

Year End Student Handbook

Plainwell High School - Supplement #2

Revised March 4, 2021 and in effect until the end of the school year, June 11, 2021

This policy handbook is supplement #2 to the PHS traditional student handbook and code of conduct; which you can find at this link [HERE](#). The foundation of the traditional handbook still applies but is supplemented with this Year End Handbook due to COVID.

Important Links for Information:

Students are in one of the following learning models for the trimester:

1) In-Person on Mondays, Tuesdays, Thursdays, Fridays and Wednesdays being a ½ day remote on Zoom in your classes with your teachers.

2) Fully Virtual with some classes, such as AP classes, Zooming in with Teachers' classes according to the daily schedule.

Daily Schedule -

| PHS DAILY SCHEDULE 3rd Trimester | | |
|---|-------------|------------|
| <u>1st Period</u> | 7:45-8:35 | 50 Minutes |
| <u>2nd Period</u> | 8:40-9:30 | 50 Minutes |
| <u>3rd Period</u> | 9:35-10:25 | 50 Minutes |
| <u>A Lunch</u> | 10:25-10:50 | 25 Minutes |
| <u>4th Period A</u> | 10:55-11:45 | 50 Minutes |
| <u>4th Period B</u> | 10:30-10:55 | 25 Minutes |
| <u>B Lunch</u> | 10:55-11:20 | 25 Minutes |
| <u>4th Period B (Cont)</u> | 11:25-11:45 | 20 Minutes |
| <u>4th Period C</u> | 10:30-11:20 | 50 Minutes |
| <u>C Lunch</u> | 11:20-11:45 | 25 Minutes |
| <u>5th Period</u> | 11:50-12:40 | 50 Minutes |
| <u>6th Period</u> | 12:45-1:35 | 50 Minutes |
| <u>Teacher Planning</u> | 1:35-2:25 | 50 Minutes |
| AM TECH CENTER: Departs PHS: 7:40AM, Depart Tech Center: 10:25AM PM TECH CENTER: Departs PHS at 11:15AM, Departs Tech Center: 2:00PM Tech Center Students Take Lunch A | | |

| PHS WEDNESDAY SCHEDULE - BEGINS MARCH 8TH Remote Only | | |
|--|-------------|------------|
| <u>1st Period</u> | 9:00-9:25 | 25 Minutes |
| <u>2nd Period</u> | 9:30-9:55 | 25 Minutes |
| <u>3rd Period</u> | 10:00-10:25 | 25 Minutes |
| <u>4th Period</u> | 10:30-10:55 | 25 Minutes |
| <u>5th Period</u> | 11:00-11:25 | 25 Minutes |
| <u>6th Period</u> | 11:30-11:55 | 25 Minutes |

The Master Schedule and the lunch assignments are posted around the school.

Academic Integrity - This means that one should respect another person's work and efforts. Any activity undertaken with the purpose of creating or obtaining an unfair academic advantage over other students' academic work, or inhibiting the progress of another person's academic work, violates academic integrity.

Cheating - Using/Referring to prohibited information during quizzes, tests or exams. Copying other's class work, homework, tests, reports, or providing your work to others for the purpose of receiving credit. Students are to understand specifically classroom protocols for individual assignments versus group assignments.

Plagiarism - The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism that will not be tolerated are:

- Copying, paraphrasing or summarizing another person's work without citing that source.
- Using material, including photographs, from the Internet or any other source and representing as your own, even if you have changed some of the words.
- Having someone else write the assignment or rephrase any portion of that assignment.
- Directly copying or rephrasing student aids (Cliff Notes, for example), critical sources, or reference materials in part or whole without acknowledging those sources.

Attendance - Parents must call you in excused for an absence to the attendance line at 269-685-2430 by the following day. If no one calls you in sick, then you receive an UA (unexcused absence) or a DNP (Did Not Participate) and be called down to the Restorative Behavior Room.

Report your child's absence by calling 269-685-2430. State your name, your student's name and the reason for your absence. You may also email us at phsattendance@plainwellschools.org

Letters are mailed home every other week to parents whose children have excessive absences and are in jeopardy of becoming truant.

For In-Person Students:

- Students are marked absent when they miss class by their teacher with a UA.
- Parents should call the attendance line to excuse their student's absence at 269-685-2430 to avoid any unintended consequences.
- Attendance will be taken every class period, including on Wednesdays for the remote synchronous daily schedule.

Tardies - Tardiness to class interferes with the daily instruction and is unacceptable. Students who are late to class will incur the following consequence(s):

1st Tardy - Teacher documents and student receives a warning.

2nd Tardy - Teacher documents and student receives a 2nd warning.

3rd Tardy - Teacher documents and assigns a 30 minute lunch detention.

Continuous tardies will result in a teacher writing you a discipline referral.

For Fully Virtual Online Students:

Students are expected to log in and participate in each class and have **Communication with teachers each week.**

Two communication interactions are required at a minimum per week with the student and his/her teacher. This is a STATE requirement in virtual and online learning models to ensure engagement. This is defined as individualized and instructionally related communication.

Frequent or extended absences may result in students being re-enrolled in the course in the future or lose credit due to reaching the maximum number of days absent.

Truancy

Under the Michigan State Legislation, **truancy** is defined as a child who has 10 or more **unexcused absences** per school year.

A student is considered truant if they miss 10 or more school days without notification to the attendance line with an excused reason. Mrs. Beals is a truancy office with the Allegan County Family Court and may refer you if you are a student that has missed 10 or more school days without notification to the attendance line for the reason for your absence.

