Stevenson Middle School Student Handbook

SCHOOL MISSION STATEMENT
Educating Students for Personal Success

SCHOOL MOTTO
“Leadership is doing what is right when no one else is watching.”

GENERAL INFORMATION & POLICIES

PARENTAL EXPECTATIONS
The most important experience that your child will have at this time will be the education he/she acquires at Stevenson Middle School. As the parent/guardian, you have an important responsibility to see that this experience is a meaningful one. It is extremely important that you become familiar with our services, as well as, the policies and regulations that govern the entire school program. The staff at Stevenson Middle School believes the ultimate responsibility for a student’s behavior rests with his/her parents or guardians. Therefore, the staff anticipates that parents or guardians will be concerned and cooperative in dealing with any behavioral problems that may arise and expects that this concern and cooperation will be made apparent to their son/daughter.

VOLUNTEERING
The Stevenson staff encourages you to volunteer in our classrooms, hallways, lunchroom, etc. If you are interested in volunteering, please contact or stop in to the main office for a “Volunteer Profile” sheet.

SCHOOL DAY
The school building is open to all students at 7:00 a.m. Universal breakfast is served in the cafeteria from 7:20-7:45. Breakfast is free to all students. If students wish to eat breakfast, they should go straight to the cafeteria when they arrive to school in the morning. Students who sign in late will not receive breakfast and should plan on eating before they come to school. The first bell will ring at 7:40 a.m. which gives students a ten minute warning to the start of the school day. In addition, a second bell will ring at 7:48am giving students a two minute warning to get to their classrooms promptly. First hour begins at 7:50 a.m. It is the expectation that students are in their seats prepared to learn when the final bell rings. Students will have the same lunch period as their 5th hour teacher. School is dismissed at 2:40 p.m. Bus riders should get their things and head directly to their bus. Buses leave promptly at 2:47p.m. All students are expected to leave the building by 2:47 p.m. unless they are staying after school for sport, club, or other supervised activities.
ADVISORY
Each student is assigned to an Advisory class during 1st hour. Stevenson is a “Leader In Me” building so advisory is one of times we work with/teach students the 7 Habits of Highly Effective Teens. Advisory is also when students see the morning announcements and participate in schoolwide silent reading time. All students are expected to participate in advisory activities.

HOMEWORK
The staff at Stevenson Middle School recognizes the value of extending learning opportunities for students and believes in the concept of regularly assigned and monitored homework for repetition and practice of skills and concepts learned. Homework reinforces content grade level expectations. Homework should always be completed and handed in on time. Late homework is accepted at the discretion of teachers.

TELEPHONE
Since it is a disruption to instruction to deliver messages and pull students to the office to take phone calls, parents and students are encouraged to make necessary arrangements prior to the start of the day. Instructional time will not be disrupted to deliver messages to students, as a result, messages will be delivered to students during non-instructional times, unless there are extenuating circumstances. Students will be permitted to use the office telephone for emergency purposes only, such as illness and the like.

INCLEMENT WEATHER/SCHOOL CLOSINGS
School closings due to inclement weather or mechanical failure are announced on our website, wwcsd.net, and local TV and radio stations. A robo-call will also be made to the phone number provided on the online registration portal completed by parents/guardians at the start of the year. It is the parent/guardian’s responsibility to keep all contact/emergency contact information current and updated at all times.

AFTER SCHOOL ACTIVITIES
Students will have the opportunity to stay after school for clubs, dances, sporting events, etc. All school rules are in effect while attending all school-sponsored activities. When there is a dance, only Stevenson students are permitted to attend. School ID is required to qualify for admittance to dances or sporting events. Any student not picked up promptly, after any activity, will not be eligible to attend future after school activities. High school students are not permitted to any middle school events/athletics without a parent/guardian.

