

Warren Woods Middle School

School Colors
Blue & Gold



Nickname
Wolverines

STUDENT HANDBOOK 2023-2024

Name _____

Address _____

City _____ Zip Code _____

Phone _____

IMPORTANT NUMBERS

- 586-439-4401.....District Administration Offices
- 586-439-4682.....Attendance Hotline
- 586-439-4403.....Main Office
- 586-439-4403.....Donny Sikora, Principal
- 586-439-4403.....Jennifer Boggio, Assistant Principal
- 586-439-4676.....Counseling Office
- 586-439-4673.....Susan Kapernick, Counselor
- 586-439-4672.....Abbey Moehlau, Counselor
- 586-439-4305.....Trae Gaskin, Social Worker
- 586-574-9830.....Fax, Main Office

TABLE OF CONTENTS

Foreword	4
Mission of the School	
Equal Education Opportunity	
School Day	
Student Rights and Responsibilities	
Student Well-being	
Injury and Illness	
Communicable disease/infections	
School of Choice Program	
Release of Resident Students	
<u>Section I- General Information</u>	9-16
Enrolling in the School	
Withdrawal from School	
Immunizations	
Emergency Medical Authorization	
Use of Medications	
Control of Casual-contact Communicable Diseases and Pests	
Control of Non-Casual-Contact Communicable Diseases	
Special Education	
Americans with Disabilities Act	
Student Records	
Directory Information	
Pets in School	
Lost and Found	
School Supplies	
Walking to School	
Bicycle Area	
Emergency Closing and Delays	
Fire and Tornado Drills & Lock Down Drills	
Care of Property	
Meal Service	
<u>Section II- Academics</u>	16-23
Field Trips	
Grades	
Grading Periods- Progress Reports and Report Cards	
Academic Assessment Criteria	
Honor Roll	
Citizenship Code	
Failure and Retention	
Homework	
Computer Technology and Networks	
Student Assessment	
Student Services	

World Languages
Receiving High School Credit

Section III- Student Activities, Clubs and Athletics 23-24

Student Groups
Non School-Sponsored Clubs and Activities
Athletics-Middle School
Athletic Academic Eligibility

Section IV- Student Conduct 24-40

Expected Behaviors
Attendance Regulations and Procedures
Truancy
Student Grades and Conduct
Dress and Grooming
Student Discipline Code District Policy
Discipline of Students with Disabilities
Disciplinary Actions
Due Process Rights
Search and Seizure
Student Rights of Expression
Student Concerns, Suggestions and Grievances

Section V- Transportation 40-41

Bus Transportation to School
Bus Conduct

Appendix 41-57

Notice of Nondiscrimination Policy
Grievance Procedures
Memorandum to Parents Regarding School Board Policy on Drug Free Schools
Notification to Parents Regarding Student Records
Notification to Parents on Blood-Borne Pathogens
Parent/Student Acknowledgement of Student Handbook
WWPS Acceptable Use Agreement for Computers and Other Technology
Educational Material for Understanding Concussions
Athletic Handbook

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that students and parents have during 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.

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

MISSION OF THE SCHOOL DISTRICT

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

EQUAL EDUCATION OPPORTUNITY

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

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

Stacey Denewith-Fici
Superintendent
586-439-4417

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

SCHOOL DAY

The middle school day begins at 8:00 a.m. and dismissal is at 3:00 p.m. The building opens 10 minutes prior to the school day's beginning, at 7:50a.m.

Bell Schedule

Regular Day Schedule					
8 th Grade		7 th Grade		6 th Grade	
1 st Hour	8:00-8:32	1 st Hour	8:00-8:32	1 st Hour	8:00-8:32
2 nd Hour	8:35-9:31	2 nd Hour	8:35-9:31	2 nd Hour	8:35-9:31
3 rd Hour	9:34-10:30	3 rd Hour	9:34-10:30	3 rd Hour	9:34-10:30
LUNCH	10:33-11:03	4 th Hour	10:33-11:29	4 th Hour	10:33-11:29
4 th Hour	11:07-12:03	LUNCH	11:32-12:02	5 th Hour	11:32-12:28
5 th Hour	12:06-1:02	5 th Hour	12:06-1:02	LUNCH	12:32-1:02
6 th Hour	1:05-2:01	6 th Hour	1:05-2:01	6 th Hour	1:05-2:01
7 th Hour	2:04-3:00	7 th Hour	2:04-3:00	7 th Hour	2:04-3:00

For a parent, guardian, or named student contact to request the release of a student prior to the school day's end, they must arrive **in-person**, report to the Main Office, and present a valid government ID to prove their identity. At that point, the student will be called from their location within the building to be released.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the District are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights of their fellow students and 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 with 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, U.S. 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 is 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 all staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

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

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

INJURY AND ILLNESS

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

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without parental permission. In order for an adult to request release of a student, they must provide legal identification and be listed as a contact for the student in Power Schools. If the adult is not listed as a contact, the primary contact must provide approval prior to the student's release.

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

COMMUNICABLE DISEASE/INFECTIONS

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

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

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

Further information is available on the following communicable diseases:

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

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

PINKEYE: Communicable throughout active infection. Back to school under medical care and drainage from eyes has cleared.

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

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

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

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

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

FIFTH'S DISEASE: Rash begins as a solid red area on the cheeks ("slapped cheek appearance"), spreading to upper arms, legs, trunk, hands and feet. It may be accompanied by a low-grade fever or headache. We ask that when a child returns to school that he or she bring a doctor's note stating that the 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, or tuition students.

