

John D. Pierce Middle School

2014 – 2015 Student Handbook

WELCOME TO PIERCE MIDDLE SCHOOL:

This planner will help you with the kinds of things you need to know to have a pleasant and productive school year. We are confident that you will enjoy and benefit from your experiences at Pierce. Don't sit back; participate in many school functions. Play football, basketball and softball. Join the swim team, volleyball or track team. Attend Activity Nights, campaign for a school office, volunteer to serve on a committee or become involved in our other activities. "Be a learner" and remember to always be respectful, responsible and safe!
~ Ms. Hofer

Front Office

(313) 937-8880, ext. 1659

Attendance & Counseling

(313) 937-8880, ext. 1675

Pierce Patriot Hotline

(734) 719-7967

South Redford School District

(313) 535-4000

Address & Website

25605 Orangelawn,
Redford, MI 48239

www.southredford.net

School Hours:

Classes begin at 8:27 a.m.

Classes end at 3:05 p.m.

Doors open at approximately 8:00 a.m.

(after the first bus arrives)

BOTSFORD SCHOOL-BASED HEALTH CLINIC (313) 242-0570

A nurse practitioner is available to care for health problems that occur during the school day (consent form must be on file).

Dates to Remember:

Open House: Wednesday, September 24 6:00 – 8:00 p.m.

Parent-Teacher Conferences (3:30 – 5:30 p.m, 6:30 – 8:30 pm.): November 6, 2014 & February 19, 2015

Activity Nights (6:30 – 8:30 pm.): October 23, December 18, February 26, April 16 [Located at Pierce]

Roller Skating (6:00 – 8:00 pm.): September 11, November 20, January 15, March 10, April 30 [Located at Riverside Arena, 36635 Plymouth, Livonia, (734) 421-3540]

Eighth Grade Dance (7:00 – 9:00 p.m.): May 29, 2015

MASCOT: Patriot

COLORS: Red, White, and Blue

MISSION STATEMENT:

The staff at Pierce Middle School strives to help students become emotionally, academically and socially competent people who are resourceful, academically engaged and responsible members of society.

WEBSITES:

Parent Connect / MiStar – access grades, assignments and student information (passwords can be obtained in the counseling office):

<https://zangleweb.resa.net/SouthRedford/ParentConnect/>

Home Connect – access math and literacy progress:

<https://hosted106.renlearn.com/129930/HomeConnect/Login.aspx>

Principal: Ms. Christine Hofer, ext. 1655

hofer@southredford.net

Ass't Principal: Mr. Russell Justice, ext. 1656

justru01@southredford.net

Counselor (A – K): Dr. Amy Macey, ext. 1676

maceam@southredford.net

Counselor (L - Z): Ms. Heather Barlow, ext. 1677

barlhe01@southredford.net

Social Worker: Leslie Leemgraven, ext. 1679

leemle01@southredford.net

Social Worker: Sally Panci, ext. 1699

Pancsa01@southredford.net

Students are to have their planners with them at all times. Parents should look in the planner daily for updates on your child's performance. A replacement fee of \$5 will be charged for lost, destroyed, or damaged planners.

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available at: <http://southredford.net> or at the Administration Office, located at:

Jan W. Jacobs Administrative Offices
26141 Schoolcraft
Redford, MI 48220

FAQs (Frequently Asked Questions):

When are Activity Nights and Roller Skating Nights?

ACTIVITY NIGHTS: The Pierce PTO and Administration sponsor activities called Activity Nights, which run from 6:30 – 8:30 PM on selected evenings

October 23, 2014
December 18, 2014
February 26, 2015
April 16, 2015

ROLLER SKATING: These events will take place from 6:00 - 8:00 PM at the Riverside Arena located at 36635 Plymouth Road, Livonia. Phone # 734-421-3540.

September 11, 2014
November 20, 2014
January 15, 2015
March 10, 2015
April 30, 2015

8TH GRADE DANCE:
May 29, 2015 – 7 p.m. – 9 p.m. (8th GRADE ONLY)

What Should I do if someone is harassing, bullying or intimidating me or someone else?

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager (counselor, social worker, or either principal).

