

WARREN WOODS TOWER HIGH SCHOOL

In case of accident notify:

Name _____

Address _____

City/Town _____ State _____

Zip Code _____ Telephone _____

Important Numbers

(586) 439-4401.....District Administration Office

(586) 439-4564.....Attendance Office

(586) 439-4563.....Attendance Call-In

(586) 439-4566.....Athletic Office

(586) 439-4402.....Main Office

(586) 439-4402..... Mr. Mackenzie

(586) 439-4402.....Mrs. Gruben

(586) 439-4402.....Mr.Ohrt

Fax Numbers

(586) 445-8013.....High School

(586) 439-4869.....Athletics

Warren Woods Tower High School

STUDENT HANDBOOK 2013 - 2014

School Colors

Honolulu Blue
& Silver



Nickname

Titans

SUPPORTERS OF THE WARREN WOODS TOWER HIGH SCHOOL HANDBOOK

ACCREDITATION

The North Central Association of Colleges and
Secondary Schools accredited
Warren Woods Tower High School in 2004.

Warren Woods Board of Education

has given their support to the printing of the 2013-2014
Student Handbooks. Warren Woods Tower High School
staff and students thank each of you for your support.

Warren Woods Tower High School
27900 Bunert Rd.
Warren, MI 48088
(586)439-4402
<http://www.titannation.net/>

Warren Woods District page
<http://warrenwoods.misd.net/>

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FOREWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may 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 who you will find 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 STATEMENT OF THE SCHOOL DISTRICT

The Warren Woods Public Schools are dedicated to maintaining continuous student achievement within a caring environment that provides for individual excellence for all.

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 school 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 of 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 School District's Compliance Officer listed below:

**M. Grace Stafford
Assistant Superintendent
584-439-4457**

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.

BELL SCHEDULE

1 st Hour	7:30 AM - 8:30 AM
2 nd Hour	8:35 AM - 9:35 AM
3 rd Hour	9:40 AM - 10:35 AM
4 th Hour	10:40 AM - 12:20 PM
A Lunch	10:40 AM - 11:10 AM
B Lunch	11:15 AM - 11:45 AM
C Lunch	11:50 AM - 12:20 PM
5 th Hour	12:25 PM - 1:20 PM
6 th Hour	1:25 PM - 2:20 PM

Unless supervised by a staff member, all students must be out of the building by 2:45 pm or 11:00 am on ½ days.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school 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, s/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 of the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. 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 proper parental permission.

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, though no fever is present. Since a rash may be the first sign of illness, do not send your child to school until your 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.

PINK-EYE: 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, no live lice are present and nits are farther than ¼" from the scalp. 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 not 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 or on permanent suspension 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 I – 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.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling Office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules.

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

Each student should 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 with a set deadline. This is for the safety of all students and in accordance with State law.

EMERGENCY MEDICAL AUTHORIZATION

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

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.

CONCUSSION

Please see WWTHS webpage for information regarding concussions and the Educational Material Acknowledgement form which must be signed and returned one time only.

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 that require special training, such as catherization.

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. This document 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 Policy 5530 – Drug Prevention and of the Student *Discipline Code*/Code of Conduct.

Before any nonprescribed 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. Parents, or students authorized in writing by their physician and 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 both the medication and the procedure are prescribed by a physician 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, or 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 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 nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent 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 nonprescribed 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 school'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 a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments, as well as, those listed on pp. 3 and 4.

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 school 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 school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but 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. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by District employees. The Board hereby authorize 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 school 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 arrangement

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:

- forward education records on request to a school in which a student of this District seeks or intends to enroll;
- 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;
- 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 of the viewer, 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 “directory information” regarding a student 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 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 student may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District with 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.

SCHOOL SUPPLIES

Book rental fees are not charged. However, students 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 miles or less from school are considered to be “walkers”.

STUDENT FEES, FINES, AND CHARGES

The school may charge specific fees for noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which she/he is not a member without the approval of the student's counselor
- No student may participate in fund raising activities off school property without proper supervision by approved staff or other adults
- No house-to-house canvassing is allowed by any student for any fund-raising activity
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for ...", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm,
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in their own child's class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal at least 48 hours prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students. A la carte items are available at the middle school and high school. Students may also bring their own

lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students.

FIRE, TORNADO & LOCKDOWN DRILLS

The school complies 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. Lockdown drills will be conducted as per State Law. Student cell phone use is prohibited during drills and in the event of an actual emergency.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify radio and television stations. Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining permission from the principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

LOST AND FOUND

A lost and found area is located in the front office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal. Violation may lead to disciplinary action.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours notice is required to ensure that the principal has the opportunity to review the announcement or posting.

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. Students must be passing five (5) of their classes the Friday prior to any field trip in order to attend. 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 so 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

Parents are notified of their child's progress approximately every five weeks. When a student appears to be at risk of failure, parents can talk with the teacher and their child about what actions can be taken to improve poor grades.