DEFINITIONS

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

Constituent District

A school district located within the Macomb ISD.

Home District

A nonresident student's district of residence within the ISD.

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.

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 capacity to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

Resident Student

A student who is a legal resident of this District and is consequently entitled to attend school in this district in accordance with Policy 5111-Eligibility of Resident/Nonresident Students.

ENROLLMENT OF NONRESIDENT STUDENTS

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

- A. If the number of applications for admission from nonresident students exceeds the number of available enrollment opportunities, enrollment priority shall be given to a sibling of a nonresident student already admitted under this program.
- B. Nonresident students shall be selected for remaining vacancies using a random selection process.
- C. Enrollment may or may not be available to any nonresident student who has been suspended, expelled, or otherwise released or excluded from his/her home district for disciplinary reasons. The Superintendent shall make the decision based on the circumstances involved, in accordance with the 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.

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

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

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

USE OF MEDICATIONS

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

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

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child’s physician accompanied by the written authorization of the parent. These documents shall be kept on file in the administrative offices. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Board Policy 5530- Drug Use Prevention- and of the Student Code of Conduct and Student Discipline Code.

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of a physician. 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, exact dosage will be administered. Parents or students authorized in writing by their physician may administer medication or treatment.

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

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

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

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

Physicians may authorize the school to administer a non-prescribed medication using a form, which is available at the school office or online. Physicians may also authorize on the form that the child:

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

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

SPECIAL EDUCATION

The district provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). Special education services can be accessed through the proper evaluation and placement procedure. Parent involvement in this procedure is required.

AMERICANS WITH DISABILITIES ACT-SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the District to ensure that no individual will be discriminated against on the basis of disability. This protection applies not just to the

student but also to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff.

STUDENT RECORDS

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

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

- Observations and ratings of individual students by professional staff members acting within their sphere of competency.
- Samples of student work
- Information obtained from professionally acceptable standard instruments of measurement such as:
 - Interest inventories and aptitude tests
 - Vocational preference inventories
 - Achievement tests
 - Standardized intelligence tests
- Authenticated information provided by a parent or adult student concerning achievements and other activities which the parent or student wants to make a part of the record
- Verified reports of serious or recurrent behavior patterns
- Rank in class and academic honors earned
- Psychological tests
- Attendance records
- Health records
- Custodial arrangements

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

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

“Legitimate education interest” shall be defined as a “direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the district,” including

but not limited to those officials with legitimate educational interests as defined in District administrative guidelines.

The Board authorizes the administration to:

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

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

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

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

DIRECTORY INFORMATION

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

- A. A student’s name
- B. Address
- C. Telephone number
- D. Date and place of birth
- E. Photograph
- F. Major field of study
- G. Participation in officially recognized activities and sports; height and weight, if member of an athletic team
- H. Dates of attendance
- I. Date of graduation
- J. Awards received

- K. Honor rolls
- L. Scholarships
- M. Telephone numbers only for inclusion in school or PTO directories

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

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

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

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey created by a third party before the survey is administered or distributed by the school to the student. The parent will have access to the survey within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through M above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov

PETS IN SCHOOL

Parents and students are not allowed to bring personal pets onto school property, at any time, without approval of school administration. Plans must be made in advance. Under no circumstances is an animal to be brought to school if lacking yearly rabies and distemper vaccinations. Proof of vaccination will be requested.

LOST AND FOUND

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

SCHOOL SUPPLIES

Book rental fees are not charged. However, children are held responsible for the condition of all textbooks and/or 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.

WALKING TO SCHOOL

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

BICYCLE AREA

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

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

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

EMERGENCY CLOSING AND DELAYS

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

FIRE AND TORNADO DRILLS & LOCK DOWN DRILLS

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

CARE OF PROPERTY

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

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

MEAL SERVICE

The school participates in the National School Lunch Program and makes breakfasts and lunches available to students. A' la Carte items are available at middle school and high school. Students may also bring their own lunch. Hot lunch is available and may be purchased daily or on a pre-paid basis. Applications for Free and Reduced Priced Meal program are distributed to students. The school uses a program called Meal Magic. Students will get an account pin number and use it when purchasing items. Parents may put money into their child's Meal Magic account.

Students are not permitted to order food for delivery to the school building. Parents are also excluded from requesting such deliveries, as they impact the security of the building.

SECTION II- ACADEMICS

FIELD TRIPS

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

GRADES

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will 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

PROGRESS REPORTS

Progress reports will not be sent home during the school year. PowerSchool is updated regularly and should be monitored by parents and students to ensure course success. Teachers will reach out to families, when needed, in instances such as:

- A student is doing poorly or failing
- The student has a behavior problem and as a result of his/her actions, his/her work is being affected
- The student is showing improvement and/or positive behavior, which the teacher wishes to recognize

Parents who wish for additional information may contact the teacher/team. Teachers may utilize grade weighting, so calculating grades may not be as simple as tabulating points. If you have a question regarding a student grade in a course, reach out to the teacher directly.

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

Missing, incomplete, and late work will be accepted up to five (5) instructional days beyond the assignment due date or the conclusion of the unit, whichever comes first.

REPORT CARDS

Students receive report cards each ten weeks; four times during the school year. The same grading criteria apply as written above.