HARASSMENT FORMS: We also have student 'Harassment' referrals that can be filled out by the victim or witness and left with the Counseling Secretary to notify the school of a potential problem. Complaints will be kept confidential to the extent possible given the need to investigate.

PATRIOT HOTLINE (734) 719-7967: Students may call or text the Patriot Hotline any time, day or night. The calls and texts are forwarded to the principal

What is the dress code?

We encourage students to dress in a manner that allows the most individual freedom and comfort while still maintaining a businesslike atmosphere in which to work. The following are our dress code regulations for school and school-related activities:

- Shorts and skirts must be appropriate in length and cover the body while standing or sitting (when standing with arms at your sides, shorts/skirts should be no shorter than the tips of your fingers)
- Shirts and blouses must be the appropriate size (revealing necklines, low-cut, see-through or bare midriff or bare back shirts are not permitted)
- Apparel should not be considered a distraction in the classroom
- Hats, bandanas and sunglasses are not to be worn
- Apparel advertising or mentioning controlled substances (including drugs and alcohol), or containing inappropriate language is not allowed
- Pants should not sag – students with loose pants must wear a belt, and keep their pants pulled up
- Undergarments should not be visible (including shorts underneath pants)
- Pajamas and slippers may not be worn
- Shoes are to be worn at all times

The administrators of Pierce Middle School will make the final decision as to the appropriateness of any apparel. If students are determined to be inappropriately dressed, they will be asked to put on clothing supplied by the school or parents will be called for a change of clothes. Continued violation of dress code may result in disciplinary actions.

Can I bring my cell phone to school?

Students may bring cell phones and electronic devices to Pierce, but should follow the district guidelines as to when and how they are permitted:

GREEN ZONE: All electronic devices are permitted in green zones

YELLOW ZONES: Electronic devices are permitted at times – students will be notified by the adult in charge when and how devices are to be used in Yellow zones

RED ZONES: Electronic devices are never permitted (examples: locker rooms, bathrooms)

Green, yellow and red zones will be announced for students, and are subject to change. We encourage students not to bring such unnecessary items to school, as they will risk loss, damage or theft. When they are brought to school and not in use, students should store them safely in their locker.

If students do not obey the zone guidelines, items will be confiscated and returned only to a parent. Upon the first offence, the item will be returned to a parent after school on the day it was taken. A second offence will result in the device being kept until the end of the semester (locked in the school safe), and then returned to a parent.

How do I learn about my child's progress?

There are a number of ways to monitor and assess your child's progress at Pierce Middle School, including:

- Parent Connect: All parents are given a **Parent Connect password** from our office upon request or during Jumpstart. Use this password to access **current grades and assignments** via the internet
- Report Cards: issued at approximately ten-week intervals
- Progress Reports: given between regular marking periods by individual teachers to indicate student achievement and effort
- Parent and Teacher communication through the use of:
 - Planners
 - Email
 - Phone contact
 - Appointments
 - Team meetings
- PARENT/TEACHER CONFERENCES will held on the following dates:
 - 11/6/13 (3:30 – 5:30 p.m. & 6:30 – 8:30 p.m.)
 - 2/19/14 (3:30 – 5:30 p.m. & 6:30 – 8:30 p.m.)

What is the PAI?

PAI stands for Pierce Academic Institute. The PAI is a team of students who have demonstrated high academic achievement. PAI students are scheduled to have 4 Honors classes (Language Arts, Math, Science and Social Studies), and have a rigorous curriculum.

To be accepted into the PAI students must apply in the spring for the following school year. Applications are available in February for the following school year. Students must complete and return the forms by the Spring deadline. When reviewing applicants, consideration is given to current STAR scores in Mathematics and Reading, MEAP scores, grade point average (GPA) and teacher recommendation.

PAI students must maintain at least a 3.0 GPA, and have exemplary behavior. For more information about the PAI, contact the counseling office.

What is Focus?

General Education students are scheduled into a Focus class. This class meets every other day (we run an A/B schedule for their Focus hour). During Focus, students are grouped according to their area of need. This may be remediation, if they need extra time to understand a math concept, or reading strategy, or enrichment, if the student is at grade level in their core subjects.

