

# **ORCHARD VIEW MIDDLE SCHOOL STUDENT HANDBOOK 2022-2023**



**ORCHARD VIEW MIDDLE SCHOOL**  
**35 S. Sheridan Drive**  
Muskegon, Michigan 49442  
(231) 760-1500

## **CARDINAL FIGHT SONG**

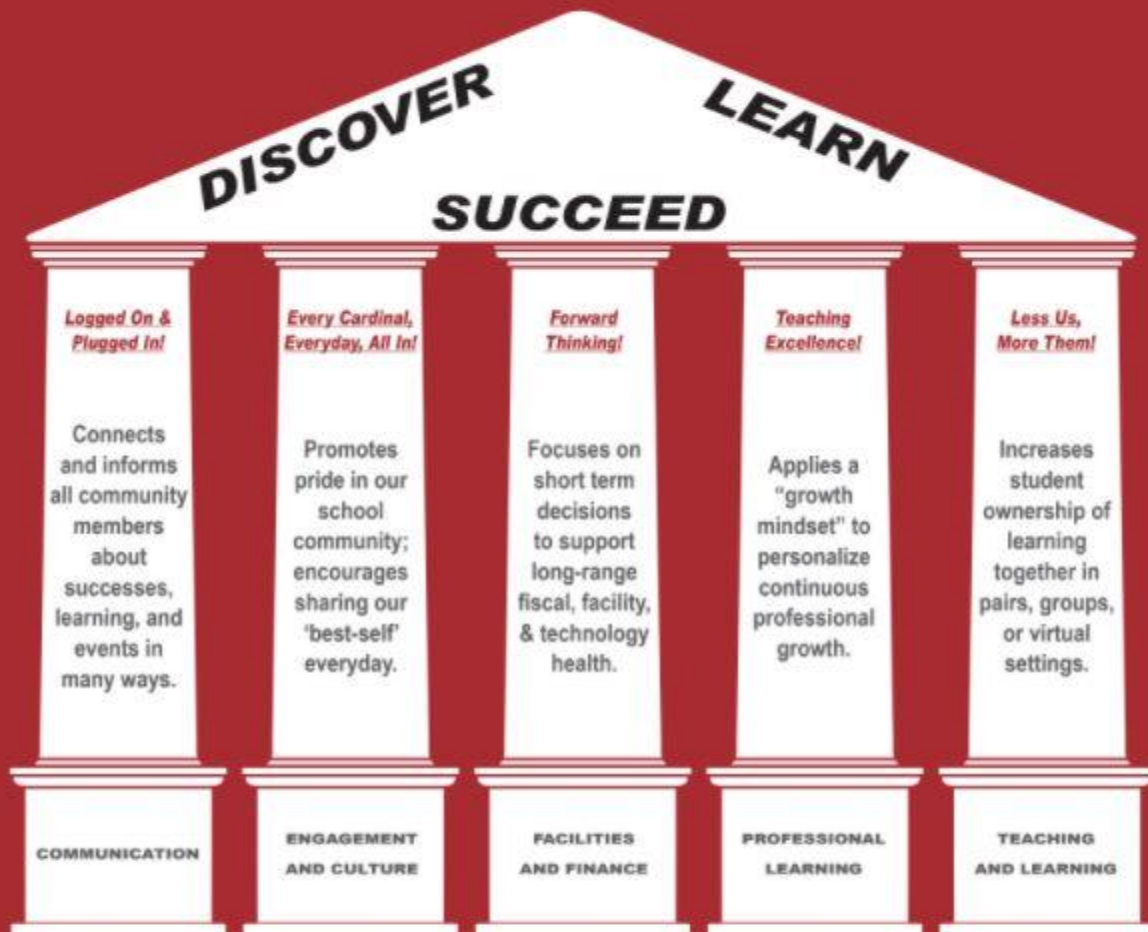
Fight! Fight! Fight!  
Come on and go team fight  
We'll win tonight.  
The thrill of victory shall come.  
We'll stand the test, we'll do the best  
That any school has ever done.  
So give a CHEER!! RAH!! FIGHT!!  
Go ORCHARD VIEW!!  
Another CHEER!! RAH!! FIGHT!!  
We are all for you.  
The CARDINALS is our name  
And we will fight to win this game.

## **THE CARDINAL AND GRAY**

The morning light breaks fair  
and bright.  
And golden is the day,  
When thoughts return to  
Orchard View-  
The Cardinal and Gray.  
  
The friendships true and  
memories gay,  
Come back in glad array.  
As grateful hearts lift up  
the song.  
And give our pledge today.  
Our honor, pride, and loyalty to-  
The Cardinal and Gray

**Mascot: Cardinal**  
**Colors: Cardinal Red & Gray**

# ORCHARD VIEW SCHOOLS STRATEGIC PLAN



## VISION

*To prepare all students to meet the demands of an ever changing world.*

## MISSION

*Provide a safe, supportive environment that encourages academic growth, responsible citizenship and lifelong learning for all students.*

## FOUNDATIONAL BELIEF

*EVERY child and adult can learn and grow.*



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**DISCLAIMER: The specific disciplinary actions in this handbook are guidelines and are subject to change from the administration. The administration has the right to implement new rules and regulations that are not stated in the handbook and which are necessary to maintain and promote an appropriate environment for learning.**

## **ATTENDANCE POLICY**

Orchard View Schools believes that regular attendance is essential and a major factor in the academic success of each student. Therefore, students enrolled at the high school are expected and required to attend school everyday. The active participation and interaction by students in the classroom is an essential part of the instructional process and may only be experienced through regular school attendance. Through the cooperative efforts of parents and the middle school, it is hoped that each student will develop and maintain attendance habits and attitudes, which will be essential to his/her present and future success. The office will request homework when students are absent two or more consecutive days after communication with parent/guardian.