The first purpose of WWTHS is to provide an academic opportunity for success to all students. It is to this goal that students should be committed. The teachers, administrators and support staff are all here to assist you in your efforts toward academic accomplishment. If you need assistance, please feel comfortable to ask. The most important element in your academic growth will be your own efforts and self-discipline. All students can learn. WWTHS is dedicated to that end with you.

I. Academic Rating:

A. Report Cards, etc.:

- i. A teacher's way to report students' academic performance is by grades. Homework assignments, class discussions, tests, and reports are all taken into consideration in determining students' grades.

B. Grades indicate the level of performance in the class. The remarks column indicates the reasons for the grade.

- i. The semester is marked by two ten-week grading periods. The first ten weeks indicate the student's level of achievement at that time. However, it is not necessarily one-half of the semester grade.
- ii. Students failing the second ten-week period may be in danger of failing the entire semester, even though he/she passed the first marking period.
- iii. A conference can be arranged through the counseling office. If a student is failing a course at the middle of a card marking, the parent will be notified with a progress report at that time.
- iv. Completion of a final exam is a requirement in all courses each semester, for all students. If a final exam is missed, he/she receives an automatic F on the final unless the attendance office has been notified by a parent. Students with a medical excuse have 5 weeks from the date of the exam to make it up.
- v. **SENIORS** earning an A or a B third and fourth quarter in a second semester course may opt out of the final exam, if they do not have any unexcused absences during the semester, nor exceed 10 total absences. If a senior is eligible to graduate in the first semester, they must earn an A or a B first and second quarter and may not have any unexcused absences, nor exceed 10 total absences during the first semester to opt out of the final exam.
- vi. Each marking period the all A honor roll is published. A student must be taking at least four classes and receive an A in each class to be considered an all A student.

C. Academic Recognition: The final grade point averages are figured after the completion of seven semesters. Grade point averages will not be rounded to the next highest number.

- i. Students who achieve a grade point average of 4.0 and greater will be designated as Summa Cum Laude (With Highest Honor) graduates.
 - ii. Students who achieve a grade point average of 3.75 to 3.99 will be designated as Magna Cum Laude (With High Honor) graduates.
 - iii. Students who achieve a GPA of 3.5 - 3.749 will be Cum Laude (With Honor) graduates.
- D. **Appeal of Grades:** Any student who questions a grade received must appeal the grade to his/her counselor and, if not satisfied, he/she may then appeal to the principal. This process must be started within three weeks of the next marking period.
- E. **Academic Conduct:** All students are expected to practice and uphold standards of academic integrity and honesty. Students must assume that individual (unaided) work on exams and lab reports and documentation of sources is expected unless the instructor specifically says that it is not necessary.
- F. **Academic Integrity = Representing Oneself And One's Work Honestly.** Misrepresentation is cheating since it means a student is claiming credit for another's ideas or work and is thereby trying to receive a grade not actually earned. The following are examples of academic dishonesty: Cheating on any assignment by:
- i. Using materials such as books and/or notes when not authorized by the instructor.
 - ii. Copying from someone else's paper.
 - iii. Copying and pasting information from the Internet without giving proper credit.
 - iv. Helping someone else copy work.
 - v. Students should be well advised to avoid the appearance of cheating.
 - 1. Plagiarizing from work of others: Using someone else's work or ideas without giving the other person credit; by doing this, a student is, in effect, claiming credit for someone else's ideas.
 - 2. Cheating:
 - i. Falsifying data or submitting data not based on the student's work.
 - ii. Dishonesty, whether in tests or daily work, needs no repetition to be considered a serious offense. The first offense may result in failure on the assignment and issuance of at least a misconduct. A second offense may result in loss of credit for the course and progressive disciplinary action. Term Papers or projects that are not a student's own work may lead to loss of credit and discipline will be issued.

CITIZENSHIP CODES (for Report Cards)

Score	Meaning
1 Outstanding	Student consistently displays above average social skills. Student uses appropriate and/or courteous behavior in the classroom and halls.
2 Satisfactory	Student displays acceptable social skills. Makes acceptable choices in terms of language, behavior, and manners in the classroom & halls.
3 Not Satisfactory	Student displays inappropriate social skills, makes poor choices, and his/her behavior and/or language is disruptive to the classroom routine and in the halls. Student lacks respect for others (uses insults, "put-downs") and/or lacks respect for the learning environment.

PROMOTION, PLACEMENT, AND RETENTION

Completing required coursework, earning the necessary credits and taking the designated State tests determine a student's progress toward graduation and receiving a diploma. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions. Students who are off track for graduation will be informed of their credit status at the end of second semester. Suggestions for interventions will be made at that time to help students graduate with their cohort.

GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the school and state requirements for course work, and meet the total number of minimum credits approved by the Board of Education. Twenty-two (22) satisfactory credits must be earned. A credit, to be satisfactory, must be graded at a minimum of a grade of D-. A diploma will not be awarded until all required credits are earned. Please see the following charts for the graduation requirements:

	Requirements	Personal Curriculum (Modification)
English		✓ No modification
Mathematics	<p>4 credits</p> <p>4 credits</p> <p>1 Algebra I</p> <p>1 Geometry</p> <p>1 Algebra II</p> <p>1 Additional math or math-related credit</p> <p>* Students must have math or math-related credit in the final year</p>	<p>All students:</p> <p>✓ Complete a math or math-related credit in the final year</p>
Science	<p>3 credits</p> <p>1 Physics or Chemistry</p> <p>1 Biology</p> <p>1 Science credit</p>	✓ No modification
Social Studies	<p>3 credits</p> <p>½ Civics</p> <p>½ Global Economics</p> <p>1 U.S. History & Geography</p> <p>1 World History & Geography</p>	<p>✓ ½ Civics</p> <p>✓ 1 U.S. History & Geography</p> <p>✓ ½ World History & Geography (1st Semester)</p> <p>✓ Modified only if student takes additional credit(s) beyond the required credits in ELA, Math, Science, or World Languages</p>

	Requirements	Personal Curriculum (Modification)
Health & Physical Education	1 credit ½ PE Fundamentals ½ PE Elective	✓ If a student chooses to opt out of only ½ of the P.E. credit, the ½ credit needs to be earned in PE Fundamentals. ✓ Modification only if student takes additional credit(s) beyond the required credits in ELA, Math, Science, or World Languages
Visual, Performing, Applied Arts	1 credit	✓ Modification only if student takes additional credit(s) beyond the required credits in ELA, Math, Science, or World Languages
World Languages	2 credits Begins with the Class of 2016 <ul style="list-style-type: none"> • Credits earned in grades 9-12 OR <ul style="list-style-type: none"> • An equivalent learning experience in grades K-12 Online course or learning experience	✓ No modification
Online Learning Experience	Online course or learning experience	✓ No modification

CLASS REGISTRATION AND CHANGES

- I. **Dropping a class:** If, for some reason, you choose to drop a class, you may do so up to the end of the 2nd week without receiving credit or failure.
 - A. You must bring a note to your teacher and counselor stating parent permission to do so.
 - B. The teacher must sign the note before the counselor can accept it.
 - C. A class dropped after the 2nd week will result in failure in the class for the semester.
 - D. When you drop a class you will be required to remain in class (seniors included). Non Participation and disruption may result in disciplinary action.
- II. **NO CLASS CHANGES AFTER 2ND WEEK OF THE START OF EACH SEMESTER!**
- III. **MCC.** Students wishing to take courses at Macomb Community College must have permission from the principal. The two-week drop period also applies to MCC.
 - A. Students are reminded that they may not take classes at MCC that are offered at Warren Woods Tower High.
- IV. **RESTRICTION ON ELECTIVES.** Students are not allowed to take more than six (6) physical education classes during their high school career. No more than two (2) physical education classes can be taken in one school year. This policy also applies to art electives.
- V. **WORK BASED EDUCATION**

Students must follow the proper CTE course sequence in order to be eligible for work based education placement. Each senior who is accepted on work based education will need to take the appropriate CTE related course as one of his/her classes. Being on work based education is a capstone experience and culminating activity of a CTE program. A work based education placement is not to be used simply because a student has a job or as a means to make-up credits lost in other courses.
- VI. **INDEPENDENT STUDY.** Independent Study is an opportunity to allow a student to take a class that would not otherwise be available to the student, usually because of a scheduling conflict. In an Independent Study situation, the student meets with the teacher each day for an entire class period. The principal must approve each request for an Independent Study.
- VII. **DUAL ENROLLMENT.** Any student may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Any interested student should contact his/her counselor to obtain the necessary information.

PERSONAL CURRICULUM

A personal curriculum is a documented process that modifies certain requirements of the Michigan Merit Curriculum. A student may modify their requirements only for the purposes of taking an additional credit in the following courses:

- Math
- English
- Science
- Foreign Language

FOREIGN LANGUAGE

Warren Woods Public Schools students can begin earning their world language credits in the elementary school. Credits are granted as students earn “proficient” scores on our District’s proficiency assessments. The assessments have been developed by our world language teachers.

For elementary students, they can choose to take the first proficiency assessment at the end of the 5th grade. For middle school students who have not earned world language credit before coming to middle school, at the end of the first year of world language study in middle school, they can request to take the first proficiency assessment.

For all students, when they take the proficiency assessment, if they score in the **novice mid** level of proficiency, they will earn one of their world language credits which will apply to their high school graduation requirements. Following the earning of the first credit, students can continue their world language study in the same language, and at the end of the second year of study of the same world language, they can request to take the second proficiency assessment. If they pass it at the **novice high** level, they will earn their second world language credit. If students take a proficiency assessment and do not score at the appropriate level of proficiency, they should continue to study the same world language until they feel prepared to be successful on the proficiency assessment and take the assessment again.

An explanation of the expectation for novice mid and novice high will be provided. Except for the quantify expectations, the proficiencies are the same no matter what world language the students are taking or whether they are taking it at the elementary, middle school or high school level.