COMMUNICATION WITH TEACHERS
All teachers may be reached by email. All email addresses are located on the school website at wwcsd.net. You may also leave a message in the teachers voicemail by calling the main office to be connected. Email is the preferred method. Teachers should be allotted a 24 hour period to respond. Teachers will not be interrupted during instructional hours for calls or concerns. Please email or leave a voicemail message and allow 24 hours before for a return response.
TRANSPORTATION

BUSING
The school district provides bus transportation for those students who qualify. This convenience is granted as long as students participate in the safe and orderly operation of the buses. The bus driver is in charge of the bus at all times, and all students are to follow the rules established by the bus driver. Infractions and disrespectful behaviors that threaten the safety and orderly operation of the bus program may cause a student to lose his/her bus privileges. Parents will be notified when a student’s behavior on the bus or at the bus stop is not appropriate. Students are never allowed to open the rear door of the bus or exit the bus without verbal directions from the bus driver. Any violation of bus safety rules is subject to disciplinary action. Students should be reminded that riding a bus is a privilege that can be removed. For questions or concerns regarding transportation, please contact the transportation department at 734-419-2150. The school is a separate entity from the department of transportation and all questions and concerns should be directed to the transportation department (including bus routes, eligibility, changes to bus assignments, etc.)

STUDENTS WITH INJURIES
Injured students are not allowed to take crutches onto the bus. A parent will need to contact the transportation department to make alternate arrangements. For questions or concerns regarding transportation, please contact the transportation department at 734-419-2150.

BUS NOTES
If a student is going home with another student, or getting off at a stop other than their own with a friend, both students must provide the office with a note stating the change and each note must have a parent signature. The plans need to be made the night before school and the notes need to be brought to the office by the start of 1st hour for approval. No bus notes will be approved on a half day of school.

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE
Student success in school and later in life starts with good attendance. It is impossible to duplicate many classroom experiences at a later date. When a student cannot attend school, a parent or guardian must call the attendance office the morning of the absence at 734-419-2370. Notes are permitted upon the student’s return to school if a phone call is not possible. It is the responsibility of the student to obtain make-up work from his/her teachers upon return to school. Homework requests may be made only if the absence extends beyond three days. The
counseling office should be contacted at 734-419-2355 to request homework. Homework will be available 24 hours from the time the request is made. Do not be concerned if homework is not assigned from every teacher/class, sometimes a hands on activity or lab is being done over a few days and does not result in homework that can/will need to be made up at home.

**EMERGENCY RELEASE/EARLY DISMISSAL**
If leaving school premises before the usual dismissal time is necessary, students must check out through the office with a parent/guardian/emergency contact. This person must appear on the student’s registration information and must provide proper identification for the school to release the student in his/her care. Students who fail to properly check out of school will be considered truant and may be suspended. No minor shall be released from school for emergency purposes to individuals other than legal guardians, the police or the person(s) listed as emergency contacts. Students and parents should make arrangements, in advance, as to where a student should go in the case of an emergency school closure. All students should know an emergency release phone number. Any contact changes need to be reported to the office immediately.

**PREARRANGED VACATION ABSENCES**
Parents who know ahead of time that their child will miss school for a week or more should complete a Prearranged Absence Form prior to the absence. This form can be picked up in the counseling office. Prearranged absences are included in the student’s total absences for the semester. Teachers are not expected to develop special assignments in advance if you will be gone for days or even weeks. It is the responsibility of the student to see his/her teacher, upon return, to obtain any work missed while absent. A period of time equal to the length of the excused absence will be allowed to make up missed assignments.

**TARDINESS TO SCHOOL**
Students who arrive to school after 7:50 a.m. must report to the counseling office before going anywhere else in the building. Students will sign in and receive a pass to class.

**TRUANCY**
Truancy is a violation of the School Code of Conduct and state law. Truancy is an unexcused absence or tardy from one or more classes during the school day. Excused absences must be accompanied by a doctor’s note, court note, etc. Truancy is subject to immediate disciplinary action. Chronic truancy will be followed up with a petition to the Juvenile Court for intervention.

**LEAVING SCHOOL PROPERTY**
Once a student arrives at school, he/she must remain on school property until school is dismissed. This also applies to any school sponsored activity occurring before or after the regular school day.
TRANSFERRING TO ANOTHER SCHOOL
A student who is planning to leave school to enroll in another school should follow this procedure:
1. The student must notify the school office at least one week prior to moving.
2. All textbooks, library books, and other school-owned materials must be returned.
3. Personal items must be taken home.
4. A “Notice of Leaving” form must be obtained from the counseling office to take to the new school.
5. On his/her last day of attendance, the student must take a checkout form to classes for each of his/her teachers to sign indicating grades to date.