**Perfect Attendance – The only absences that do not count against perfect attendance are school related absences.**

## **ATHLETICS**

Participation in athletics is a privilege offered to the students of Orchard View. To be an Orchard View athlete you must do more than make a team or participate in a contest. A middle school athlete has to be dedicated, enjoy being challenged, and give 100% every day on and off the field. An athlete must strive to do well in the classroom and must maintain the academic requirements prescribed by the Michigan High School Athletic Association. The teachers, coaches, and administrators of Orchard View are committed to helping each athlete to be the best they can be. Each athlete must make the same commitment.

Athletic Message: As an athlete at Orchard View, you will be held in high esteem by your peers and community. You will be expected to be a leader, to exhibit self-control, and self-discipline in all situations. You will need to develop a strong sense of character, and let this guide you as you face decisions in and out of athletic competition. When you wear the Red and Gray of Orchard View, we expect you to assume the responsibilities that go with them. Keep in mind that many times during your years at Orchard View, our school will be judged by your actions and attitudes.

## **BULLYING**

Bullying of a student by other students or any member of the staff is a violation of policy. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, bullying shall also include any speech or action that creates a hostile, intimidating or offensive learning environment. Bullying of any kind will result in disciplinary proceedings. A student who believes that he/she has been subjected to bullying should promptly notify the building principal, guidance counselor, teacher, or staff person. **Bullying can include cyber-bullying.**

## **BREKFAST, LUNCH, & DINNER**

All Orchard View Middle School Students will receive free breakfast and free lunch. When after school activities are offered, a free dinner will also be available after school.

## **CELL PHONES AND PERSONAL ELECTRONICS**

Students are not allowed to have their phones or personal devices during school hours.

Devices and phones must be locked in lockers when the school day starts. If a student is discovered to have a personal device during the school day, the device will be confiscated and kept safely in the office until a parent comes to the school to retrieve the device.

Confiscated devices will not be returned to students. Devices must be collected by parents.

## **COMMUNICATION DEVICES**

Cell phones and other electronic devices may be used during passing time and lunch. A cell phone violation will occur when students are using their cell phone/electronic device when they are supposed to be in class.

Use of cell phones/electronic devices in the classroom will be at the individual teacher's discretion. Violations of individual teacher's policies will be handled by the teacher. Referrals to the office will result in:

- 1<sup>st</sup> offense – confiscation of the device for the remainder of the school day and a phone call home.
- 2<sup>nd</sup> offense – confiscation of device for five school days or until a parent retrieves the device from the office.

## **DRESS CODE & GROOMING**

Orchard View Middle School is a learning environment where clothing and attire must not cause a disruption, distraction, or safety hazard to that environment. This includes the following but may not be limited to:

- No strapless, spaghetti strap, or one-strap shirts.
- No shirts that expose the underarm area, midriff (belly), or bare back.
- No clothing that exposes undergarments (bras or under shorts). This includes pants that hang below the waist (no sagging of pants).
- No clothing that displays inappropriate language, pictures, sexual innuendos, or tobacco and alcohol products.
- Skirts/shorts need to be NO SHORTER than the tips of fingers when arms are extended straight down by your sides.
- No sunglasses to be worn or brought to class.
- Footwear must be worn at all times.
- No bulky winter-type coats to be worn during school hours or brought to class.
- No blankets to be worn during school hours or brought to class.
- No hats or headgear to be worn during school hours or brought to class. Wearing of bandanas is not permitted.
- Hair accessories/headbands must be less than 2 inches in width.

### **DUE PROCESS PROCEDURE**

In situations involving violations of the student code of conduct (expectations), when a suspension is warranted, the student and the parent will be notified of the specific violation. The student shall receive a hearing in which he/she is informed of the charges against him/her and shall be given the opportunity to reply to those charges. An administrator or his/her designee shall keep disciplinary records and reach a determination based upon this information what type of disciplinary action, if any, will be taken. The following seven factors will be considered before determining a consequence; age, disciplinary history, disability, seriousness of behavior, whether behavior posed safety risk, restorative practices, and/or whether lesser intervention would address behavior. The student and parent/guardian will be notified of the administrator's decision. The notification will describe the violation and the resulting consequences. The student and the parent/guardian have the right to appeal the decision to the principal (if not involved in the original decision) or the superintendent. An appeal should be lodged in a timely manner. The student is subject to the disciplinary action during the appeal process. The administrator who receives the appeal, will review the evidence, reach a decision in a timely manner, and inform the parent/guardian of the decision.

### **EXPULSION AND SUSPENSION**

Any student who is to be expelled from school, or suspended, shall have the right to request a hearing. The school board will be represented by the building administrator, the school attorney, if requested, as well as those of his/her professional staff that he/she may ask to be present. The student will have the right to counsel, to call witnesses, to cross-examine, to remain silent, and the right to appeal any decision. Any student who is suspended may not attend any school function during that time or be on school property.

### **FINES AND FEES**

It is essential to resolve fines and fees in a timely manner at Orchard View Middle School. Fines and fees must be paid in full to the main office before a student will be allowed to participate in sporting events, all dances and graduation.

### **GANG LANGUAGE**

#### **RULES OF CONDUCT REGARDING GANG BEHAVIOR**

Students, parents, and staff value learning and success for all students. It is because of this commitment that students shall not be permitted to engage in behaviors at school, while on school property, or at school related activities that promote gang, or gang-like, behaviors. Gang activity is defined as, "organized individual or group behaviors associated with belonging to a band of youths that promotes juvenile delinquency, and which has an adverse effect on the school and learning environment".

#### **This "no tolerance" regulation includes behaviors such as:**

1. Making gestures such as hand signals leading to violent behaviors (i.e. fighting, shouting confrontations, individual or group conflicts, standoffs, etc.)
2. Possession of weapons (as described in State law regarding prohibitions of "weapons" in schools.)
3. Displaying gang symbols on one's body, clothes, possessions, vehicle, locker, or other school property.
4. Any other activities deemed to be gang related (discretion of administration).