ACADEMIC ASSESSMENT CRITERIA

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

ACADEMIC HONORS, AWARDS, HONOR ROLL

Warren Woods Middle School proudly recognizes students' successes. At the conclusion of the school year, students will be recognized at an annual Academic Awards Ceremony. The following criteria will be used to recognize outstanding student achievements:

Principal's Award – All A's for first three card markings in all classes
ELA Award – All A's for first three card markings in English Language Arts
Mathematics Award – All A's for first three card markings in Mathematics
Science Award – All A's for first three card markings in Science
Social Studies Award – All A's for first three card markings in Social Studies
Honor Roll Award – All A's/B's for first three card markings in all classes
World Language Award – All A's for first three card markings in World Language classes
Citizenship Award – All A's for first three card markings in citizenship marks

WOLVERINE WAYS EXPECTATIONS

Wolverine Ways Expectations

At WWMS, we strive to ensure that staff and students abide by our Wolverine Ways Expectations. The ultimate goal of our Wolverine Ways is to have all of our students be positively acknowledged for their efforts in regard to:

- ★ BEING READY
- ★ BEING RESPECTFUL
- ★ BEING RESPONSIBLE
- ★ BEING SAFE

This school-wide positive behavior interventions and supports system includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. In addition, research shows that school-wide positive behavior interventions and supports systems have increased student achievement and decreased school-wide discipline. We believe that this system is another effective way of increasing student achievement.

STUDENT BEHAVIOR SUPPORT

Each student is expected to follow school-wide Wolverine Ways behavior expectations. Students will be taught and reminded of our behavior expectations regularly. Students who are new to the building or require additional support to follow expectations, may be placed on Check In – Check Out (CICO) behavior support. CICO is a positive feedback-based behavior support designed to help students get the specific corrective feedback and praise that they need. This support is based on student need and available spots on the student’s team. Final determinations of whether or not a student will be placed on CICO will be made by the PBIS Tier II intervention team. In addition, staff, parents, and students can request that a student be supported by CICO.

For more information on CICO, please contact the main office at 586-439-4403 or contact the CICO Coordinator at 586-439-4722.

CITIZENSHIP CODE SCORING FOR REPORT CARDS

An **OUTSTANDING (A)** student **always** demonstrates the following characteristics:

- ★ Does not need to be reminded about behavior and can be depended upon to obey the classroom rules no matter what others do.
- ★ Is ready to begin work with required materials and homework completed.
- ★ Uses class time to complete assigned work.
- ★ Communicates with teacher and peers in a positive, cooperative manner at the appropriate time.
- ★ Contributes to class by reading, answering questions and/or participating in class discussions.
- ★ Turns in homework and in-class practice on time, meeting the teacher’s expectations

A **SATISFACTORY (B)** student **usually** demonstrates the following characteristics:

- ★ Sometimes needs to be reminded about behavior like talking, using technology or paying attention.
- ★ Is usually prepared for class with supplies and homework.
- ★ Usually uses class time to complete assigned work but may need to be reminded to stay on task.
- ★ Is usually courteous and cooperative but may occasionally need reminders about expectations.
- ★ Usually turns in homework and in-class practice on time, meeting the teacher’s expectations.

A student who **NEEDS IMPROVEMENT (D)**: Demonstrates the following characteristics:

- ★ May need frequent reminders about proper classroom behavior, including distracting other students, excessive talking, using technology, failure to stay in the correct seat during class or misuse of school property.
- ★ Often arrives to class without required materials or completed homework.
- ★ Is inconsistent about using class time to complete assigned work.
- ★ Sometimes communicates with teachers and peers in a disrespectful or negative manner.

- ★ Often turns in homework and in-class practice late, or not meeting the teacher's expectations.

A student who is **UNSATISFACTORY (F)**: Demonstrates the following characteristics:

- ★ Is often mischievous and needs constant supervision and reminders about meeting expectations.
- ★ Rarely comes to class with required materials or homework.
- ★ Consistently creates disruptions, drawing attention away from learning activities and class work time.
- ★ Regularly communicates with teachers and peers in a defiant, uncooperative, or negative manner.
- ★ Rarely turns in homework and in-class practice on time or fails to meet the teacher's expectations.

EXTRACURRICULAR ACTIVITIES/FIELD TRIPS/ORGANIZATIONS

It should be noted that eligibility for participation in extracurricular activities, field trips, and school organizations (e.g., school dances, athletic teams, Student Council, 8th Grade D.C. trip, etc.) is linked to the Student Code of Conduct. Criteria (e.g., attendance, citizenship, discipline history, outstanding fines) may be used to determine eligibility of such activities, trips, and organizations. WWMS Administration reserves the right to deem a student ineligible to attend extracurricular activities, field trips, and school organizations (e.g., school dances, athletic teams, Student Council, 8th Grade D.C. trip, etc.) in response to violations of the Student Code of Conduct. Proper permission slips must be filled out and turned in on time when deemed necessary. Parents are responsible for understanding the eligibility requirements when giving permission for student participation in the above-mentioned events and activities.

FAILURE AND RETENTION

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

HOMEWORK

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

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, she/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all 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, 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.

WIRELESS COMMUNICATION DEVICES

A wireless communication device (WCD) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Examples of WCD's include cell phones, Wi-Fi enabled devices such as iPods and tablets, smart watches, Air Pods and other listening devices, and other devices that allow a person to record or transmit sound, video, pictures, text messages or other information.

Warren Woods Middle School is considered a "Red" building. Use of wireless communication devices is only permitted before or after the academic day. Upon the start of the academic day, WCD's must be turned off and stored out of sight. Communication with your child during the school day must go through the front office.

