullying must immediately report the incident(s) to the building principal. A student's parent must also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally, such as through restorative practices. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based, in whole or

in part, on the protected classifications of race, color, sex, national origin, or disability, the building principal will notify the School District's designated Compliance Officer or Coordinator pursuant to Board of Education Policy [insert Board policy number here].

CELL PHONE AND OTHER ECD DEVICE INFRACTION

Discipline:

1st offense Warning

2nd offense Teacher confiscates cell phone for the class period, assigns detention, teacher notifies parent

3rd offense Discipline Referral to Administration; removal from class if the student is inubordinate

Continuous Infractions are considered insubordination and progressive discipline applies.

Cell phone infraction related to cheating, bullying, harassment, fighting, videoing, spreading obscenities or inappropriate material:

1st offense Up to 10 Days OSS, Police Contact

2nd offense or more Possible recommendation for expulsion *Automatic 10 day OSS

CHEATING

Referring to prohibited information during quizzes or tests. Copying other's class work, homework, tests, reports, or providing your work to others for the purpose of receiving credit. (See Artificial Intelligence)

Discipline:

1st offense ISS, grade of "E" on the assignment

Note: student may retake or redo the assignment for a grade no higher than 59%), Academic Dishonesty List for one year.

2nd offense The above plus - Up to 10 days OSS

Note: Cheating/plagiarism may result in loss of honor status depending on the severity of the situation(s).

DATING VIOLENCE

Any student who believes s/he has been or is the victim of dating violence should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Dating violence means violence between students who presently have, or have had a past, continuing and significant relationship of a romantic or intimate nature.

Discipline:

1st Offense Up to 5 days OSS, Police Report

2nd Offense Up to 10 Days OSS, possible recommendation for expulsion. Police Contact

DESTRUCTION OF PROPERTY (VANDALISM)

A. Unintended damaging school or personal property as a result of inappropriate conduct.

Discipline:

1st Offense Detention

2nd Offense 1-3 days ISS

B. Willful and/or deliberately damaging school or personal property.

Discipline:

1st Offense 3-5 days

2nd Offense 5 to 10 days OSS. Police report

Note: Administration reserves the right to Snap Suspend, assign more consequences depending on the nature of the incident and the previous behavior history.

DISRUPTIVE BEHAVIOR/DISORDERLY CONDUCT

A. Failing to follow classroom and school rules, loud talking, making noises , or delaying the lesson.

Discipline:

1st Offense Warning

2nd Offense Detention

3rd Offense Discipline Referral to Administration

B. Disruption caused by the above plus: throwing objects, getting out of your seat and blatantly ignoring teacher direction and/or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson or has to stop instruction to address the disruption.

Discipline:

1st Offense 1-3 days ISS

2nd Offense 3-5 days OSS

3rd Offense Up to 10 days OSS

Note: Administration reserves the right to Snap Suspend, assign more consequences depending on the nature of the incident and the previous behavior history.

DISPLAYS OF AFFECTION

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. In the PHS environment, the only acceptable displays of affection are holding hands, a hug, a quick kiss, and an arm around shoulders.

Discipline:

1st Offense Warning

2nd Offense 1 day ISS

3rd Offense 3-5 days OSS

DISRESPECT TO OTHERS

Any abusive behavior (verbal, physical or gestures) directed toward another student.

Discipline:

1st Offense Detention

2nd Offense 1-3 days ISS

3rd Offense Up to 10 days OSS

Note: Administration reserves the right to Snap Suspend, assign more consequences depending on the nature of the incident and the previous behavior history.

DISRESPECT DIRECTED AT A STAFF MEMBER

A. Disrespectful tone or language toward a staff member

Discipline:

1st Offense Detention

2nd Offense 1-3 days ISS

3rd Offense Up to 10 days OSS Snap Suspension

B. Abusive, blatant disrespect, obscene verbal or written language, or a gesture toward a staff member.

Discipline:

1st Offense 3-5 days OSS

2nd Offense Up to 10 days OSS

Note: Administration reserves the right to Snap Suspend, assign more consequences depending on the nature of the incident and the previous behavior history.

DISTRIBUTION/POSTING OF UNAPPROVED MATERIAL

A. Any material handed out or displayed on school property without administrative approval.

Discipline:

1st Offense Warning

2nd Offense Detention

B. Transfer, streaming, or posting of electronic media files that contain inappropriate content.

Discipline:

1st Offense 1-3 days ISS

2nd Offense 3-5 days OSS

3rd Offense Up to 10 days OSS Police Report

DRESS CODE AND APPEARANCE INFRACTIONS

Discipline:

- 1st Offense Warning, Change of Clothes
- 2nd Offense Detention, Change of Clothes
- 3rd Offense 1-3 days ISS

ETHNIC INTIMIDATION

Students may not use racial “slurs” or personal degradation towards another person. Civil Rights violations are punishable by law. See Bullying, Harassment, or Hazing violations.

Discipline:

- 1st Offense 1-3 days ISS
- 2nd Offense 3-5 days OSS
- 3rd Offense Up to 10 days OSS Police Report

EXPLOSIVES

Possession or use of explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

Discipline:

- 1st Offense Up to 10 Days OSS, possible recommendation for expulsion. Police Report

FALSE FIRE ALARM

A. Tampering with a fire alarm box, fire alarm system, or firefighting equipment.

Discipline:

- 1st Offense 1-3 days ISS
- 2nd Offense Up to 10 Days OSS

B. Setting off a false fire alarm.

Discipline:

- 1st Offense 10 Days OSS, possible recommendation for expulsion. Police Report

FIGHTING

The act of engaging in hostile physical contact with another individual while on school property and/or at any school sponsored activity. Involved in a fight (responding to the aggressor) or inappropriate physical contact. The act of inciting or prompting others to fight or enticing another fight. Planning or pre-arranging a fight.

Discipline: Student is sent home the day of the infraction and;

1st Offense 3-5 days OSS

2nd Offense Up to 10 Days OSS, possible recommendation for expulsion, possible transfer to Virtual or Alternative. Police Report

Note: Depending on the severity of the fighting, a student may be charged with Assault and/or Battery, and expulsion from Plainwell High School could be recommended.

FRAUD/FORGERY

Falsely producing, altering a communication or changing documents with the intent to lead others to believe something which is untrue.