Because gang activity by its nature is often subtle or covert, the administration reserves the right to determine which behaviors, dress, or activities are gang related.

#### **Gang Related Disciplinary Procedures**

When a student is observed doing gang related behaviors, the following will occur:

##### ***First Offense:***

The incident will be discussed with the student, a record will be maintained by the administration, information will be shared with the police, and a parent-administrator conference will be held. **\*In cooperation with area Police**, students may receive the "First Offense" consequences for gang related behavior for their actions in the community. In this event, the first incident of gang related behavior in the school will result in "Second Offense" consequences.

##### ***Second Offense:***

The student will be suspended out of school for ten (10) school days, information will be shared with the police, and normal re-entry procedures will be implemented.

##### ***Third Offense:***

The student will be suspended for a period of ten (10) school days, information will be shared with the police, and a recommendation for expulsion may be made to the Superintendent.

### **GRADING**

Grades are an evaluation of what you have learned. They become part of a permanent record that lasts as long as you live. Institutions of higher learning, potential employers, and various military services are all interested in your high school records. We only record them - you earn them. **Recommended Grading Scale:**

A	100-93%
A-	92-90%
B+	89-87%
B	86-83%
B-	82-80%
C+	79-77%
C	76-73%
C-	72-70%
D+	69-67%
D	66-63%
D-	62-60%
F	below 60%

### **GUIDANCE & COUNSELING PROGRAM**

The OVMS Guidance & Counseling Program works to assure that all students will acquire and demonstrate competencies/outcomes in the areas of 1) career planning & exploration 2) knowledge of self & others, and 3) educational/career-technical development. Counselors work with students in large groups, small groups and on a one-to-one basis as they help students increase their academic, social and career planning abilities and achievements.

### **HONOR ROLL**

A student Honor Roll will be posted at the conclusion of each marking period. Any student who has A's and B's will qualify.

### **LOCKERS**

Orchard View Middle School is a learning environment where only the materials needed for class need to be brought each day. Thus, all unnecessary material must remain in your locker. If a student brings an unnecessary item to class, they will be sent back to their locker to place the item in their locker and given a tardy (each time the event occurs). This includes the following: No backpacks, fanny packs, book-bags, purses, coats, jackets, blankets, hats or roller bags in the classroom. Please keep lockers free of graffiti, **stickers** and objectionable materials. Combinations should not be given to other students; do not share lockers. If your locker combination needs changing or your locker is in need of repair talk to personnel in the main office. If you are taking a physical education class, you will be assigned a locker. Do not leave money or valuables in your locker and be sure your locker is locked when you leave it. **Lockers are the property of the school and may be entered by school personnel. All personal items in the locker are also subject to search.**

### **LOITERING ANNOUNCEMENT**

Students must clear all hallways fifteen (15) minutes after dismissal. When waiting for a school sponsored activity, students must be in the Commons area, or designated area communicated by the sponsored advisor/coach. After fifteen minutes from the end of the school day all other students must leave the building. At no time will the congregation of students be tolerated in front of the entrances to the building. Disciplinary action by the administration may take place if chronic loitering takes place.

### **MEDICATION (USE OF)**

"Medication" includes all medicines prescribed by a physician. Before any medication may be administered by school personnel to any student during school hours, a medical authorization form must be on file.

Only medication in its original container; labeled with the date, the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physicians and parents, may administer medication or treatment.

Prior to bringing any medication to school, parents/students should obtain the proper procedures from the main office secretary.

### **NOTICE OF NON-DISCRIMINATION POLICY**

It is the policy of the Orchard View School District that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

All students shall have an equal opportunity to participate in, and benefit from, all academic and extra-curricular activities, and services.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Title VI, which prohibits discrimination on the basis of race, color, or national origin, or Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to the individual below:

If any person believes that Orchard View School District has inadequately applied the principles and/or regulations of Title IX, Title VI or Section 504, he/she may bring forward a complaint to the individual stated below:

All vocational education programs follow the district's policies of non-discrimination on the basis of race, color, national origin, sex, or handicap in all activities and in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. For more information, you may contact the individual below:

Greg Bodrie  
Fruitport Community Schools  
3255 Pontaluna Road  
Fruitport, MI 49415  
Phone: (231) 865-3188

### **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, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items that students wish to display must be presented to the administration 24 hours prior to the display.

### **RULE HIGHLIGHTS**

Parents may not excuse students who fail to sign-out in the office before leaving school or sign in when arriving late.  
Writing and stickers are not permitted on lockers.  
Electronic delivery devices are prohibited (e-cigarettes, e-hookahs, hookah pens, vape pipes, vape pens).  
Students may bring unopened food or drink to their lockers.  
Consumption of food or drink in the hallways and classrooms is not permitted.  
Hallways are off limits during lunch hour.  
Vending machines may be used only at lunch and after school.  
Students are not to be in the building after school unless assigned or have an organized activity.  
No students are allowed in the gyms without proper supervision.  
Unauthorized photography and recording of staff and students is prohibited and subject to discipline.  
No backpacks, fanny packs, book-bags, purses, baggy winter coats, blankets, hats or roller bags in the classroom.

### **SALES**

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

### **SEARCH AND SEIZURE**

Lockers are the property of the school and are subject to search by school staff at any time.

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property of a student or other persons on school property with or without the student's or other person's consent, whenever they have individualized, reasonable suspicion that the student has violated a law or school rules.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Search of a student's person shall be conducted by a person of the student's gender, in the presence of another staff member. Searches of pockets, book bags, purses, backpacks, or similar items do not require a person of the student's gender to be present.

Orchard View Schools reserve the right to use any means available to search including drug-sniffing dogs.