The State of Michigan School Code requires that students who have a **heritage language** may be able to earn their world language credits in that language. If you and your student speak another language in your home, that language is known as a **heritage language**. Students may choose to earn their world language credits by “**testing out**” in their

heritage language. Students may choose to take the proficiency assessments in their **heritage language** at any time during their school experience. Again, they would take the first proficiency assessment to earn one credit in their **heritage language** and the second proficiency assessment to earn the second credit. The **heritage language** assessments will be assessments that are prepared by the ACTFL (American Council on Teaching of Foreign Languages). The credits in their **heritage language** will fulfill the graduation requirement of two credits of world language.

Whatever option you and your student(s) choose, both credits of world language must be earned in the same world language.

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 must never be given as a disciplinary measure. Pupils should understand **what** they are to do, **why** they are to do it, and **how** 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 to 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 or 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 9th grade students are administered the Social Studies MEAP; all 10th grade students may be administered the PLAN; and all 11th grade students are required to take the Michigan Merit Exam (MME). The NWEA is administered throughout the year to all students in grades 9-11 in Reading Comprehension and Mathematics.

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 objectives.

TESTING OUT

Any high school student who wishes to test-out of a course in which she/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process will be used to fulfill a course or course-sequence requirement, will be counted toward the required number of credits needed for graduation but not count toward the student's GPA.

1. Test-Out will be offered 3 times per year: June, August, and February. The deadline to submit an application to Test-Out will be as follows: last school day in May for the June Test-Out date, last student day in June for the August Test-Out date, and the last school day in January for the February Test-Out date
2. Information and a Registration Form will be sent home with a specific date that the form is to be returned. If a student misses the deadline, he/she can register for the following Test-Out date
3. Students are to get Credit or No Credit as a grade. To earn Credit, a student must pass with a minimum of C+ (78%) on the Test-Out exam
4. A student cannot Test-Out of a class in which he/she is currently enrolled
5. The final assessment used in a Test-Out setting does not have to be the exact final assessment used at the end of a semester. It can be a different assessment as long as it meets the same benchmarks/content expectations for the course. An assessment could be made up of objective questions/problems, a written project, an oral presentation, or other appropriate means to demonstrate proficiency
6. Students can take no more than 2 exams on any Test-Out date
7. Because the Test-Out option is designed to give Credit for the measurement of prior knowledge, the High School Course/Credit Content Expectations and Guidelines will be the guide for students who seek to review prior to the test. These Content Expectations can be found on the Michigan.Gov website. Go to www.michigan.gov/highschool. Click on Curriculum & Instruction and then click High School Course Credit Content Expectations. No other books or study materials will be made available to the student

8. Students will receive Credit toward graduation if they pass the Test-Out but the credit(s) will not be included in a computation of the student's grade point average
9. A student may attempt to Test-Out of a course two times. Should the student not pass the Test-Out, the student will have to take the course in the traditional manner in order to receive credit (re-enroll in the same course in a subsequent semester, night school, or summer school)

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 – STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The school provides students the opportunity to broaden their learning through Curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the School. It is the District's policy that 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:

- Any student who is failing two or more classes will not be permitted to participate in any extra curricular activity (includes dances, field trips, clubs (Interact, SADD, Student Council), musical, sports, all night party etc. for the following week. Grades are reported and checked every week.

No student will be allowed to hold dual Class and STUCO Officer positions.

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.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

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

ATHLETICS

The school provides a variety of athletic activities in which students may participate providing they meet **all** eligibility requirements that may apply. In order for any student to be eligible to participate in any Michigan High School Athletic Association sanctioned sport, a student must currently be enrolled and passing a minimum of **FOUR** classes. In addition to this, **the student must have successfully completed a minimum of FOUR classes the previous semester.** The Educational Material Acknowledgement form on concussion awareness must be signed and returned prior to participation in any athletic activity. The form can be found on our WWTHS webpage.

League Affiliation:

Titan athletic teams compete in the Macomb Athletic Conference. Teams are aligned in divisions based on school population and strength of program.

MHSAA Athletic eligibility and clearance:

Before participation in athletic practices or contests, students must have met the following eligibility and clearance requirements. Individual sports may have additional requirements, and student and parent are advised to check with the athletic director and head coach well in advance of participation time.

Prospective athletes must have:

- Passed four classes the semester previous to participating and in all grading periods during participation.
- Given a record of a doctor's physical examination.
- Given proof of insurance coverage or purchased school insurance.

WWT - Athletic Academic Eligibility:

- Every Friday an Academic Check will be provided.

- Athletes failing two or more classes are ineligible for the following week, Monday to Sunday.
- Coaches are responsible for informing athletes of their ineligibility and should also encourage athlete with one D or one E to attend study sessions.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that she/he must maintain a job in addition to going to school, she/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

SECTION IV – STUDENT CONDUCT

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. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

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.

