
Warren Woods Public Schools
Middle School Student Handbook
Sixth – Eighth Grade
September 2007

FOREWARD

This Student Handbook was developed to answer many of the commonly asked questions that students and parents have during the course of a school year. Because the Handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents.

Please take time to become familiar with the following information and keep the Handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

Should you have any questions contact your Guidance Counselor or Principal. You will find staff listed in the Staff Directory section of the Handbook.

This Handbook supersedes all prior handbooks and other written or oral statements regarding any item in this Handbook.

MISSION OF THE SCHOOL DISTRICT

Warren Woods Public Schools, in a safe and caring environment and in partnership with the community, is dedicated to providing engaging and challenging educational experiences that encourage high achievement while preparing students to be critical thinkers and active, responsible citizens who embrace diversity and adapt to future challenges.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the District or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics as well as place or residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the District's Compliance Officer listed below:

M. Grace Stafford
Assistant Superintendent
586-439-4457

This complaint will be investigated and a response, in writing, will be given to the concerned person within 5 days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

SCHOOL DAY

A-8 TH GRADE		B-7 TH GRADE		C-6 TH GRADE	
1 ST HOUR	8:10 - 8:42	1 ST HOUR	8:10 - 8:42	1 ST HOUR	8:10 - 8:42
2 ND HOUR	8:45 - 9:41	2 ND HOUR	8:45 - 9:41	2 ND HOUR	8:45 - 9:41
3 RD HOUR	9:44 -10:40	3 RD HOUR	9:44-10:40	3 RD HOUR	9:44 - 10:40
LUNCH	10:43-11:13	4 TH HOUR	10:43-11:39	4 TH HOUR	10:43 - 1:39
4 TH HOUR	11:17-12:13	LUNCH	11:42-12:12	5 TH HOUR	11:42-12:12 12:46-1:12
5 TH HOUR	12:16 - 1:12	5 TH HOUR	12:16 - 1:12	LUNCH	12:15 - 12:45
6 TH HOUR	1:15 - 2:11	6 TH HOUR	1:15- 2:11	6 TH HOUR	1:15 - 2:11
7 TH HOUR	2:24 - 3:10	7 TH HOUR	2:14- 3:10	7 TH HOUR	2:14 - 3:10

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the District are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on

a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. Adult students, age eighteen (18) or older, are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or office personnel. If medical attention is required, the office will follow the School's emergency procedures. More serious injuries and illnesses will be reported to the parent. If the parent cannot be reached at home or at work, the emergency contact person will be notified. In the event that medical treatment is required, and contact cannot be made with an authorized adult, the child will be taken to the emergency room. Parents will bear the responsibility for all charges incurred.

For the sake of everyone's health, parents are asked to keep children home when they show signs or complain of illness.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without parental permission.

Any parent/guardian who objects to medical attention on religious grounds should make this known in writing to the school office.

COMMUNICABLE DISEASE/INFECTIONS

All cases of communicable disease should be reported to the school office.

No child should be sent to school with a fever, or a heavy cold or hacking cough even though a fever may not be present. Since a rash may be the first sign of illness, do not send a child with a rash child to school until a doctor indicates it is safe to do so. In this case, a doctor's note will be necessary upon return to school.

If your child is diagnosed with a communicable disease, please contact the school or attendance office as soon as possible. The school, in turn, will notify the Macomb County Health Department so the spread of the communicable disease can be monitored and hopefully controlled.

Further information is available on the following communicable diseases:

CHICKEN POX: Communicable for one (1) day before onset of rash and not more than six (6) days after the rash appears. Back to school after one (1) week onset of the rash or until crusting occurs, whichever is longer.

FLU: Communicable for three (3) days from onset. Back to school when symptoms subside.

PINKEYE: Communicable throughout active infection. Back to school under medical care and drainage

from eyes has cleared.

SCARLET FEVER: Communicable for approximately ten (10) days or until under antibiotic treatment for twenty-four (24)to forty-eight (48) hours and symptoms subside.

IMPETIGO: Communicable throughout infection which is as long as lesions drain. Back to school on recovery, or forty-eight (48) hours of care in accordance with physician's treatment.

RINGWORM: Communicable as long as lesions are present. Back to school under medical care.

SCABIES: Communicable until mite and eggs are destroyed by treatment ordinarily after first treatment. Occasionally, a second treatment is needed a week later.

PEDICULOSIS (Head Lice): Communicable until lice and nits (grayish-white eggs) are removed from the hair and scalp. Back to school after treatment with special lice shampoo and removal of all nits. The student should report to the school office to have hair examined before going to class.

FIFTH'S DISEASE: Rash begins as a solid red area on the cheeks ("slapped cheek appearance"), spreading to upper arms, legs, trunk, hands and feet. It may be accompanied by low-grade fever or headache. We ask that when child returns to school that he or she brings a doctor's note stating that child is no longer contagious.

For further information regarding contagious diseases, please contact the Macomb County Health Department

SCHOOLS OF CHOICE PROGRAM (Inter-District)

The Board of Education has determined that it will allow nonresident students, residing within the Macomb ISD, but whose parent(s) does not reside in the District, and who qualify, to enroll in the District through a Schools of Choice program during the forthcoming school year.