### **STUDENT COUNCIL**

The Middle School Student Council is composed of any member of the student body who desires to help make Orchard View a better place to go to school. The Council promotes the best interest of the school and attempts to develop a feeling of cooperation between students, faculty and administration. The Student Council provides an avenue for students to develop leadership, initiative and responsibility through its various activities. Problems, questions or concerns of a school wide nature should be brought to the student council.

### **SUPPLIES AND BOOKS**

Textbooks and computers will be issued in your classes. You are responsible for these books. All books and computers must be accounted for at the end of each class period. If a student has lost, destroyed, or damaged a book or computer he/she will be charged accordingly.

### **TRANSPORTATION**

"The School Code" does not intend transportation to be an absolute right available under all circumstances that could not be forfeited by some act on the part of the student. Students are to be aware of the transportation "policy and consequences of misconduct", and the possible forfeit of their right to transportation.

### **VENDING MACHINES**

The following rules apply to the use of the machines:  
Products may be purchased only before school, after school, and during the lunch period.  
Products are to be consumed in the cafeteria or outside.

### **RECORDING**

Unauthorized recording and/or photographing of student(s) and/or staff will not be permitted. Violation of this will result in confiscation of the device and possible suspension or expulsion. Sharing of unauthorized recordings/photos will result in discipline.

### **VISITORS**

Parents, community residents, and interested educators are welcome and encouraged to visit Orchard View Middle School. In order to protect the educational programs from undue disturbance, it is required that persons wishing to visit the school make arrangements in advance through the school office. Visitations are not approved during the last week of each semester. Student visitors from Muskegon County schools are not allowed. All visitors are required to check in at the office and receive a pass.

A student visitor must secure permission from the administration prior to the visit.

If a problem arises caused by a visitor, both the classroom teacher and administration reserve the right to ask the visitor to leave the school property.

#### **WEAPONS, ARSON AND CRIMINAL SEXUAL CONDUCT**

Any Orchard View student who is in possession of a dangerous weapon/firearm, who commits arson, or criminal sexual conduct on district grounds, in district buildings or at district or school sponsored events, under the jurisdiction of the Board of Education shall be subject to expulsion proceedings from Orchard View Schools.

#### **WORK PERMITS**

Minors under 18 years of age may not be employed without work permits issued by school authorities in the locality in which the minor resides. Work permits cannot be issued until there is an offer of employment and the occupation at which the minor is to be employed has been approved by the State Department of Labor and Industry. Work permits can be picked up in the High School office.



# **STUDENT CONDUCT SECTION**

## **EXPECTATIONS (RULES) FOR STUDENTS**

It is very difficult, if not impossible, to list or state what is “acceptable” behavior, good conduct, proper citizenship characteristics, and the like. However, in an effort to give the student a general idea of what is expected of him/her, we offer the following as guidelines. These guidelines will be followed by the staff and administration, but may be modified at the discretion of the administration.

### **I. ATTENDANCE AND PUNCTUALITY**

Students are expected to attend school and classes regularly and on time. Parents are legally responsible to have their children in school.

### **II. APPROPRIATE LEARNING ENVIRONMENT**

Students are expected to behave in a manner that permits teachers to teach and students to learn without interference or disruption.

### **III. CONTROLLED SUBSTANCES (DRUGS/ALCOHOL/TOBACCO)**

Students are expected to bring to school only those materials necessary for instructional programs, athletic and other extra-curricular activities. Students will not possess controlled substances or medication prescribed for another person while at school or at school events.

Possession or use of tobacco products by any age student on or about school premises or at any school activity, including club meetings without regard to their location, is prohibited.

### **IV. PROTECTION OF PROPERTY**

Students are expected to recognize the property rights of other students, staff members and the public by: 1) using property (equipment) only for its intended purposes without damage to the property; 2) using property belonging to others only with permission of the owner or person in charge of the property; and 3) reporting to school officials situations which may result in damage to loss of, or misuse of property.

### **V. PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING**

Students are expected to behave with respect for the educational climate and to promote respect for the physical safety and emotional well being of other students and staff. Students are expected to resolve conflicts by discussion, problem-solving techniques, and to seek assistance from staff members as needed.

## **APPLICATION OF SCHOOL RULES**

District rules apply to students whenever they are:

- Present in any school or on property of the school district
- At any school-sponsored activity, regardless of its location
- Traveling directly to and from school.

Destruction of school employee property, whether at school or away from school is considered a violation of the student code of conduct.

Physical assault against any school employee, whether at school or away from school property is considered a violation of the student code of conduct.

It is our duty to see that the school environment is one which is conducive to learning; it is our duty to protect the rights and privileges of all members of the school community; it is our duty to help each student grow to become a responsible, self-disciplined person, able and willing to assume his/her role as a law abiding citizen in a democratic society. In order to carry out our duties, it is at times necessary to discipline those individuals who are destructive of our goals. This is why we have “Discipline Policies.”

Discipline policies should be viewed positively rather than negatively. The school does not wish to punish a student; the school does not wish to deprive a student of an education. Our goal is to help each student become a contributing member of the school community, to help each student grow toward self-discipline, to help each student achieve acceptable behavior, and to learn to respect the rights of others and the worth and dignity of each individual. We have sufficient supportive personnel to help each student who seeks and needs assistance. For the student who does not desire such assistance or refuses to adhere to school policies, it may be necessary to sever his/her relationship with the school in order to protect the individual or other members of the school community. We will not hesitate to do this, if we deem it necessary.

## **POLICIES AND PROCEDURES REGARDING STUDENT EXPECTATIONS (INCLUDING DISCIPLINE)**

The following information describes procedures and/or policies pertaining to each Student Expectation. With the intent of establishing consistency and improving communication between students, parents, faculty, and administration, examples of conduct that violate each student expectation have been included.