During the Focus period, students are grouped in small groups (usually 5 – 15 students) so they can concentrate on specific skills.

What is PASS?

The Positive Academic Support System (PASS) identifies and offers support and resources to students who struggle academically. The philosophy of PASS is:

Pierce Middle School holds high expectation for the academic success of each and every student. It is our belief that students are the most important participant in their own achievement and that the school can offer a variety of support services and interventions to help ensure their success. PASS is designed to support all students so they can succeed and to hold them accountable for their achievement.

After each card marking, students who are failing two or more classes are identified. The team, with input as needed from social workers, counselors and parents, provide relevant information including the students' work habits, reading level, and learner level. Strategies to support students will be discussed at Team meetings and Data Meetings.

Students who are placed on PASS typically need additional resources to be successful. Some of the interventions we have in place include parent notification (report cards), recommendations to one or more of the following: reading intervention class, Transitions class, social worker, student support groups, and academic coaches. Note: it is understood that teams are likely to have worked with many of these students and employed interventions prior to the end of the card marking when they are eligible for PASS.

Students who are placed in PASS are highly encouraged to attend before or after school tutoring at least twice per week. While on PASS, students are not eligible for after school activities or PBS rewards.

A student will remain in PASS until they are no longer failing two or more classes, as demonstrated on official transcripts (report card or progress report). Students will be exited from PASS every 5 weeks (after progress reports and report cards). If a student does not raise their failing grades, they may be recommended for summer school or retention.

ACADEMIC STUDENT CODE OF CONDUCT

The rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must accept the corresponding responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community and the rights of the other members of that community.

Samples of expectations for students include the following:

- Students will accept responsibility for their actions
- Students will complete projects and courses of study they have begun
- Students will strive for excellence in all their work and will respect achievement in their fellow students.
- Students will discipline themselves to listen, learn, and study, recognizing that long-term achievement is more important to their happiness than short-term pleasure
- Students will respect the authority of their parents and teachers for the welfare of their family, school and community
- Students will work together with others to improve their school, community and world

ACADEMIC SUPPORT PROGRAMS

Our priority is for students to be successful. Pierce offers the following support programs:

- Academic Homework Clinics: Before, after or during school (a schedule is available in the front office)
- Parent/student meetings with the team upon request
- Individual teacher support when requested
- Focus Period: This flexible period is built into the schedule and allows teachers to individualize instruction for each student, offering enrichment or interventions
- Intervention Classes – students who struggle with reading, writing, math or organizational skills are enrolled in these support classes

ACCIDENTS, INJURIES, AND ILLNESS:

In cases of student accident or illness, the student should request permission to go to the counseling office, where parents will be notified.

In cases of accident or injury students should not attempt first aid. A teacher or the counseling office should be notified immediately (and the School-Based Health Clinic).

No medicines are given internally at school. If there is a health matter, which requires a student to take medication during the school day, prior arrangements are to be made with the principal or Counseling Office. It is extremely important that every student have an up to date emergency form on file in the counseling office. (see Student Medication section for more details)

ACTIVITY NIGHTS/ROLLER SKATING:

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April 30, 2015

8TH GRADE DANCE:

May 29, 2015 – 7 p.m. – 9 p.m. (8th GRADE ONLY)

ATHLETIC ELIGIBILITY

All students who participate in team athletics must be academically eligible. Students must pass 4 out of 6 classes from the previous semester in order to be eligible. Students who become ineligible during the middle of a sports season will be removed from the team.

ATHLETICS:

Participation in athletics is a privilege gained only after suitable academic/citizenship achievement is established. The standards of eligibility are established by two groups: The Michigan High School Athletic Association and the local school. Students must have a Physical Form on file in the front office issued by a doctor on/after April 15, 2014 to be able to participate in any after school sports teams or tryouts for the 2014-2015 school year. Students must also pay a one-time \$50.00 participation fee.

ATTENDANCE:

If you are ill, or going to be absent for other reasons, it is required that parents telephone the counseling office at 937-8880, ext. 1675 between 8:00 and 9:00 a.m. the day of the illness.

If a telephone call has not been made to the counseling office, the student will be marked tardy or absent, depending on the time in.

