

O.W. Best Middle School

Name		Grade	
#	Date	Reason	Teacher Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

- A. Horseplay
- B. Talking in class
- C. Throwing things
- D. Out of assigned area
- E. Out of assigned seat
- F. Unprepared for class
- G. Inappropriate/Rude Language
- H. Cell Phone Violation
- I. Safety violations
- J. Other

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O.W. BEST MIDDLE SCHOOL 2015-2016

Statement of Nondiscrimination

It is the policy of the Dearborn Heights District #7 Schools that no discriminatory practices based on sex, race, religion, color, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the

Special Education Director,
20629 Annapolis, Dearborn Heights, MI, 48125
or call 313-278-1901.

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES (INCLUDING TITLE II, TITLE VI TITLE VII, AND TITLE IX, SECTION 504 AND ADA)

Nondiscrimination

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Complaint procedure

Section I

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator.

Director of Special Education
Dearborn Heights School District #7
20629 Annapolis
Dearborn Heights, Michigan 48125
313-278-1900

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114-2611

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

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

Step 2

If the complainant wishes to appeal the decision of the District's Civil rights Coordinator, s/he 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.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) 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) business days of this meeting.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's Office.

4/2/2012

Policy 5517.01

Bullying

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/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report

concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board president.

Bullying is defined as any gesture or written, verbal, graphic, or physical act that, without regard to its subject matter or motivating circumstance, is intended to harm one or more students either directly or indirectly. Bullying can be physical, verbal, psychological or a combination of all three.

Policy #5330 Use of Medications

Should it be necessary for a student to take medication during the course of the school day, all containers must be kept in the main office to prevent accidental abuse. Medication must be in the original bottle and clearly labeled, identifying the student by name, the contents, the dosage, and the time(s) at which the medication should be administered.

Student medications must be submitted to the office along with a physician's note detailing its administration and Board policy form 5330F1 available through the main office. Main office personnel will dispense medication to students at the office as per the physician's written directions regarding its use.

Medication other than that prescribed by a licensed physician (i.e. aspirin, Tylenol, cough drops, etc.) will not be dispensed or distributed through the office without written directions from the doctor's office and the proper form (5330F1) on file.

It is **illegal** for any student to carry or distribute medication of any sort, including, but not limited to:

- Aspirin or other pain killers (i.e. *Tylenol*, *Advil*, etc.)
- Cough drops
- Inhaler (unless ordered by a physician and documented using form 5330F1a [available through the main office])

Policy #8330 Student Records

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information" the following: student name, address, telephone, date and place of birth, heights and weight (if member of an athletic team) and date of graduation. Parents and eligible 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.

Policy #6152 Student Fees, Fines and Supplies

OW Best charges specific fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage of school property. The school and staff do not make a profit. The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or administrator may recommend useful supplies for these purposes.

Before any student may take advantage of the school's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each.

Michigan law states that all children are expected to attend school consistently during the school year. Excessive tardies and/or absences will result in notification by the school. Continued tardiness/non-attendance may result in school contact with the local attendance officer, who will take whatever actions necessary to correct this situation.

STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to promote the safety and welfare of students and maintain an environment conducive to learning. The rules contained herein will be enforced on school property, a one-block radius of school property, and at all school activities. Failure to follow the code of conduct will result in appropriate consequences that encourage student responsibility. These consequences include, but are not limited to, the following: detention, community service, Saturday School in addition to an out of school suspension. The discipline procedures at O.W. Best are applied on an individual basis taking into account past performance and other mitigating circumstances.

The student planner contains the signature cards for the entire year. This planner is required to be with the student in every class, every day. While the first planner is given to the student free of charge, if a student loses their planner, they must purchase a new planner for five dollars. Without their planner, the student will not have their signature cards and will be attending Saturday School for minor violations of the student code of conduct. HAVING ONE'S PLANNER WITH THEM IS CRITICAL TO ACADEMIC SUCCESS.

Due Process Rights

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines.

A Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

B Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian shall be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his /her guardian shall also be provided a brief description of the students rights and of the hearing procedure. A student may present witnesses in his/her behalf and may be represented by counsel at the student's expense. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must e submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01) to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610/01)

Topic Finder

001	Attendance Policy
002	Early Dismissal
003	Absences for Vacation
004	School Activities and Absences
005	Attendance and Homework
006	Suspension Homework
007	Physical Education
008	Grading Policy
009	Tardiness
010	Saturday School
011	ZAP Program
012	Early Entry
013	Closed Campus
014	Visitors
015	Publicity/Fundraising
016	Initiations
017	Electronic Devices
018	Displays of Affection
019	Dresscode
020	Definitions
021	Community Service
022	Detention
023	Saturday School
024	Suspension
025	Long-Term Suspension (Students Subjected To)
026	Long-Term Suspension Defined
027	Expulsion Defined
028	Classroom Behavior
029	Smoking
030	Safety of Others
031	Gross Misconduct
032	Insubordination Defined
033	Minor Insubordination, Defined

034	Major Insubordination, Defined
035	Public and Private Property
036	Fireworks
037	Alcohol and drugs
038	Weapons
039	Academic Misconduct
040	Horseplay
041	Running in the halls
042	Fighting
043	Social Networking Sites
044	Cafeteria Theft
045	Hall Passes
046	Make-Up Work
047	ZAP Program
048	Gym Locker Access
049	Cafeteria rules and conduct
050	Retention Policies
051	Grading Policies
052	School Activities and Fines
053	Persistent Disobedience
054	Drama

RULES AND RESPONSIBILITIES

001 ATTENDANCE POLICY

Success in school is based on hard work and good attendance. The state of Michigan holds the school responsible for monitoring student attendance. In the event of excessive absences, 10 days non-exempt in one school year, the school will initiate the truancy process. Exempt absences must have medical documentation. Exempt absences are things like a doctor's appointment or a funeral where documentation is provided, such as a doctor's or mortician's note. Vacations are excused absences but still count towards truancy.

Absences: Students will be absent from school for illness, sickness in the family and emergencies. Doctor's documentation must be provided upon return to school in order for the absences to be considered exempt. The following procedures must be followed:

- a. A parent must contact the school office before 9:00 a.m. stating the reason for the absence.
- b. If it is not possible to telephone the school on the day of the absence, a note must be sent to the office upon the student's return to school.
- c. If a student is out ***three or more consecutive days*** the parent may request home work assignments. Please call the office to make arrangements prior to 8:30 AM. If requested homework is not picked up at the arranged time, a request will not be honored again.

STATE OF MICHIGAN ATTENDANCE (ERASE TRUANCY PROGRAM)

The State of Michigan requires that students under the age of 16 attend school regularly. The Erase Truancy Program requires the schools to hold students accountable for not being in regular school attendance. The truth is that the work that the students are doing is so difficult, that being at school regularly is crucial to success.

At 7 UNEXCUSED ABSENCES, OW Best will attempt to contact the parent/guardian to remind you of our attendance policies and stress the importance of consistent attendance.

At 10 UNEXCUSED ABSENCES, OW Best will send a warning letter to the parent/guardian and attempt to set up a meeting with our Attendance Specialist and an Administrator in an attempt to resolve the truancy problem.

At 15 UNEXCUSED ABSENCES, under the condition that your student has no past truancy filings, O.W. Best will take one of two actions:

- Your case will be forwarded to the 3rd District Court’s Truancy Intervention Project and an informal hearing will be held with representatives from both the school and the court.

or

- Your case will be forwarded to the Wayne Mediation Center for a truancy intervention session with both a trained mediator and representatives from the school present.

If your student has had past truancy filings, or we have attempted one of these two interventions in the past, this step of the process will be skipped and a court petition will be filed at 15 absences.

AT 18 UNEXCUSED ABSENCES (10% OF THE SCHOOL YEAR), O.W. Best will file a formal truancy complaint with the 3rd Circuit Court of Wayne County.

Doctor’s notes, Funeral Director’s Notes and Court Notes are the only way to “exempt” an absence from counting towards truancy. If your child has the sniffles, they should still be in school. If your child is truly ill, keep them home. **The 7, 10 and 15 and 18 numbers listed above are hard numbers . . . OW Best is required by the State of Michigan to act.**

002 Early Dismissals: A written request for an early dismissal, designating the time, must be brought to the office before school. If a note is not provided, the parent must come into the office to pick up their child.

