

**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. Safety violations
- I. Other

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<p style="text-align: center;"><b>O.W. Best Middle School Signature Card</b></p> <p>This is your <b>SIGNATURE CARD</b>. At any time there is a minor disciplinary problem a teacher/adult will ask you for this <b>SIGNATURE CARD</b>. The card will be signed and dated by the teacher/adult who witnessed the disciplinary problem. Should you earn a tenth signature on your card, you will receive Saturday School and will no longer have a card. Further behavior problems will result in a referral. Anyone failing to serve an assigned Saturday School will receive a one day Out of School Suspension.</p> <p>Students are expected to carry this card with them at all times, in their planner. If the teacher/adult asks for this <b>SIGNATURE CARD</b> and the student does not have it, the student will receive an extra signature for having to go and get it. If a student cannot get their card or has lost this card they may get a new one from an administrator and will automatically have 3 signatures filled in for losing this card. <i>The second time this card is lost or cannot be provided, a student will automatically be given Saturday School.</i></p>	<p style="text-align: center;"><b>O.W. Best Middle School Signature Card</b></p> <p>This is your <b>SIGNATURE CARD</b>. At any time there is a minor disciplinary problem a teacher/adult will ask you for this <b>SIGNATURE CARD</b>. The card will be signed and dated by the teacher/adult who witnessed the disciplinary problem. Should you earn a tenth signature on your card, you will receive Saturday School and will no longer have a card. Further behavior problems will result in a referral. Anyone failing to serve an assigned Saturday School will receive a one day Out of School Suspension.</p> <p>Students are expected to carry this card with them at all times, in their planner. If the teacher/adult asks for this <b>SIGNATURE CARD</b> and the student does not have it, the student will receive an extra signature for having to go and get it. If a student cannot get their card or has lost this card they may get a new one from an administrator and will automatically have 3 signatures filled in for losing this card. <i>The second time this card is lost or cannot be provided, a student will automatically be given Saturday School.</i></p>
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# O.W. BEST MIDDLE SCHOOL 2017-2018

## 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:

Director of Special Education  
Dearborn Heights School District #7  
20629 Annapolis, Dearborn Heights, MI, 48125  
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

### Board Policies

#### 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.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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 written, verbal, or physical act, including cyber bullying that, without regard to its subject matter or motivating circumstance, is intended or that a reasonable person would know is likely to harm one (1) 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.

### Policy #7540.03: Computer Technology and Networks

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.

## Policy #5200: Attendance Policy

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 all District 7 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: Student Responsibility Center (SRC), community service, Saturday School, and out of school suspension. O.W. Best follows progressive discipline, meaning with increased infractions of the rules, consequences are also increased. Discipline is 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. At any time there is a minor disciplinary problem a teacher/adult will ask you for this SIGNATURE CARD. The card will be signed and dated by the teacher/adult who witnessed the disciplinary problem. Should you earn a tenth signature on your card, you will receive Saturday School and will no longer have a card. Further behavior problems will result in a referral. Anyone failing to serve an assigned Saturday School will receive a one day Out of School Suspension.

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## 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 be 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

## Building and General Information

- 001 Early Entry
- 002 Closed Campus
- 003 Visitors
- 004 Publicity/Fundraising
- 005 Initiations
- 006 Electronic Devices
- 007 Displays of Affection

## Attendance Policies

- 008 Truancy
- 009 Early Dismissals
- 010 Absences for Vacation
- 011 School Activities and Absences
- 012 Absences and Homework
- 013 Suspension Homework
- 014 Physical Education
- 015 Tardies

## Academic Policies

- 016 Grading Policy
- 017 Make-Up Work
- 018 Late Work
- 019 ZAP Program
- 020 Academic Misconduct
- 021 Summer School and Retention

## Dress Code

- 022 General Requirements
- 023 Shirts
- 024 Pants, skirts, and shorts
- 025 Footwear
- 026 Accessories
- 027 Consequences for dress code violations:

## Student Code of Conduct

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- 031 Detention
- 032 Saturday School
- 033 Suspension
- 034 Long-Term Suspension Defined
- 035 Expulsion Defined
- 036 Long-Term Suspension (Students Subjected to)
- 037 Persistent Disobedience

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- 039 Fireworks
- 040 Alcohol and Other Drugs
- 041 Weapons
- 042 Fighting
- 043 Safety of Others
- 044 Gross Misconduct