HONORS AND AWARDS

HONOR ROLL
The grading system is based upon a 4.0 scale as follows: A=4.0; B=3.0; C=2.0; D=1.0; E=0.0.

Students who achieve a 3.0 or higher grade point average for a marking period will have their name placed on the Stevenson Honor Roll list that is posted in the main office window. Students who are on the honor roll for the semester will be given a bumper sticker that reads, “I have an Honor Roll student at Stevenson Middle School.”

ACADEMIC LETTER AWARD
The Academic Letter Award is given annually to students whose grades for the first three marking periods of the school year average 3.5. A block letter “S” is given to students the first time the award is earned. The second time, a chevron pin is given to the student to place on the block letter “S”.

STUDENT EVALUATION

REPORT CARDS/PROGRESS REPORTS
Report cards are issued four times a year. The report card will list the subject teacher’s name, grade and comments. Report card distribution dates are indicated on the school’s monthly Google calendar. In addition, students will receive four progress reports between marking periods. Progress report distribution dates are also listed on the school’s monthly Google calendar located on the school’s website.

PARENT CONNECT
Parent Connect is a web-based service that gives parents the ability to access student data via the Internet. Parents use a confidential personal identification number (PIN) and password to view their student's attendance, grades, assignments and other information online. Please be sure to consistently monitor student performance and direct questions/concerns as they arise to
the appropriate teachers and/or counselor. It is the expectation that all teachers update their MiStar grade book weekly. You may sign up for this service in the school’s counseling office. You must sign up or to acquire access information (lost pin or user name) in person with a valid ID. This is for the privacy protection of your student and family. This will not be conducted or provided by phone or email for security purposes.

STUDENT CONNECT
Student Connect is a web-based service that gives students the ability to access their classroom performance data via the Internet. Students use confidential login information that is provided to them at school. It is strongly encouraged that students monitor their own progress daily. This is the same view/information provided through parent connect.

PARENT-TEACHER CONFERENCES
Parent-Teacher Conferences are held once a year in the fall. All parents are encouraged to attend. A parent or guardian who is unable to attend Parent-Teacher Conferences may request a teacher conference by contacting the student's counselor or teacher directly through email.

STUDENT SERVICES

COUNSELING & GUIDANCE DEPARTMENT
Stevenson counselors are here to help students succeed in school. All students should become acquainted with their counselor by signing up in the counseling office. Counselors can assist students when they need information, are concerned about school work, and with a variety of other topics. Counselors also are available to assist with any personal or family concerns students might have. Counselors will help students select courses and explain prerequisites, test scores, credits, attendance, and other school policies. Teachers and administrators may refer a student to the counselor when there is a need. Counselors are bound by confidentiality and privacy laws.

MEDICATION
The State of Michigan has laws governing the use of medication by students in schools. A school nurse is not available to dispense medication or assist students who are ill.

These procedures must be followed for medication to be taken at school:
1. A Medication Authorization Form, obtained at school, must be filled out and signed by a physician indicating the diagnosis, name of medication, dosage, and time to be given.
2. The medication bottle must have the label from the pharmacy listing the physician’s name, name of drug, and dosage.
3. Medication must be stored in the Clinic in the original container and must be taken under the supervision of office personnel.
4. The student must be responsible for reporting to the Clinic at the proper time to take medication.
5. Self-medication, including the use of aspirin and the like, is not permitted in school.
6. Students needing an asthma inhaler will be permitted to carry the inhaler if the proper paperwork is non file (see #1).

HOMEBOUND SERVICES
When a student has an extended period of illness, which requires hospitalization and/or recuperation at home, the school can provide for his/her continuing education. A medical statement substantiating the necessity of these services will be required. If these services are required, a parent or guardian must contact the student’s counselor.