At the discretion of the classroom teacher, some students may be given the opportunity to use their phones for educational purposes only. These classrooms will be considered "Yellow" classrooms. "Yellow" classroom teachers may allow WCD use for specific educational purposes. Failure to follow a teacher's classroom policy will be subject to disciplinary action.

The use of WCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms and bathrooms at all times.

In addition, there are certain behaviors related to WCD use that are unacceptable at all times, not only during school and school functions, but in general society as well. Threats, photographing without permission, sexting, harassment, plagiarism, bullying, cheating, copyright violation etc. will result in escalated disciplinary action, as well as potential legal charges.

Based on administrator discretion and the severity of the violation, using a WCD in an unauthorized manner or in violation of the policy may result in disciplinary action. Administration may deem it necessary to contact local authorities to further investigate instances involving WCD use.

The school is NOT responsible for lost, stolen, or damaged wireless communication devices.

STUDENT ASSESSMENT

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

All students, grades 3-8, are administered the state assessments as prescribed by the Michigan Department of Education.

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 tests are selected or prepared by teachers to assess how well the students have achieved specific expectations.

STUDENT SERVICES

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

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

WORLD LANGUAGES

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 child 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.

RECEIVING HIGH SCHOOL CREDIT FOR COURSES TAKEN PRIOR TO ENTRY IN HIGH SCHOOL

It is the policy of the Board of Education to be in full compliance with Michigan Merit Curriculum stipulation set forth in the Michigan School Code that allows for students to earn high school credits prior to entering high school as long as the credit(s) being earned follow the high school content expectations for the specific credit.

SECTION III- STUDENT ACTIVITIES, CLUBS AND ATHLETICS

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

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

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

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

All students must leave the building, unless they are directly supervised by a staff member, at end of the school day.

ATHLETICS-MIDDLE SCHOOL *(See WWMS Student-Athlete Handbook in Appendix)*

SECTION IV- STUDENT CONDUCT

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

EXPECTED BEHAVIORS

Each student shall be expected to:

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

ATTENDANCE

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

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

Attendance Regulations and Procedures

Students are permitted **eight** days of excused absences per semester. These absences must be documented by a parent's excuse. If a student will be absent for more than **five** consecutive days due to illness, a doctor's excuse will be required. Administrative review of attendance record will determine referral to the County Attendance Officer. If a student leaves with more than 15 minutes of class remaining, the student will be marked absent for that class period.

ABSENCE DUE TO SUSPENSION FROM SCHOOL

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

A suspended student will be responsible for making up schoolwork missed due to suspension. It is recommended that a student completes missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

NOTIFICATION OF ABSENCE

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

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

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

PRE-ARRANGED ABSENCES

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

MAKE-UP OF TESTS AND OTHER SCHOOLWORK

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. Each school in accordance with Board policy shall determine make-up work due to suspension or excused absence. Students have access to assignments and other required coursework in Schoology. It is the expectation of administration that students access this posted work during an absence to maintain progress in the course.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day according to building guidelines. Excessive tardiness may result in a parent meeting or referred to the County Attendance Office. Unannounced hall sweeps may be performed periodically to encourage students to get to their classes on time. Students who are caught in a hall sweep may be subject to disciplinary action.

UNAUTHORIZED LOCATION

Upon entering the building for the school day (*including prior to the first attendance bell*), students are not allowed to leave the building without obtaining proper permission from the office. Students who disregard this safety expectation may be subject to disciplinary action.

TRUANCY

Excessive absence and or tardiness will result in referral to the County Attendance Office. The number of absences that constitute excessive are determined in accordance with Board policy.

STUDENT GRADES

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

BACKPACKS/BOOK BAGS/PURSES

Students are allowed to bring backpacks/book bags/purses to/from school. However, students are NOT permitted to carry backpacks, fanny packs, purses and/or book bags throughout the school day. Students will be given ample time between classes to store and retrieve necessary materials necessary for class.

DRESS AND GROOMING

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

Standards of school dress should promote good habits of cleanliness and modesty, while allowing comfort and self-expression. The school requests that the parents/guardians assume responsibility for maintaining the high standard of dress that is expected by the Warren Woods Public Schools Community. A casual attitude toward dress and grooming can carry over into a casual attitude toward academic achievement and inappropriate student behavior. It is the intent of this policy to assist in maintaining an academic atmosphere that will promote student learning. Parents may be contacted regarding their student's appearance. It may be requested that alternative clothing is provided for the student. Recognizing that individual expression through dress and grooming is important to students, the following guidelines have been established to provide maximum flexibility and guidance:

1. Students are expected to be wearing an appropriate top, bottom, and shoes daily. Expectations for dress should consider the high standards that are upheld by the WWPS Community.
2. Outerwear (coats, jackets, hats, gloves, sunglasses, etc.) are not to be worn during the school day. They are to be stored in the student locker prior to the beginning of the

instructional day. Students are encouraged to keep a sweatshirt or sweater in their locker so they can wear it if they are cold.

3. No shirts, buttons, jewelry, or other items with inappropriate, indecent words or symbols, including those promoting violence, weapons, gangs, drugs, alcohol, tobacco products or other illegal activities.
4. Head coverings must be removed when entering the building and be kept off until exiting the building (except for religious reasons).
5. Students are expected to carry materials during the school day **without** the use of backpacks, purses, or other bags (unless deemed necessary due to medical needs).

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.

