

Home of the Pirates

# **PIERCE MIDDLE SCHOOL BUILDING PROTOCOLS**

## ATHLETICS

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

- Cross Country
- Track
- Wrestling
- Boys' Basketball (tryouts)
- Girls' Basketball (tryouts)
- Cross Country
- Football
- Girls' Volleyball (tryouts)
- Sideline Cheer and Competitive Cheer
- Dance
- Swim
- Bowling

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 Final Forms 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

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## 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 late must sign in at the main office and then go to class
- 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
- Parent/legal guardian will be contacted when student has excessive absences



## Waterford School District Middle School Behavior Expectations Matrix



	Classrooms	Bathrooms	Offices	Cafeteria	Before/After School	Hallways	Digital Citizenship	Buses
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Listen actively to teachers and classmates.</li> <li>Use polite language and a calm tone.</li> <li>Respect the learning environment and diverse perspectives.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself.</li> <li>Respect privacy and quiet.</li> <li>Flush and wash.</li> </ul>	<ul style="list-style-type: none"> <li>Speak quietly and politely to staff and students.</li> <li>Wait patiently for your turn.</li> <li>Follow all staff instructions.</li> <li>Help keep the office tidy.</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet, polite voice.</li> <li>Clean up your space and throw away trash.</li> <li>Respect others' space and property.</li> <li>Wait patiently in line.</li> </ul>	<ul style="list-style-type: none"> <li>Speak quietly and politely to staff and students.</li> <li>Respect school and personal property.</li> <li>Follow all staff directions.</li> <li>Throw trash in bins.</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet, polite voice.</li> <li>Keep hands and feet to yourself.</li> <li>Be patient in crowded spaces.</li> <li>Throw trash in bins.</li> </ul>	<ul style="list-style-type: none"> <li>Be kind online.</li> <li>Protect privacy (yours and others').</li> <li>Post thoughtfully.</li> </ul>	<ul style="list-style-type: none"> <li>Speak quietly and politely.</li> <li>Keep hands and feet to yourself, respecting personal space.</li> <li>Be polite to the driver and follow instructions.</li> <li>Keep the bus clean.</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Bring all materials to class.</li> <li>Complete assignments on time.</li> <li>Participate actively and care for classroom items.</li> </ul>	<ul style="list-style-type: none"> <li>Report maintenance issues.</li> <li>Use only what you need.</li> <li>Throw away trash.</li> <li>Go and return promptly.</li> </ul>	<ul style="list-style-type: none"> <li>Understand your office task.</li> <li>Have all needed items ready.</li> <li>Finish tasks quickly.</li> <li>Return to class promptly.</li> </ul>	<ul style="list-style-type: none"> <li>Keep your food to yourself.</li> <li>Listen to staff instructions.</li> <li>Clean up messes and report spills right away.</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time and go directly to your designated area.</li> <li>Leave promptly after dismissal unless supervised.</li> <li>Have all necessary items ready.</li> </ul>	<ul style="list-style-type: none"> <li>Stay to the right.</li> <li>Go directly to your destination without stopping or blocking.</li> <li>Report messes or concerns to staff.</li> </ul>	<ul style="list-style-type: none"> <li>Protect accounts (keep passwords secret, log out).</li> <li>Use appropriate sites and apps for school.</li> <li>Care for all school technology.</li> </ul>	<ul style="list-style-type: none"> <li>Follow the bus driver's instructions.</li> <li>Stay seated and facing forward.</li> <li>Keep the aisle clear of bags and feet.</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself.</li> <li>Follow all classroom rules for movement and activities.</li> <li>Use materials as instructed.</li> <li>Report unsafe conditions.</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself.</li> <li>Walk carefully and keep the floor dry.</li> <li>Report concerns and don't tamper with fixtures.</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself.</li> <li>Report emergencies or safety concerns to staff immediately.</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself.</li> <li>Walk inside and on paved areas.</li> <li>Report injuries or unsafe behavior to staff immediately.</li> <li>Stay in designated areas.</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself.</li> <li>Walk on school grounds and in parking lots.</li> <li>Stay in designated areas.</li> <li>Report suspicious activity or unsafe situations to staff immediately.</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself.</li> <li>Walk, don't run.</li> <li>Stay to the right.</li> <li>Report unsafe behavior or emergencies.</li> <li>Never open an exterior door for anyone.</li> </ul>	<ul style="list-style-type: none"> <li>Prevent intentional damage to district equipment.</li> <li>Only use your own device.</li> <li>Use devices and materials properly to avoid damage.</li> </ul>	<ul style="list-style-type: none"> <li>Wait safely at the stop.</li> <li>Board/exit carefully without pushing.</li> <li>Keep all body parts inside.</li> <li>Report issues to staff.</li> </ul>