The Board shall review this decision annually based on information provided by the Superintendent concerning the availability of space in each of the district's schools and programs. The Board shall determine and publish whether or not it will accept applications for enrollment by new constituent district students, contiguous district students, or tuition students.

DEFINITIONS

The following definitions will apply to the District's Schools of Choice program.

- A. Constituent District
A school district located within the Macomb ISD.
- B. Home District
A nonresident student's district of residence within the ISD.
- C. Constituent-District Student
A student who is a legal resident or otherwise legally entitled to attend school in another school district within the ISD who does not have a parent residing in the District and who seeks admission to this District under Schools of Choice.
- D. Program Size
The enrollment or size restrictions in a specific program, course, class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants and applicable laws and regulations.
- E. Resident Student
A student who is a legal resident of this District and is consequently entitled to attend school in this district in accordance with Policy 5111 – Eligibility of Resident/Nonresident Students.

ENROLLMENT OF NONRESIDENT STUDENTS

Students who have been enrolled in the District through a Schools of Choice Program may continue their enrollment through graduation provided they maintain continuous enrollment and are not expelled for disciplinary reasons.

- A. If the number of applications for admission from nonresident students exceeds the number of available enrollment opportunities, enrollment priority shall be given to a sibling of a nonresident student already admitted under this program.
- B. Nonresident students shall be selected for remaining vacancies using a random selection process.
- C. Enrollment may or may not be available to any nonresident student who has been suspended, expelled or otherwise released or excluded from his/her home district for disciplinary reasons. The Superintendent shall make the decision based on the circumstances involved, in accordance with statutory restrictions.
- D. The District's Policy 2260 – Equal Educational Opportunity- shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability.

RELEASE OF RESIDENT STUDENTS

- A. The Superintendent shall ensure that the records of a resident student who transfers to another district are sent promptly to the other district.
- B. The Superintendent shall inform the State Department of Education should the number of resident students transferring to constituent districts under a Schools of Choice program exceed ten percent (10%) of the District's resident student population.

**SECTION 1 – GENERAL INFORMATION
ENROLLING IN THE SCHOOL**

Students are expected to enroll in the school located in the attendance area in which they live.

When enrolling, the parents or guardians will need to bring:

- A birth certificate or similar document
- Custody papers from a court (if appropriate)
- Proof of residency
- Proof of immunizations

In some cases a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete and the date by which such records must be provided. Parents/Guardians have thirty (30) days to establish residency.

Adult students, eighteen (18) years of age or older, may enroll themselves, but if residing with their parents, are encouraged to include them in the process.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without written consent of his/her parents.

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance by a set deadline. This is for the safety of all students and in accordance with State law.

EMERGENCY MEDICAL AUTHORIZATION

The Board of Education has established a policy that every student must have an Emergency Medical Authorization Form completed by his/her parent/guardian.

The school has made the form available to every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and /or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over the counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures, which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. These documents shall be kept on file in the administrative offices. No student is allowed to

provide or sell any type of over the counter medication to another student. Violations of this rule will be considered violations of Board Policy 5530 – Drug Use Prevention - and of the Student Code of Conduct and Student Discipline Code.

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent.

Medications will be administered in accordance with the Superintendent's guidelines

Only medicine in its original container, labeled with the date; if a prescription, the student's name, and exact dosage will be administered. Students authorized in writing by their physician, and/or parents may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. *Staff licensed as professional registered nurses are exempt from this requirement.*

- All medication shall be kept in a locked storage case in the school office.
- The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when a physician prescribes both the medication and the procedure and the staff member has completed any necessary training.
- Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, before exercise to prevent onset of asthma symptoms while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

- There is written approval on file in the school office from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler

Parents may authorize the school to administer a non-prescribed medication using a form, which is available at the school office. A physician does not have to authorize such medication. Parents may also authorize on the form that their child:

- May self-administer the medication
- May keep the medication in his her possession

If a student is found using or possessing a non-prescribed medication without parent authorization, she/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the District's Code of Conduct and will be disciplined in accordance with the drug use provision of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people; it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to communicable disease or highly transient pest, such as lice.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SPECIAL EDUCATION

The District provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

Special education services can be accessed through the proper evaluation and placement procedure. Parent involvement in this procedure is required.

AMERICANS WITH DISABILITIES ACT – SECTION 504

The American's with Disabilities Act (A.D.A.) requires the District to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student but also to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff.

STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitation on access to student records.

The Board of Education is responsible for maintaining records of all students attending schools in this District. District employees may compile only records mandated by the State or Federal government or specifically permitted by this Board. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- observations and ratings of individual students by professional staff members acting within their sphere of competency
- samples of student work

- information obtained from professionally acceptable standard instruments of measurement such as:
 - interest inventories and aptitude tests
 - vocational preference inventories
 - achievement tests
 - standardized intelligence tests
- authenticated information provided by a parent or adult student concerning achievements and other activities which the parent or student wants to make a part of the record
- verified reports of serious or recurrent behavior patterns
- rank in class and academic honors earned
- psychological tests
- attendance records
- health records
- custodial arrangements

In all cases permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members; who have a legitimate educational interest in the information. In situations in which a student has both a custodial and noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of adult students, eighteen (18) and older, parents will be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code, and has not graduated from the District.