- 045 Verbal Abuse and Profanity
- 046 Classroom Behavior
- 047 Insubordination
- 048 Public and Private Property
- 049 Academic Misconduct
- 050 Horseplay
- 051 Running in the Halls
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- 053 Hall Passes
- 054 Drama
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Parent Information

- 059 Emergencies
- 060 Parent Portal
- 061 Homework Page
- 062 Contacting Teachers
- 063 Conferences
- 064 Report Cards
- 065 Background checks
- 066 Best Parent Club

## BUILDING AND GENERAL INFORMATION

- 001 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. The cafeteria opens at 7:30 AM and on late start days, the cafeteria opens at 8:30 AM. Breakfast is free for all students.
- 002 Closed Campus: Students are not permitted to leave the building during the school day without checking out at the office.
- 003 Visitors: **All visitors** to the building (including parents) must use the main entrance and report to the office. This is a health and safety requirement for all schools.
- 004 Publicity/Fund Raising: No postings or fund raising activities are permitted within the school without the permission of the principal.
- 005 Initiations: No initiations are permitted.
- 006 Electronic Devices: Cell phones, radios, CD players, MP3's, iPods, electronic games, etc. are not permitted in school (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 rule will receive a signature on their signature card and be sent to their locker to secure the device in their locker. **The school is not responsible for the security of electronic devices and only be able to offer limited assistance to find them if they are lost or stolen.**
- 007 Displays of Affection: Holding hands, kissing, hugs etc. are prohibited.

## ATTENDANCE POLICIES

- 008 Truancy: Success in school is based on hard work and good attendance. The State of Michigan requires that students under the age of 16 attend school regularly. Schools are to hold students accountable for not being in regular school attendance. In the event of excessive absences, 10 days in one school year, the school will initiate the truancy process.

**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 an Administrator in an attempt to resolve the truancy problem.

**At 15 UNEXCUSED ABSENCES**, O.W. Best will send a second warning letter, via certified mail, to the parent/guardian and attempt to set up a meeting with an Administrator.

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

A letter from a doctor, a funeral, or a court are the only way to excuse an absence from counting towards truancy. Vacations still count towards truancy.

**The 7, 10 and 15 and 18 numbers listed above are hard numbers. OW Best is required by the State of Michigan to act.**

- 009 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.

010 Absences for Vacation: OW Best Middle School **DISCOURAGES** parents from taking students out of school for vacations. 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. In the event that a student will be gone for an extended period of time, the parents must sign a vacation form at least one week in advance so teachers have time to collect work for the student that they will miss. **This work must be returned upon a student's return to school.** Vacations **are not** excused absences; the days missed will count towards truancy.

011 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 band concerts, athletic events or other extracurricular activities.

012 Absences and Homework: If a student is out **three or more consecutive days** the parent may request homework assignments. Please call the office to make arrangements. If requested homework is not picked up at the arranged time, a request will not be honored again. Upon returning from an absence, it is the **student's responsibility** to check the homework page and contact his/her teachers regarding make-up work. Work must be requested and turned in to count. Please refer to the missing work policy.

013 Suspension Homework: In the case of a student suspension that is less than 3 days, it is the student's responsibility to get the missing work upon return to school.

In the case of a student suspension three days or longer, homework will be requested and sent to the office to be picked up by a parent. **It is the student's responsibility to turn the homework into the teacher upon returning to school. Suspension homework will not be taken late.**

014 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.

015 Tardies: Students have the responsibility of arriving to school on time and getting to their class within the five minutes allowed for changing of classes.

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 does not attend the tardy detention immediately after school, that student will be assigned Saturday School.

