

Richmond Community Schools

35276 Division * Richmond, Michigan 48062 * (586) 727-3565

2016-2017
STUDENT-PARENT
HANDBOOK

(Revised 08/22/16)

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NON-DISCRIMINATION STATEMENT

It is the policy of the Richmond School district not to discriminate on the basis of race, color, national origin, gender, age, disability, height, weight, or marital status in its programs, services and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent, Richmond Community Schools, 35276 Division, Richmond, MI 48062 – 586-727-3565.

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Dear Richmond Families and Students,

We welcome you to Richmond Community Schools! The staff is dedicated to helping you reach your full potential as a student. We believe in order to achieve our goal we must educate the “whole” student. This includes: academically, socially, and emotionally.

“Richmond Community Schools, where education is a shared responsibility.” It is our belief and plan that students, parents, and staff all have a stake in your future. If any of the stakeholders do not take their responsibility seriously, then educational and personal growth will be effected. As students, you learn to adapt to new situations and take more responsibility for your actions and schoolwork. One of your responsibilities is to be familiar with school policies, regulations, and activities. This handbook will give you and your parents the basic information about our school. Parents, your cooperation and understanding of student expectations will help with this shift of responsibility and is necessary for success at this level.

Please read it together. If there is something you don't understand, don't hesitate to ask questions. Have a great school year!

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

Sincerely,

A handwritten signature in cursive script, appearing to read "Brian J. Walmsley".

Brian J. Walmsley, Ed.S.
Superintendent

OUR MISSION

Richmond Community Schools – At Richmond Community Schools, we provide a quality education that empowers students to be successful in a global community.

Will L. Lee Elementary School – In partnership with parents and community, the mission of the Lee School is to offer a caring environment that stimulates curiosity, promotes a desire to learn, and values each child as an unique individual.

Richmond Middle School – The mission of Richmond Middle School is to promote a high level of academic achievement and self-sufficiency.

Richmond High School – Richmond High School is dedicated to instituting high standards, teaching students through dynamic instruction, and incorporating the latest technological advances.

SECTION 1

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior written approval from the principal. The principal or designee shall respond to requests for approval within seventy-two hours (72) hours of their receipt.

AGE OF MAJORITY

To comply with the Age of Majority law, students after their eighteenth birthday may assert their right to be responsible for themselves while in school. Students who wish to assert these rights need to register their intent on the appropriate form (Acceptance of Rights/Responsibilities 5780 F1) in the high school office. From that date on, all contact regarding school will be made directly to the student. It also should be noted that:

1. All policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority.
2. Students 18 years and older may have the same privileges as their parents/guardians as it relates to access to their student records.
3. Students 18 years and older may represent themselves during disciplinary conferences/hearings and be the addressee for their grade reports.
4. Students 18 years and older may verify their own absences. NOTE: All school attendance standards continue to apply to students regardless of their age.
5. Until the form is completed in the office, school officials will not apply the above exceptions to school policies and procedures.

ARMED FORCES RECRUITING (See Board Policy 8330)

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice as well as specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified by the Local or State Health Department.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

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

EARLY DISMISSAL

Students who become ill at school should report the illness to a staff member who will refer them to the office. If it is necessary to go home, the student will have the opportunity to contact the parents, or someone listed on their emergency card (e.g. Student Verification Form). Students must be signed out by an adult (who is listed on their emergency form) in the office before leaving.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will utilize the following for communications: District Website, School Messenger, Social Media (e.g. Facebook), and school closings on television and radio stations.

Parents and students are responsible for knowing about emergency closings and delays. Parents should have a plan in place with their children in the event of a school closing, delayed start, or early dismissal. Every attempt will be made to provide advanced noticed to families to make appropriate arrangements.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an emergency medical authorization form (e.g. Field Trip Permission Slip) completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

An emergency medical authorization form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school may jeopardize a student's educational program.

ENROLLING IN THE SCHOOL

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District.

Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District.

Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing with the Superintendent or his designee to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School Principal.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

FIRE, LOCK DOWN AND TORNADO DRILLS (See Board Policy 8420)

The school district has a Crisis Management Plan to provide safety and assistance in case of a school or community emergency. Specific directions for vacating the building and for passing to safe areas are posted in each room and other appropriate areas. Students should become familiar with safety procedures for each classroom. Regular drills are held so students can respond calmly to a variety of situations. In any emergency situation, students should remain quiet and listen for directions from staff members.

During any type of lockdown all cellular telephones shall be turned off and placed in a designated holding area or bin.

HEALTH SERVICES (See Board Policy 5310)

In compliance with law, the Board of Education may require students to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. determine that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. determine that the learning potential of each child is not lessened by a remediable, physical disability.

The District may specify the need for services which may include, but not be limited to:

- A. student physical examinations;
- B. athlete physical examinations;
- C. dental examinations;
- D. tests for communicable disease;
- E. vision screening;
- F. audiometric screening;
- G. Scoliosis test.