In the case of truancy, the parent/guardian is notified of the absences and that the student is in danger of being reported to Allegan County Family Court.

Backpacks/Book Bags

Students will be able to bring book bags into the classroom this year only. There are no locker assignments. Backpacks, book bags or personal belongings are subject to search and seizure based on school policy if an administrator has reasonable suspicion that the student is carrying something or has information regarding an egregious violation.

Bathroom/restroom Breaks

Two students per restroom at time. Bring your School ID in a lanyard and place it on the hook outside the restroom. If you see an open hook, you may use that restroom. Restrooms are available during passing time and during class with teacher permission. It is preferred that students go directly to their class and check-in with their teacher and then ask to use the restroom at that time.

Building Hours

- a. Building opens at 7:30 AM
- b. Students that drive to school or are dropped off, should arrive at 7:30 AM.
- c. Cafeteria doors will open at 7:15 AM or when the first bus arrives for those getting breakfast before school.
- d. Students may either wait outside or wait in the cafeteria until the first bell rings at 7:30 AM.
- e. **Students will not be able to socialize in the halls and congregate.**

The building is still closed to the public and guests. If you need assistance, please come to the Main Entrance and ring the buzzer for assistance. Visitors will be screened for COVID.

If you need to drop something off for your student that he/she may have forgotten, there is a bin in the vestibule of the high school, main office. Please mark the item clearly with your student name and grade and they may come get the item during passing time or lunch time.

To make an appointment for a counselor or student services, call 269-685-2422

To make an appointment for the principal or assistant principal, call the office at 269-685-9554, ext. 1500 or email:

jeremy.wright@plainwellschools.org Principal

deb.beals@plainwellschools.org Assistant Principal

maria.johnson@plainwellschools.org Administrative Assistant to the Principal

To contact teachers, counselors, or the college advisor, please refer to the Staff Directory in the front of the student handbook, [HERE](#).

Building Entry and Exit - Students will enter and exit the building when on campus during their In-Person Schedule as follows:

Three Entries:

1. Event Center Entrance is for Student Drivers ONLY. Student drivers must park in the most west parking lot in front of the stadium ticket booth.
2. Cafeteria Doors Entrance are for the Bus Riders ONLY. Student bus riders must get off on the east side of the building and enter through the cafeteria doors.
3. Main Entrance Doors are for Dropped OFF Students ONLY.

Students should exit through the doors they entered into in the morning.

Deliveries - Lunch deliveries from outside sources to the main office are still allowed if the item is paid for. Food deliveries may be left on the table in the vestibule.

Dress Code - On campus, students must follow the traditional dress code in the student handbook and wear facial masks per the Governor's executive order. Facial masks must cover the mouth and nose and be worn at all times in all rooms inside, except when eating lunch. No bandanas or gaitors. See separate instructions for athletic practices. Masks must cover the nose and mouth and may only be removed when students are eating in the cafeteria. Students with medical documentation will be allowed to wear shields instead of masks.

Virtual Dress Code - students are expected to be fully dressed when meeting virtually/online with the teacher and students.

Chromebooks - Students are expected to bring their Chromebooks in their protective case, fully charged with them to and from school each day.

Curriculum - The high school has chosen to partner with Brigham Young University (BYU) to deliver virtual learning to students. Classes are taught by PHS Teachers and will deliver the content using the learning management system called "BUZZ" provided through BYU.

BYU is accredited as an institution by the Northwest Commission on Colleges and Universities (NWCCU). BYU Independent Study High School and Middle School by Cognia and Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS)

Food Service - All cafeteria meals are free to all students until the end of the school year. Lunch lines will be the same but with social distancing and with some prepackaged items.

Hallway and Lockers - Students should not gather together in any area of the school and need to practice social distancing at all times. Students should enter the building at their designated location

1. **Hallway Passes - still in play.** Green hallway passes are in effect and you need to have your teacher provide you a signed hallway pass to leave the classroom.
2. **One way hallway and directions** - You will notice that the hallway floors are divided in half with a lane marker and directional arrows are in place. You will be asked to single file as much as possible.
3. **Lockers** - Are not available for the remainder of the 3rd trimester. If you have extenuating circumstances, please let us know and we will provide you with a locker.

Parking and Driving Rules - Students that are driving to school will park in the most west parking lot in front of the stadium and the event center entrance. Any student that drives will park here and enter and exit through the event center entrance

Grading - There is a new grading scale this year. See [HERE](#).

Restorative Behavior and Practices -

Students may choose to restore a consequence for a 1st time violation from the Student Code of Conduct for any non-egregious behaviors by emailing Mrs. Beals and asking for a meeting. The meeting will focus on how you as a student can correct the violation. An example of a non-egregious behavior is unexcused absences, not having a hallway pass, using your cell phone in class, dress code violations, not wearing a mask, etc.

Egregious activities include things like vaping, harassment, alcohol and drug use, illegal activities, fighting, verbal and physical assault.

The suspension room with Mrs. McCall is now the Restorative Behavior Room located in the T Hallway, Room 509, next to Mrs. Hess' room.

Safety and Hygiene - Parents must acknowledge the district's screening expectations for your child to attend school . You will pre-screen your student each day before coming into the school. If you answer yes to any of these questions, you will need to stay home for the day. For the district's screening expectations of parents, see [HERE](#).

- Students are required to wear facial masks covering the mouth and nose in the school building at all times, except when eating lunch.
- Students should wash their hands with soap for 20 seconds as often as possible.
- Hand sanitizers are available throughout the school. Students may also carry their own hand sanitizer on their person.
- Students are encouraged to bring water bottles since most drinking fountains are closed, except the ones with bottle refill stations.