003 Absences for Vacation: OW Best Middle School **DISCOURAGES** parents from taking students out of school for vacations. In the event that a family must be gone for an extended period of time, the parents must sign a vacation form when removing a student from school for an extended vacation. The school schedule allows time for vacation at winter break, spring break and during the summer. Parents/guardians are encouraged to plan vacations during these periods. Vacations **are not** exempt absences . . . the days missed will count towards truancy. Work that will be missed must be requested and turned in to count.

004 School Activities and Absences: A student may not attend any school activity on days he/she is absent from school for three or more hours/class periods. This includes plays, band concerts or extracurricular activities.

005 Attendance and Homework: Upon returning from an absence, it is the **student’s responsibility** to contact his/her teachers regarding make-up work. Work must be requested and turned in to count.

006 Suspension Homework: It is the parent’s responsibility to request suspension homework. Once a parent requests the homework, the staff of OW Best will generally have that homework ready within 24 hours. It is the student’s responsibility to turn the homework into the teacher **on the day that they return** to school. Suspension homework will not be taken late.

- 007 Physical Education: A student who cannot participate in physical education due to illness or injury must provide the school with documentation from a doctor describing the nature and duration of the illness/injury.
- 008 Grading Policy: OW Best Middle School has a standardized grading policy for the entire school. Each letter grade is based upon a numeric percentage of an assignment. The letter grades range from A+ (100%) to E (59% and below). Work that is not turned in is designated as a (0%). Missing math work can be turned in for 100% credit by attending the ZAP program.

Further, summative assessments such as tests, quizzes and projects will count for 50% of a student's grade. Homework and other formative assessments will count for the other 50% of the grade.

009 TARDINESS

Students have the responsibility of arriving to school on time and getting to their class within the five minutes allowed for changing of classes. The tardy policy is as follows:

Being late to school has a direct negative affect on learning. If a student is late to school, they lose learning time in class. Students who enter OW Best late to first period will be subject to a mandatory 15 minute tardy detention on the first tardy and on every subsequent first period tardy. The detention will be held immediately after school on the day of the tardy.

If a student fails to make up the detention immediately after school, **that student will be suspended out of school the following day.**

0-5 tardies between classes in a quarter, there are no consequences

6-9 tardies between classes in a quarter, Saturday School from 9:00 AM to 12:00 Noon.

10 -12 tardies in a quarter, a one day out of school suspension and parent conference with the principal prior to a student being readmitted to school.

13 or more tardies are a 2 day out of school suspension and a mandatory parent readmission conference before the student is allowed to return to school.

- 010 If a student fails to attend Saturday School, that student is immediately assigned an alternative consequence (Out of School Suspension) the following week. If the student misses Saturday School more than once, the consequence may be an out of school suspension instead of Saturday School. Students may be given an out of school suspension in lieu of Saturday School at the discretion of the building administrator if the student has missed previous Saturday Schools.

Definition: A student will be considered tardy if he/she is not in his/her assigned room after the tardy bell rings.

OW Best Middle School operates from 7:53 AM to 2:45 PM. Students are expected to be in the classroom by 8:00. After the 8 AM bell rings, students are considered tardy to school.

- 011 ZAP (**Z**eros **A**ren't **P**ermitted) Program: Middle School Students sometimes lie. They will look you right in the eye and say that they don't have homework when that homework is sitting in their locker not completed. In spite of having homework websites, the Parent Connect Program and easy teacher access, some students just refuse to do their work.

Part of being a student at OW Best is to agree that if homework is not done, the student must attend ZAP. Mathematics is a very difficult subject, and math classes cannot be passed if the student does not do their homework.

If a student doesn't attend after school ZAP, then those students will be assigned one day of Saturday School. The goal here is to have the student complete his or her homework and avoid

ZAP all together. Some students just flat will not do their homework. Not attending a required Saturday School ZAP make-up class will result in a suspension. The best way to avoid ZAP is to simply for the student to do his or her homework.