Notification of Absence

If a student is going to be absent, the parents or guardian must contact the school and provide an explanation. If prior contact is not possible, the parents must provide an excuse within 48 hours. 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 of class work will be permitted. Disciplinary action will follow.

Tardiness

Each student is expected to be in his/her assigned location when the bell rings. Failure to comply will result in disciplinary action.

Truancy

Excessive absence and or tardies by students under the age of 16 years will result in referral to the county attendance officer.

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. Vacations will not be granted the last two weeks of either semester. Only one vacation per school year, for up to five consecutive days will be granted. Upon receiving a written request from the parent/guardian, the attendance office will issue a form for teacher recommendations and homework assignments. Parents must sign 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**. The pre-arranged absences will count toward the total absences as defined by the policy.

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 lost 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 tests.

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.

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 be based upon what the student can demonstrate she/he has learned.

ATTENDANCE POLICY

To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability, and self-discipline. Accordingly, class attendance is a relevant objective criterion by which a student's course grade may be determined. The purpose of the attendance policy is to help students develop regular and punctual attendance and to maintain academic standards for earning credit.

Attendance Regulations and Procedures

I. Absences:

- A. Parent/guardian is responsible for calling the absence line within 48 hours (586-439-4563) to notify the school when the student is absent. Absences not verified by a parent/guardian phone call may be considered a skip or truant and result in disciplinary action with no opportunity to make up homework
- B. Students must be in attendance the full day to participate in any extracurricular activity.

II. Signing-out:

- A. If any student needs to leave school at any time other than the end of their regular school day (i.e. illness, appointment), he/she must sign-out in the attendance office. Parent/guardian contact must be made for approval to leave the building.
- B. Students will be allowed to sign back in to school the same day only with a doctor/dental or legal note. Students signing-out ill, without a doctor note, may return the **next** school day.

III. Three general types of absences: Documented, Excused and Unexcused.

- A. Absences for reasons not expressly identified as "documented absences" are considered "unexcused absences" and are considered chargeable. A documented absence will not count against the total number of absences. To ensure accurate attendance records, it is necessary for all related documentation to be turned in upon the student's return to school. Documented absences will not be accepted after two (2) school days following the absence. The following are considered documented absences for the purposes of this attendance policy:
 - Hospitalization/medical leave
 - Religious obligations
 - Mandatory court appearance
 - Funeral
 - School Activity/Field Trip
- B. An excused absence must be verified by the parent or guardian. Absences (excused and unexcused combined), may not exceed the (10) absences in a semester, or the student will

lose credit and receive a "LC," Loss of Credit, for the final grade (0.0 G.P.A.). The following are considered excused absences:

- Illness verified by parent
- Doctor appointment
- Pre-arranged family vacations
- Students will receive an excused absence for a class if they arrive 15 minutes late, or depart 15 minutes or more early with permission.
- Pre-arranged family vacation

C. An unexcused absence is any absence not verified by a parent or guardian within 48 hours.

IV. **Consequences**

If a student exceeds ten (10) absences in a semester (excused or unexcused combined – documented absences do not apply), they will receive a "LC" (Loss of Credit) in a class for the final grade with a (0.0) G.P.A. (this includes senior students).

V. **Credit Reinstatement Opportunity**

- If a student receives a "LC" (Loss of Credit) due to attendance, they will have the opportunity to earn credit by successfully passing the final exam. Students must be passing the class at the end of the semester to have the opportunity of earning credit through the final exam.
- If a student earns a "LC" (Loss of Credit) and successfully passes the final exam with 70 percent or better, they will earn the credit and receive the earned grade for the final grade with the corresponding G.P.A. points.
- If a student earns a "LC" (Loss of Credit) and does not earn a minimum of 70% but passes the final exam with a 60-69% will earn the credit and receive a "RC" (Received Credit) for the final grade with a (0.0) G.P.A..
- If a student earns an "F" in a class, the "F" supersedes the "LC" and the student fails the class.

All exceptions to this policy (serious health problems and 504 plans) will be subject to review by the building principal and/or assistant principal. Extended absences may require medical doctors' notes.

VI. **Tardy Policy**

Students are required to be on time for all classes in order to minimize the disruption of the educational process. A student will incur a tardy if he/she enters the room after the starting bell has sounded.

- 1st and 2nd tardy – Teacher warning
- 3rd – 1 Hour detention (Parent contact)
- 4th – 2 Hour detention (Parent contact)
- 5th or more – Friday School

Tardy Sweeps

- 1hr Detention (not progressive)

1st Hour Late/Tardy

Students arriving after 7:45 am, or 5 minutes late into any hour after 1st hour, will receive an absence for that hour.

VII. Skip Policy

A student will incur a skip and an unexcused absence if he/she leaves class without permission for any reason, including illness, shows up more than 5 minutes late, leaves class without permission, is found anywhere other than where he/she are assigned (class) or sent (library, counseling, etc.) by school personnel or does not show up for class without being excused/notified.