Discipline:

1st Offense 1-3 days ISS

2nd Offense 3-5 days OSS

3rd Offense Up to 10 Days OSS, possible recommendation for expulsion. Police Report

GAMBLING

Possession of gambling paraphernalia or engaging in any illegal games of chance or betting activities. Extortion or coercion towards another related to money, material things, etc.

Discipline:

1st Offense Warning

2nd Offense 1-3 days ISS

3rd Offense Up to 10 Days OSS, possible recommendation for expulsion. Police Report

Note: Administration reserves the right to Snap Suspend, assign more consequences depending on the nature of the incident and the previous behavior history.

GANG ACTIVITY

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gang Activity includes wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang or otherwise symbolizes support of a gang.

Discipline:

1st Offense Warning

2nd Offense 1-3 days ISS

3rd Offense Up to 10 Days OSS, possible recommendation for expulsion. Police Report

Note: Administration reserves the right to Snap Suspend, assign more consequences depending on the nature of the incident and the previous behavior history.

HALL PASSES

Any student in the hallway during class periods is required to have a SmartPass approved by a teacher

Discipline:

1st Offense Warning

2nd Offense Detention

3rd Offense 1-3 days ISS

Note: Administration reserves the right to Snap Suspend , assign more consequences depending on the nature of the incident and the previous behavior history.

HAZING

Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Hazing involves conduct such as but not limited to:

A. illegal activity, such as drinking or drugs;

B. physical punishment or infliction of pain;

C. intentional humiliation or embarrassment;

D. dangerous activity;

E. activity likely to cause mental or psychological stress;

F. forced detention or kidnapping;

G. undressing or otherwise exposing initiates.

Discipline:

1st Offense 1-3 days ISS

2nd Offense 3-5 days OSS

3rd Offense Up to 10 Days OSS, possible recommendation for expulsion. Police Report

HORSEPLAY

Horseplay, inappropriate behavior, and other unsafe actions.

Discipline:

1st Offense Warning

2nd Offense Detention

3rd Offense 1-3 days ISS

Note: Administration reserves the right to Snap Suspend, assign more consequences depending on the nature of the incident and the previous behavior history.

ILLEGAL/UNAUTHORIZED ENTRY TO ANY SCHOOL BUILDING OR ROOM

Discipline:

1st Offense 1-3 days OSS

2nd Offense 3-5 days OSS

3rd Offense 10 Days OSS, possible recommendation for expulsion. Police report

INSUBORDINATION

Failing to carry out a reasonable request by school personnel or defiant behavior toward school personnel.

Discipline:

1st Offense Warning

2nd Offense Detention

3rd Offense 1-3 days ISS

Note: Administration reserves the right to Snap Suspend, assign more consequences depending on the nature of the incident and the previous behavior history.

LITTERING

Improperly disposing of food or refuse. Littering is against the law and actions may result in police notification and a fine by the courts.

Discipline:

1st Offense Warning

2nd Offense Detention

3rd Offense 1-3 days ISS

Note: Administration reserves the right to Snap Suspend, assign more consequences depending on the nature of the incident and the previous behavior history.

LOITERING

Loitering in parking lots and in and around the school building is prohibited. One warning will be issued and then students violating this policy will be subject to insubordination.

Discipline:

1st Offense Warning

2nd Offense Detention

3rd Offense 1-3 days ISS

Note: Administration reserves the right to Snap Suspend, assign more consequences depending on the nature of the incident and the previous behavior history.

LYING

When a student is questioned by a staff member and student does not tell the truth.

Discipline:

1st Offense 1-3 days ISS

PLAGIARISM

To present as the product of one's own ideas the words or ideas of another without clearly attributing the source.

Discipline:

1st offense 1 day ISS, grade of "E" on the assignment. Student may retake or redo the assignment for a grade no higher than 59%), Academic Dishonesty List for one year.

2nd offense The above plus - Up to 10 day ISS

Note: Cheating/plagiarism may result in loss of honor status depending on the severity of the situation(s).

POSSESSION OF DRUG PARAPHERNALIA

Possession of any item for the intended use of illicit drugs. This includes "vapes, e-cigarettes", rolling papers, pipes, or the like, which may be considered drug paraphernalia.

Discipline:

1st Offense 3 days OSS

2nd Offense 5 days OSS

3rd Offense Up to 10 Days OSS, possible recommendation for expulsion. Police Report.

POSSESSION OF INAPPROPRIATE PERSONAL PROPERTY

A student will not possess personal property that is prohibited by school rules or that is disruptive to the school day, including but not limited to, pornographic or obscene material, laser lights, personal entertainment devices, computer games, etc.

Discipline:

1st Offense Warning

2nd Offense Detention

3rd Offense 1-3 days ISS

Note: Administration reserves the right to Snap Suspend , assign more consequences depending on the nature of the incident and the previous behavior history.

PROFANITY and/or OBSCENITY

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward another person.

A. Incidental is not specifically directed toward another person or group.

Discipline:

- 1st Offense Warning
- 2nd Offense Detention
- 3rd Offense Discipline Referral to Administration

B. Student is specifically directing the profanity/Obscenity toward another person or group

Discipline:

- 1st Offense 1-3 days ISS
- 2nd Offense 3-5 days OSS
- 3rd Offense Up to 10 Days OSS, possible recommendation for expulsion. Police Report.

RAPE/CRIMINAL SEXUAL CONDUCT

Force or coercion used for sexual contact including touching and fondling. CSC reports.

Discipline:

- 10 Days OSS, possible recommendation for expulsion. Police Report. Possible transfer to virtual or alternative school.

SEXTING

The act of sending sexually explicit media files primarily between cell phones or wireless communication devices, but not limited to ECD's.

Discipline:

- 1st Offense 1-3 days ISS
- 2nd Offense 3-5 days OSS
- 3rd Offense Up to 10 Days OSS, possible recommendation for expulsion. Police Report.

SEXUAL HARASSMENT

Verbal comments, touching, and/or fondling, used as reference for a sexual nature. Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse
- B. pressure for sexual activity
- C. repeated remarks with sexual or demeaning implications
- D. unwelcome touching
- E. sexual jokes, posters, cartoons, etc.
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: any administrator, teacher, coach, or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal “child abuse” as defined in State Law M.C.L.A. 722.621 et. Seq.

Discipline:

1st Offense 1-3 days ISS

2nd Offense 3-5 days OSS

3rd Offense Up to 10 Days OSS, possible recommendation for expulsion. Police Report. Possible transfer to virtual or alternative school.

SKIPPING

Skipping will be recorded as an unexcused absence and chronic skipping situations will be considered for truancy.