"Legitimate education interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District," including but not limited to those officials with

legitimate educational interests as defined in District administrative guidelines.

The Board authorizes the administration to:

- A. Forward education records on request to a school in which a student of this District seeks or intends to enroll.
- B. Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals.
- C. Request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party.

The District will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request to view, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Only student "directory information" shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the District's policy and administrative guidelines and/or those in the law.

DIRECTORY INFORMATION

Each year in its Annual Report the District will provide public notice to students and their parent of its intent to make available, upon request, certain information known as "directory information." ***The Board designates as student "directory information":***

- a student's name
- address

- telephone number
- date and place of birth
- photograph
- major field of study
- participation in officially recognized activities and sports; height and weight, if member of an athletic team
- dates of attendance
- date of graduation
- awards received
- honor rolls
- scholarships
- telephone numbers only for inclusion in school or PTO directories

Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within ten (10) days after receipt of the District’s public notice.

Whenever parental consent is required for the inspection and/or release of a student’s educational records or for the release of “directory information”, either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The District may disclose “directory information” on former students without student or parental consent.

PETS IN SCHOOL

Pet visitations to school are at the discretion of the classroom teacher. Plans must be made in advance. Under no circumstances is an animal to be brought to school if lacking yearly rabies and distemper vaccinations. Proof of vaccination will be requested.

LOST AND FOUND

Lost and found areas are located in the building. Your child may check for the lost article. All coats, hats, boots and gloves should be labeled with your child’s name.

SCHOOL SUPPLIES

Book rental fees are not charged. However, children are held responsible for the condition of all textbooks and library books checked out to them. A charge will be assessed if these books are lost or damaged. The school district provides each student with a basic set of school supplies.

WALKERS

Students who live within one and one half mile or less from school are considered to be “walkers”. An adult crossing guard is on duty before school and at dismissal. Students are expected to cross with the guard. The crossing guard is in authority at this corner. All directions given by the guard are to be followed.

BICYCLE AREA-Middle School

Bikes are to be parked in their proper place at all times. Bikes are not to be left anywhere except in the designated area. It is the responsibility of the parent to determine if a student can ride his/her bike to school. It is the responsibility of the parent to discuss the need for safety when riding bicycles.

For everyone’s safety, students who ride their bikes to school are expected to wait until all buses have left at the end of the day before leaving.

Bikes are to be walked while on school grounds. Pedestrians have the right of way at all times. For security reasons bicycles should be locked. The school will not assume responsibility for loss of or damage to bicycles. Only students who follow these guidelines will be permitted to ride bikes to school.

EMERGENCY CLOSING AND DELAYS

If school must be closed or the opening delayed because of inclement weather or other conditions, radio and television stations will be notified. You may also go to Warren Woods Web Site for this information. Parents and students are responsible for knowing about emergency closing and delays. **PLEASE DO NOT CALL THE SCHOOL OFFICE** during questionable weather as phone lines are needed for emergency calls. If Warren Woods Public Schools is not announced, then school is in session.

FIRE, TORNADO & LOCK DOWN DRILLS

Schools comply with all fire safety laws and will conduct all fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season. Lock down drills will be conducted, as state law requires.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents may be required to pay for the replacement or damage. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

MEAL SERVICE

The school participates in the National School Lunch Program and makes breakfasts and lunches available to students. Ala Carte items are available at the middle and high school. Students may also bring their own lunch. Hot lunch is available and may be purchased daily or on a pre-paid basis. Applications for Free and Reduced Priced Meal program are distributed to students.

SECTION II – ACADEMICS FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

GRADES

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

GRADING PERIODS – Middle School PROGRESS REPORTS

Progress reports will be processed and sent home at the end of five (5) weeks each marking period. These are not intended to be report cards and are not required for all students. They will be used in the following situations:

- A student is doing poor or failing work
- The student has a behavior problem and, as a result of his/her actions, his/her work is being affected.

- The student is showing improvement and/or positive behavior, which the teacher wishes to recognize.
- Parents, who wish additional information, may contact the teacher/team.

Classroom grades are computed on a variety of activities including written tests, oral tests, performance skills, effort, projects, homework, and subjective evaluation of the students' use of classroom time. Each teacher is responsible for his/her own grades, and it is the teacher's duty to maintain a fair and honest system of grading. Students or parents may inquire about the students' grade in a specific class by contacting the teacher.

ACADEMIC ASSESSMENT CRITERIA

A = Demonstrates Highest Quality Performance
B = Demonstrates Strong Performance
C = Demonstrates Satisfactory Performance
D = Demonstrates Need to Improve
E = Unacceptable Performance

REPORT CARDS

Students receive report cards each ten weeks; four times during the school year.

HONOR ROLL

A student is eligible for the honor roll if she/he has a B average in academic classes with no more than two C's in all classes and no more than one C in an academic class. Students cannot have any U's and no more than two N's in citizenship to be on the honor roll.