BUILDING, GENERAL INFORMATION

- 012 Early Entry: Students will not be allowed to enter the building early unless they have a meeting with a staff member. During very cold or inclement weather students will be allowed to wait inside the building foyer. Also, the cafeteria opens at 7:30 on most days.
- 013 Closed Campus: Students are not permitted to leave the building during the school day without checking out at the office.
- 014 Visitors: **All visitors** (including parents) to the building must report to the office and sign in. This is a health and safety issue for all schools.
- 015 Publicity/Fund Raising: No postings or fund raising activities are permitted within the school without the permission of the principal.
- 016 Initiations: No initiations are permitted.
- 017 Electronic Devices: Radios, CD players, MP3's, iPods, cell phones, electronic games, etc. are not permitted in the classrooms (Electronic Readers are allowed). Students may bring such devices to school, but they must be left in the student's locker and powered off. Anyone in violation of this policy will receive a signature on their signature card and be sent to their locker to secure the device in their locker. Cell phones are not allowed to be used between 8:00 AM and 2:45 PM. **The school is not responsible for the security of electronic devices and will not attempt to find them if they are lost or stolen.**
- 018 Displays of Affection: Holding hands, kissing, hugs etc. are prohibited.
- 019 Dress Code: Students and parents/guardians shall use common sense and modesty in students' attire and grooming for school. Standards of safety, cleanliness, good taste and decency shall be used in determining the appropriateness of student dress. Attire and grooming that is distracting and disruptive to the educational process is not acceptable for school.
- Clothing and accessories are not permitted if they display in writing or insinuate, picture, or logo any offensive or inappropriate matter including, but not limited to, the following: Topics of sex, illegal substances, tobacco products, alcoholic beverages, profanity and violence.
 - Hats and hoods must be removed upon entering the building.
 - Writing or drawing on one's body is not allowed. Students who draw or allow others to draw on their body will either remove the writing or be sent home until such time as the ink is removed.
 - Coats, hats and backpacks must be placed in lockers upon arrival and must not be worn in school.
 - Displaying cleavage is simply inappropriate and is not allowed.
 - No "sagged" pants or pajama bottoms are permitted.
 - No "cut off" jeans are allowed
 - No "off the shoulder shirts" are allowed.
 - **Any type of stretch pants** such as "yoga pants" or "jeggings" must be accompanied by a top that is **at least finger tip in length or shorts/pants.**
 - Jeans with frayed areas in them are allowed as long as the hole does not show skin. If a student has a small hole, a piece of painter's tape will be given to cover up the hole. If the student removes the tape, then that will be considered insubordination.

- Sagged Pants/stretch pants that are form fitting/pants with holes/spandex leggings:
 1. On the first occurrence for sagged pants, the student will be told to wear the pants at the waist and sent back to class if they are wearing a belt or if the parent brings a belt to school. If the student does not have a belt, the school will provide a plastic cable tie to hold the pants up
 2. On the second occurrence, the student will be given a day of community service.
 3. On a third occurrence, the student will be suspended out of school and a readmission conference will be required before the student is allowed to return to school.

The above guidelines will be used by the faculty and administration when assessing students' attire and grooming. There may be days designated as *special occasions* where exceptions will be made to some of these rules. Exceptions are made for religious or medical reasons. All clothing must be worn in the manner for which it is designed.

SHIRTS

1. No tank tops or low-cut tops are permitted. Shoulders must be covered so no off the shoulder shirts are permitted.
2. Undergarments must not be exposed.
3. No see-through or mesh material permitted.
4. Tops must be long enough to cover the stomach. No bare midriffs.
5. Hooded apparel must not cover the head.
6. As a general rule, if abdominal skin can be seen when a student stands up, the shirt is too short.

SHORTS, PANTS, SKIRTS, SKORTS

1. Undergarments and midriff must not be exposed.
2. Sleepwear and spandex are not permitted.
3. The hem or the top of a slit in shorts, skirts, skorts and pants must be no higher on the leg than the tip of the fingertips when arms are placed at one's side.
4. Excessively baggy pants and clothing are not permitted. Pants waistbands **must** be worn at the waist at all times.
5. Shorts must have a hem: No frayed shorts.
6. No chains, brads or large buckles are allowed on pants or clothing.

FOOTWEAR

1. Footwear must be worn.

ACCESSORIES

1. Any accessories that are disruptive or offensive are not permitted. Items such as, but not limited to, wallet chains, snap links, dog collars, spike wrist bands, bandanas, shoe wheels and sunglasses (unless prescribed) are in violation of this rule.
2. Piercings are allowed as long as they are not a disruption to the educational environment. Students who have piercings that are large or are considered distracting will be asked to remove the piercing.