Homework assignments will be collected by the school at the request of the parent after the 2nd consecutive day of absence. Please make your requests for homework before 9 AM. Parents may also go the www.southredford.net to go on line for homework under Pierce Middle School.

BEHAVIOR AND STUDENT DISCIPLINE

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

- **ILLEGAL SUBSTANCES:** Using, possessing, distributing, purchasing, or selling tobacco materials, alcoholic beverages, any illegal drug, controlled substance, any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision, any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed, any inhalant, any "look-alike" or counterfeit drugs, or drug paraphernalia
- **UNDER THE INFLUENCE:** Students who are under the influence of any prohibited substance are not

permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession

- **WEAPONS:** Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon
- **LASER POINTERS:** Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction
- **DISOBEYING RULES:** Disobeying rules of student conduct or directives from staff members or school officials
- **ACADEMIC DISHONESTY:** Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
- **BULLYING:** Bullying, harassing, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior (Examples include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice)
- **THEFT/LARCENY:** Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property
- **SKIPPING:** Being absent without a recognized excuse
- **GANGS:** Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia ("Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts)
 - No student shall: wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity; request any person to pay protection or otherwise intimidate, harass or threaten any person; or incite other students to act with physical violence upon any other person
- **VIOLATING THE LAW:** Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing
- **INTERFERING WITH EDUCATIONAL ENVIRONMENT:** Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function
- **SEXUAL HARASSMENT:** Sexual harassment is defined as unwelcome sexual advances, request

for sexual favors, or other verbal or physical conduct or communication of a sexual nature

- Sexual harassment may include the following types of conduct: Verbal harassment or abuse of a sexual nature; requests or pressure for sexual activity or favors; repeated comments of a sexual or sexually demeaning nature; unwelcome touching; sexual jokes, cartoons, pictures, or posters
- Sexual harassment occurs if the sexual conduct is unwelcome or if you did not request or invite the conduct and you view it as offensive or undesirable
- **SEXTING:** Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images
- Sexual harassment may be student-to-student, staff-to student, student-to-staff, teacher-to student, student-to teacher; sexual harassment can also include other people, such as visitors to the school
- If this occurs, students, parents or guardians should file a complaint as soon as possible, preferably within ten (10) working days, after the alleged occurrence
- Students may be accompanied by a counselor, advisor, teacher, another student, or a parent at any step of this procedure
- It is preferable that the complaint is filed with the building principal, however, students/parents may also bring this to the attention of a teacher and/or counselor who will then notify the principal
- Complaints may also be filed with the superintendent at 313-535-4000, ext. 1001 or with Dr. Kristina Harmon, District Coordinator of Nondiscrimination and Compliance, at 313-535-4000, ext. 1010

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including when the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

- Disciplinary conference
- Withholding of privileges
- Seizure of contraband
- Suspension from school and all school activities (a suspended student is prohibited from being on school grounds)
- Suspension of bus riding privileges
- Expulsion from school and all school-sponsored activities and events for a definite time period (an expelled student is prohibited from being on school grounds)
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity
- Notifying parents/guardians
- Temporary removal from the classroom
- Student Responsibility Center (SRC) for a period of time (hourly or daily)
- After-school detention
- Community service

CAFETERIA (See PBS Matrix)

Students may bring their own lunch and/or buy lunch. Students will display good manners and should clean the area around them before being dismissed. Students enter with their food, remain seated unless given permission, and trash bins will be brought to them. Students may not leave without permission.

CARE OF TEXTBOOKS

Textbooks in the South Redford Schools are furnished to all students. The books are assigned to students on a semester or yearly basis. Students are expected to keep assigned books in good condition. If assigned books are lost, destroyed, stolen or damaged, an appropriate charge will be assessed.

CLUBS AND ACTIVITIES

Social activities will be planned outside the school day. Students are encouraged to take part in extra-curricular activities. Clubs provide opportunities for you to become better acquainted with other students, to enjoy many interesting activities and to become more familiar with the life of your school outside of class. Soon after the opening of school, announcements will be made to inform you how you may join a club.

COUNSELING

Within a few weeks after school begins in the fall, you will become acquainted with your counselor through individual or group meetings. Your counselor is more than willing to meet you at any time to discuss school or personal problems. If you are having academic or personal problems in school, please do not hesitate to contact your counselor for help.