CITIZENSHIP CODE FOR REPORT CARDS SCORE MEANING

O-Outstanding

Student displays exceptional social skills. Student uses appropriate and courteous behavior in the classroom and halls.

S-Satisfactory

Student displays acceptable social skills. Makes acceptable choices in terms of language, behavior, and manners in the classroom and halls.

N- Needs Improvement:

Student displays below average social skills. Needs to show improvement in terms of language, behavior and/or manners in the classroom and halls.

U-Unsatisfactory:

Student displays unacceptable social behavior.

FAILURE AND RETENTION

A student who fails more than two academic classes (Math, Science, English, Social Studies, Reading) may be required to repeat the year to make up the credit.

A student failing only two classes may go to summer school for those two classes. Obtaining a grade of C or better will pass the student to the next grade.

Students doing poorly in a class but still passing may be recommended by a teacher to attend summer school to review basic skills. This is optional, as the student will be promoted to the next grade.

HOMEWORK

Homework is defined as any and all assigned work that is to be done or completed at home. Homework should be a natural outgrowth of a classroom activity. Homework cannot be given as a disciplinary measure. Pupils should understand **what** they are to do, **why** they are to do it, and **how** to do the assignment.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, she/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up and including suspension from school or referral to law enforcement authorities. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software for the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards, and District policy.

All students, grades 3-8, are administered the Michigan Educational Assessment Program (MEAP).

Additional common assessments are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific expectations.

STUDENT SERVICES

Title I or At-Risk services are available for all students in qualifying schools. Questions regarding this program should be directed to the classroom teacher or building principal.

Students who are suspected of having a handicapping condition are referred for testing through a process developed by our Special Education Department in concert with Public Law 94-142. Special Education services for students with such a disability occur only after a formal meeting (IEPC) is held with parents.

SECTION III – CODE OF CONDUCT

A major component of the educational program at school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the district and school.
- Respect the civil rights of others.
- Act courteously to adults and fellow students.
- Be prompt to school and attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Act at all times in a manner that reflects pride in self, family and the school.

ATTENDANCE

The Board of Education, as an agency of the state, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities.

Attendance shall be required of all District students, except those exempted by provisions of state law, during the days and hours that the school is in session or during the attendance sessions to which she/he has been assigned.

Attendance Regulations and Procedures

Students are permitted **eight** days of excused absences per semester. These absences must be documented by a parent excuse. If a student will be absent for more than **five** consecutive days due to illness, a doctor's excuse will be required. Administrative review of attendance record will determine referral to the County Attendance Officer. When a student is tardy **four** times and/or absent **four** times, a letter will be sent to the parents and will include the child's attendance report for their review.

ABSENCE DUE TO SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up schoolwork missed due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents/guardian must contact the school and provide an explanation. If prior contact is not possible, the parents should provide an excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up work will be permitted. Disciplinary action will follow.

PRE-ARRANGED ABSENCES

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should notify the principal and/or the attendance office. Only one chargeable vacation for up to five consecutive days will be granted per school year. Upon receiving a written request from the parent/guardian, the attendance office will issue a form for teacher recommendations and homework assignments. Parents are given the vacation request form after teachers have assigned homework and initialed or signed form. Full responsibility for resulting make-up work will be assumed by the student. All work is due on day of return.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. Each school in accordance with Board policy shall

determine make-up work due to suspension or excused absence.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day according to building guidelines. When a student is tardy four times a letter will be sent to the parent/guardian and will include your child's attendance report for your review. Excessive tardies may result in a parent meeting or referred to the county attendance office.

TRUANCY

Excessive absence and or tardies will result in referral to the county attendance officer. The number of absences that constitutes excessive are determined in accordance with Board policy.

STUDENT GRADES

A student's grade in any course/subject is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, she/he will be disciplined appropriately for the misconduct, but his/her grades will not be based upon what the student can demonstrate she/he has learned.

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal Expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (Inappropriate)
- Does my clothing advertise something that is prohibited for minors? (Inappropriate)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (Inappropriate)
- Would I interview for a job in this outfit? (Appropriate)
- Am I dressed appropriately for the weather? (Appropriate)
- Do I feel comfortable with my appearance? (Appropriate)

Students are not allowed to wear bare midriffs, tank tops or spaghetti strap tops.

The length of shorts should be no shorter than mid-thigh.

The length of skirts should be no shorter than four inches above the knee.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

SECTION IV-STUDENT ACTIVITIES SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The school has many student groups that are authorized by the District. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups organized for religious, political or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

No **nondistrict**-sponsored organization may use the name of the school or school mascot.