## **ATTENDANCE AND PUNCTUALITY**

### **ATTENDANCE POLICY**

Orchard View Schools believes that regular attendance is essential and a major factor in the academic success of each student. Each student will develop and maintain attendance habits and attitudes, which will be essential to his/her present and future success. Therefore, students enrolled at the high school are expected and required to attend all classes everyday. **Students who receive more than eleven (11) absences need to refer to page 13.**

### **TYPES OF ABSENCES**

The high school will accept documentation for absences such as illness, professional appointments, required court attendance, funerals, and any other such good cause as may be acceptable to the Principal or the Principal's designee.

**EXCUSED ABSENCE (EA):** An absence that is excused by a parent within a 24-hour period.

**SCHOOL RELATED (SR):** An absence that occurs as the result of a school sponsored activity. Any student who is absent from school due to a school related activity must contact the teacher(s) to clarify/obtain/submit any assignment expectations.

**UNEXCUSED ABSENCE (UA) (TRUANCY):** Any absence or situation where neither the home and/or the school can verify the absence.

### **PROCEDURE FOR REPORTING ABSENCES**

Parents/Guardians must call or provide a written excuse no later than to 3:30 p.m. on the day following the absence. This is the responsibility of the Parent/Guardian. Messages may be left 24 hours a day at 760-1500.

### **PRE-ARRANGED ABSENCES**

Pre-arranged absence forms are available in the main office and must be completed and submitted to the office prior to the date of the absence. Arrangements for missed work must be made with the teacher(s) prior to the absence.

### **ILLNESS AT SCHOOL**

When an illness at school occurs, the student must report to the office immediately where appropriate assistance will be taken on the student's behalf.

### **SIGNING IN/OUT OF SCHOOL**

Students who must leave school during the regular school day must sign out in the office before leaving. A note from a parent/guardian or a phone conversation between parent/guardian and school official or secretary is mandatory before the student leaves the building. This is the only process, which will excuse the absence. Students who arrive after school has started must sign in in the main office.

Signing in/out when a student has reached the age of majority is a privilege. If students sign in/out for reasons not deemed legitimate by administration, the privilege can be revoked.

**TARDIES (T):** A tardy is defined as failing to be in a place of instruction within the first ten minutes of the assigned time. Failure to report in excess of the ten minutes will be considered an unexcused absence. Students purposely missing the entire class will be considered truant.

It is the student's responsibility to secure the proper pass for late admittance to class. Tardies can be excused if the student is legitimately detained by a staff member and a pass is secured in advance of reporting to the next class.

Per Marking Period:

**Three (3) unexcused tardies** to any class will result in the teacher calling home to notify the parent

**Four-Five (4-5) unexcused tardies** to any class will result in a lunch detention assigned by teacher.

**Six or more (6+) unexcused tardies** to any class will result in after school detention assigned by the teacher.

**Chronic unexcused tardiness** will result in referral to the middle school office for further disciplinary action by the administration that could result in additional detentions, removal of passing time privileges, and even suspension.

### **TARDY SWEEPS**

Occasional "Tardy Sweeps" may be conducted. When tardy sweeps occur, all students caught in the hallways will be swept into a designated space and talked to about tardiness.

First sweep – Students will receive a warning

Second Sweep – Students will call home and explain to their parent the next three steps

Third Sweep – Lunch Detention

Fourth Sweep – After School detention

Fifth Sweep – Tardy Card – Loss of hallway passing time and privileges.

### **GRADING PROCEDURES**

Work missed is the responsibility of the student. Students who are absent shall consult their subject teachers upon their return to school concerning make-up work. The student will be given one (1) day to make up work the student was previously unaware of for each day's absence. A teacher shall have the option to allow additional time if deemed necessary. If the student fails to comply with this rule, the result shall be a zero (0) for the work missed. The following information describes the relationship between various types of absence and credit:

**EXCUSED/VERIFIED/SUSPENSION ABSENCES:** 100% credit can be earned upon the successful completion of the make-up work.

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

It is vital that communication between the school and the parent/guardian remain timely and informative. Parent(s)/Guardian(s) who call the school as prescribed by the attendance policy save time and ensure that their son's/daughter's re-admittance to class the next day is smooth and efficient. Also, becoming familiar with school district policies and procedures by attending parent meetings and reading the materials sent home for your information will also promote good communication.

Students and parents at Orchard View Middle School can also expect the following communication procedures:

The "autodial system" will attempt to automatically call home in the evening to inform parents of any absences, which are undocumented.

Personal office contact by telephone, letters, or a face-to-face conference may be warranted.

Any pattern of excessive absences may result in a parent/guardian conference with the administration to review the circumstances. Parents/Guardians should access PowerSchool to access up to date attendance information.

Occasionally, a parent or community member may wish to express an interest or register a complaint regarding a school matter. The following procedure provides an avenue for two-way communication and to deal with the request as expeditiously as possible.

- Step 1: Communicate with the employee involved.
- Step 2: If the issue is not resolved, communicate directly with the immediate supervisor. In most cases, this will be the Principal.
- Step 3: If satisfaction has still not been met, the issue should then be brought to the Superintendent.
- Step 4: If the situation is not satisfactorily resolved by the Superintendent, the complaint should be reduced to writing and communicated to the Board of Education.