Discipline:

1st Offense 3 days of Lunch Detentions

2nd Offense 1-3 days ISS. Loss of attending school privileges and/or loss of driving privileges.

3rd Offense Insubordination. Up to 10 days. Parent meeting. File truancy.

TARDINESS

Tardiness to class interferes with the daily instruction.

Discipline:

1st, 2nd, 3rd Offense Warning. Recorded in PowerSchool.

4th Offense Detention

5th Offense 1 day ISS

6th Offense Loss of attending school privileges and/or loss of driving privileges. Parent meeting.

Possible Truancy Referral.

TEASING AND TAUNTING

Picking on students that is considered by the victim as hurtful or annoying.

Discipline:

1st Offense Warning

2nd Offense Detention

3rd Offense 1 day ISS

TECHNOLOGY ABUSE

Using one’s own or another individual’s password to access unauthorized computer files. Misusing technology to damage equipment and computer files, or inappropriate use of the Internet or any violation of the Technology User

Agreement.

Discipline:

- 1st Offense Detention
- 2nd Offense Loss of technology privileges
- 3rd Offense Up to 10 days OSS

THEFT

Any theft of money, personal, or public property of others. Obtaining property through unauthorized entry into lockers, desks, etc.

A. Minor - under \$100 in value.

Discipline:

- 1st Offense 1 day ISS. Restitution.
- 2nd Offense 3 days ISS. Restitution. Police Report.

B. Major - over \$100 in value.

Discipline:

- 1st Offense 1-3 days OSS. Restitution. Police Report.
- 2nd Offense Up to 10 days OSS. Restitution. Police Report.

THROWING FOOD

Throwing food at an object or at an individual.

Discipline:

- 1st Offense Warning. Clean the area.
- 2nd Offense 3 days Lunch Detention. Clean the area.
- 3rd Offense 3-5 days OSS.

TOBACCO/VAPES (And electronic versions of e-cigarettes)

The use or possession of tobacco/vape products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event is prohibited. Tobacco use or the possession of is illegal for any person under the age of 21. Possession is defined as having tobacco on one's person whether lighted or not, exhalation of smoke or other obvious evidence of vapes/ tobacco use or possession. Lighters, Vapes, vape juice, tobacco, chew, etc. will be confiscated.

Discipline:

- 1st Offense 3 days OSS. Attend Vape Educate.
- 2nd Offense 5 days OSS. Police report.
- 3rd Offense 5 days OSS. Police report.

TRESPASSING/LOITERING

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in police involvement.

Discipline: Contact administration. Removal from building or site. Possible police involvement.

TRUANCY

A truancy officer is on site at PHS. The truancy officer works directly with Allegan/Kalamazoo Family Court in reporting students who are truant. A student is considered truant at 10 unexcused absences and/or if excessive absences are jeopardizing the student's education. Truancy is considered a violation of law and will be handled accordingly. Absent Notices at 6 and 10 absences will be mailed home.

UNEXCUSED ABSENCE

Unexcused absences are taken very seriously by Plainwell High School staff. If a student is absent one or more class periods on any given school day without permission from a parent/guardian, the student's absence will be considered unexcused. Students more than 10 minutes late to class are marked absent. The following are examples of unexcused absences: oversleeping, faulty personal transportation, family trips that are not pre-arranged at least two school days prior to the absence, staying home, and lack of timely notice by calling the attendance line (685-2430) OR emailing attendancephs@plainwellschools.org to report the absence.

Discipline:

1. An automated phone call will be made to the student's parent/guardian in the evening of the same day the student was unexcused.
2. A 45 minute detention will be assigned to the student if the parent has not called to excuse the absence by 12:00 (noon) the following day.
3. A missed detention is an insubordination referral and a one day ISS or OSS depending on the severity.

Continuous missed detentions results in a parent meeting, behavior plan and truancy report.

Note: If a student believes there has been an error made in their daily attendance, please check with your teacher or the detention supervisor. Once consequences have been assigned, changes will only be granted for extenuating circumstances.

UNSAFE ACTIONS

Students will not participate in unsafe actions as determined by staff or administration and will be subject to the type of consequence associated with the action.

Discipline:

Detention through 3 days OSS. Possible police report. Restitution.

Note: Administration reserves the right to Snap Suspend, assign more consequences depending on the nature of the incident and the previous behavior history.

WEAPONS

The District prohibits students, staff and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

Discipline:

Up to 10 Days OSS, police report, possible recommendation for expulsion.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Any student who has reason to believe that a person has or will violate this guideline shall report to the school principal or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained. The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

A principal or activity supervisor receiving a report of weapons possession shall have the option of conducting a search for the weapon in accordance with PHS Board of Education Policy, Search and Seizure, or contacting the police for assistance.

Any interaction with the person should have as its primary objective the safety and welfare of people in the area rather than the obtaining possession of the weapon.

Expulsions/Suspensions - Required by Statute

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment. The Board (*Superintendent*) will exercise discretion over whether or not to suspend or

expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board (*Superintendent*) will still consider the factors.

Each local school board or its designee has the authority to suspend or expel students guilty of “gross misdemeanor or persistent disobedience,” after considering the 7 factors, including lesser interventions.

These 7 factors are: • Student age • Disciplinary history • Disability • Seriousness of behavior • Safety risk • Use of Restorative Practices • Level of intervention. First time offenses could result in a recommendation for expulsion, depending on the nature of the incident and the review of seven factors listed in the restorative practices.

Weapons, Arson, Criminal Sexual Conduct

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such a term does not include an antique firearm.

The Board need not expel for possession of a dangerous weapon if the student can establish to the satisfaction of the Board that:

- A. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;**
- B. the weapon was not knowingly possessed;**
- C. the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;**
- D. the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.**

OTHER SCHOOL RULES

Violations of other reasonable standards of conduct.

Discipline:

Warning, detention, suspension, expulsion

Note: Administration reserves the right to Snap Suspend , assign more consequences depending on the nature of the incident and the previous behavior history.

Plainwell Community School is required to follow Federal and State Regulations when applying disciplinary consequences concerning Special Education Students.

DUE PROCESS

In order to assure that the educationally related legal rights of educators, students, and parent(s) or guardian are protected, the following guidelines have been developed to be used in the event that a student is to be suspended or expelled. Board policy 5610.01.