# PERSONAL ELECTRONICS

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## Policy

To ensure our students are focused and on task during their instructional time here at Pierce, all personal communication devices including cell phones, smart watches and personal video game players, should be silent and out of sight while students are in a learning environment/classroom from 8:05-3:08 and from 8:05-2:08 on Thursdays. We encourage students to turn off these devices and store them in their locker during instructional time or will be required to be stored in a classroom caddy. Cell phones in sight for any reason during class time will be confiscated and sent to the main office. Cell phones will be permitted to be out during passing times and lunch.

Students are prohibited at all times from using their devices for the following reasons:

- Taking pictures or videos
- Sending or receiving phone calls

Personal electronic devices should never be used in the school restrooms or locker rooms for any reason.

This expectation also applies to airpods, headphones and any and all other personal electronic devices.

## Consequences for not following Electronics Policy

1<sup>st</sup> violation = Device is confiscated and sent to office, parents are notified, student picks up device at end of day

2<sup>nd</sup> violation = Device is confiscated and sent to office, parents are notified, student pick up device at end of day

3<sup>rd</sup> violation = Device is confiscated and sent to office, parents are notified, parent must pick up device from office

4<sup>th</sup> violation = Device is confiscated and sent to office, parents are notified, parent must pick up device from office.

Student loses all cell phone privileges for the remainder of semester and must submit devices to office before attending classes.

# CLASSROOM EXPECTATIONS

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## 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

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- 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

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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](http://www.waterford.k12.mi.us/pierce)
- Pierce Facebook page – [www.facebook.com/waterfordpiercemiddleschool](http://www.facebook.com/waterfordpiercemiddleschool)
- Pierce Athletic Facebook page – [www.facebook.com/piercepiratesathletics](http://www.facebook.com/piercepiratesathletics)
- District website – [www.waterford.k12.mi.us](http://www.waterford.k12.mi.us)
- District Facebook page – [www.facebook.com/wsdnews](http://www.facebook.com/wsdnews)
- Pierce PTO Facebook page – [www.facebook.com/PiercePTO](http://www.facebook.com/PiercePTO)



# COUNSELING CORNER

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## Know Your Counselor

- Mr. Tunncliff – students with last names beginning A-I
- Mrs. Noble – students with last names beginning J-Sm
- Mrs. Taplin – students with last names beginning Sn-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

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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

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## 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

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## 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

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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

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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 must 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](http://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](http://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

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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

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- 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 & Wednesday	Tuesday & Friday	Thursday
6th graders	11:26-11:53	10:41-11:08	10:54-11:17
7 <sup>th</sup> graders	11:57-12:25	11:12-11:39	11:26-11:49
8 <sup>th</sup> graders	12:29-12:56	11:43-12:11	11:53-12:16

# MEDICATIONS

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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

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## 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. Michael R Williams, School Safety Coordinator
- Officer Brian Baxa, Police Liaison

# SCHOOL HOURS

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## 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.

- 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 District Athletic Department
- 8<sup>th</sup> grade Washington, DC trip and Raffle? ..... Mrs. Khanuja, Teacher & DC Trip Coordinator  
Mrs. Mosseri, Teacher & DC Trip Coordinator
- Building security? ..... Mr. Williams, School Safety Coordinator
- Changing my address? ..... Central Enrollment 248-681-2076