STUDENT DISCIPLINE CODE

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

Possession/Sale/Use of a Weapon

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

The law provides for the expulsion of any public-school student who is found in possession of a dangerous weapon (*firearms, dagger, dirk, stiletto, knife with a blade over three inches long, pocketknife opened by a mechanical device, iron bar or brass knuckles*) in a school building or on school grounds, or who commits rape or arson in a school building or on school grounds.

Expulsion is mandatory unless the student can demonstrate, by clear and convincing evidence, that:

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

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

District Policy

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

1. Use of Drugs:

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity-sale, use or distribution of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught the student could be suspended or expelled and law enforcement officials may be contacted. Sales also include the possession or sale of over-the-counter medication or prescription medication to another student.

2. Use of Breath-Test Instruments:

The principal may arrange for breath test for blood-alcohol to be conducted on a student whenever she/he has reasonable suspicion to believe that a student has consumed an alcoholic beverage.

3. Use of Tobacco:

Smoking and other tobacco uses are a danger to a student’s health and to the health of others. The school prohibits the sale, distribution, use or possession of any form of tobacco and/or electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance 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 a need to organize some form of demonstration, she/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a Weapon:

A weapon includes conventional objects like guns, pellet guns, knives or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action. State law requires that a student may be permanently expelled from school, subject to a petition for possible reinstatement if she/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

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

6. Use of an Object as a Weapon:

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

7. Knowledge of Dangerous Weapons or Threats of Violence:

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

8. Purposely Setting a Fire:

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

9. Physically Assaulting a Staff Member/Student/Person Associated with the District:

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

10. Verbally Threatening a Staff Member/Student/Person Associated with the District:

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

11. Extortion:

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

12. Gambling:

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

13. Falsification of Schoolwork, Identification, Forgery:

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject 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 to school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft:

When a student is caught stealing, she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience:

School staff is acting “in loco parentis”, which means law allows them to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given 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 Absences or Tardiness:

Attendance laws require students to be in school all day or have a legitimate excuse. It is important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absences will lead to referral to the County Truancy Office.

21. Unauthorized Use of School or Private Property:

Students are expected to obtain permission to use any school property, or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

22. Refusing to Accept Discipline:

If a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. Displays of Affection:

Students demonstrating affection between each other is personal and not meant for public display. This includes any contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

24. Possession of Electronic Equipment:

The school supplies most electronic equipment necessary in school. Students are not allowed to bring electronic devices without permission. The property will be confiscated, and disciplinary action will be taken. Please refer to *Wireless Communication Devices* section of handbook.

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 the delay or prevention of lessons, assemblies, field trips, athletic events and performing arts events. Violations of rules could result in suspension or expulsion or a City of Warren citation.

28. Harassment/Bullying/Hazing:

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environments including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, religion, national origin, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Any student that believes that s/he has been/or is the victim of harassment should immediately report the situation to the teacher, counselor, or principal. Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment.

Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above. The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of School District
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or privileges of the School District
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments

Sexual Harassment, may include, but is not limited to:

- A. verbal/written harassment or abuse
- B. pressure for sexual activity
- C. repeated remarks with sexual or demeaning implications
- D. touching, gestures
- E. sexual jokes, posters, cartoons, etc.
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance or public duties
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, or other school authority who engages in sexual or

other inappropriate physical contact with a student may be guilty of criminal “child abuse” as defined in State law. M.C.L.A. 722.621 et.seq.

29. 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.

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.

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct:

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

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

31. 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.

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 as the law are violated.

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

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device (including shoes with wheels) 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. If a student demonstrates chronic behavior issues and the problem cannot be resolved with the parent and school, the school may file incorrigibility with the county truancy office.

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.

DISCIPLINARY ACTIONS

At Home Suspension (AHS):

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

Expulsion:

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

DUE PROCESS RIGHTS

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

Suspension from School

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

Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

- a. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
- b. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate.
- c. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.

- d. The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
- e. The Superintendent's decision shall be considered final.

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

- After the return to school
- While on suspension

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses to not 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 ten (10) days (as in Policy 5610 and/or Administrative Guidelines 5610.01) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

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

Search and Seizure

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

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

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

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

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

STUDENT RIGHTS OF EXPRESSION

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

- A. Material cannot be displayed if it:
 - a. Is obscene to minors, libelous, indecent or vulgar
 - b. Advertises any product or service not permitted to minors by law
 - c. Intends to be insulting or harassing
 - d. 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 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 the 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 are seated.

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

APPENDIX

NOTICE OF NONDISCRIMINATION POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments 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 shall 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.

Inquires related to discrimination on the basis of disability should be directed to:
Mrs. Stacey Denewith-Fici, Superintendent, 12900 Frazho Rd., Warren, MI 48089.
(586) 439-4417

Direct all other inquiries related to any other discrimination to: Mrs. Stacey Denewith-Fici,
Superintendent, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4417

GRIEVANCE PROCEDURES
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: The person believing that the Warren Woods Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and/or (5) Title II of the American with Disabilities Act of 1990, may bring forward a complaint, which shall be referred to as a grievance to:

Civil Rights Coordinator
Mrs. Stacey Denewith-Fici, Superintendent
12900 Frazho Rd., Warren, MI 48089
(586) 439-4417

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 I: 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 II: 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 III: 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 II. 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.

Inquires 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 44114-2611. 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 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, and dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

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

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

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

A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form, which can be used to submit a request.

The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.

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

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent:

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

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

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead 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 precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact: Mrs. Stacey Denewith-Fici, Superintendent, (586) 439-4417.