LENGTH OF SUSPENSION SHORT-TERM (10 days or less)

Who suspends? Building administrator or designee

Procedural Due Process Requirements:

- A. Oral or written notice of the charges given to the student by the administrator or designee.
- B. The administrator or designee will explain the evidence against the student.
- C. The student will get the opportunity to present his/her side of the story.
- D. Decision may be appealed to the building principal within two (2) school days if given by designee from the principal's decision, the parent may appeal the suspension to the superintendent.

EXPULSION

Expulsions are removal from school for more than 10 days to permanently. The District has no obligation to provide an alternative education. Recommendation for the expulsion of a student shall be made to the Board of Education by the administration. The principal's recommendation shall be communicated to the superintendent in writing and accompanied by the student's cumulative file. Parental conferences will be held at the building level prior to the expulsion recommendation. The following procedures apply:

1. The student shall be suspended pending the expulsion recommendation.
2. The written recommendation to the Board shall include the factual basis and rule violated and sent to the student's parents(s)/guardian.
3. Written notice of the date, time, and place of the hearing shall be sent and notify the parent/guardian at least three school days before the date of the hearing (no later than the next regular Board meeting).

APPEALS

The superintendent shall affirm or modify the decision within two (2) school days from hearing the appeal.

1. Appeals, within two (2) school days, may continue to the Board of Education whose decision will be final. The Board may elect to hear the appeal at a special meeting or the next regular meeting after the appeal is made to them.

2. The Board shall conduct the hearing under the following rules:

- a. Written notice of the time, date, and place of hearing.
- b. The student may be represented by legal counsel of his/her choosing and own expense.
- c. Witnesses may be present and questioned by the Board and its representatives.
- d. Judicial rules of evidence shall not be enforced during hearing.
- e. The Board may rely upon whatever resource person it feels necessary to the proper adjudication of the case.
- f. The Board will render a written decision within two (2) days.

REINSTATEMENT AFTER EXPULSION

Parents/guardians may petition for reinstatement after 150 school days, to take effect after 180 school days. If the reason for the expulsion was a violation of the Weapons/Dangerous Materials, Criminal Sexual Conduct (CSC), Arson, or Physical Assault on staff or volunteers, within 10 school days of receiving a written petition for reinstatement, the Board shall appoint a review committee, consisting of 2 Board members, 1 school administrator, 1 teacher, and 1 parent from the District. If the expulsion was for any other reason, the Board may appoint such a review committee. If such a review committee is appointed, the superintendent may prepare and submit information regarding the circumstances of expulsion and any mitigating factors. Within 10 school days from appointment of the review committee, the committee will review the petition, any supporting information, and will submit a recommendation to the Board of Education.

The recommendation will be for unconditional reinstatement, conditional reinstatement, or against reinstatement. It must be accompanied by an explanation for the recommendation and of any condition for reinstatement, and be based on all of the following:

- A. Potential risk of harm to students or staff;
- B. Potential risk of District or individual liability;
- C. Individual's age and maturity;
- D. Individual's school record before the expulsion incident;
- E. Individual's behavior since the expulsion and prospects for remediation;
- F. Degree of parental cooperation and support, including receptiveness to possible conditions.

The Board will make a decision regarding the recommendations at its next regularly scheduled meeting; its decision is final. The Board may require written agreement of parents (or age of majority individual) to specific conditions prior to reinstatement. Conditions or reinstatement may include, but are not limited to:

- A. A behavior contract, which may include contract with outside agency;
- B. An anger management program or other counseling;
- C. Periodic progress reviews;

D. Specified immediate consequences for failure to abide by a condition.

Any costs incurred with respect to the implementation of conditions on reinstatement shall be borne by the student, parents, and/or legal guardian.

RESTORATIVE PRACTICES

If the District (or principals as designated) determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting resolutions to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.



ACADEMIC HANDBOOK
PART IV

PART IV

ACADEMIC HANDBOOK

ACADEMIC FRAUD/DISHONESTY LIST

Academic fraud/dishonesty is any type of unethical behavior that occurs in relation to a formal academic recordkeeping or coursework. It can include plagiarism, fabrication, deception, cheating and sabotage to academic records and/or school work. If a student makes an unethical decision, such as cheating, they will be placed on this confidential list. Students may earn their way off by not having any other discipline within six (6) months.

ADVANCED PLACEMENT (AP)

To receive a weighted grade, students must pass both the marking period and the trimester exam at the end of every trimester. During the first trimester of a two trimester course, and the first two trimesters of a three trimester course, the test is the Plainwell final exam. During the final trimester of an Advanced Placement (AP) course, the College Board AP exam may be substituted for the Plainwell final exam. Beginning in the 2020-2021 school year, to receive a weighted grade in AP, students must take the AP exam in May.

Students taking an AP class are not required to take the final exam if they complete the AP Test during the assigned times. Students are still required to be in attendance during the final exam period and those wishing to not attend the final period will need parent permission to leave campus. Students will receive an absence for that period if they are not present. Students must be excused prior to the start of the exam in order to leave campus. All other students are expected to be in attendance.

ALLEGAN COUNTY AREA TECHNICAL EDUCATION CENTER

Plainwell High School juniors and seniors have the opportunity of enrolling in vocational programs at the Allegan County Area Technical Education Center. Students should plan for these opportunities early since many of these vocational programs have specific spacing limitations and requirements. All rules and regulations from the Technical Center will be in effect. Students will need to follow the student handbook from the tech center and from PHS.

Information is available in Student Services or at the link: <https://www.alleganaesa.org/> under the technical education tab, then select technical programs.

DRIVING TO THE TECH CENTER

Release forms are available from the Tech Center or PHS Student Services. Students must have written approval from three parties to drive to the Tech Center: the parent, PHS administration and Tech Center administration. Our main concern is with the safety of the student. Students choosing to drive without written permission will be subject to insubordination under the student code of conduct. No riders are permitted.

ABSENCES TO THE TECH CENTER

If you are absent from the Tech Center, **you must call them directly** at 269-512-7806 to report your absence. (Note: if you are also going to be absent at PHS, your parent/guardian will need to excuse your absence with Mrs. Bryant by

calling 269-685- 2430.) AM Tech Center attendance is required on scheduled ½ days at PHS.

ALTERNATIVE CREDIT FROM RENAISSANCE HS OR OTHER ALTERNATIVE SCHOOL

Students may apply to have credit transferred in from an alternative school. The Plainwell High School registrar, in conjunction with the school principal, will determine the amount of credit to be transferred based on a student's transcript from another school and the current PHS applicable courses. Any fees still owing from the other school must be paid in full before credit may be awarded. If you have questions, refer to the student services office.