# Cardinal P.R.I.D.E

	Enter/Exit	Hallway	Cafeteria	Classroom	Bathroom	Office	Assembly/ Event
<b>P</b> erseverance	<ul style="list-style-type: none"> <li>Show pride with a positive attitude in all situations</li> </ul>	<ul style="list-style-type: none"> <li>Show pride with a positive attitude in all situations</li> </ul>	<ul style="list-style-type: none"> <li>Show pride with a positive attitude in all situations</li> </ul>	<ul style="list-style-type: none"> <li>Show pride with a positive attitude in all situations</li> <li>Be engaged and participate fully</li> </ul>	<ul style="list-style-type: none"> <li>Show pride with a positive attitude in all situations</li> </ul>	<ul style="list-style-type: none"> <li>Show pride with a positive attitude in all situations</li> </ul>	<ul style="list-style-type: none"> <li>Show pride with a positive attitude in all situations</li> <li>Be engaged and participate fully</li> </ul>
<b>R</b> espect	<ul style="list-style-type: none"> <li>Be polite</li> <li>Appropriate voice and language</li> <li>Walk single file through doorway</li> </ul>	<ul style="list-style-type: none"> <li>Be polite</li> <li>Appropriate voice and language</li> <li>Stay to the right</li> <li>Walk at normal pace</li> </ul>	<ul style="list-style-type: none"> <li>Be polite</li> <li>Appropriate voice and language</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Be polite</li> <li>Use appropriate voice and language</li> <li>Use equipment appropriately</li> <li>Use active listening</li> </ul>	<ul style="list-style-type: none"> <li>Be polite</li> <li>Use appropriate voice and language</li> <li>Take care of property</li> <li>Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>Be polite</li> <li>Use appropriate voice and language</li> <li>Wait patiently and quietly</li> <li>Let those in the office for disciple, wait quietly</li> </ul>	<ul style="list-style-type: none"> <li>Be polite</li> <li>Use appropriate voice and language</li> <li>Treat guests appropriately</li> </ul>
<b>I</b> ntegrity	<ul style="list-style-type: none"> <li>Be honest in your words and actions</li> <li>Be where you're supposed to be</li> </ul>	<ul style="list-style-type: none"> <li>Be honest in your words and actions</li> <li>Be where you're supposed to be</li> </ul>	<ul style="list-style-type: none"> <li>Be honest in your words and actions</li> <li>Be where you're supposed to be</li> </ul>	<ul style="list-style-type: none"> <li>Be honest in your words and actions</li> <li>Be where you're supposed to be</li> <li>Do your own work</li> </ul>	<ul style="list-style-type: none"> <li>Be honest in your words and actions</li> <li>Be where you're supposed to be</li> </ul>	<ul style="list-style-type: none"> <li>Be honest in your words and actions</li> <li>Be where you're supposed to be</li> <li>Return directly to class</li> </ul>	<ul style="list-style-type: none"> <li>Be honest in your words and actions</li> <li>Be where you're supposed to be</li> </ul>
<b>D</b> ependable	<ul style="list-style-type: none"> <li>Follow directions and procedures</li> <li>Be on time</li> <li>Move with a purpose</li> </ul>	<ul style="list-style-type: none"> <li>Limit chatting with friends and be prompt</li> <li>Use drinking fountain and move out of the way</li> </ul>	<ul style="list-style-type: none"> <li>Walk orderly to table and through lunch line</li> <li>Keep all food and drink in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions and procedures</li> <li>Be on time</li> <li>Be prepared</li> </ul>	<ul style="list-style-type: none"> <li>Go</li> <li>Flush</li> <li>Wash</li> <li>Leave</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions and procedures</li> <li>Come to office with a signed agenda or pass</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions and procedures</li> <li>Go directly to seat</li> </ul>
<b>E</b> mpathy	<ul style="list-style-type: none"> <li>Be NICE</li> <li>Be aware of personal space</li> </ul>	<ul style="list-style-type: none"> <li>Be NICE</li> <li>Be aware of personal space</li> </ul>	<ul style="list-style-type: none"> <li>Be NICE</li> <li>Be aware of personal space</li> </ul>	<ul style="list-style-type: none"> <li>Be NICE</li> <li>Understand other's point of view and background</li> </ul>	<ul style="list-style-type: none"> <li>Be NICE</li> <li>Consider others and give privacy</li> </ul>	<ul style="list-style-type: none"> <li>Be NICE</li> <li>Understand other's point of view and background</li> </ul>	<ul style="list-style-type: none"> <li>Be NICE</li> <li>Be aware of personal space</li> <li>Understand other's point of view and background</li> </ul>