DRESS CODE VIOLATION CONSEQUENCES

1. Parent Phone call, Change of clothes w/parent phone call first violation.
2. Parent Phone Call, Change of clothes, Community Service.
3. One Day Suspension
If a change of clothes cannot be brought to school, the student will be sent home.

Skateboards/Heelies: Skateboarding or using heelies on school property is prohibited.

STUDENT CONDUCT

- 020 Definitions:
- a. Warning: A student is given a verbal reminder to cease an activity coupled with a phone call home.
 - 021 b. Community Service: A student is given a work-related penalty to do before or after school. Community service runs from 7:00 AM to 7:30 AM or 2:45 PM to 3:15 PM
 - 022 c. Detention: A period of time in which a student is held before or after school by a school employee. District policy allows school officials to detain students for a maximum of 15 minutes without parent notification.
 - 023 d. Saturday School is held as an alternative penalty for excessive tardies, minor behavioral infractions or excessive signatures on their signature card. Saturday School begins at 9:00 AM and runs until 11:30 AM. Students are expected to immediately leave campus and the school grounds at the conclusion of Saturday School.
 - 024 e. Suspension: A student's temporary removal from school. Students suspended from school are not permitted on school property or to extracurricular events like games, dances, meetings, etc.

Students subject to short-term suspension:

A student must be given notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension. An appeal may be addressed to the Superintendent whose decision will be final.

Students who are short-term suspended have the opportunity to receive their homework. It is the parent's responsibility to request homework, to pick the homework up and to return the completed homework on the day the student returns to school.

- 025 Students subject to long-term suspension

A student and his/her parent or guardian shall be given a notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian shall also be provided a brief description of the student's rights and of the hearing procedure. A student may present witnesses in his/her behalf and may be represented by counsel at the student's expense. At the student's request, the hearing may be private, but the Board (Superintendent) must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), or to a request for reinstatement (Policy 5610.01) or to a request for admission after being permanently expelled from another district (Policy 5610.01).

- 026 f. Long Term Suspension: A student is removed from school for a period of time greater than 10 school days, but less than a permanent removal.
- 027 g. Expulsion: The **permanent** removal of a student from the school.

028 Classroom Behavior: A teacher has the right to teach, and every student has the right to learn. Behavior which interferes with these rights will not be tolerated.

029 Smoking: Possession or use of tobacco products by students is strictly

prohibited. It is a violation of state and city laws with the school and courts having jurisdiction over violators. This includes E-Cigarettes.

- a. Use of tobacco products: Use of cigarettes or other tobacco products such as cigars, chewing tobacco, tobacco snuff or tobacco in any other form are prohibited. This policy applies to all school property and at any school activity.
 - b. Possession of tobacco products: Students are prohibited from possessing cigarettes or other tobacco products such as cigars, chewing tobacco, tobacco snuff, tobacco in any other form or cigarette lighters. A three day suspension will be levied on the first offense, 5 days for the second, possible removal for a third offense.
- 030 Safety of Others: Physical attacks or threats to students or school employees will not be tolerated. This rule will be enforced within the building and governs students while traveling to and from school.
- 031 Gross Misconduct: Examples of gross misconduct include, but are not limited to, the following: conduct detrimental to the normal functioning of the school; gross or repeated disobedience of school personnel or school rules; use of profane or obscene language or gestures; and the violation of any state or local law or ordinance.
- 032 Insubordination: The refusal to comply with the reasonable directives of school authorities or the display of disrespect toward school personnel shall constitute insubordination. There are two levels of Insubordination:
- 033 Minor insubordination is when a student is directed to do something by a staff member and the student doesn't comply. Examples of this are not getting to work on an assignment or staying in one's seat.
- 034 Major Insubordination is when a student is blatantly rude or disrespectful to a staff member. This may include confronting a staff member, swearing at or otherwise being rude and disrespectful to the staff member. Major insubordination results in an immediate 3 day suspension on the first offense, a 5 day suspension on the second offense, and possible long – term suspension on the third offense.
- 035 Public and Private Property: Students who abuse the property of other students, school employees, or the school will be required, in addition to other prescribed penalties, to pay for all damages.
- 036 Fireworks: Bringing fireworks onto school property is prohibited. The possession of any combustible or explosive composition, or any substance prepared for the purpose of producing an audible effect by combustion, explosion, or detonation (i.e. firecrackers, smoke bombs, stink bombs, etc.) will be considered a violation of this rule.
- 037 Alcohol and Other Drugs: Alcohol, other drugs and drug paraphernalia is prohibited. Any student in possession of illegal drugs or paraphernalia will be suspended and reported to the police. Any student under the influence of any controlled substance which has not been medically prescribed and results in the modification of normal behavior will be considered in violation of this rule.
- 038 Weapons: The use and/or possession of a weapon of any type is prohibited and may result in police notification. Any Weapon is considered dangerous. Each incident will be dealt with on a case by case basis.
- 039 Academic Misconduct: Cheating, plagiarisms, forgery and not having books in class or being unprepared for class such as pencils, pens, etc are all examples of academic misconduct. This