ARTIFICIAL INTELLIGENCE (AI)

It is important to emphasize that new machine learning and AI technologies, like ChatGPT, are emerging that might be tempting to use for writing and other assignments. We want to therefore remind all students that our academic integrity policy forbids students to represent work as their own that they did not write, code, or create. Submission of computer-generated text without attribution is also prohibited by ChatGPT's own terms of service. ("You may not...represent that output from Services was human-generated when it is not").

Teachers reserve the right to check academic work against AI technologies, to determine the authenticity and/or appropriateness for work submission.

COLLEGE VISITS

PHS will honor up to three (3) college visits per year. If proper documentation is provided to the Main Office, the college visit will be considered school business, and the visit will not be counted as an absence.

COMMUNITY SERVICE

COMMUNITY SERVICE GUIDELINES

Students may begin earning community service hours after completion of 8th grade. Hours may be accrued throughout the calendar year, including summers. Hours performed are meant to enhance the learning environment and broaden the student's life experience. Therefore, service hours accumulated are above and beyond the normal school day, per board policy, unless the student has PRIOR written consent from administration. Community service must be completed by May 1st of the student's senior year to be awarded a PHS diploma.

1. Service may be performed for non-profit schools or community organizations and/or for disabled or elderly individuals, excluding friends and family members.
2. Community service may be accrued through extra-curricular organizations such as National Honor Society, Peer Assistant Leaders, scouts, or a church youth group.
3. Food and clothing drives, yard or highway cleanup, and nursing home visits are all examples of acceptable service.
4. Hours directly related to the propagation of one's faith, such as teaching Sunday school and/or assisting at church,

may count toward community service hours. Attending church services does not count.

5. Services performed for any type of business or person that makes a profit will not be accepted. This includes parents' workplaces, unless that workplace is a non-profit organization. This includes neighborhood associations, maintenance of private clubs and/or organizations in which membership fees/dues are collected.

6. Services performed that have been court assigned cannot be accepted.

The Community Service Log used for tracking hours and services may be picked up in Student Services or [found online](#). If there is a question regarding whether an activity is acceptable, see a high school administrator prior to beginning the service.

CREDIT/NO CREDIT POLICY

In special circumstances, a class may be taken as credit/no credit rather than for a letter grade based on meeting the following criteria:

- The credit/no credit option must be approved by the principal/assistant principal BEFORE the trimester begins
- The credit/no credit option must be recommended to the principal through the student's IEP, 504 plan, special education case manager, or school counselor
- The credit/no credit is the same as a pass/fail system. Credit is only granted if the student passes the course at 60% or higher.

Special needs students may be better served by a personal curriculum which can modify the number of standards needed to be met in order to receive credit. The principal/assistant principal may make exemptions to this policy for extraordinary circumstances.

CREDIT RECOVERY

Students who are falling behind in earning credit and risk graduating on time, must work with their counselor on a plan of action to recover credit. In severe situations, students may be assigned to attend Renaissance High School as deemed necessary by the principal. A student may complete courses through our online learning lab by changing their schedule, working after school in the academic enrichment center or completing coursework online from home. These options are approved by the student's respective counselor and school principal.

DUAL ENROLLMENT

There is a new legislation on eligibility for dual enrollment students. A student may dually enroll in a postsecondary institution or career and technical preparation program if they are enrolled in at least one high school class. A district is not permitted to pay for more than 10 total dual enrollment courses for any one student. There are also limits on the number of dual enrollment courses a student may take each year, depending on which year the student first dually enrolls. A student who does not complete or pass a dual enrollment course must repay tuition to the district.

Parents and students will most likely end up paying for a portion of these classes. Students may replace only one high school course for each college course taken unless otherwise specified by the student's counselor and approved by the high school principal. Students who are interested in Dual Enrollment should consult "P.H.S. Eligibility for Dual Enrollment with Tuition Assistance" in the dual enrollment handbook. For complete eligibility requirements, check in Student Services or on the District's website.

EARLY GRADUATION

To graduate early, a student must complete all graduation requirements outlined in the Course Description booklet. Prior to February 1, the student must submit a written request to his/her academic counselor and also must complete an early graduation application. All fees must be paid in full prior to March 1. An early graduate may participate in all graduation activities as well as the Junior/Senior Prom.

ENROLLMENT REQUIREMENTS

All students are required to be enrolled in six classes each trimester. A senior's Educational Development Plan (EDP) is considered when determining their 12th grade schedules for the year. Seniors not attending Tech Center must have four out of six academic classes during the first and second trimesters of their senior year. These courses can be a mix of graduation requirements, AP courses, or other electives leading to graduation and/or EDP goals. See Course Description book for a list of elective options.

Senior scheduling options:

- If the student's EDP indicates they are college-bound, it is strongly recommended that the student chooses electives that are academic in nature (English, Math, Science, Social Studies, and World Language).
- If the student's EDP indicates a plan of employment and/or military, Work Based Learning (WBL) is available for up to two class periods a trimester.
- If the student's EDP indicates that a Tech Center program relates to their goals, this meets any elective requirements for 12th grade.

FINAL EXAMS

All students are required to take a final exam. The final exam counts for twenty (20) percent of the grade. No early exams will be permitted. If it is absolutely necessary for the student to miss the final exam, the student needs to obtain approval from administration and reschedule the exam with the teacher.

FINAL EXAM EXEMPTION

Seniors may be exempt from their final exams if the following criteria is met:

- Receive a college ready status on both sections of the SAT and pass the workkeys portion of the test.
- Receive a proficient status on the MME portion of the test.
- Receive a college ready SAT status or proficient MME status in a specific subject to be exempt from the respect final exam.

Note: The list of exempt seniors will be published in April after spring break.

GRADE REPLACEMENT

A student may choose to retake a course for a better grade, the highest grade of the two courses will be applied to the transcript. Both grades remain on the transcript but the higher of the two grades gets the weight. Online courses and college courses need the approval of the principal prior to enrolling in the course in order to qualify for grade replacement.

