







In an ongoing effort to keep our students safe, the following procedures have been implemented:

-  Any time an individual enters or leaves the building, including simply going out to the parking lot during school hours, etc, they must sign in or out in the Main Office.
-  Visitors must enter the school through the entrance at our Main Office. All other exterior doors should and will be locked. After signing in at the Main Office, a “VISITOR” tag will be issued.
-  Students arriving after the school day begins must sign in at the Main Office. A pass may be issued to the student.
-  All vocational students (CTE, DE, WBL, etc) need to sign-in and out upon entry or departure from the building through the Main Office.
-  When students are leaving school property for reasons other than vocational education courses, students need to be signed-out in the Main Office by a parent / guardian or person listed on the student’s emergency contact form... 

Note: If a student has driving privileges, they must have valid written or verbal permission prior to signing out. Only adults listed on a student’s emergency form can be contacted to validate permission.

If a parent / guardian needs to add anyone to their child’s emergency form, please contact the Main Office - (989) 587-5100.

AIDING / ABETTING SCHOOL RULE VIOLATIONS

If a student assists another student in violating any school rule, they will most likely face consequences. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

ARSON

Anything - such as fire - that endangers school property and its occupants will not be tolerated. This includes matches, lighters, and / or any igniting device. Arson is a felony and will subject the student to expulsion.

BULLYING / HARASSMENT - [See Policies #5517, #5517.01, #4362.01, #1662, #3362, and #4362](#)

It is the policy of the Pewamo-Westphalia Community Schools to provide a safe and nurturing educational environment for all of its students. The district’s “Anti-Harassment” policy encompasses ‘bullying’, ‘general harassment’, ‘sexual harassment’, ‘race / color harassment’, ‘religious / creed harassment’, ‘national origin / ancestry harassment’, and ‘disability harassment’.

Students and other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or

persistent. Any teacher, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community or third parties who believe they have been unlawfully harassed - which includes students - are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Bullying, harassment, or other aggressive behaviors toward a student - whether by other students, staff, or third parties (including Board members, parents, guests, contractors, vendors, and volunteers) - is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse - including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

This policy applies to all activities in the District - including those on school property, in a school vehicle, and those occurring off school property (if the student or employee is at any school-sponsored, school-approved, or school-related activity or function such as field trips or athletic events where students are under the school's control or an employee is engaged in school business). Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying / aggressive behavior.

Making intentionally false reports about bullying / aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Such policies protect all students from bullying / aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, administrators, faculty, staff, and volunteers to provide positive examples for school behavior.

CRIMINAL ACTS

Any criminal acts completed at, or related to the school, will be reported to law enforcement officials and will also be dealt with by the school. It is not considered double jeopardy - being tried twice for the same crime - when school rules and State / Federal laws are violated. Certain criminal acts may result in expulsion.