EMERGENCY DRILLS

FIRE DRILLS
The state requires that we conduct a minimum of 5 fire drills per year. The signal for a fire drill is a steady buzz on the fire alarm. Each teacher has information regarding evacuation procedures. Students must exit the building promptly and quietly and remain with their assigned class while outdoors.

TORNADO DRILLS
The state requires that we conduct a minimum of 2 tornado drills per year. The signal for a tornado drill is ten short rings on the school bell or an announcement over the public address system. If this signal should sound, students must quietly take cover according to the directions of their teacher.

LOCKDOWN DRILLS
The state requires that we complete at least 3 lockdown drills per year. Students and staff may practice a school lockdown in the classroom, hallway, or cafeteria. Lockdowns will be announced over the public address system and posted on the front doors. During these drills, no one will be granted access into the building. Please be patient and wait at the front doors.

SCHOOL POLICIES

STUDENT CODE OF CONDUCT
All families were provided with an electronic copy of the Wayne-Westland Community School’s Code of Conduct handbook at the time of online registration. This document explains the rights and responsibilities of all Wayne-Westland students and their parents or legal guardians. Parents and students should familiarize themselves with the information contained in the
Student Code of Conduct. The Student Code of Conduct can also be found on the district website.

**STUDENT BEHAVIOR/CONDUCT**
Students are expected to exhibit high standards of behavior at all times while in the building, on school property, and to and from school. Fighting (in the school, on the school grounds, or to and from school), threatening or intimidating other students, and the use of profane, vulgar and discriminatory language is strictly prohibited. Students involved in a fight situation will be suspended from school and may incur police involvement. Students should never strike, shove, or in any way attempt to physically injure another individual. It is the expectation that students make every attempt to remove themselves/or get away from a physical or verbal altercation and solicit adult assistance immediately. Failure to meet these expectations may result in disciplinary action. Bystanders who gather around to watch other students who are involved in any violation of school rules are subject to disciplinary action. Bystanders need to keep walking and/or attempt to get adult assistance. Students should report to counselors, mediators, teachers, or administrators for help in resolving conflicts with others at the first signs of a conflict/situation.

It is against school rules to fail to comply with directions of school personnel. School personnel include administrators, teachers, counselors, student teachers, substitute teachers, secretaries, custodians, paraprofessionals, and lunchroom personnel.

**HALLWAY PASSES**
To protect the instructional time for staff and students, no hallway passes will be issued during instructional time, unless there is an emergency. Students are encouraged to use their time between classes for bathroom breaks and to gather materials/books from their lockers when needed.

**CELL PHONE POLICY**
The Stevenson Middle School cell phone policy is that phones should be turned off and put away out of sight. The only exceptions to this policy are in the lunchroom and very limited use in the classroom (only if the teacher gives permission for the student to use a cell phone for educational purposes). Please do not text or call your child during the school day and expect a response when your child should be in class learning. Students who violate the cell phone policy will receive an office discipline referral and will be subject to consequences from an administrator.

**DRESS CODE**
Students who come to school in neat, clean, and appropriate clothing behave better, promote a positive school environment, and perform better in their classes. Seeing that students are dressed appropriately for school is the responsibility of the parent/guardian.

The school district maintains the right to impose restrictions on dress for the following reasons:
- Hats, hoods, bandanas, scarves and other head coverings,
• Halter tops, tank tops, low-cut shirts, bare midriffs, bare sides, sheer and revealing articles of clothing,
• Shorts and skirts that do not remain at an acceptable length (fingertip length) while walking or in a seated position,
• Clothing or jewelry which promotes alcohol, tobacco, drugs, gangs/gang activity, obscene pictures or profane language,
• Coats and heavy jackets that are intended for outdoor wear,
• Soft-soled shoes and slippers,
• “Sagging” style or pajama pants.
• Jeans/pants/shorts with holes or rips above the knees.

Students who fail to come to school dressed appropriately will be asked to change into appropriate clothing by either contacting home to have appropriate clothing brought to school or by borrowing t-shirts and/or sweat pants from the office.

USE OF LOCKERS
All students are assigned a hallway locker to keep their belongings in. In addition, students in gym classes will also be assigned a gym locker. Students should never share their locker combination with other students. Sharing of lockers is not permitted.