## Positive Behavior Matrix

Human nature dictates that people will sometimes bend or break the rules. Effective disciplinary procedures do not prevent all student misbehavior, but with planning, the staff at OVMS can respond calmly, consistently and professionally.			
	<b>LEVEL 1</b> Problem Behavior Staff Managed	<b>LEVEL 2</b> Problem Behavior Staff Managed	<b>LEVEL 3</b> Problem Behavior Office Managed
<b>Problem Behavior</b>	<ul style="list-style-type: none"> <li>Mild misbehaviors can be adequately corrected at the time they occur.</li> <li>They do not require documentation in SWIS as a MINOR (although the teacher may want to keep track).</li> <li>A staff member who observes mild misbehavior corrects the student in the setting and assigns appropriate consequences, if necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>These</b> levels of misbehavior <b>do not require administrative involvement</b>, but do require documentation.</li> <li>A staff member who observes this level of misbehavior: <ul style="list-style-type: none"> <li>Records the incident on the referral form in PowerSchool (MAJOR/Staff Managed, SWIS)</li> <li>Corrects the student in the setting and assigns appropriate consequences</li> <li>Contacts parent/ guardian</li> <li>Seeks further support (ex: administrator, referral to behavior team, etc.) if behaviors are repeated and interventions are not working.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>These</b> levels of misbehavior are severe misbehaviors that <b>require administrative involvement</b> and documentation.</li> <li>A staff member who observes this level of misbehavior: <ul style="list-style-type: none"> <li>Removes the student from the setting if the misbehavior is <b>illegal</b> or so <b>severe</b> the misbehaving student's presence in a setting poses a <b>threat to physical safety or to adult authority</b>.</li> <li>Records the incident on the referral form in PowerSchool (MAJOR/Office Managed, SWIS)</li> <li>Administrator conferences with the student within a responsible time frame (or immediately if appropriate)</li> <li><b>Administrator</b> contacts parent/ guardian Administrator assigns appropriate correction/consequence.</li> </ul> </li> </ul>
<b>Defiance/ Insubordination/ Non-Compliance</b>	Student engages in <b>brief</b> or <b>low-intensity</b> failure to follow directions or talks back such as refusal to follow school-wide expectations, adult directions, and procedures.	Student <b>repeatedly</b> engages in <b>brief</b> or <b>low-intensity</b> failure to follow directions or talk back such as refusal to follow school-wide expectations, adult directions, and procedures.  Student <b>blatantly</b> refuses to follow directions.	Student engages in <b>blatant</b> refusal to follow directions, the student <b>cannot be redirected</b> to the task through the established continuum of consequences and corrections, <b>AND</b> the behavior poses a <b>threat to adult authority</b> .
<b>Disrespect</b>	Student delivers <b>low-intensity</b> , socially rude or dismissive messages (verbal or nonverbal) to adults or students.	Student <b>repeatedly</b> delivers <b>low-intensity</b> , socially rude or dismissive messages (verbal or nonverbal) to adults or students.	Student delivers high-intensity, socially rude or dismissive (verbal or nonverbal) to adults or students.
<b>Mean Behavior</b>	Student engages in mean words or actions that hurt a person's feelings, friendship, or reputation.	Student repeatedly engages in mean words or actions that hurt a person's feelings, friendship, or reputation.	Student engages in repeated and continuous mean words or actions that hurt a person's feelings, friendship, or reputation.
<b>Disruption</b>	Students engages in <b>low-intensity</b> , but inappropriate disruptions which causes an interruption in class or activity	Students <b>repeatedly</b> engages in <b>low-intensity</b> , but inappropriate disruptions which causes an interruption in class or activity	Students engages in behavior causing interruption in a class activity (loud talking, yelling, or screaming; noise with materials; and/or sustained out of seat behavior) over a long period of time <b>AND</b> the students cannot

			be redirected to the task through the established continuum of consequences and corrections ( also including server emotional outburst)
<b>Dress Code</b>	Student wears clothing that does not fit within the dress code guidelines practiced by the school and makes arrangements to change clothing.	Student <b>repeatedly</b> wears clothing that does not fit within the dress code guidelines practiced by the school and makes arrangements to change clothing.	See <b>Defiance/ Insubordination/Non-Compliance</b> for major dress code infractions where the student refuses to make arrangements to change
<b>Unprepared</b>	Student arrives to class without necessary materials.	Student repeatedly arrives to class without necessary materials.	See <b>Defiance/ Insubordination/Non-Compliance</b> .
<b>Abusive Language/ Inappropriate Language/ Profanity</b>	Student engages in <b>low-intensity</b> instance of inappropriate language such as speaking calmly in a conversation and inappropriate language/ gesture is used.	Student <b>repeatedly</b> engages in <b>low-intensity</b> instance of inappropriate language such as speaking calmly in a conversation and inappropriate language/ gesture is used.  Students language is specifically <b>directed toward another person</b> and is <b>abusive/ aggressive</b>	Language/ gesture is specifically <b>directed towards another person</b> , is <b>abusive/ aggressive</b> , the student <b>cannot be redirected</b> to the task, and <b>safety</b> is a concern.
<b>Physical Contact/ Physical Aggression</b>	Student engages in <b>non-serious</b> , but inappropriate physical contact where there is <b>no intent to harm</b> such as: not keeping hands, feet, or objects to self, horseplay, and low-intensity public display of affection.	Student <b>repeatedly</b> engages in <b>non-serious</b> , but inappropriate physical contact where there is <b>no intent to harm</b> such as: not keeping hands, feet, or objects to self, horseplay, and low-intensity public display of affection.  OR  Student engages in actions involving physical contact where <b>injury may occur</b> (horseplay, pushing, shoving, throwing objects, etc.) but safety has been restored.	Student engages in actions (hitting, punching, hitting with an object, spitting, kicking, hair pulling, scratching, etc.) involving <b>serious</b> physical contact <b>with intent to harm</b> and/or when <b>injury has occurred</b> .
<b>Use of Technology</b>	Student engages in non-serious, but inappropriate use of technology such as using a cell phone, tablet, music player, gaming device or any other electronic device.	Student engages in non-serious, but inappropriate use of technology such as using a cell phone, tablet, music player, gaming device or any other electronic device, that is <b>repeated</b> .	Major violation of the student acceptable use policy that includes <b>high intensity</b> /inappropriate misuse of technology
<b>Inappropriate Display of Affection</b>	Student engages in <b>low-intensity</b> engagement in inappropriate, consensual, verbal and/or physical gestures/contact of a sexual nature to another student.	Student <b>repeatedly</b> engages in, <b>low-intensity</b> engagement in inappropriate, consensual, verbal and/or physical gestures/contact of a sexual nature to another student.	Student engages in <b>overt/blatant</b> engagement in inappropriate, consensual, verbal and/or physical gestures/contact, of a sexual nature to another student.
<b>Forgery/ Theft/ Plagiarism</b>		Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property without permission; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.	Student has <b>engaged in ongoing incidents</b> of being in possession of, having passed on, or being responsible for removing someone else's property without permission; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.  OR  Student has intentionally engaged in a premeditated incident of being in possession of, having passed on, or being responsible for removing someone else's property without permission