- policy expressly prohibits electronic cutting and pasting, where students lift printed material out of a resource and claims that material as their own. Students who engage in plagiarism will receive a zero for the assignment.
- 040 Horseplay: Horseplay can lead to serious injury. Rough play (horseplay) in the halls can lead to detention, community service or more serious consequences.
- 041 Any student caught running in the halls will receive community service on the first offense. Running poses a huge health and safety risk to students, faculty and staff.
- 042 Fighting: OW Best Middle School has adopted a zero tolerance policy for fighting. Fighting is absolutely forbidden. On the first incident, an immediate five (5) day suspension will be levied. On the second fight during a school year, a ten (10) day suspension will be levied. If an individual is in a third fight during a school year, a long term suspension or expulsion may be levied. Suspensions are decided on a case by case basis.
- 043 Social networking sites such as “Snap Chat” or “Twitter” can cause exceptional problems at any school. Middle school students simply are not able to handle the responsibility that comes with a social networking site. Some students will go on the site and write the most inappropriate statements and/or threats. OW Best will not tolerate “cyber bullying” and “on-line threats.” If a student is caught harassing or threatening other students using a social networking site, appropriate disciplinary action will be taken on a case by case basis.
- 044 Cafeteria Theft: Theft from the cafeteria is stealing. Any student caught stealing food or drinks from the cafeteria will be automatically suspended for five days on the first offense. The cafeteria is a restaurant, no different than McDonalds or Wendy’s. Students are expected to be honest and polite when in the cafeteria.
- 045 Hall Passes: Allowing a student to leave class is at the teacher’s discretion. No student should be in the halls without a laminated hall pass. Students who abuse the hall pass system may have the privilege revoked.
- 046 Make-Up Work: If a student is absent, that student will be allowed two days for every day that they are absent to make up work for full (100%) credit. After the two day rule has expired, the work then becomes missing work and the missing work rule applies.
- 047 ZAP Program: If a student fails to do their homework, they are immediately placed into the ZAP program until the homework is completed. ZAP (Zeros Aren’t Permitted) runs after school plus on Saturdays. The student will be dismissed from their class five minutes before the end of school and will complete their missing homework in a classroom. Homework completion is critical to your child’s success at OW Best Middle School.

Students will stay in the ZAP program until the homework is completed. Students who are absent may not be assigned to ZAP . . . they have two days for every day that they were absent to make up the missing work.

048 Gym Locker Room Access

The locker rooms are not to be used as school lockers; Locker rooms are to be used for changing into gym clothes or for storing athletic equipment when a student is participating in a school sponsored team sport. The locker rooms are open before school between the hours of 7:45-7:55 am. Locker rooms will also be open after school beginning at 2:45 pm for student athletes and weight training classes.

During PE classes, if a student needs to use the restroom, they use the designated restroom in the 8th grade hall. During weight training and gym classes, the locker rooms will be locked as soon as

classes are dressed and in the gym. Gym students are not permitted to go into the locker rooms during gym class until it is time to dress for the next hour.