- 1st Skip – 2 Hour detention (Parent contact)
- 2nd Skip – Friday School
- 3rd Skip – Out of School Suspension until parent meeting with administration

VIII. Absences due to **chronic illness** will be handled on a case-by-case basis by administration.

IX. Parent notification of absences:

- A. Parents will be notified daily of any unexcused attendance violation in any class via the phone dialer. The dialer reports all unexcused absences including skips.
 - a. If parents do not wish to be notified of absences they should notify the attendance office in writing.
 - b. Students and parents may access PowerSchools/PowerParent daily, hour by hour.
 - c. Progress Reports will show attendance every five weeks and Report cards will show attendance every ten weeks.

X. Maximum absences for Participation Classes:

- A. Participation classes such as P.E., require an 80% participation rate (regardless of reason) in order to earn credit. Students with excessive absences who are at risk of failing to earn credit will have the opportunity to attend make-up sessions before or after school. Failure to meet this requirement will result in a failure to earn credit for the class. Parents will be notified of such a failure to earn credit by mail.
- B. Students exceeding the maximum 20% absence are not dropped from the class as they are entitled to an education; however, failure to follow the attendance policy will result in a failure to earn credit. When a student reaches the maximum allowed unexcused absences in a class, the student may receive a "NC" grade, indicating the students has failed to earn credit in the class for the semester. If failing at the time, student will receive an "F" grade. **Students must continue to attend class and complete all assigned work or they will face disciplinary action.**

- C. Students under 16 years old will face a truancy referral if they do NOT attend class.

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 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 in the school.

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 materially and substantially 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? (no) ie: Shirts must have sleeves, shorts/skirts must meet the fingertips when arms are at the side.
- Does my clothing advertise something that is prohibited to minors?(no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?(no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather?(yes)
- Do I feel comfortable with my appearance? (yes)

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. Unless participating in a fundraiser, the wearing of hats is not permitted. At no time are students allowed to wear hoods.

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 will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

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 regarding 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. that they had express permission to possess the weapon from either the school administration or the local police department. We consider any object that is used to threaten, harm or harass another a weapon. 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.

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, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, look-alike drugs or paraphernalia is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sales also included 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 individualized 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 weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student 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:

- any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- 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.(Secondary only)

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/or 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-Secondary

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

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 they are allowed, by law, 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 Saturday School, suspension or expulsion and loss of privilege.

23. Displays of affection- Middle School and High School

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 Personal Electronic Device

Personal electronic devices (PED's) are any electronic devices that a student brings to school. Such devices may include, but are not limited to cell phones, iPods, iPads, MP3's, etc...

Warren Woods Tower has a zero tolerance PED policy in all "Red" classrooms. In a "Red" classroom, PED use prohibited from bell to bell.

Students are expected to keep PED's off or on silent mode during class time. If a PED is being used or appears that it is being used it is in violation of the PED policy. (Checking the time would be in violation of the policy.) In a "Yellow" classroom, PED use is at the discretion of the teacher.

There are certain behaviors related to PED use that are unacceptable at all times, not only during school and school functions, but in general society as well. Threats, photos, sexting, harassment, plagiarism, bullying, cheating, copy rite violation, etc. can result in progressive disciplinary consequences as well as potential legal charges.

Students will be allowed to use their PED's during passing time and their designated lunch time. Students in lunch must understand that students in class during lunch are prohibited from using their PED's.

Students are considered "in class" when the bell rings. The use of PED's will not be an acceptable excuse to be tardy to a class. Any student found using a PED, once the tardy bell has rung, will be considered tardy and receive the consequence that the tardy warrants. In addition, the student will receive discipline for violating the PED policy for using the PED during class time.

Students are expected to stop any use of their PED in the hallway or lunchroom when a staff member is speaking to them. Failure to do so will be considered an act of disrespect that will result in disciplinary action.

Warren Woods Tower strongly recommends not bringing PED's to school. PED's are the responsibility of the student. It is in the student's best interest to treat their belongings with respect and protect them from theft and damage. **The school is not responsible for lost or stolen PED's.**

During emergency situations or drills, students are cautioned to use PED's responsibly as to not create a panic. Students are advised to refrain from PED use during emergency situations so they are attentive to staff directions and announcements.

Failure to follow the PED policy will result in the property being confiscated and the following progressive disciplinary action issued:

- 1st Offense – 2 Hour detention
- 2nd Offense – Friday School, parent must pick up phone
- 3rd Offense – Friday School, parent must pick up phone
- 4th Offense or more – OSS, parent must pick up phone

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 V 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. Prohibition of Bullying Behavior

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying of a student is strictly prohibited. This prohibition includes written, verbal, physical, and emotional/psychological abuse, which cause or threaten to cause bodily harm or reasonable fear for personal safety. This policy applies to all "at school" activities in the District as defined by this policy.

Notification

Notice of this policy will be annually distributed to students and families; posted in conspicuous locations in District's school buildings and on the District's website, as well as incorporated into applicable student handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements.

To the extent appropriate and/or legally required, confidentiality will be maintained during the investigation process. However, the investigation may, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities could be notified, depending on the nature of the complaint and/or the results of the investigation.