DRESS CODE

We encourage students to dress in a manner that allows the most individual freedom and comfort while still maintaining a businesslike atmosphere in which to work. The following are our dress code regulations for school and school-related activities:

- Shorts and skirts must be appropriate in length and cover the body while standing or sitting (when standing with arms at your sides, shorts/skirts should be no shorter than the tips of your fingers)
- Shirts and blouses must be the appropriate size (revealing necklines, low-cut, see-through or bare midriff or bare back shirts are not permitted)
- Apparel should not be considered a distraction in the classroom
- Hats, bandanas and sunglasses are not to be worn
- Apparel advertising or mentioning controlled substances (including drugs and alcohol), or containing inappropriate language is not allowed
- Pants should not sag – students with loose pants must wear a belt, and keep their pants pulled up
- Undergarments should not be visible (including shorts underneath pants)
- Pajamas and slippers may not be worn
- Shoes are to be worn at all times

The administrators of Pierce Middle School will make the final decision as to the appropriateness of any apparel. If students are determined to be inappropriately dressed, they will be asked to put on clothing supplied by the school or parents will be called for a change of clothes. Continued violation of dress code may result in disciplinary actions.

ELECTRONIC DEVICES/CELL PHONES

It is intended that the school district will provide the essential materials and equipment for the activities of the instructional program. Students may bring electronic devices to Pierce, but should follow the district guidelines as to when and how they are permitted:

GREEN ZONE: All electronic devices are permitted in green zones

YELLOW ZONES: Electronic devices are permitted at times – students will be notified by the adult in charge when and how devices are to be used in Yellow zones

RED ZONES: Electronic devices are never permitted (examples: locker rooms, bathrooms)

Green, yellow and red zones will be announced for students, and are subject to change. We encourage students not to bring such unnecessary items to school, as they will risk loss, damage or theft. When they are brought to school and not in use, students should store them safely in their locker.

If students do not obey the zone guidelines, items will be confiscated and returned only to a parent. Upon the first offence, the item will be returned to a parent after school on the day it was taken. A second offense will result in the device being kept until the end of the semester (locked in the school safe), and then returned to a parent.

If it is valuable, it does not belong in school. Students bring these items to school at their own risk.

EMERGENCY PROCEDURES

1. Emergency drills will be held without advance notice.
2. The fire drill signal will be a continuing series of blasts by the hallway horns.
3. Students, under the direction of the teachers, are to leave the building by the prescribed fire exit

- patterns -- immediately, orderly and quietly.
4. Leave books in the room; take purses. The teacher will see that all windows and doors are closed when the room has been vacated.
 5. A signal will indicate all clear. Students are not to re-enter the building until this signal is given.
 6. On the occasion of severe weather, tornado warnings, or other emergencies, instructions will be given over the public address system.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the school

HALLWAY BEHAVIORS (See PBS Matrix)

1. No running
2. No 'Horseplay' or physical play
3. Keep hands and objects to yourself
4. Keep "inside" voices and go to your destination
5. Profanity is inappropriate
6. Do not block hallway traffic
7. Respect property
8. Walk down the hall using the right hand side
9. Carry a planner at all times

HEALTH CLINIC - (313) 242-0570

A nurse practitioner is available to care for health problems that occur during the school day, providing a consent form is on file with the health center. Contact the South Redford School based Health center at (313) 242-0570. Health problems occurring at home should be dealt with at home or at a medical treatment facility. Your child should be free from fever, diarrhea and vomiting, for a period of 24 hours, before returning to school after an illness.

HOMEWORK

Learning is reinforced with assignments being completed at home. Teachers use homework to assist instruction. The amount and frequency of homework will vary. Students are to record assignments in their planner to inform parents of their progress and to remind them of their assignments. Parents are encouraged to check the planner daily.

Here are a few tips to assist your child with their studies:

- 1) Select a quiet place and daily time for study – no radio, TV, etc.
- 2) Take an active interest in their work - ask questions have them explain, etc.
- 3) Check all assignments for completion, even those that were "done at school."