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

Parents and Students Must Sign and Return the Educational Material Acknowledgement Form

WARREN WOODS MIDDLE SCHOOL

Home of the Wolverines

13400 E. 12 Mile Rd.
Warren, MI 48088
(586) 439-4403



STUDENT-ATHLETE HANDBOOK

2023-2024

The Warren Woods Public Schools Board of Education has approved the contents of this handbook. Any waiver, alteration, amendment or modification must be approved by the Superintendent of Schools and be subject to review by the Board of Education.

TABLE OF CONTENTS

WWMS STUDENT-ATHLETES

WWMS FACTS

SCHOOL-SPONSORED SPORTS

MIDDLE SCHOOL ATHLETICS PHILOSOPHY

GENERAL INFORMATION

SPORTSMANSHIP

WWMS STUDENT-ATHLETE CODE OF CONDUCT

ATHLETIC ELIGIBILITY

LETTER TO PARENTS AND STUDENT-ATHLETES

Dear Parents and Student-Athletes:

As an avid sports fan, a former Division I student-athlete and coach, and a coach for numerous sports for many years at the high school and middle school levels, I have a deep understanding of the true definition of a *student-athlete*.

As your principal, what thrills my heart to no end is watching adolescents blossom before my very eyes – as athletic performers, as students, and as young adults. If a student-athlete's preparation and hard work pays off with a game-winning play or a headline on the morning announcements, well, that's just an extra bonus. Most importantly to me is that our student-athletes go on to lead rewarding, fulfilling middle school years, which will lead to a focused high school career and a fulfilling life after the cheering stops. That's why we place so much emphasis on academic success.

At WWMS, we pride ourselves on the many benefits that our athletic programs bring to our student-athletes. Many of our former players have told me that it was the lessons they learned in their athletics experience that carried them through successful middle school and high school years. As student-athletes, you can't put a price tag on what you will learn about the values of teamwork, perseverance, discipline, hard work, and positive thinking.

Our sports programs are a great source of school and community pride. When a student-athlete accepts a WWMS uniform, he/she joins a commitment to excellence. When a student-athlete represents our school in competition, he/she makes us all proud and brings great joy into our lives. To our student-athletes...thank you for sharing your lives and talents with us, and for your commitment to excellence. Win, lose, or draw, you are all champions in my eyes. Go Wolverines!

With Much Pride,

Don R.J. Sikora
Proud Principal

WWMS STUDENT-ATHLETES

are good sports...

are considerate and courteous...

are responsible citizens in our classrooms, within our building, at athletic events, and while representing Warren Woods Public Schools outside our community...

are respectful of other players, teams, and officials...

are the best!

WWMS FACTS

School Mascot

Wolverines

School Colors

Navy Blue & Gold

SCHOOL-SPONSORED SPORTS

The following athletic activities may be offered and sponsored by Warren Woods Public Schools/Warren Woods Middle School:

FALL SPORTS

7th & 8th Grade Football

7th & 8th Grade Sideline Cheer

7th & 8th Grade Girls Volleyball

7th & 8th Grade Cross Country

WINTER SPORTS

7th & 8th Grade Boys Basketball

7th & 8th Grade Girls Basketball

7th & 8th Grade Competitive Cheer

6th, 7th, & 8th Grade Wrestling

SPRING SPORTS

7th & 8th (Combined) Grade Boys & Girls Track

7th & 8th Grade (Combined) Girls Softball

6th, 7th, & 8th Grade Boys Baseball

6th, 7th, & 8th Grade Boys/Girls Swim

MIDDLE SCHOOL ATHLETICS PHILOSOPHY

At WWMS, our athletics philosophy is to provide the student-athletes with valuable experiences that they will use throughout their lifetimes.

Through a variety of coaching methods and experiences, it is our hope that the student-athletes develop the emotional, intellectual, social, and physical skills necessary to aid in their growth as caring and productive citizens.

It is our belief that in order for a student-athlete to learn, he/she must be able to work, experiment, succeed, or fail without fear of humiliation or rejection. This can only be accomplished by providing a positive learning environment, which will help the student-athletes gain self-respect, self-esteem, and respect for others.

GENERAL INFORMATION

TRYOUTS

Information regarding tryouts will be sent home with students and posted well in advance. Additional information can be found on the school's website.

INSURANCE

Student-athletes are covered under their own family insurance policies. For additional information regarding the purchase of additional insurance coverage, please contact the High School Department of Athletics at (586) 439-4566.

PARENTS'/GUARDIANS' ROLES AND RESPONSIBILITIES

In order to establish and maintain a positive environment, all parents/guardians and supporters are requested to adhere to the following guidelines:

- ★ I will encourage good sportsmanship by being a positive role model.
- ★ I will try my best to make athletics a positive experience for everyone involved, including participants, coaches, officials, and spectators.
- ★ I will insist my child treat other participants, coaches, officials, and spectators with respect.
- ★ I will reinforce and support the school's policies.
- ★ I will do my best to understand and appreciate the rules of the contest.
- ★ I will show appreciation for outstanding play by either team.
- ★ I will be a "team" fan, not only a "my child" fan.
- ★ I will help my child learn that success is measured by the development of skills, not just winning or losing.
- ★ If I have a concern, I will talk to the coach at the appropriate time and place, never before, during, or immediately after a practice or contest.

Parent/Coach Relationship

Parenting and coaching are extremely difficult vocations. By establishing an understanding of each, we are better able to accept the actions of the other and provide greater benefit to children.