Procedure

Any student who believes he or she has been or is the victim of bullying should immediately report the situation to the Principal or Assistant

Principal. The student may also report concerns to a teacher or school staff member who will be responsible for notifying the appropriate administrator. Complaints against the building Principal should be filed with the Superintendent.

Every student is encouraged, and every staff member is required, to report any situation that he or she believes to be bullying behavior directed toward a student. Reports shall be made to those identified above.

The Principal (or other administrator as designated by the Superintendent) shall promptly investigate and document all complaints about behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit. If the investigation finds an instance of bullying has occurred, it will result in prompt and appropriate remedial action which may include disciplinary measures.

The administrator conducting the investigation shall document any reported prohibited activity and report all verified incidents of bullying as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent will submit a compiled report of verified incidents to the Board on an annual basis.

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 (as a witness or as a person with reliable information), or is the target of the bullying behavior being investigated, is prohibited.

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. Making intentionally false reports about bullying for the purpose of getting someone in trouble is also prohibited. Retaliation and intentionally false reports may result in disciplinary action.

Implementation

The Superintendent is responsible for implementing this policy, and may develop administrative guidelines, consistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Definitions

While not all conflict is bullying, if a student or other individual believes there has been bullying behavior, regardless of whether it fits a

particular definition, he or she should report it immediately and allow the administration to determine the appropriate course of action.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either is owned by or under the control of the District.

“Bullying” is defined as any written or physical act (including electronic communication; i.e., internet, telephone or cell phone, personal digital assistant/PDA, or wireless hand-held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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.

A dangerous weapon is defined as a “firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including but not limited to, air guns and explosive devices.

30. Fighting

Any student who engages in a fight (mutual affray) will be subject to school discipline and may be charged under the City of Warren Ordinance. Fighting may include inciting, participating or otherwise being involved regardless of who initiated the altercation.

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 are not permitted to 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.

Types of Discipline

- I. **Detention:** Time assigned before or after school for students committing minor infractions of school rules or policy. Failure to attend detention will result in additional assignment of detentions up to Out of School Suspension and exclusion from PBIS activities.
 - A. Detentions must be served within one week of the infraction either before or after school.
 - B. Examples of offenses warranting detention would be:
 - i. Minor classroom disturbances
 - ii. Minor hall or assembly disturbance

- iii. Any other offense not warranting severe punishment.
- II. **Friday School:** Provided for students who have violated school policies. Examples include: smoking, insubordination, repeated misbehavior, etc.
 - A. Administrators will determine date to be served.
 - B. Parents/Guardians must notify administration 24 hours prior to the day to be served if a conflict arises.
 - C. If a student is disruptive or misbehaves in Friday School, the parents will be notified and the student will be placed on "out-of-school" suspension.
- III. **Exclusion:** Direction to the student to absent himself/herself from school or a school activity pending an investigation of an alleged infraction of conduct or to allow for calm to be restored. Exclusion shall be no longer than 72 hours, but removes a student from participating in the school activity from which he/she is excluded.
- IV. **Out-of-school Suspension:** In certain instances, students will be required to serve their suspension out-of-school. Final decisions regarding placement of out-of school suspension will be determined by the high school administration. While on suspension, students may not attend extra-curricular activities as a spectator or a participant.
- V. **Expulsion:** Removes a student from membership in the student body and from all school activities. This requires action by the Board of Education.

PROGRESSIVE BEHAVIOR IMPROVEMENT PLAN

The progressive behavior improvement plan has been created to help students reduce the number of discipline infractions that they receive. The plan consists of a discipline, as well as, a support component.

Individualized Behavior Plan

The behavior plan will be drawn up by school officials and will be in place for a minimum of 5 weeks, potentially carrying over to the next school year. If no discipline infractions occur within the allotted time, the student will be removed from the plan. If an infraction does occur, the steps and/or consequences stated in the plan will be put into effect. All students on a plan will have the opportunity to participate in a behavior support group run through the school. Each plan will contain the following sections:

- I. **Behaviors of Concern:** The inappropriate behavior(s) that are being addressed.
- II. **Behavioral Support:** This section will consist of two parts:
 - A. The support the school will provide in assisting the student with his/her behavior.
 - B. Recommendations and possible requirements by the school to the parents with regard to possible treatments to help the

student (e.g. anger management, C.A.R.E.). This could also include participation in a school-run, behavior support group and assigning of a staff mentor.

- III. **Student Responsibilities:** Guidelines students must follow.
- IV. **Consequences:** If a student receives **any** discipline infractions while on an individualized behavior plan, he/she will receive progressive discipline, up to and including expulsion, depending on the severity of the infraction.

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.

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.

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.

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 Open Meetings Act governs the hearing. 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 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 AG 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 and cell phones, 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.