- 4) Communicate with teachers on a regular basis via Planner, phone, etc.
- 5) Praise and reward your student for successful completion of homework.

Allow a minimum of one hour each day for study quiet time. This should be part of their regular schedule. Homework and math clinics are scheduled before and after school. Days and times are available by calling the front office or counseling office.

HOURS – SCHOOL AVAILABILITY

- Students may enter the building when the first bus arrives in the morning (around 7:55 a.m.)
- Before, during and after school, students are to be with their regularly assigned teachers or coach within the assigned instructional area
- If students are to be in the building longer than ten minutes after the last period has been dismissed, they must be in a room and working under the supervision of a teacher or coach (by 3:15 p.m.)
- Students are not to be in the building during weekends and holidays (exceptions to this policy can only be authorized by a school official)

LEAVING THE BUILDING DURING SCHOOL HOURS

No student is to leave the building during regular school hours. If a student is released early at parent's request a parent or legal guardian must sign out the student in person in the office.

Students requesting permission to leave school before the regular dismissal time must present written permission from their parents to the counseling office before their first hour class. No student will be excused early without written permission from his or her parent.

LOCKERS (See PBS Matrix)

Students are assigned school lockers for their use during the school year for the purpose of storing supplies, coats, and other items essential to their daily needs while in attendance in school. Lockers are the property of the school, and students shall have no expectations of privacy in the use of school lockers. School personnel have the authority to search lockers at their discretion and at any time.

Each student will have his or her own locker with an assigned combination. School personnel will not share the combination to insure privacy. To prevent loss, it is imperative that combinations are kept confidential and lockers are kept locked. **Students are not allowed to share lockers.**

Do not change lockers or invite a student to use your locker. Do not kick or swing open the locker door or abuse the locker in any way.

Dates of periodic locker clean out and inspection will be announced.

Outside garments, purses, bags and lunches shall remain in the lockers are not to be taken to the classrooms.

Students should always lock their materials for Physical Education class in their lockers. Lost or stolen items that are not secured in a locked locker are not the responsibility of the school.

LOST AND FOUND

Gym equipment and gym clothing are to be turned in at the gym.

Lost books and other lost articles are to be turned in at the counseling office. Please check these areas for lost articles.

MEDIA CENTER (See PBS Matrix)

To use the Media Center during any class period, a pass must be secured from the classroom teachers. This pass is to be presented upon entering the Media Center. If a student misbehaves while in the Media Center, the privilege of returning to the Media Center is withheld at the discretion of the Media Specialist. The student I.D. is helpful when checking out materials from the Media Center. If Media Center materials are overdue, lost or damaged, an appropriate charge will be assessed.

MEDICATION FOR STUDENTS

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an authorization form from the district.

MONEY IN SCHOOL

Students should carry only the sum of money they will actually need. Larger sums of money should never be carried in school. The school assumes no responsibility for the loss of money.

MOTOR VEHICLES

Students are not allowed to drive motorized vehicles to school. Students may ride bicycles to school. Bicycles must be parked in the racks provided and should be securely locked to the rack.

PARENT/TEACHER CONFERENCES:

Parent/teacher conferences will held on the following dates:

- November 6, 2014 (3:30–5:30 p.m. & 6:30–8:30 p.m.)
- February 19, 2015 (3:30–5:30 p.m. & 6:30–8:30 p.m.)

PASSES

Any student leaving a class during the class period must use the **planner pass** issued by the teacher, indicating the time leaving, date, destination, and the

name of the student. Students will not be issued passes when in class with a substitute teacher.

PBS (Positive Behavior Support)

The Positive Behavior Support system teaches students the positive behaviors they are expected to demonstrate at school, and acknowledges and rewards students who demonstrate these expected positive behaviors on a consistent basis. Infractions that violate our expectations will have progressive disciplinary consequences ranging from warnings, after-school detention sessions (with bus transportation, if eligible) to suspension from school; but the goal is to increase positive behaviors toward learning. Students with multiple infractions each quarter will not be allowed to attend incentive reward events, after school activities (including Activity Nights and Roller Skating) until the new quarter starts.

