

Home of the Pirates

PIERCE MIDDLE SCHOOL BUILDING PROTOCOLS

ATHLETICS

We encourage all students to participate in the Pierce athletic program. Sports offered at Pierce are:

- Cross Country
- Tennis
- Track
- Wrestling
- Boys' Basketball (tryouts)
- Girls' Basketball (tryouts)
- Cross Country
- Football
- Girls' Volleyball (tryouts)

Students interested in athletics at Pierce must have a current MHSAA sports physical form, completed and signed by the physician and parent, on file in the office before the student will be allowed to participate, including participation in tryouts and practices. A current-year physical is one given on or after April 15 of the previous school year. MHSAA sports physical forms are available in the office and on our website.

ATTENDANCE

Arrival

- Wing doors unlock at 7:45 a.m. for student entry
- Wing doors are locked at 8:05 a.m.
- After 8:05 a.m. students must enter through the main office and sign in

Tardy Procedure

- Students who arrive between 8:05-8:20 a.m. sign in at the main office and then go to class
- Students who arrive after 8:20 a.m. sign in at the main office and receive a tardy pass
- The teacher enters the tardy into MiStar
- Students receive consequences (detention, escort to class, etc.) when reaching 5, 10, 15, etc. tardies
- Parents/legal guardians should excuse student tardiness by calling our 24-hour attendance line at 248-674-1144

Absences

- Parents/legal guardians should excuse student absences by calling our 24-hour attendance line at 248-674-1144
- To exempt an absence, a doctor note must be provided
- 5 excused or unexcused absences = call home to parent
- 7 excused or unexcused absences = letter sent to parent
- 10 excused or unexcused absences = meeting with counselor and letter sent to parent
- 15 excused or unexcused absences = meeting with counselor or assistant principal and letter sent to parent
- 20 excused or unexcused absences = begin court process

CELL PHONES

Policy

- A student may possess a cell phone in school, on school property, at after school activities and at school-related functions. Possession of a cell phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms outlined in the Student Code of Conduct, or otherwise engages in misuse of this privilege.
- The student who brings a cell phone to school shall assume responsibility for its care. At no time shall the District be responsible for theft, loss or damage to cell phones brought onto its property.
- Middle school students must keep their cell phones turned off and stored in their locker during school hours unless approved by building administration.
- The unauthorized use of cell phones to communicate or access information during classes or testing is prohibited.
- The use of cell phones, or any audio or video recording device, in locker rooms or restrooms is prohibited.

Consequences for not following Cell Phone Policy

- 1st offense = cell phone is confiscated and parents picks it up
- 2nd offense = cell phone is confiscated and parents pick it up
- 3rd and subsequent offenses = student may be assigned In-School Suspension

CLASSROOM EXPECTATIONS

Be Respectful

- Use appropriate and positive language
- Listen when others are speaking, and speak when it is your turn
- Respect others, all staff, and property

Be Responsible

- Follow all staff directions the first time given
- Take care of your personal belongings, and clean up after yourself
- Give your best effort
- Be prepared
- Take care of personal needs before class

Be Safe

- Keep hands, feet, and objects to yourself

CODE OF CONDUCT

- The Code of Conduct is available on our website.
- Students should take time to read and understand information in the Code of Conduct.
- Students should recognize the consequences of their language, dress, manners, and actions toward each other and school staff.
- A teacher has the authority to suspend a student from a particular class, subject or activity for up to one day.
- Building administrators may issue short-term suspensions, not to exceed 10 days. Building administrators may issue long-term suspensions or expulsions with approval from the appropriate director.
- Administration reserves the ability to suspend during/pending an investigation involving a violation of the Student Code of Conduct, but for not more than 10 school days.
- The Code of Conduct applies to the following student situations:
 - When students are traveling to or from school or a school-sponsored activity, including bus transportation and bus stops.
 - When students are in or on property of the school district.
 - When students are in attendance at any school-sponsored activity, regardless of its location.
 - When students are using school telecommunication networks, accounts, or other services. May also include personal communication devices, telecommunication and social media.
 - A student's disciplinary situation may warrant suspension from his/her current program placement and referral to another program at the discretion of the administrator.
 - Regardless of date of incident or location, where the result of a student's conduct would create a substantial risk of disruption to the educational process or threaten the safety and welfare of students or staff.

COMMUNICATIONS

We offer a variety of ways to stay informed about every aspect of the middle school experience.

- Email – Every staff member has an email address. Email addresses are available on our website.
- MiStar Parent Portal and MiStar Student Portal – Allows parents and students to view grades-to-date, report cards, transcripts, assignments, missing assignments, attendance, emergency contact information, classroom news and school news, and more.
- Weekly Updates – Weekly Updates are emailed to parents and posted to our website and Facebook page
- Weekly Calendars – Weekly calendars are included in the Weekly Updates.
- Pierce and Pierce Athletic Facebook pages – A variety of information will be posted to our Facebook pages.