GRADUATION REQUIREMENTS

- All PHS students must earn the required credits in order to receive a high school diploma.
- Students must attend 11 (eleven) trimesters or the equivalent in order to qualify for a PHS diploma.
- Students will have 4 (four) years to finish their high school requirements (no 5th year seniors unless granted administrative approval).
- All summer school courses must be pre-approved by your school counselor to be granted credit toward graduation. Students must pass U.S. Government their senior year in order to graduate. Students must accumulate credits and fulfill certain requirements depending on their graduation year in order to earn a Plainwell High School diploma. Please see the tables below for graduation year requirements.
- The Plainwell High School requirement is that all students take the A, B, and C sequence in English, Math, Science, Social Studies, and World Language Year 1 during applicable years when three sections ran of the course. **AND** Two out of three must be passed in each academic year per subject area (English, Math, and Year 1 World Language only). **AND** Students must hit the overall credit requirement in each academic area.
- If a student **ONLY** passes the A portion of World Language Year 1 or any graduation requirement math course (Algebra 1, Geometry, or Algebra 2), the entire sequence will be rescheduled (A, B, and C) the following school year.
- Seniors not attending Tech Center must have 4/6 academic classes in their senior year. These courses can be a mix of graduation requirements, AP courses, or other academic electives.

Beginning with the Class of 2025, Plainwell High School is offering a Career and Technical Diploma. This program has a focus on employability skills through Work-Based Learning and the Tech Center. The Tech Center can be utilized to cover more additional academic requirements. This decision is made with the counselor, student, and parents after 10th grade. Please work closely with your counselor.

Graduation Requirements for the Career and Technical (CTE) Diploma 26.5 Credits, 11 Trimesters and the following courses as a minimum:	
ENGLISH	4 Credits: English 9 (1 CR), English 10 (1 CR), English 11 (1 CR) and English 12 (1 CR)
MATH	4 Credits: Algebra I (1.5 CR), Geometry (1.5 CR), Algebra II (1.5 CR) and Senior Math Elective (0.5 CR)
SOCIAL STUDIES	3.5 Credits: World History (1 CR), U.S. History (1.5 CR), Economics (1 CR), U.S. Government (1 CR)
SCIENCE	3.5 Credits: Earth Science (1.5 CR), Biology (1.5 CR), Chemistry A and Physics A and the B course of either Chemistry or Physics (1.5 CR)
FOREIGN LANGUAGE	1 Credits: 1 CR in either French or Spanish and 1 Credit completed through VPAA courses or completion of the Tech Center
PE/HEALTH	1 Credit: Health (0.5 CR), PE Class or 2 years Marching Band (0.5 CR)
COMPUTER	0.5 Credit: Select a PHS computer course or may have been taken in middle school.
VPAA (Visual, Performing or Applied Arts)	1 Credit: Select from courses in Art, Music or Industrial Arts plus Yearbook, TV Production, and Forensics
COMMUNITY SERVICE	10 Hours each year. Totaling 40 Hours, Due by May 1ST of graduation year.

The Plainwell High School requirement is that all students take the A, B, and C sequence in English, Math, Science, Social Studies, and World Language Year 1 during applicable years when three sections run of the course.

AND Two of three in sequential courses must be passed in each academic year per subject area.

AND Students must achieve the overall credit requirement in each academic area.

*Upon successful completion of any Tech Center program during the student's Junior year, we may waive the requirement of 0.5 CR Economics B. Please work with your counselor to determine eligibility.

Graduation Requirements for CLASS OF 2025	
30 Credits, 11 Trimesters and the following courses as a minimum:	
ENGLISH	5 Credits: English 9 (1.5 CR), English 10 (1.5 CR), English 11 (1.5 CR) and English 12 (1.5 CR)
MATH	4 Credits: Algebra I (1.5 CR), Geometry (1.5 CR), Algebra II (1.5 CR) and Senior Math Elective (0.5 CR)
SOCIAL STUDIES	3.5 Credits: World History (1 CR), U.S. History (1.5 CR), Economics (1 CR), U.S. Government (1 CR)
SCIENCE	3.5 Credits: Earth Science (1.5 CR), Biology (1.5 CR), Chemistry A and Physics A and the B course of either Chemistry or Physics (1.5 CR)
FOREIGN LANGUAGE	2 Credits: 2 CR in either French or Spanish
PE/HEALTH	1 Credit: Health (0.5 CR), PE Class or 2 years Marching Band (0.5 CR)
COMPUTER	0.5 Credit: Select a PHS computer course or may have been taken in middle school.
VPAA (Visual, Performing or Applied Arts)	1 Credit: Select from courses in Art, Music or Industrial Arts plus Yearbook, TV Production, and Forensics
COMMUNITY SERVICE	10 Hours each year. Totaling 40 Hours, Due by May 1ST of graduation year.

The Plainwell High School requirement is that all students take the A, B, and C sequence in English, Math, Science, Social Studies, and World Language Year 1 during applicable years when three sections run of the course.

AND Two of three in sequential courses must be passed in each academic year per subject area.

AND Students must achieve the overall credit requirement in each academic area.

*Upon successful completion of any Tech Center program during the student's Junior year, we may waive the requirement of 0.5 CR Economics B. Please work with your counselor to determine eligibility.

Graduation Requirements for CLASS OF 2026 and 2027 30 Credits, 11 Trimesters and the following courses as a minimum:	
ENGLISH	5 Credits: English 9 (1.5 CR), English 10 (1.5 CR), English 11 (1.5 CR) and English 12 (1.5 CR)
MATH	4 Credits: Algebra I (1.5 CR), Geometry (1.5 CR), Algebra II (1.5 CR) and Senior Math Elective (0.5 CR)
SOCIAL STUDIES	3.5 Credits: World History (1 CR), U.S. History (1.5 CR), Economics (1 CR), U.S. Government (1 CR)
SCIENCE	3.5 Credits: Earth Science (1.5 CR), Biology (1.5 CR), Chemistry A and Physics A and the B course of either Chemistry or Physics (1.5 CR)
FOREIGN LANGUAGE	2 Credits: 2 CR in either French or Spanish
PE/HEALTH	1 Credit: Health (0.5 CR), PE Class or 2 years Marching Band (0.5 CR)
COMPUTER	0.5 Credit: Select a PHS computer course or may have been taken in middle school.
VPAA (Visual, Performing or Applied Arts)	1 Credit: Select from courses in Art, Music or Industrial Arts plus Yearbook, TV Production, and Forensics
COMMUNITY SERVICE	10 Hours each year. Totaling 40 Hours, Due by May 1ST of graduation year.

The Plainwell High School requirement is that all students take the A, B, and C sequence in English, Math, Science, Social Studies, and World Language Year 1 during applicable years when three sections run of the course.