Tardies between classes:

0-5 tardies between classes in a quarter: no consequences

6-9 tardies between classes in a quarter: Saturday School

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

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

## ACADEMIC POLICIES

- 016 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). There is no D- grade. Work that is not turned in is designated as a (0%). Grades are available on line both on Parent Connect as well as to students directly on Student Connect.
- 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.
- 017 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 (up to five days total). After the two day rule has expired, the work then becomes late work and the late work rule applies.
- 018 Late Work: Work turned in one day late will receive 90% credit. Work turned in 2-5 days late will received 75% credit. Late work will not be accepted after the assessment for the unit has been given.
- 019 ZAP (Zero's Aren't Permitted) Program: Homework completion is critical to your child's success at OW Best Middle School. If a student fails to do their homework, they are placed into the ZAP program for one hour after school (space permitting). The assignment will be provided and students will receive 90% credit.
- If a student doesn't attend after school ZAP, then those students will be assigned one day of Saturday School. Not attending a required Saturday School ZAP make-up class will result in a one day out of school suspension.
- 020 Academic Misconduct: Academic misconduct is cheating, plagiarism, forgery or theft of another student's work. Students who engage in academic misconduct will receive a zero for the assignment. Additional consequences may apply.
- 021 Summer School and Retention: Students who fail a total of 3 or more core academic classes from either 1<sup>st</sup> semester, 2<sup>nd</sup> semester, or a combination of both semesters, will be reviewed for mandatory attendance at Summer School and possible retention. **Retention will be handled on a case by case basis.**

## DRESS CODE

022 General Requirements: 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.

The following 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.

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.

023 Shirts:

1. No tank tops or low-cut tops are permitted. Tank top straps must be at least 2 inches wide. 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. As a general rule, if abdominal skin can be seen when a student stands up, the shirt is too short.
5. No cleavage may be shown.

024 Pants, skirts, and shorts:

1. Undergarments and midriff must not be exposed.
2. Sleepwear is 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 **must** be worn at the waist at all times.
5. Jeans with frayed areas in them are allowed as long as the hole does not show skin above the fingertip length. 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.
5. No chains, brads or large buckles are allowed on pants or clothing.

025 Footwear

1. Footwear must be worn.
2. Appropriate athletic footwear must be worn in Gym classes.
3. Skateboarding or heelies on school property is prohibited.

026 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.

027 Consequences for dress code violations:

First offense: Parent phone call, and change of clothes or sent home for the day

Second offense: Parent phone call, change of clothes or sent home for the day, and community service

Third offense: One day suspension

## STUDENT CODE OF CONDUCT

### Consequences

- 028 Warning: A student is given a verbal reminder to cease an activity and a phone call home.
- 029 The Student Responsibility Center (SRC): The Student Responsibility Center offers a supportive environment for students to correct their behavior. A compassionate staff, in collaboration with teachers and parents offer student's tools and strategies in order to be academically and socially successful. We assist students in recognizing their choices and ensure the necessary safeguards are utilized for future success.
- 030 Community Service: A student is given a work-related penalty to do before or after school.
- 031 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.
- 032 Saturday School: 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.
- If a student fails to attend Saturday School, that student is immediately assigned a one day out of school suspension the following week. 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.
- 033 Suspension: A student's temporary removal from school. Students suspended from school are not permitted on any District 7 property nor allowed to attend any school events during their suspension
- Students subject to 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 suspended have the right to make up their missing work. See 013 for details.
- 034 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.
- 035 Expulsion: The **permanent** removal of a student from any public school district in the state.
- 036 Students subject to long-term suspension/expulsion: 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).

- 037 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.

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 15<sup>th</sup> referral during a school year, the 15<sup>th</sup> 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.

On the 16<sup>th</sup> 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.

On the 17<sup>th</sup> referral during a school year, the referral will be labeled “*persistent disobedience*” and the student will be subject to a long term suspension for the remainder of the semester. A parent conference prior to the student’s return to school is required.

### School Rules

- 038 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, cigars, tobacco, snuff, cigarettes, matches and lighters. A 3 day suspension will be levied on the first offense, 5 days for the second, 10 days for the third, and possible expulsion for subsequent offenses.
- 039 Fireworks: The possession of any item of combustible or explosive composition, or any substance prepared for the purpose of producing an audible effect by combustion, explosion, or detonation (i.e. firecrackers, fireworks, matches, smoke bombs, stink bombs, snappers etc.) will be considered a violation of this rule and will result in a suspension.
- 040 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. First offense will result in 10 day suspension and possible expulsion.
- 041 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. Consequences range from suspension to expulsion.
- 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, the police will be called and a behavior plan will be implemented upon the student’s return to school. If an individual is in a third fight during a school year, a long term suspension or expulsion may be levied. In the case of a fight resulting in a broken bone and blood, the police will be called.
- 043 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.
- 044 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 rule; and the violation of any state or local law or ordinance.