Webpages

- MiStar Parent Portal – <https://mistar.Oakland.k12.mi.us/Waterford/parentportal>
- MiStar Student Portal – <https://mistar.Oakland.k12.mi.us/Waterford/studentportal>
- Pierce website – www.waterford.k12.mi.us/pierce
- Pierce Facebook page – www.facebook.com/waterfordpiercemiddleschool
- Pierce Athletic Facebook page – www.facebook.com/piercepiratesathletics
- District website – www.waterford.k12.mi.us
- District Facebook page – www.facebook.com/wsdnews
- Pierce PTO Facebook page – www.facebook.com/PiercePTO

COUNSELING CORNER

Know Your Counselor

- Mr. Tunnicliff – students with last names beginning A-G
- Mrs. Noble – students with last names beginning H-O
- Mrs. Taplin – students with last names beginning P-Z

Schedule Changes

- First priority for schedule changes are for students who have an incomplete schedule or do not have four core classes. (Core classes are Math, Language Arts, Science, and Social Studies.)
- All schedule change requests must be submitted on the *Principal Communication-Request to Change Schedule* form and require a parent signature.
- Schedule change requests will not be honored for a specific teacher or to be in class or lunch with a friend.
- Students are to report to classes as scheduled until they receive a new schedule from the office.

DRESS CODE

Our goal is to offer an environment that is conducive to learning. We are an educational institution, preparing our children for life-long learning and the world of work. With this in mind, we work hard to establish an atmosphere that is respectful to all, encourages work, is safe and does not distract from the learning process. Our dress code policy is aligned with these goals.

The school has a right to ask a student to change his/her dress or personal grooming habits if it is deemed inappropriate or disruptive to the educational environment. Repeat violations of the dress and grooming code shall be considered defiance of authority and may result in disciplinary action as described in the Student Code of Conduct. Administrators will make the final determination as to what constitutes appropriate attire.

Dress Code Excerpts

- Shirts must go below the top of the pants at the waist
- Tops with thin shoulder straps must have straps the width of three fingers without having to combine other thin-strapped tops with it
- Students wearing leggings, jeggings, yoga, or any other thin, tight-fitting pants must wear a top that reaches mid-thigh (or finger-tip length)
- Pants/shorts/skirts must be worn at the waist
- Shorts/skirts must fall midway between the knee and thigh when seated. The general rule is they must be finger-tip length.
- Pajamas, pajama pants, loungewear, or other sleepwear is prohibited
- Jeans and shorts with tears and holes that reveal excessive amounts of skin are not allowed
- Tops that reveal undergarments, the abdomen, or cleavage are not allowed
- Clothing can not be worn that displays alcohol, drugs, sex, violence, or inappropriate language
- Headgear of any kind, including hats, caps, scarves, do-rags, stocking caps, bandanas, etc., are prohibited

The complete Dress Code is available on our website.

EVENING EVENTS

Curriculum Night

- Curriculum Night is held in the fall. Parents have the opportunity to meet each of their child's teachers. Teachers will present their goals, classroom expectations and curriculum content.

Parent Teacher Conferences

- Parent Teacher Conferences are held in the fall and spring each school year. Conferences allow parents the opportunity to conference with each of their child's teachers.
- In addition to these evening conferences, every teacher has a planning period each school day to allow parents the opportunity to talk with teachers throughout the school year.
- Emailing teachers is also an effective way of communication throughout the school year.

Sporting Events / Concerts

- A variety of sporting events are held throughout the school year.
- Band and Orchestra concerts are held throughout the school year.

HALLWAY EXPECTATIONS

Hallway Behavior

The safety of all students is a major concern. To maintain a safe environment for all students, the following hallway behaviors will not be tolerated:

- Pushing
- Shoving
- Running
- Hitting
- Bullying
- Horseplay
- Any other behaviors that could cause injury to others

Hall Passes

- Students are expected to have a hall pass any time they are in the hallway while classes are in session.

Passing Time

- Students have 4 minute passing time between classes which allows ample time to get from one class to another.

HOMework REQUESTS

Students and parents may view assignments and missing assignments in MiStar Parent Portal and MiStar Student Portal.

Students may also view their assignments in Google Classroom.

Students are given ample time to make up the work upon returning to school.

IDENTIFICATION REQUIRED

For the safety and well-being of our students, the following procedures will be followed:

Contacting a Student

- Must show identification
- Must be listed as the students parent/legal guardian or emergency contact in MiStar

Students Leaving Early

- The person picking up the student come to the main entrance door and ring the buzzer
- The person picking up must show picture identification
- The person picking up must be listed as the students parent/legal guardian or emergency contact in MiStar (including step-parents and siblings)
- Telephone calls requesting the release of students will not be accepted

IMMUNIZATIONS

SCHOOLS VACCINES REQUIRED FOR SCHOOL ENTRY IN MICHIGAN

Whenever children are brought into group settings, there is a chance for diseases to spread. Students must follow state vaccine laws in order to attend school. These laws are the minimum standard to help prevent disease outbreaks in school settings. The best way to protect students in your care from other serious diseases is to promote the recommended vaccination schedule at www.cdc.gov/vaccines. Encourage parents to follow CDC's recommended schedule; by doing so, school requirements will be met.