049 CAFETERIA RULES

Breakfast:

1. Students will be let in for breakfast at 7:30 a.m. and the cafeteria stays open until 7:53 a.m.
2. Only those students who are eating breakfast are allowed in the cafeteria before school.
3. Students are to go directly to the serving area to get breakfast then proceed to the cafeteria.
4. Students are to remain orderly in the cafeteria and are to clean up after themselves.
5. Students are to **remain in the cafeteria** until dismissed.
6. At no time are students allowed to go to their lockers before or during breakfast.
7. Throwing food and/or trash is a suspendable offense.
8. Students must have a pass to see a teacher before school.

Lunch:

1. Students purchasing lunch are to be in the lunch line at the beginning of the lunch period.
2. Students who bring their lunch are to enter the cafeteria at the beginning of the lunch period.
3. No more than 8 students are allowed at any cafeteria table.
4. Students are to remain seated during lunch.
5. No running, throwing, whistling, screaming, etc.
6. Students must have permission to leave the cafeteria.
7. Students are to use only the designated lavatories during lunch.
8. Students are expected to clean up after themselves.
9. Students are not to enter the serving area from the cafeteria.
10. Students must wait until they are dismissed before leaving the cafeteria.
11. All food and drink are to be consumed in the cafeteria. No food or drink is allowed outside of the cafeteria. Gum and candy are not permitted in school.

Any violations of the cafeteria rules are subject to the Student Code of Conduct.

050 Retention Policy:

Students who fail a total of 3 or more core academic classes from either semester will face retention review. To rephrase this, three academic core classes from either one or both semesters combined will result in the student's performance being reviewed by the Retention Review Committee. **Retention will be handled on a case by case basis.**

051 OW Best Grading Policy

OW Best Middle School's grading policy stipulates that 50% of a student's grades is derived from homework or class work and 50% of the student's grade is derived from test, quizzes, common unit assessments and projects.

Letter grades are A, B, C, D and E with the normal plusses and minuses for each grade given as warranted. Grades are available on line both on Parent Connect as well as to students directly on Student Connect. There is no D- grade.

052 School Activities and Fines

To be eligible for any extra-curricular activities . . . dances, trips, athletics, plays or other events, a student must not owe any fines for library books, class books or any other fines. An up-dated fine list will be kept so that students can keep up with what they owe.

053 Persistent Disobedience

Some students simply continue to misbehave, even after having meetings with parents and with the administration of OW Best Middle School. When a student ignores warnings to stop misbehaving, their actions detract from the educational environment and keep their peers from learning. Parents choose to enroll their children into OW Best Middle School to receive a quality education in a safe, orderly environment. As administrators, our job is to keep the environment orderly and predictable so that students who want to learn have that opportunity.

To be blunt, students who choose not to learn are in the wrong school. OW Best Middle School can provide an excellent opportunity for a student to receive a quality education, but that is no guarantee that the child will actually learn. The Administration of OW Best will not allow a student who persistently disobeys school rules or staff to remain in the school. The persistent disobedience rules are as follows:

On the 15th referral during a school year, the 15th referral will be labeled “*persistent disobedience*” and the student will be subject to an immediate 3 day suspension and a mandatory parent conference *prior* to the student’s return to school. Exceptions to this may be fighting or other more serious violations of the Student Code of Conduct.

On the 16th referral during a school year, the referral will be labeled “*persistent disobedience*” and the student will be subject to an immediate 7 day suspension and a mandatory parent conference *prior* to the student’s return to school. Exceptions to this rule may be fighting or other more serious violations of the Student Code of Conduct.

On the 17th referral during a school year, the referral will be labeled “*persistent disobedience*” and the student will be subject to an immediate suspension for the remainder of the semester. A mandatory parent conference prior to the student’s return to school is required. Exceptions to this rule may be fighting and other more serious violations of the Student Code of Conduct.

Further violations of the Student Code of Conduct will result in progressive discipline.

054 DRAMA:

Some middle school students appear to live their school careers by crisis management: These students are continually having something happening to them or they are completely distraught over some perceived slight. If a student is emotionally distraught, they are a both a distraction to their peers and keep others from learning. Students who are distraught will be sent home for the day and can return the following day

055 LATE WORK:

Work turned in one day late will receive 90% credit. Students may turn in late work up to 5 days past the due date for 75% credit. However, late work will not be accepted after the assessment for the unit test has been given.