- 045 Verbal Abuse and Profanity: The use of profane or obscene language or gestures will result in a minimum of 1 day suspension on the first offense and 2 days minimum on subsequent offenses.
- 046 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.
- 047 Insubordination: The refusal to comply with the reasonable directives of school authorities or the display of disrespect toward school personnel shall constitute insubordination. 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.
- Major Insubordination is when a student is blatantly rude or disrespectful to a staff member. This may include confronting a staff member, threatening a staff member, swearing at or otherwise being excessively rude and disrespectful to a staff member.
- 048 Public and Private Property: Students who abuse the property of other students, school employees, the school, or other district property will be required, in addition to other prescribed penalties, to pay for all damages.
- 049 Academic Misconduct: Academic misconduct is cheating, plagiarism, forgery or theft of another student's work. Students who engage in academic misconduct will receive a zero for the assignment. Additional consequences may apply.
- 050 Horseplay: Horseplay can lead to serious injury. Consequences range from SRC, community service, Saturday School, or suspension.
- 051 Running in the Halls: 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. Suspensions may occur on subsequent offenses.
- 052 Social networking: Social networking sites 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. OW Best will not tolerate "cyber bullying" and "on-line threats." If a student is caught harassing or threatening other students or staff using a social networking site, appropriate disciplinary action will be taken on a case by case basis.
- 053 Hall Passes: Allowing a student to leave class is at the teacher's discretion. No student should be in the halls without a pass. Students who abuse the hall pass system may have the privilege revoked.
- 054 Drama: 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 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.
- 056 School Activities: To be eligible for any extra-curricular activities, including dances, athletics events, or band concerts, a student must not owe any fines for library books or textbooks. A student may not attend any school activity on days he/she is absent from school for three or more class periods.
- 057 Food: No food or drink is allowed outside of the cafeteria. Gum and candy are not permitted in school.



- 058 Cafeteria Rules  
No more than 8 students are allowed at any cafeteria table.  
Throwing food and/or trash is not allowed.  
Students are to go directly to the serving line to get breakfast/lunch.  
Students are to remain orderly in the cafeteria  
Students are to clean up after themselves.  
Students are to remain in the cafeteria until dismissed.  
Students must have a pass to leave the cafeteria.  
Students are to use only the designated lavatories during lunch.  
Students are not to enter the serving area from the cafeteria.  
Students are to remain seated during lunch/breakfast  
Students will be let in for breakfast at 7:30 a.m. and the cafeteria stays open until 7:53 a.m.  
Only those students who are eating breakfast are allowed in the cafeteria before school.

#### PARENT INFORMATION

- 059 Emergencies: It is extremely important that we have up-to-date phone numbers for multiple adults who may be able pick up your child in the case of emergency. Please let the main office know immediately of any changes in address or phone numbers.
- 060 Parent Portal: Each parent is assigned a PIN and password which allows direct access to view student's daily assignments, updated grades, transcripts, attendance, and cafeteria balance. Parents should check this site at least weekly. Please contact the main office if you need your PIN or password. The site can be accessed at: <https://sis.resa.net/ParentPortal/>
- 061 Homework Page: Daily classwork and homework for each academic class is updated weekly on the school's website. Weeks are labeled with tabs located at the bottom of the page. The page can be accessed directly at: <https://sites.google.com/site/owbesthomeworkpage/>
- 062 Contacting Teachers: The best way to contact your child's teachers is via email. Please allow 24-48 hours for them to respond. You may also call the front office and ask to leave a voicemail for the teacher. If you would like to meet with a teacher, a meeting must be scheduled in advance. Teachers have full teaching schedules, and therefore are unable to accept "walk-in" meetings.
- 063 Conferences: Conferences are scheduled at the end of the first and second marking periods. The dates for conferences this year are: November 9, 2017 and February 1, 2018. There will be both an afternoon and evening session held.
- 064 Report Cards: First and second marking period report cards are available for pick up at conferences (see dates above). Third and fourth marking period report cards are mailed home.
- 065 Background checks: In order for an adult to volunteer or chaperone at the school or on a school sponsored field trip, a criminal record background check must be conducted. This is to protect the safety of all students and staff members.
- 066 Best Parent Club: We welcome all parents to join the Best Parent Club, which plans and sponsors activities such as school dances and guest speakers. Best Parent Club meets the second Tuesday of every month at 7pm in the school library.