ATHLETICS – MIDDLE SCHOOL

To be eligible to participate in interscholastic athletics at Warren Woods Middle School, a student must:

- Be under age 14 in the 7th grade, as of September 1st of the current school year.
- Be under age 15 in the 8th grade, as of September 1st of the current school year.
- Have a record of a physical examination, taken no earlier than April 15th of the preceding year, on file with the athletic director, before she/he may begin practice or try-outs.
- Receive grades of “C” or better on any report cards, progress reports, or eligibility checks.
- Receive “S” or better in citizenship on report cards, progress reports, or eligibility checks.
- Compete on only one team in a particular sport during the school season. MHSAA rules prohibit simultaneous participation in the same sport in AAU, AYSO, Parks & Rec., etc.
- All 7th and 8th grade students are eligible to try out for sports providing they meet the age requirements listed above and have a current physical on file.
- Team members are expected to travel with their team on the school bus to and from all games. Parents are asked not to request to drive them except in emergency situations, in which case the athletic director and/or coach should be notified in writing in advance. Parents may only take their child home from away contests. NO OTHER CHILD will be allowed to travel with another parent.
- Traveling with the team is part of the overall team experience.
- All school-issued equipment is to be returned-clean-at the end of the season on the date determined by the coach. The student, at current replacement cost will pay for lost equipment.
- All athletes must be in training a minimum and practices are mandatory unless excused by the coach.
- Attendance at all contests and practices are mandatory unless excused by the coach.
- Each coach will define what is considered as an unexcused absence.
- An injury is not considered an excused absence. If injured, the athlete must still attend practices to show support for the team.

Athletic Academic Eligibility:

- I. Every two weeks during the athletic season teachers will complete an athletic eligibility form provided by the Athletic Director. If a student is receiving a “D” or “E” in the class this will be noted.
- II. The athletic director will compile the list of names for the coaches and administration.
- III. If a student is receiving a “D” or “E” they will be placed on academic probation for a minimum of one week. During the probation period the athlete will be required to attend homework club, and/or work with a teacher before coming to practice. A progress report will be obtained at the end of the 1st week. If improvement is made, or an effort is evident then the probation will be lifted. If no improvement is made the probation will be extended an additional week. If no improvement is made in grade or effort after the 2nd week expulsion from the team for the remainder of the season may result.
- IV. A 2nd suspension will result in automatic suspension from the team for the remainder of the season.

SECTION V-STUDENT DISCIPLINE STUDENT DISCIPLINE CODE

The Board of Education has adopted a Student Discipline Policy. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Possession/Sale/Use of a Weapon

On October 12, 1994, Governor Engler signed into law PA 328, requiring local school boards to expel students carrying dangerous weapons in school. The law became effective January 1, 1995.

The law provides for the expulsion of any public school student who is found in possession of a dangerous weapon (***firearms, dagger, dirk, stiletto, knife with a blade over three inches long, pocket knife opened by a mechanical device, iron bar or brass knuckles***) in a school building or on school grounds, or who commits rape or arson in a school building or on school grounds. Expulsion is mandatory unless the student can demonstrate, by clear and convincing evidence, that:

1. They did not knowingly possess the weapon.
2. They did not possess the object for use or delivery as a weapon.
3. They did not know the object was a weapon.
4. They had express permission to possess the weapon from either the school administration or the local police department.

Students will report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school

District Policy

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school:

1. **Use of drugs:**
The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, use, or distribution, of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sales also include the possession or sale of over-the-counter medication or prescription medication to another student.
2. **Use of Breath-Test Instruments:**
The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever she/he has reasonable suspicion to believe that a student has consumed an alcoholic beverage.
3. **Use of tobacco:**
Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension, expulsion and City of Warren Citation.
4. **Student disorder/demonstration:**
Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, she/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.
5. **Possession of a weapon:**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action.

State law requires that a student may be permanently expelled from school, subject to a petition for possible reinstatement if she/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g., air gun, blow-gun, toy gun, etc.).

6. **Use of an object as a weapon:**

Any object that is used to threaten, harm, or harass another may be considered a weapon. Intentional injury to another can be a felony and /or cause for civil action.

7. **Knowledge of Dangerous Weapons or Threats of Violence:**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. **Purposely setting a fire:**

Anything, such as a fire, that endangers school property and its occupants will not be tolerated.

9. **Physically assaulting a staff member/student/person associated with the District:**

Physical assault at school against a District employee, volunteer or contractor which may or may not cause injury may result in charges being filed and may subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence".

10. **Verbally threatening a staff member/student/person associated with the District:**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. **Extortion:**

Extortion is the use of threat, intimidation, force, or deception, take or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

12. **Gambling:**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. **Falsification of schoolwork, identification, forgery:**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

- Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in

suspension or expulsion.

14. **False alarms, false reports, and bomb threats:**
A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. Violations of this rule could result in suspension or expulsion.
15. **Explosives:**
Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.
16. **Trespassing:**
Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.
17. **Theft:**
When a student is caught stealing, she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization. The school is not responsible for personal property. Theft may result in suspension or expulsion.
18. **Disobedience:**
School staff is acting "in loco parentis," which means law allows them, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.
19. **Damaging property:**
Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion, and restitution.
20. **Persistent absence or tardiness:**
Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence will lead to referral to the truant officer.
21. **Unauthorized use of school or private property:**
Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.
22. **Refusing to accept discipline:**
If a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.
23. **Displays of affection:**
Students demonstrating affection between each other is personal and not meant for public display. This includes any contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.
24. **Possession of electronic equipment:**
The school supplies most electronic equipment necessary in school. Students are not allowed to bring electronic devices without permission. The property will be confiscated and disciplinary action will be taken.
25. **Violation of individual school/classroom rules:**
Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will

be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

26. **Violation of bus rules:**

Please refer to Section VI on transportation for bus rules

27. **Disruption of the educational process:**

Any action that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. Violations of rules could result in suspension or expulsion or City of Warren citation.