Communication Parents Should Expect from Coaches

- ★ Philosophy of the coach.
- ★ Locations and times of all practices and contests.
- ★ Team requirements.
- ★ Procedure followed should your child be injured during participation.
- ★ Discipline that may result in the denial of your child's participation.

Communication Coaches Should Expect from Parents

- ★ Concerns expressed directly to the coach.
- ★ Notifications of any schedule conflicts well in advance.
- ★ Specific concerns with regard to a coach's philosophy and/or expectations.

Issues Appropriate to Discuss With Coaches

As your child becomes involved in athletics, he/she will experience some of the most rewarding moments of their lives. It is important that they understand that there also may be times when things do not go the way they or you may wish. At these times, discussion with the coach may help. Examples include:

- ★ Ways to help your child improve.
- ★ Concerns about your child's attitude and/or behavior.
- ★ Academic support.

Issues Inappropriate to Discuss With Coaches

It is very difficult to accept that your child is not getting as much playing time as other team members or not playing a position that you would like him/her to. Coaches make judgments based upon what they believe is best for the entire team. Certain things should be left to the discretion of the coach. Examples include:

- ★ Team strategy.
- ★ Play calling.
- ★ Other student-athletes.

Chain of Command

Whenever there is a question or concern arising from an athletic situation, we have found the following chain of command to be very effective in resolving issues:

- ★ Athletes should talk directly to the coach, in private, face-to-face, away from the practice site or game area.
- ★ If the situation is unresolved, schedule a meeting with the coach.
- ★ If you feel that the coach did not provide a satisfactory resolution, contact the Athletic Director, Mr. Craig Cutshaw at: (586) 439-4566 or ccutshaw@mywwps.org

SPORTSMANSHIP

Sportsmanship and citizenship is as much a part of an athletic contest as the game itself. At WWMS, we believe that athletics play a vital role in the student-athlete's total education. We believe that lessons in sportsmanship and citizenship are taught every day in our lives, including in athletics. We all have an important role in teaching the lessons of sportsmanship and citizenship.

Warren Woods Middle School, along with the other middle schools in the Macomb Area Conference, is working hard to promote good sportsmanship and citizenship among our student-athletes. We need your help and support in this effort as well.

General Guidelines

- ★ Be gracious and show respect for everyone involved in the contest.
- ★ Respect the decisions made by the contest officials.
- ★ Be an exemplary role model by positively supporting teams in every manner possible, including content of cheer and signs. Be a **FAN**, not a **FANATIC**.
- ★ Realize that a ticket is a privilege to observe a contest and support the participants, and that it is not a license to verbally assault others.

Acceptable Behavior...

- ★ Applause during introduction of players, coaches, and officials.
- ★ Shaking hands with an opponent who fouls out while both sets of fans recognize the performance with applause.
- ★ Accepting all decisions of officials.
- ★ Handshakes between participants and coaches at the end of the contest, regardless of the outcome.
- ★ Treating competition as a game, not a war.
- ★ Coaches and players searching out opposing players to recognize them for outstanding effort, performance, or coaching.
- ★ Applause at the end of the contest for performance of all participants.
- ★ Everyone showing concern for an injured player, regardless of the team.
- ★ Encouraging surrounding spectators to display only the best sportsmanship-like conduct.

Unacceptable Behavior...

- ★ Taunting, trash talking, and other intimidating actions.
- ★ Encouraging those sitting around you to engage in poor sportsmanship.
- ★ Yelling or making gestures at participants, coaches, or officials.
- ★ Disrespectful or derogatory yells, chants, songs, or gestures.
- ★ Criticizing an official's decision.
- ★ Refusing to shake hands or give recognition for good effort or performance.
- ★ Blaming loss of game on officials, participants, or coaches.

- ★ Laughing or name-calling to distract an opponent.
- ★ Using profane language or displays of anger that draw attention away from the contest.

WWMS STUDENT-ATHLETE CODE OF CONDUCT

The contents in this Student-Athlete Code of Conduct highlight important guidelines set forth by WWMS coaches and administration. It should be noted that WWMS administration has the right to prohibit a student-athlete from participation in league play/practices due to disciplinary reasons or any violation of the Student Code of Conduct. WWMS Administration and coaching staff reserve the right to make final decisions regarding an athlete's eligibility status as it pertains to effort and behavior both IN and OUTSIDE of school.

PARTICIPATION CRITERIA

Before a student-athlete can participate in tryouts, practices, or contests, he/she must:

- Turn in a physical form to the front office. **A current physical form must be signed and dated by a physician and on file in the MS Front Office in order for a student-athlete to participate.** Both sides of the physical form must be filled out completely. Physical forms must be dated **on or after April 15th** for the following school year. For example, a physical dated 4/18/23 would be valid for all sports during the 2023-24 school year.
- Meet the eligibility guidelines that are outlined in this handbook.

If a student-athlete quits a sport, he/she will not be allowed to tryout/participate in a sport the following season. Example: if a student-athlete quit a fall sport, he/she will not be allowed to tryout/participate in a winter sport.

If a student owes a fee/fine to Warren Woods Public Schools or has any outstanding equipment/uniform that has not been turned in from participation in a previous sport, he/she will not be allowed to tryout/participate in a sport until the fee/fine is paid in full and/or the equipment/uniform has been turned in (this includes 8th grade students who plan on participating in sports at Warren Woods Tower H.S.).

ELIGIBILITY

Once a student is a member of an athletic team, he/she must meet the academic/behavioral expectations set forth by Warren Woods Middle School.