	All Kindergarteners and 4-6 year old transfer students	All 7th Graders and 7-18 year old transfer students
Diphtheria, Tetanus, Pertussis (DTP, DTaP, Tdap)	4 doses DTP or DTaP 1 dose must be at or after 4 years of age	4 doses diphtheria and tetanus or 3 doses if 1st dose given at or after 1 year of age 1 dose Tdap at 11 years of age or older upon entry into 7th grade or higher
Polio	4 doses 3 doses if dose 3 was given at or after 4 years of age	
Measles, Mumps, Rubella (MMR)*	2 doses at or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal Conjugate (MenACWY)	None	1 dose at 11 years of age or older upon entry into 7th grade or higher
Varicella (Chickenpox)*	2 doses at or after 12 months of age or Current lab immunity or History of varicella disease	

During disease outbreaks, incompletely vaccinated students may be excluded from school. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at www.Michigan.gov/Immunize.

*If the student has not received these vaccines, documented immunity is required.
All doses of vaccines must be valid (correct spacing and ages) for school entry purposes.

Updated December 11, 2019

LOCKERS

Lockers are designed to provide an adequate place for outdoor apparel, extra books, etc. Lockers are secure, but are not bank vaults. They are not designed for storing valuables, therefore we ask that that valuables be left at home.

- All students are issued their own locker. Sharing of lockers is never a good idea and strongly discouraged.
- Make sure the locker is closed and locked (spin the lock one full turn) before leaving it.
- Do not give your combination to anyone for any reason.

LUNCH PERIODS

- Lunches are determined by grade level.
- Students purchase their lunch cafeteria style. Students may pay the cashier in cash or may pay from their Meal Magic account. Visit Food and Nutritional Service Department on the district website for additional information.
- Students are responsible for cleaning the area they use in the lunchroom and throwing all trash in the receptacle.

	Monday, Tuesday, Wednesday, Friday	Thursday
6 th graders	11:26-11:49	10:54-11:17
7 th graders	11:59-12:22	11:26-11:49
8 th graders	12:33-12:56	11:53-12:16

MEDICATIONS

Medications, with few exceptions, should be administered at home. Most medicines, including antibiotics, can be scheduled to be given before school, after school and/or at bedtime.

If unavoidable, medication will be administered in school according to the School District Medication Policy. This policy requires the following:

- The student must turn in a completed Administering Medicines Plan of Care form, signed by parent and physician
- If the medication is for allergies, asthma, seizures, diabetes or insect stings, must turn in coinciding Plan of Care form, signed by parent and physician
- Prescription medication container must be labeled by the physician or pharmacist with the student's name, medication name, dosage to be administered and doctor's name
- Over-the-counter medication must be in original container

SAFETY & SECURITY

Safety Drills

- Fire, tornado, and lock-down/shelter in place drills are performed throughout the school year.
- Participation in and cooperation during any and all safety drills is expected.

Security

- All doors will be locked during school hours.
- Main entrance doors will be unlocked 15 minutes prior to an evening indoor event and locked 30 minutes after the start of the event.
- Do not open (or prop open) exterior doors – EVER – for any person or reason. Enter through the main office doors ONLY during school hours.
- Visitors will not be allowed into classrooms, cafeterias or hallway areas during school hours.
- Students will not be released to individuals who are not listed as a parent/legal guardian or emergency contact in the student's MiStar record.

Building Security

- Mr. Ed Ketzler, School Safety Coordinator
- Officer Kelly Johnson, Police Liaison

SCHOOL HOURS

Student hours

- Mondays, Tuesdays, Wednesdays, Fridays - 8:05 a.m. – 3:08 p.m.
- Thursdays – 8:05 a.m. – 2:08 p.m.

Teacher & Counselor hours

- 7:50 a.m. – 3:20 p.m.

Main Office hours

- 7:00 a.m. – 3:30 p.m.

Main Office phones

- 7:45 a.m. – 3:15 p.m.

WHO DO I TALK TO ABOUT...

- Grades? Teacher
- Classes / schedule changes? Counselor
- Test scores? Teacher
- Problems in class? Teacher
- Problems with another student? Counselor
- Socio-emotional well-being? Counselor
- Discipline? Mrs. Cendrowski, Assistant Principal
- Meal account, free/reduced meals? Kitchen staff 248-674-7671
- Bus number, driver, problems on bus? Transportation 248-674-2692
- Textbooks, locker, planner, fines? Mrs. Oatten, Bookkeeper
- Attendance – absences or tardiness? Ms. Zachary, Counseling Secretary
- Immunizations? Ms. Zachary, Counseling Secretary
- MiStar Parent Portal/Student Portal issues/access? .. Ms. Dupuis, Office Manager
- Receiving communications from the school? Ms. Dupuis, Office Manager
- Medications taken during school hours? Ms. Zachary or Ms. Dupuis
- Athletics? Coaches or Mr. Brown, Athletic Manager
- 8th grade Washington, DC trip and Raffle? Mrs. Khanuja, Teacher & DC Trip Coordinator
Mrs. Mosseri, Teacher & DC Trip Coordinator
- Building security? Mr. Ketzler, School Safety Coordinator
- Changing my address? Central Enrollment 248-681-2076