28. **Harassment/Bullying/Hazing:**

Harassment of students is prohibited and will not be tolerated. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes she/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal. Complaints will be investigated in accordance with Administrative Guideline 5517.

Every student should, and every staff member **must** report any situation that they believe to be harassment of a student. Reports may be made to those identified above. If the investigation finds harassment occurred it will result in prompt and appropriate action. Retaliation against any person for complaining about harassment, or participating in a harassment investigation is prohibited.

29. **Possession of a firearm, Arson and Criminal Sexual Conduct:**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal's office.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, or other intoxicants, trespassing, property crimes but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas.

Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

Discipline

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

MIDDLE SCHOOL MANAGEMENT PROGRAM

The Responsible Thinking Process is a management program that creates a mutual respect between all involved. The process teaches students to take responsibility for themselves by learning to think on their own, to respect the rights of others, to make effective plans, and to build self-confidence. The process will be used in all aspects of the school community.

No student is permitted to be disruptive in class or anywhere in school, including the school bus. If a student is disruptive, he/she has a choice of remaining in class and following the rules of going to the Responsible Thinking Center (RTC). When a student chooses to leave the classroom and to the RTC, he/she is taught to work out a plan. The plan will be used to negotiate his/her return to the classroom. A student choosing to not follow the RTC rules will be sent home.

DISCIPLINARY ACTIONS

Out of School Suspension (OSS):

A student may be assigned out-of-school suspension for severe infractions or persistent misbehavior. During any suspension, students are not allowed to participate in any school activities. Upon completion of an out-of-school suspension, students will re-enter school after developing a plan and having a parent/student intervention with the administrator. OSS may range between one and ten school days.

Expulsion:

Expulsion removes a student from membership in the student body and from all school activities. This requires action on the part of the Board of Education.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal/assistant principal will make a decision whether or not to suspend. If a student is suspended, she/he and his/her parents will be notified, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice. The request for an appeal must be in writing to the building principal.

During the appeal process:

- The student may be allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, she/he may make up work missed

- After the return to school
- While on suspension

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school:

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

- the charge and related evidence
- the time and place of the Board meeting
- the length of the recommended suspension or expulsion
- a brief description of the hearing procedure
- a statement that the student may give testimony, present evidence, and provide a defense
- a statement that the student may request attendance of school personnel who were party to the action of accused the student of the infraction

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the principal during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 10 days (as in Administrative Guidelines 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

The school makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail.

Students should have no expectation that any information contained on such systems is confidential or private. The District with or without the student's knowledge or permission may do review of such information. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. Material cannot be displayed if it:
 1. Is obscene to minors, libelous, indecent, or vulgar.
 2. Advertises any product or service not permitted to minors by law.
 3. Intends to be insulting or harassing.
 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission must be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, she/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes she/he has been improperly denied

participation in a school activity.

SECTION VI – Transportation

Bus Transportation to School

The school provides bus transportation for all students who live farther than 1.5 miles from school. The bus schedule and route is available by contacting the transportation department at 586-439-4975.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

1. Be on time at the designated loading zone (5 minutes prior to scheduled stop).
2. Stay off the road at all times while walking to and waiting for the bus.
3. Line up single file off the roadway to enter.
4. Wait until the bus is completely stopped before moving forward to enter.
5. Refrain from crossing a highway until the bus driver signals it is safe.
6. Go immediately to a seat and are seated.

The bus driver is not required to wait for late arrivals.

During the trip

Each student shall:

1. Observe standards of behavior adopted by the school.
2. Be respectful of the bus, the driver and the bus occupants.

Leaving the bus

Each student shall:

1. Remain seated until the bus has stopped.
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe.
3. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless she/he has proper authorization from school officials.

Videotapes on School Buses

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

APPENDIX
NOTICE OF NONDISCRIMINATION POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1983, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Warren Woods School District that no person shall on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Inquiries related to discrimination on the basis of disability should be directed to: M. Grace Stafford, 504 coordinator, 12900 Frazho Road, Warren, MI 48089, (586) 439-4457.

Direct all other inquiries related to discrimination to: Dr. Robert Livernois, Superintendent, 12900 Frazho Road, Warren, MI 48089, (596) 439-4417.

GRIEVANCE PROCEDURES

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972 TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990 SECTION 504 OF THE REHABILITATION ACT OF 1973 AGE DISCRIMINATION ACT OF 1975

Step I: Any person believing that the Warren Woods Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Title II of the Americans with Disability Act of 1990, (4) Section 504 of the Rehabilitation Act of 1973, and (5) the Age Discrimination Act of 1975 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address: M. Grace Stafford, Assistant Superintendent, 12900 Frazho Road, Warren, MI 48089, (586)439-4457.

Step II: The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days. The complainant may initiate formal procedures according to the following steps.