AND Two of three in sequential courses must be passed in each academic year per subject area.

AND Students must achieve the overall credit requirement in each academic area.

*Upon successful completion of any Tech Center program during the student's Junior or Senior year, we may waive the requirement of several academic areas following the CTE diploma plan. Please work with your counselor to determine eligibility.

Graduation Requirements for CLASS OF 2028 30 Credits, 11 Trimesters and the following courses as a minimum:	
ENGLISH	5 Credits: English 9 (1.5 CR), English 10 (1.5 CR), English 11 (1.5 CR) and English 12 (1.5 CR)
MATH	4 Credits: Algebra I (1.5 CR), Geometry (1.5 CR), Algebra II (1.5 CR) and Senior Math Elective (0.5 CR)
SOCIAL STUDIES	3.5 Credits: World History (1 CR), U.S. History (1.5 CR), Economics (1 CR*), U.S. Government (1 CR) *see Personal Finance requirement
SCIENCE	3.5 Credits: Earth Science (1.5 CR), Biology (1.0 CR), Chemistry A and Physics A and the B course of either Chemistry or Physics (1.5 CR)
FOREIGN LANGUAGE	2 Credits: 2 CR in either French or Spanish
PE/HEALTH	1 Credit: Health (0.5 CR), PE Class or 2 years Marching Band (0.5 CR)
COMPUTER	0.5 Credit: Select a PHS computer course or may have been taken in middle school.
PERSONAL FINANCE	0.5 Credit: The State of Michigan is requiring this starting with the Class of 2028. It will be met through Economics B.
VPAA (Visual, Performing or Applied Arts)	1 Credit: Select from courses in Art, Music or Industrial Arts plus Yearbook, TV Production, and Forensics
COMMUNITY SERVICE	10 Hours each year. Totaling 40 Hours, Due by May 1ST of graduation year.

The Plainwell High School requirement is that all students take the A, B, and C sequence in English, Math, Science, Social Studies, and World Language Year 1 during applicable years when three sections run of the course.

AND Two of three in sequential courses must be passed in each academic year per subject area.

AND Students must achieve the overall credit requirement in each academic area.

*Upon successful completion of any Tech Center program during the student's Junior year, we may waive the requirement of 0.5 of Earth Science. Please work with your counselor to determine eligibility.

VIRTUAL LEARNING

Plainwell High School has a virtual program for eligible students. Plainwell High School discourages virtual learning for 9th grade students. Interested students must contact the student's assigned school counselor to obtain the virtual application. The virtual application must be submitted electronically and a paper copy must be signed in ink by the parent before the schedule can be completed. Orientation is required with the virtual teacher to begin virtual learning (a virtual or in-person meeting).

Eligible 9th through 12th grade students must be on-track for graduation. Additionally, to be consistent with MHSAA requirements, to enroll, and to remain virtual, a student must pass four out of six classes. If a student does not meet this requirement, they will be required to return to in-person learning. 9th grade students are highly discouraged from virtual learning, an in-person meeting with counselor and/or admin is required for a 9th grade student to be virtual. Please note that virtual students grades 9-11 are required to attend in-person state testing in April. Virtual seniors need to be aware that all classes must be done by the seniors' last day of school.

PHS GRADING SCALE

A=5.0 (>92.5%*Weighted)	A=4.0 (92.50-100%)	A-=3.67 (89.50-92.49%)
B+=3.3 (87.50-89.49%)	B=3.0 (82.50-87.49%)	B-=2.67 (79.50-82.49%)
C+=2.33 (77.50-79.49%)	C=2.0 (72.50-79.48%)	C-=1.67 (69.50-72.49%)
D+=1.33 (67.50-69.49%)	D=1.0 (62.50-67.49%)	D-=0.67 (59.5-62.49%)

*Weighted grades for Honors and AP courses are used for GPA.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

HONORS AND AWARDS

PHS recognizes students at the end of the school year in two venues: the Honors Ceremony for Seniors and Parents held in May of each year and the Awards Assembly held with the student body in May of each year.

Some specific recognitions include:

Honor Roll – Seniors who have maintained a 3.50 GPA average through eleven (11) trimesters receive a gold cord to wear at graduation.

Honors Diploma – Students that have completed a minimum of five AP courses, including at least one AP course in each core subject, while maintaining a minimum 3.0 GPA on all core courses and meet all PHS and Michigan Merit Curriculum requirements will be granted a Diploma with a gold seal.

Top Honors – Students who earn a weighted, cumulative GPA of 4.0 or greater upon the completion of their 2nd trimester of their senior year are designated as a Top Honor student and receive a medallion in recognition of this achievement.

Attendance Award – Students with perfect attendance will be recognized at the Honors Assembly.

Department Awards – Each department selects its most outstanding senior to receive a certificate

SAT Excellence (formerly the ACT over 30 Club) – Any student who achieves the equivalent of an ACT score over 30.

INCOMPLETES

If a student does not complete the necessary class work because of circumstances beyond his/her control, a grade of "I" (incomplete) will be recorded. The student will be given a reasonable amount of time agreed upon by teacher and student to make up the work, no later than 2 weeks. If it is not done, the "I" will become an "E". If the incomplete is the result of an absence, make-up rules apply even though an incomplete may be marked on the report card.

MAKE-UP WORK

- It is the student's responsibility to make up all assignments made during the student's excused absence.
- Work assigned before a student's excused absence is due on the day the student returns if the student was absent on the due date.
- Unexcused absences do not receive the courtesy of extra days if the assignment was made prior to or during the absence. Follow the teachers homework make up policy.
- The schedule for make-up work shall be two days for each one day of an excused absence. Example: If a student is absent for five (5) days, the work that was due the first day of the absence is due two (2) days after the student's return to school. The only work that the teacher would accept after ten (10) days is the work due on the fifth day of absence. Saturday and Sunday are not included in the two days.
- If a student is absent before a schedule break, such as spring break, the work is due upon return or as assigned by the teacher.
- Make-up work, including tests, may be denied to students who leave school without permission.
- Make-up work does not apply to performance based classes where students miss performances that are indicated as part of the student's grade, such as band, choir, PSP, etc.
- Students absent due to being on vacation during regularly scheduled school days should not expect any extra time to complete schoolwork or homework. Assignments are due upon return to school or as assigned by the teacher.
- The online learning platform (Schoology) is available 24/7 for students to complete schoolwork during an absence. In most core classes, teachers have assignments posted. You are expected to complete assignments on Schoology during absences that are vacation or school business related.