Review of such information may be done by the District with or without the student's knowledge or permission. 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. A material cannot be displayed if it:
 - i. is obscene to minors, libelous, indecent, or vulgar,
 - ii. advertises any product or service not permitted to minors by law
 - iii. intends to be insulting or harassing,
 - iv. 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 V – 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:

- be on time at the designated loading zone(5 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated

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

During the trip

Each student shall:

- observe standards of behavior adopted by the school
- be respectful of the bus, the driver and the bus occupants

Leaving the bus

Each student shall:

- remain seated until the bus has stopped;
- 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;
- 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.

SELF-TRANSPORATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. The following rules shall apply:

- Students shall complete the Student Vehicle Form 5515 and provide:
 - driver's license;
 - insurance certificate;
 - registration
- Parking lot speed limit is 10 mph
- The student must obtain a permit from front office and pay a fee of \$ 10.00 for the entire school year.
- If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
- When the school provides transportation, students shall not drive to school-sponsored activities

APPENDIX

NONDISCRIMINATION POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, 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/sex, 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. For information, contact (586) 439-4401.

Inquiries related to discrimination on the basis of disability should be directed to: Justin Michalak, 504 Coordinator, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4464.

Direct all other inquiries related to any other discrimination to: Ms. Grace Stafford, Asst. Superintendent, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4457.

GRIEVANCE PROCEDURES FOR

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

Section I: Any person believing that the Warren Woods 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) Section 504 of the Rehabilitation Act of 1973 (4) the Age Discrimination Act of 1975, and/or (5) Title II of the Americans with Disabilities Act of 1990, may bring forward a complaint, which shall be referred to as a grievance to;

Civil Rights Coordinator
Grace Stafford, Assistant Superintendent
12900 Frazho Rd., Warren, MI 48089
(586) 439-4457

Section 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.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps..

Step 1: 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 2: 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 Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of the meeting.

Step 3: If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting. The decision of the Board of Education is final.

Inquiries concerning nondiscrimination may be directed to the Regional U.S. Department of Education/Office for Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114-12611. Anyone at any time may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at (216) 522-4970.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's 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, 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 guideline 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 B 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 HIB 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 include 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 of 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 proper precautions and cooperation we can prevent them from spreading.

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

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12900 Frazho Rd.,
Warren, MI 48089.
(586) 439-4464.

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Ms. Grace Stafford,
Assistant Superintendent,
12900 Frazho Rd.,
Warren, MI 48089.
(586) 439-4457.

Web Site Information

College Searches

- College Board Online -This site brings together all the information and tools that students and parents need to plan for the transition from high school to college. <http://www.collegeboard.org>
- College Net -A searchable database of colleges, scholarships and academic resources. <http://www.collegenet.com>
- College Xpress-This site provides students with sound information about admission to college and provides admissions officers with an efficient means of reaching students. <http://www.collegexpress.com>
- My College Guide -Offers searches for various college according to student's criteria. <http://www.mvcollegeguide.org/index.html>

Financial Aid

- FinAid: The SmartStudent Guide to Financial Aid -The most comprehensive annotated collection of information about student financial aid on the web.<http://www.finaid.org>
- U.S. Department of Education -Provides the FAFSA: Free Application for Federal Student Aid form to apply online. <http://www.fafsa.ed.gov>

Scholarship Searches

- Fastweb - A database of more than 180,000 scholarships, grants, fellowships and loans. <http://www.fastweb.com>
- Info about avoiding scholarship scams
<http://www.ftc.gov/bcp/online/edcams/scholarship/index.html>
- College Board Fund Finder-This is similar to fastweb.
<http://www.collegeboard.org>
- Mach 25: Breaking the Tuition Barrier. This site assists students in performing scholarship searches. <http://collegenet.com/mach25>

Career Searches

- America's Job Bank <http://www.ajb.dni.us>. An online employment agency with links to 1800 employment services. Search by location for a specific job.
- Career Mosaic. <http://www.careermosaic.com> This site covers co-op and entry level job openings. It also allows students to look at specific jobs and future trends.
- Career Net. <http://www.careers.org>. Web links to national job sites for individual employers, health care and government positions.
- Career Web. <http://www.cweb.com> A database for jobs, employer profiles and online employment information.
- Internet's Online Career Center. <http://www.iob-hunt.org>. Online job listings, classified ads, recruiting agencies, commercial services and reference materials on conducting a job search.
- NCS Career Magazine. <http://www.careermag.com>. A student resource on all aspects of job search planning and jobs research.
- Occupational Outlook Handbook. <http://stats.bls.gov/ocohome.htm>
The online version of the government handbook is searchable and has valuable information of future trends and employment outlook.
- Michigan Department Career Development site lists the services they provide. <http://www.state.mius/career/Core/DCDMain2frame.htm>

Dear Principal,

We, as parents/guardians, have read this handbook and have discussed its contents with our student(s) enrolled in the high school.

Student name

Student signature

Parent(s) signature

Remarks:

Parents and students must sign this form and the student is to return it to his/her **3rd hour teacher.**

**MANDATORY RETURN DATE:
THURSDAY, SEPTEMBER 12th, 2013**