Step III: A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step IV: A complainant wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinators response. The Superintendent shall meet all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step V: If unsatisfied, the complainant may appeal through a signed written statement to the Board of Education within five (5) business days of receiving the Superintendents response in Step IV. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forth (40) days of the receipt of such an appeal. A copy of the Boards disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Anyone at any time may contact the Office for Civil Rights for information and/or assistance at 1-800-421-3481. If the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights.

Inquiries concerning the nondiscriminatory policy may be director to Director, Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20202. The local Coordinator, on request, will provide a copy of the districts grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the acts and regulations on which this notice is based may be found in the Civil Rights Coordinators office.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and State and District regulations.

A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form, which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form, which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will so be notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. File a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202
- F. Obtain a copy of the District's policy and administrative guidelines on student records (#8330).

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent:

The District is subject to Federal and State regulations to restrict the spread of hepatitis V virus (HBV) and human immune deficiency virus (HIV) in the workplace. The regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contractive HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead to time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact: M. Grace Stafford, Assistant Superintendent, (586) 439-4457.

Warren Woods Public Schools
Acceptable Use Agreement for Computers and Other Technology

Computers and other technology are to be used in a responsible, efficient, ethical, and legal manner. Technology includes, but is not limited to, computers, disk drives, printers, scanners, networks, software, video and audio recorders, cameras, photocopiers, telephones, and other related electronic resources. Networks include, but are not limited to, all voice and data systems. Users include anyone who is accessing or using district technology.

District technology can be used to access the Internet, a global information and communication network that provide significant educational opportunities to our students. The Board has adopted policies for Student Network and Internet Acceptable Use and Safety, and Staff Network and Internet Acceptable Use and Safety.

By signing this form, I agree to the following terms for use of district technology, including the Internet:

I understand that the use of district technology is a privilege and not a right. My use of technology may be monitored by district staff, and is not to be considered confidential or private. Warren Woods reserves the right to access, review, or delete any information on the district network.

My use of district technology is for educational purposes only, as determined by the district's mission statement and curriculum.

I will not use the school district network for commercial use, for inappropriate or illegal purposes of any kind, nor for activities that could be dangerous to myself or to others. Warren Woods will not be held responsible if I participate in such activities.

I will not use the school district network to send or receive threatening, obscene, or harassing materials. Warren Woods will not be held responsible if I participate in such activities.

I will not interfere with, disrupt, or cause damage to district technology equipment, networks, and services. I will respect copyright laws and fair use practices.

I will not use multi-user talk sites (chat rooms), games, or blogs, except those designated as permissible. I am responsible for any misuse that results from sharing my password. Therefore, I will not share my password.

I understand that if I do not follow the above guidelines, I may face disciplinary action, loss of technology privileges and network access, and/or legal action. Penalties will be determined by the School District.

Please read carefully and then PRINT your name on the line below:

I, _____, as parent/guardian of a Warren Woods student, grant my child access to district technology, including the Internet, and agree to enforce the guidelines stated above.

Parent/Guardian Signature _____

I, _____, as a Warren Woods student, have read the guidelines stated above and agree to follow them.

Student Signature _____

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We _____ and _____
Parent/Guardian Student

have received and read the _____. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the school District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

Parent/Guardian Signature

Student Signature

Date

It is the policy of the Warren Woods Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age disability, height, weight or marital status be excluded from participation, be denied the benefits of, or be subjected to discrimination during any program or activity or employment. For information, contact the Superintendent of Warren Woods Public Schools at 12900 Frazho Road, Warren, Michigan 48088 or call 586-439-4469.

INDEX

STUDENT SCHEDULE (BLANK)	1
FORWARD	2
MISSION OF THE SCHOOL	2
EQUAL EDUCATION OPPORTUNITY	2
SCHOOL DAY	2
STUDENT RIGHTS AND RESPONSIBILITIES	2-3
STUDENT WELL BEING	3
INJURY AND ILLNESS	3
COMMUNICABLE DISEASE/INFECTIONS	3-4
SCHOOL OF CHOICE PROGRAM (INTER-DISTRICT)	4
DEFINITIONS	4
ENROLLMENT OF NONRESIDENT STUDENT	4-5
RELEASE OF RESIDENT STUDENTS	5
 <u>SECTION I – GENERAL INFORMATION</u>	
ENROLLING IN THE SCHOOL	5
WITHDRAWAL FROM SCHOOL	5
IMMUNIZATIONS	5
EMERGENCY MEDICAL AUTHORIZATION	5
USE OF MEDICATIONS	6
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS	7
CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES	7
SPECIAL EDUCATION	7
AMERICANS WITH DISABILITIES ACT-SECTION 504	7
STUDENT RECORDS	7-8
DIRECTORY INFORMATION	8-9
PETS IN SCHOOL	9
LOST AND FOUND	9
SCHOOL SUPPLIES	9
WALKERS	9
BICYCLE AREA	9
EMERGENCY CLOSING AND DELAYS	9
FIRE, TORNADO AND LOCK DOWN DRILLS	10
CARE OF PROPERTY	10
MEAL SERVICE	10
 <u>SECTION II – ACADEMICS</u>	
FIELD TRIPS	10
GRADES	10
GRADING PERIODS – MIDDLE SCHOOL PROGRESS REPORTS	10
ACADEMIC ASSESSMENT CRITERIA	10-11
REPORT CARDS	11
HONOR ROLL	11
CITIZENSHIP CODE FOR REPORT CARDS SCORE MEANING	11
FAILURE AND RETENTION	11
COMPUTER TECHNOLOGY AND NETWORKS	11
STUDENT ASSESSMENT	12
STUDENT SERVICE	12