NATIONAL HONOR SOCIETY

PHS is very proud of its chapter of the National Honor Society. Members of the senior and junior class may apply for membership on the basis of scholarship (3.50 GPA), leadership, service, and character. See the respective adviser.

ONLINE CREDIT

Classes may be taken for credit only from an accredited institution and with **pre-approval** from the student's counselor and/or an administrator. Requests may be considered for the following reasons: History of failure in cores

and success online, credit recovery, and/or medical reasons.

PEER ASSISTANCE LISTENERS (PALS)

Following the successful completion of the PALS class, students are scheduled to be available at the high school, middle school, and elementary buildings to help with a variety of problems, including academic and personal problems. A “PAL” will have their choice of placement and serve as a positive role model, tutor, teacher’s aide, buddy, etc. A listing of PALS is available in Student Services.

PERSONAL CURRICULUM

The personal curriculum (PC) is a tool for modifying the Michigan Merit Curriculum (MMC) for an individual student. Please see your counselor for a guide to help determine when a personal curriculum may be appropriate. The State Statute allows a change in the MMC in four specific incidents: to go beyond the academic credit requirements, to modify the mathematics requirement, to modify credit requirements with an Individualized Educational Plan (IEP) or to modify credits for a transferred student. See the “Annual Notice on the Right to Request a Personal Curriculum” found on the high school’s web page.

RENAISSANCE HIGH SCHOOL

Once students enroll at Renaissance High School, in order to return to Plainwell High School, students must demonstrate success both academically and in their behavior. Examples of evidence for success are as follows:

1. Passing all classes with a GPA of 2.00
2. 75% attendance within the last 9-week period
3. Good/excellent citizenship and behavior with no suspensions
4. A recommendation letter from the senior instructor and director

Final decision will be made by the high school administration and counseling staff.

SCHEDULE CHANGES

The process of course selection and schedule development is a critical step in the academic process. Course selection begins in February with small group meetings. All initial requests are completed in February in small groups with the student’s counselor. All graduation requirements and course prerequisites are discussed thoroughly.

After students submit their course selections a master schedule is developed. The master schedule has a tremendous impact on numerous academic decisions. The allocation of staff, whether a course will be offered, and resources needed are all derived by the projected course enrollment done during the course selection process. Schedules are given to students in August during orientation. We request that students make any necessary changes for all three trimesters at that time. We will work with students on a case-by-case basis but can not assure that all changes will be possible. Please see the PHS Student Services website or Student Services Buzz classroom for the link.

Once the school year has begun, schedule change options are limited. We do recognize that there are extenuating circumstances. Students are given the deadline of the first day of the trimester to make any schedule changes. As a rule of thumb, no schedule changes will be made once classes begin. If you would like to make a change to your schedule after the trimester has begun, students must fill out the request online and a committee will review the request. After the 3rd week of class, if the student does receive permission to change a class per PHS Building Principal approval, the student will receive an E for the final grade of the original class.

The school reserves the right to change a student's schedule to balance classes and meet graduation requirements. Unfortunately, we are unable to honor specific requests for teachers.

SELECTIVE SERVICE

Please be advised that the Federal Government requires all male students upon the age of 18 to register for the selective service. Per school board policy, this is your official notification.

STUDENT ASSESSMENT

In order to be eligible to participate in graduation or graduation activities, students must actively participate in the State and District assessments given in the spring of the junior year. Students must demonstrate that they are working and applying themselves to their maximum potential on the exams.

STUDENT PROGRAMS

Plainwell High School recognizes that students have a variety of non-academic needs. The following student programs assist these students on an as needed basis: PALS – trained peer assisted leaders are available to support and talk to students on a request basis; Peer Mediation – is an alternative for students who have a conflict to work through and resolve an issue (in lieu of discipline) as recommended by a staff member or administrator; Quiet Heroes is an anti bullying, immediate, peer intervention program that assists students who are being bullied; and Teen Leadership is a course that builds leadership skills within the school and promotes public speaking and positive student engagement. Ask for a “clubs” brochure for other student programs.

SUBSTANCE ABUSE SELF DISCLOSURE

Any student who by himself/herself, or with their parent/legal guardian, voluntarily discloses to a counselor or administrator that they are in need of help due to substance abuse prior to any reports, charges or complaints shall be assisted to undergo a substance abuse evaluation & recovery program at the family's expense. A student who completes a substance abuse recovery program shall be able to apply for/try out for any extra-curricular programs without judgment. These situations will remain confidential. Plainwell High School respects students who come forward to get assistance and will do whatever is reasonable to assist the student in reaching their goals.

TESTING OUT

Students who believe they have already mastered course material may have the opportunity to “test out” of a course. Testing out successfully waives the specific requirements of the course and permits the student to take more advanced courses in this area. Test waivers cannot be requested once a class begins (See Board policy #5460B). Materials may be picked up after August 15 for the 1st trimester. All test out exams are administered during the end of trimester exams. Materials may be picked up at any time prior to the exam. Please leave adequate time for the department chair to gather the materials.

WAYS TO EARN CREDIT

1. Take the class and pass (traditional)
2. Retake failed class (online or traditional)
3. Test out of class, earn 77% plus additional measures as applicable (For students who have not previously taken the class)
4. Take the class and fail, but pass final with a 77% or better, complete additional measures per department policy. Student will present materials to a committee as selected by administration. Teacher will give the student an Incomplete for the class and the student will have 1 week to complete additional measures such as portfolio, speech, etc. Committee will award or deny credit based on mastery. If the student has 8 or more absences, then Maximum Days absent applies.

WEIGHTED GRADES

PHS believes in encouraging students to take challenging courses. To that end, PHS will provide students with a weighted grade for their efforts. In order for a course to receive a weighted grade, the course must be substantially more difficult than a traditional high school course. There are three (3) separate weighted grade policies:

1. AP Courses – offered at PHS and are weighted on a 5.0 scale
2. Honors World Religions and Honors Precalculus and Trigonometry are weighted on a 4.5 scale. Honors Pre-Calc and Trig weighting begins with the 2024-2025 school year.
3. College courses above the 300 level will be weighted on a 5.0 scale.
4. Any ATYP= English course will be weighted.

No other courses will be weighted without prior approval from the principal, instructor, and department chair.

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 parent/guardian. For more information on attendance laws, refer to Revised School Code under MCL 380.1561.