PHYSICAL EDUCATION

Students taking physical education are required to have a complete suit, shirt, shorts, socks and gym shoes. PE uniforms are available for purchase during the school year. Small gym lockers are furnished for the storage of uniforms. Large gym lockers are used for storage of clothes during gym classes only. A combination lock will be issued for the safe keeping of all articles placed in the gym lockers. Replacement locks must be purchased from the school for \$10.00. For sanitary reasons, it is necessary that gym apparel be washed at the very minimum of once each week.

REPORT CARDS/PROGRESS REPORTS

Report cards will be issued at approximately ten-week intervals. Exact dates will be announced on the school calendar. Progress reports will be given between regular marking periods by individual teachers to indicate student achievement and effort.

Parent and Teacher communication is recommended daily through use of this planner, or by contacting the teacher directly. All parents are given a **Parent Connect password** from our office upon request or during Jumpstart. Use this password to access **current grades and assignments** via the internet.

ROLLER SKATING/ACTIVITY NIGHTS:

ACTIVITY NIGHTS: The Pierce PTO and Administration sponsor activities called Activity Nights, which run from 6:30 – 8:30 PM on selected evenings

October 23, 2014
December 18, 2014
February 26, 2015
April 16, 2015

ROLLER SKATING: These events will take place from 6:00 - 8:00 PM at the Riverside Arena located at 36635 Plymouth Road, Livonia. Phone # 734-421-3540.

September 11, 2014
November 20, 2014
January 15, 2015
March 10, 2015
April 30, 2015

8TH GRADE DANCE:

May 29, 2015 – 7 p.m. – 9 p.m. (8th GRADE ONLY)

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

"School authorities" includes school liaison police officers.

- School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student
- The building principal may request the assistance of law enforcement officials to conduct inspections and searches, including searches conducted through the use of specially-trained dogs
- School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies
- The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction
- If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken
- When appropriate, evidence may be transferred to law enforcement authorities

SERIOUS THREATS OF HARM

It is important that students feel comfortable and safe at Pierce. Any serious threat of harm or violence will not be tolerated. When the administration receives information of threats, an investigation will be conducted. Depending on the severity of the threat, disciplinary action may include long term suspension or expulsion from South Redford Schools.

SKATEBOARDS AND ROLLERBLADES

For safety reasons, use of skateboards, rollerblades, wheeled shoes, or scooters is prohibited inside school, in the street, or on sidewalks surrounding Pierce.

STUDENT COUNCIL

The Student Council serves as an elected representative group in communicating with the school staff and administration on matters of concern to the student body. The Student Council also serves as a planning and coordinating group for student social activities and clubs. Council members should display exemplary behavior and act as role models for their peers and within the community.

TARDINESS

Students are expected to be punctual in arriving at school and to each of their classes. When tardiness to school is anticipated, with the knowledge of the parent, it is expected that the parent will call the attendance line

545-4000, ext. 1675. Any student arriving at school after the start of the school day should report directly to the front office. When a student arrives tardy they will be marked excused if they have a doctor or dentist note with them. Excessive unexcused tardiness will result in consequences. Three (3) first-hour tardies will result in one school absence. Excessive absences will be reported as truancy to the local authorities. Students need to plan their day so they may be punctual to all classes.

TELEPHONES

A telephone is available to students in the counseling office. This phone is for emergency use only. The office phones are for emergencies only.

Students may bring electronic devices, including cell phones, to Pierce, but should follow the district guidelines as to when and how they are permitted (see "electronic devices" section)

TRANSFERRING TO ANOTHER SCHOOL

When a student is transferring out of this school district, he/she must contact his/her counselor at least two days in advance of his/her leaving so that appropriate arrangements can be made for checking out. This must be done so that records can be released to the new school.

TRANSPORTATION (See PBS Matrix)

Students riding buses are to observe district and school rules at all times. A school bus driver has complete charge of his/her bus and is to report anyone who is loud, boisterous, and rude or displays unacceptable behavior. The principal/assistant principal may bar a student from riding a bus for a period of time for gross misbehavior such as smoking, damage to the bus, causing the driver repeated trouble, etc. The assistant principal will deal with any violations of bus rules.

VISITORS

Adult visitors must check in at the front office when entering the school building.