SECTION III – CODE OF CONDUCT

EXPECTED BEHAVIORS	12
ATTENDANCE	12
ATTENDANCE REGULATIONS AND PROCEDURES	12
ABSENCE DUE TO SUSPENSION FROM SCHOOL	13
NOTIFICATION OF ABSENCE	13
PRE-ARRANGED ABSENCES	13
MAKE-UP OF TESTS AND OTHER SCHOOL WORK	13
TARDINESS	13
TRUANCY	13
STUDENT GRANDES	13
DRESS AND GROOMING	14
<u>SECTION IV – STUDENT ACTIVITIES SCHOOL – SPONSORED CLUBS AND ACTIVITIES</u>	14
NON SCHOOL – SPONSORED CLUBS AND ACTIVITIES	14
ATHLETICS – MIDDLE SCHOOL	14-15
ATHLETIC ACADEMIC ELIGIBILITY	15
<u>SECTION V – STUDENT DISCIPLINE CODE</u>	15
POSSESSION/SALE/USE OF WEAPON	15
USE OF DRUGS	16
USE OF BREATH-TEST INSTRUMENTS	16
USE OF TOBACCO	16
STUDENT DISORDER/DEMONSTRATION	16
POSSESSION OF A WEAPON	16
USE OF AN OBJECT AS A WEAPON	16
KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE	16
PURPOSELY SETTING A FIRE	16
PHYSICALLY ASSAULTING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT	17
VERBALLY THREATENING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT	17
EXTORTION	17
GAMBLING	17
FALSIFICATION OF SCHOOLWORK, IDENTIFICATION, FORGERY	17
FALSE ALARMS, FALSE REPORTS AND BOMB THREATS	17
EXPLOSIVES	17
TRESPASSING	17
THEFT	17
DISOBEDIENCE	17
DAMAGING PROPERTY	17
PERSISTENT ABSENCE OR TARDINESS	18
UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY	18
REFUSING TO ACCEPT DISCIPLINE	18
DISPLAYS OF AFFECTION	18
POSSESSION OF ELECTRONIC EQUIPMENT	18
VIOLATION OF INDIVIDUAL SCHOOL/CLASSROOM RULES	18
VIOLATION OF BUS RULES	18
DISTRUPTION OF THE EDUCATIONAL PROCESS	18
HARASSMENT/BULLYING/HAZING	18
POSSESSION OF A FIREARM, ARSON AND CRIMINAL SEXUAL CONDUCT	19
CRIMINAL ACTS	19
SAFETY CONCERNS	19
PROFANITY	19
DISCIPLINE	19
DISCIPLINE OF STUDENTS WITH DISABILITIES	19
MIDDLE SCHOOL DISCIPLINE	19

DISCIPLINARY ACTIONS	20
DUE PROCESS RIGHTS	20-21
SEARCH AND SEIZURE	21
STUDENT RIGHTS OF EXPRESSION	21
STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES	22
<u>SECTION VI – TRANSPORTATION</u>	22
BUS TRANSPORTATION TO SCHOOL	22
BUS CONDUCT	22
PREVIOUS TO LOADING (ON THE ROAD AND AT SCHOOL)	22
DURING THE TRIP	22
LEAVING THE BUS	22-23
VIDEOTAPES ON SCHOOL BUSES	23
PENALTIES FOR INFRACTIONS	23
<u>APPENDIX</u>	
NOTICE OF NONDISCRIMINATION POLICY	24
GRIEVANCE PROCEDURES	24
MEMORANDUM TO PARENTS REGARDING POLICY ON DRUG FREE SCHOOLS	25
NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS	25
NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS	26
WWPS ACCEPTABLE USE AGREEMENT FOR COMPUTERS AND OTHER TECHNOLOGY	27
PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK	28

CAREER PLANNING

WARREN WOODS MIDDLE SCHOOL
13400 E. 12 Mile Road
Warren, MI 48088
(586) 439-4403

SUPERINTENDENT	ROBERT LIVERNOIS, Ph.D.
ASSISTANT SUPERINTENDENT	GRACE STAFFORD
PRINCIPAL	JENNIFER MCFARLANE
ASSISTANT PRINCIPAL	TERRY FILLMORE

WARREN WOODS BOARD OF EDUCATION
2007- 2008 BOARD MEMBERS

GERALD BARKEY
WILLIAM J. FARINA
DONALD MARX
JERE GREEN
ELIZABETH SMITH LENHARD

RONALD T. OAKES
KAY WALSH

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586-439-4682 Attendance Call-Ins
586-439-4403 Main Office
586-439-4676 Counseling Office
586-439-4673 Carolyn Caldwell
586-439-4672 Counselor TBD
586-439-4305 Alan Koshko
586-574-9830 Fax
586-439-4686 WWMS P-OHI Office