The school will not be responsible for locating items that were lost because a student failed to appropriately secure them. This includes phones, shoes, or other expensive items. Parents should encourage their student to leave expensive items at home whenever possible.

BACKPACKS, PURSES & TOTE BAGS
Students are allowed to carry backpacks, purses and totes. However, students MUST be able to stow these items under their tables or desks because they can become a tripping hazard for others. All aisle ways must be clear for emergency evacuations. For this reason, students should limit what they keep in these bags to essential items.

STUDENT IDENTIFICATION (ID) CARDS
Each student will be issued a student ID card in the fall at no cost. However, there is a $3.00 charge for replacement ID cards. Each student is required to carry his/her ID card at all times while on the school campus. Each student is required to present his/her ID card upon the request of any staff member. This ID card is needed for bus transportation to and from school, checking out materials from the Media Center, purchasing items from the snack line during lunch, and admission to after school activities.

BOOKS/MATERIALS
Textbooks and other materials assigned to students are their responsibility. Students will be held accountable for materials not returned at the time of collection. Students must pay for a lost or damaged book regardless of the circumstances under which it got lost or damaged. Books issued to students are numbered. To receive credit for returning a book, the number of
the book returned must be the same as the number of the book issued. Replacement and rebinding costs are available upon request.

**FOOD AND BEVERAGE**
Food and beverages (other than water) may not be brought into and consumed within the classroom. No food or drink may be consumed in the hallways. There is no food or drink allowed while using technology, this includes water. In addition, instruction will not be interrupted to deliver outside drinks and food to students (EX: coffees, slurpees, donuts, etc.) If a parent or guardian chooses to bring their child lunch, it may only be for their child. It is not acceptable, no will it be permitted, to bring several pizzas, or the like for multiple students. In addition, no food from establishments may be brought into the cafeteria as it is a violation of the school district’s contract/agreement with the contracted food services company. As result, students will only be able to consume the food in the office. No glass bottles or containers are permitted.

**VISITORS**
All visitors must have a picture ID to enter the building and must report to the main office for assistance.

**CLOSED CAMPUS**
Stevenson is a closed-campus school. Once a student arrives at school, the student must remain in school until school is dismissed or the student is properly signed out by a parent or guardian. This includes leaving the property after being dropped off at school.

**TRAVEL TO AND FROM SCHOOL**
Students are subject to all school rules and regulations once they leave their homes to attend school or a school-sponsored activity. They remain subject to school rules until they return to their homes.

**TARDY POLICY**
Students are expected to report to school and all classes on time. Students will earn consequences, which includes immediate lunch detentions, upon their first tardy. Excessive tardiness may result in further disciplinary action.

**PROHIBITED ITEMS IN SCHOOL**
Parents and students are responsible for reading the information regarding the “Michigan Weapons-Free School Zone Act” and the Student Code of Conduct, which was provided electronically at the time of registration or on the Wayne-Westland Community Schools website. A variety of items are not permitted for use during the school day. Prohibited items include/but are not limited to: pump or spray liquids (including perfume or cologne), slime, baby powder, fireworks, stink or smoke bombs, squirt guns, water balloons, cap guns, throwing stars or darts, anything construed to be a weapon, drug paraphernalia, pills, alcohol, drugs, or an item that
could disrupt school. Students can not ride on bikes, skateboards, or rollerblades on school property for their own safety and the safety of others.

*It is the policy of the Wayne-Westland Community Schools Board of Education to prohibit any acts of unlawful discrimination in all matters dealing with students, employees, or applicants for employment. The Wayne-Westland Schools reaffirms its policy of equal educational and employment opportunities for all persons without regard to race, color, gender, religion, age, height, weight, marital status, or disability which is unrelated to an individual’s qualifications for employment or promotion, or which is unrelated to an individual’s ability to utilize and benefit from the School District’s services, activities, benefits, privileges, or programs. Inquiries concerning the application of Title VI, Title IX, Section 504, and Title II legislation should be directed to the Executive Director of Student and Legal Affairs, Wayne-Westland Community Schools, 36745 Marquette, Westland, MI 48185 (734-419-2083).*