<b>Property Damage/ Vandalism</b>	Engages in <b>low-intensity/moderate</b> defacing or destruction of school property or the property of staff or other students that <b>can be fully restored by the student.</b>	Student <b>repeatedly</b> engages in misuse of property that is either <b>ongoing</b> or has resulted in destruction or disfigurement of property which <b>can be fully restored by the student within a short period of time</b>	Student <b>intentionally</b> participates in an activity that results in destruction or disfigurement of property which <b>cannot be fully restored by the student.</b>  OR  Student is engaged in <b>severe misuse</b> and/or damage that results in defacing or destruction of school property or the property of staff or other student
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<b>Lying/Cheating</b>		Student delivers messages that are untrue and/or deliberately violates academic rules.  OR  Lying, cheating or spreading rumors that <b>are intended to be hurtful</b>	Student delivers a <b>high-intensity</b> message that is untrue and/or <b>repeatedly</b> violates academic rules.
<b>Tardy</b>	Arriving to class after the bell has rung.	Arriving to class after bell has rung 3 or more times	See <b>Truancy</b> for severe violations of the attendance policy
<b>Truancy</b>			Major violations of the student attendance policy
<b>Bullying</b>			<b>Repeated</b> delivery of a message in any format (including social media) causing harm, intimidation, or exclusion of others. The behavior involves an <b>imbalance of power AND is one sided</b> . This may include instigating a fight, intimidation, teasing, taunting, threats, or name calling to cause bodily harm and/or reasonable fear for personal degradation.
<b>Harassment</b>			The delivery of <b>repeated</b> disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability physical features, other classification
<b>Gang Affiliation Display</b>		Student uses low-intensity gestures, writing, dress, and/or speech to display affiliation with a gang.	Student uses gestures, writing, dress, and/or speech to display affiliation with a gang.
<b>Skip Class</b>			Student leaves or misses class without permission
<b>Use/ Possession of Alcohol</b>			Student is in possession of or is using alcohol
<b>Use/ Possession of Combustibles</b>			Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid)

Use/ Possession of Drugs or Alcohol			<p>Student possession, use, or sale/distribution of alcoholic beverages or illegal drugs is prohibited by state law. In the eyes of the school it is a most serious offense for any student to jeopardize himself/herself and the school by bringing alcoholic beverages or illegal drugs, either internally or externally, on to the school property or to any school function. The use, possession, or sale/distribution of alcohol and/or drugs or being under the influence while on school property or at a school sponsored activity will result in the following:</p> <p>First Offense:</p> <ul style="list-style-type: none"> <li>• Minimum 10 day out of school suspension</li> <li>• Meeting with building level administrator(s) and/or superintendent.</li> <li>• Enrollment into the STAY program. (Must be enrolled before returning to school activities.)</li> </ul> <p>If a student decides to not enroll in the STAY program, they will be recommended for expulsion by the Board of Education.</p> <p>Second Offense:</p> <ul style="list-style-type: none"> <li>• Student will be recommended for expulsion by the Board of Education.</li> </ul>
Use/ Possession of Tobacco			Student is in possession of or using tobacco
Use/ Possession of Weapons			<p>Students is in possession of knives and/or guns (including air or gas powered guns) or other objects readily capable of causing bodily harm. Note: any object that uses to threaten, harm another may be considered a weapon. This includes but not limited to: padlocks, pens, pencils, laser pointers, paper clips, and jewel. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student expulsion.</p>
Fighting			Student is involved in <b>mutual</b> participation in an incident involving physical violence



<p><b>Menu of Possible Corrections/Consequences</b></p>	<ul style="list-style-type: none"> <li>• Pre-correction</li> <li>• Proximity</li> <li>• Change location</li> <li>• Model and practice expectation</li> <li>• Verbal reprimand/redirection</li> <li>• Planned ignoring</li> <li>• Non-verbal cues</li> <li>• Conference or discussion between student and staff member</li> <li>• 15 second redirection conversation</li> <li>• Ask the 4 questions: What are you doing? What are you supposed to be doing? Are you doing it? What are you going to do about it?</li> <li>• Reinforce behavior expectations</li> <li>• Reward positive behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Any level 1 correction/consequence</li> <li>• Parent/ Guardian contact</li> <li>• Restitution</li> <li>• Assign lunch detention</li> <li>• Assign after school detention</li> <li>• Shorten passing time</li> <li>• Formal apology</li> <li>• Academic/behavior contract</li> <li>• “Time out” from classroom in staff designated area</li> </ul>	<ul style="list-style-type: none"> <li>• Any level 1 or level 2 correction/consequence</li> <li>• Parent/Guardian contact</li> <li>• Meeting between staff/parent/admin/student</li> <li>• Develop behavior plan</li> <li>• Assign in-school suspension</li> <li>• Assign out of school suspension</li> <li>• Recommend discipline hearing</li> <li>• Expulsion</li> <li>• Involvement with law enforcement</li> <li>• Assign Saturday School</li> <li>• Schedule change</li> <li>• Check in/Check out system</li> </ul>
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**PARENT/STUDENT  
ACKNOWLEDGEMENT OF STUDENT HANDBOOK**

We \_\_\_\_\_  
Parent/Guardian Name Printed

And \_\_\_\_\_  
Student

have received and read the Orchard View Middle School Student Handbook. I/we understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. I/we also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Dear Parents,

*During the course of the school year, there are times when pictures or videos of your child may be taken or when he or she may be interviewed while at school to showcase an event or detail a project of his or her grade. These pictures, videos, and interviews may be displayed in the school, shown during a school event, printed or broadcast in the media or district publications, or used for staff training purposes.*

*We are proud of your child's educational growth and feel it is important to share your child's hard work and progress with our community. Please complete the form below and return it to your child's teacher. We appreciate your cooperation.*

Sincerely,

Joshua Smith, Principal  
Orchard View Middle School

Michael Dodge, Assistant Principal  
Orchard View Middle School

☐ I give permission for my child to be photographed, videotaped, or interviewed, for all purposes, including school publications, staff training purposes, and general media broadcast.

☐ I do not give permission for any photographs, videotapes, or interviews of my child to be published or used for any purpose.

CHILD'S NAME (First and Last): \_\_\_\_\_

PRIDE TEACHER: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

Please return to your child's PRIDE teacher.