Eligibility lists will be distributed to the coaches on a weekly basis. Report Cards and Progress Reports may also be used to determine eligibility.

To be eligible to participate in interscholastic athletics at Warren Woods Middle

School, a student must:

- Be under age 14 in the 7th grade, as of September 1st of the current school year.
- Be under age 15 in the 8th grade, as of September 1st of the current school year.
- Have a record of a physical examination, taken no earlier than April 15th of the preceding year, on file with the athletic department/front office before he/she may begin practice or try-outs.
- Have a signed Concussion Form on file.
- Receive grades of "C" or better on any eligibility check
- Receive "B" or better in citizenship on any eligibility check
- Compete on only one team in a particular sport during the school season. MHSAA rules prohibit simultaneous participation in the same sport in AAU, AYSO, Parks & Rec., etc. Exception: student-athletes may participate in two school-sponsored sports in the same season if both coaches approve.
- All 7th and 8th grade students are eligible to try out for sports providing they meet the age requirements listed above and have a current physical on file.
- Team members are expected to travel with their team on the school bus to all games. Travel waivers must be signed by a parent/guardian for the return trip home, as transportation will not be provided by the school for athletic events (football and track are exceptions). Parents are asked not to request to drive them except in emergency situations, in which case the athletic director and/or coach should be notified in writing in advance. Parents may only take their child home from away contests. NO OTHER CHILD will be allowed to travel with another parent. Traveling with the team is part of the overall team experience.
- All school-issued equipment is to be returned clean at the end of the season on the date to be determined by the coach. Students must pay for lost and/or damaged equipment at current replacement cost.
- All athletes must be in training a minimum number of days and practices are mandatory unless excused by the coach.
- Attendance at all contests and practices are mandatory unless excused by the coach.
- Each coach will define what is considered as an unexcused absence.
- An injury is not considered an excused absence. If injured, the athlete must still attend practices to show support for the team.
- No student shall compete in any junior high/middle school athletic contest during the current semester/trimester who does not have in the official records of the school represented for the last semester/trimester credit in at least 50 percent of the total periods of work carried. A first year junior high/middle school student may compete without reference to his or her record in the 6th grade; however, a student who repeats 7th grade is subject to previous semester/trimester academic requirements.

Athletic Alcohol/Substance Abuse Policy

- Use, possession, attempting to possess, concealment, distribution, sale, or being under the influence in any form of tobacco, alcohol, or any other controlled substance is strictly prohibited. The following disciplinary action will be enforced for any violation of this policy during the middle school years:
 - 1st Offense – Immediate suspension from the sport in which the student-athlete is currently participating in.

- 2nd Offense – Suspension from all athletics participation for the remainder of the school year.
- 3rd Offense – Permanent suspension from athletics participation during the middle school years.

Athletic Eligibility:

- Every week during each athletic season, grade and behavior checks will be reported to the coaching staff. Students will be placed on **PROBATION** for one week for the following reasons:
 - Student athlete is receiving a “D” or “F” in any class.
- A student will be **INELIGIBLE** for one week for the following reasons:
 - Student athlete received an office referral and/or suspension.
 - Student athlete has more than 3 unexcused tardies during a one-week period.
- If improvement in effort is made, the probation will be extended. If no improvement is made in grade or effort after the 2nd week, expulsion from the team for the remainder of the season may result.
- A 2nd suspension will result in automatic removal from the team for the remainder of the season.
- Parents are strongly encouraged to monitor their child’s grades via PowerSchool and through open communication with their child’s teachers.

Athletic Attendance Eligibility:

- A student must be in attendance for a full school day, including early release days and ½ days of school, to participate in or attend a school-sponsored extracurricular activity or athletic event, unless an excused absence is approved by school administration

SUSPENSIONS

Any student-athlete, who is suspended from school for violation of the Warren Woods Middle School Student Code of Conduct, will be ineligible to participate in practices, competitions, or any outside-of-classroom activities for the duration of the suspension.

SCHOOL-ISSUED EQUIPMENT

All student-athletes are responsible for keeping athletic equipment in good repair and are responsible for the replacement cost of any item that has been lost or mistreated. All game uniforms are to be cared for as directed by the coach. Game uniforms may only be worn on the day of a contest unless the coach or WWMS administration grants permission.

LOCKS/LOCKERS

All student-athletes will be granted the privilege of using a locker in the locker room to store materials, clothing, and personal items (abiding by the WWMS Student Code of Conduct). Lockers and lockers will be made available to all student-athletes. Student-athletes are responsible for their assigned locker and its contents. **Warren Woods Public Schools is not responsible for any lost/missing materials, clothing, and personal items.** Student-athletes are allowed to go to their lockers before and after practice and/or contests, or with their coach’s permission. **Lockers are property of Warren Woods Public Schools. WWMS administration has the right to open and**

enter any locker in the event of an emergency that is believed to be a serious violation of school or board policy, or for the purpose of the safety, health, and welfare of the staff and student body.

SUPERVISION

Student-athletes are not allowed in the locker rooms, gymnasium, weight room, or any other athletics facility unless properly supervised by their coach. If a practice or game is not scheduled immediately after school, student-athletes are to report to a predetermined location assigned by the coach.

TEAM RULES & POLICIES

In addition to the rules and policies set forth in this handbook, coaches may institute other rules and policies for a particular sport. These rules and policies will be approved by WWMS administration and distributed to all student-athletes at the beginning of the respective season.