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate physical defect or disability.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal shall remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building principal or designee.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provides that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Student Support Services to inquire about evaluation procedures and programs.

INJURY AND ILLNESS

All injuries, during the school day or while participating in a school sponsored activity, must be reported to a teacher/designee or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. An accident report (5340 F1) must be completed and placed on file in the office.

Emergency Information Sheets - Students are required to have an emergency sheet signed by a parent or guardian kept on file in the school office. This sheet must be kept up to date. It is the parent's or guardian's responsibility to inform the office of any changes in address, telephone number, or any emergency numbers. In an emergency, it is essential to have a name and telephone number of someone other than the parent or guardian in case the parent is unavailable. Only individuals listed on the emergency sheet (e.g. Student Verification Form) will be able to sign out a student.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Homebound Instruction - The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Director of Student Support Services. The District will provide homebound instruction only for those confinements expected to last five (5) or more days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District.

Parents should contact the Director of Student Support Services to inquire about evaluation procedures and programs offered by the District.

LOST AND FOUND

Students who have lost items should check their school's lost/found and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of the school year.

MEAL CHARGING POLICY

In response to Michigan Department of Education communication of March 6, 2014, regarding the requirement for Local Education Authorities to have written meal charging policies, Richmond Community Schools has developed the following policy for unpaid student meal charges.

Although it is the primary responsibility of the parent/guardian to provide their child(ren) a lunch, whether it is brought from home or funds to purchase one, Richmond Community Schools will not refuse a student from receiving a lunch due to lack of funds.

Students who did not bring a lunch from home or funds to purchase a lunch will be allowed up to a twenty-five (\$25.00) dollar negative balance on their food service account and will be served the lunch entrée for the day.

Student accounts that continue to have a negative balance will be provided an alternative lunch and charged appropriately. The Food Service Department will be responsible for contacting families with a negative balance.

Richmond Community Schools' expectation for parents/guardians is to remit funds on the next business day to clear-up any negative balances on the student's food service account. Any and all negative balances will have an adverse effect on the district's overall General Fund and may result in the District seeking legal action.

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the Food Service Department.

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. **No student shall be allowed to leave school premises during the lunch period.**

Applications for the school's Free and Reduced-Priced Meal program are available to all students. Parents are encouraged to complete this application prior to the start of the school year. This is not only for lunch but helps the district with monies for grants.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

(See Board Policy 2260)

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

(See Board Policy 2416, Policy 5780, and Policy 9130)

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Director of Curriculum and Educational Services prior to coming to the school.

Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

SCHEDULING AND ASSIGNMENT

High School: Classes for students at Richmond High School are selected only after serious considerations have been made:

1. Teacher recommendations are obtained.
2. Test results are considered.
3. Student conferences are held.

Because the class schedule is only determined after this serious process, changes can only be made for good reasons. The following rules apply in making any changes in a student's schedule:

1. There will be a five-day period at the beginning of first and second semester when schedule changes will be considered. Approval of the counselor is required.
2. If a change is to be made after the five-day period, a teacher must initiate the process by conferring with the parents, then the counselor, with the final decision being made by a building administrator.

Class schedules will not be altered after the appropriate drop and add period unless extreme circumstances can be proven. Dropping a class to save a grade point average is not an extreme circumstance.

If a student wishes to drop a class after the five-day period, they must complete a withdrawal form. The student may obtain this form from the Counseling Office. This form requires a parent signature, teacher signature, and a meeting with the counselor. If the student is approved for withdrawal, they will receive a failing grade for the course, which will be reflected on the transcript. The student cannot be on school grounds during the time that the course is meeting.

Middle School: If a change is desired with a student schedule, the student should first contact the Counselor. Parental consent is required for all schedule changes. Student/Parent requests will be considered during the first week of the marking period. The building principal shall make the final decision for schedule changes.

Elementary School: The building principal shall assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

STUDENT FEES, FINES, AND SUPPLIES

Fees may be charged 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 to school property. The school and staff do not make a profit. The Superintendent or designee may waive fees in situations where there is financial hardship.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her 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 appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Students using school property and equipment may be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines may be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding the diploma and/or future participation in extracurricular activities.

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (e.g. Policy 9211). The following general rules will apply to all fund-raisers.

Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for..." will be monitored by a staff member in order to prevent a student from over extending himself/herself to the point of potential harm.

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal or designee.

STUDENT RECORDS (See Board Policy 8330)

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information (Policy 8330) includes:

1. A student's name
2. Address
3. Telephone number
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Height if member of an athletic team
8. Weight, if member of an athletic team which requires disclosure to participate
9. Date of attendance
10. Date of graduation
11. Awards received
12. Honor rolls
13. Scholarships
14. School photographs or videos of students participating in school activities, events or programs.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal or designee. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or his/her parents;
2. Mental or psychological problems of the student or his/her family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or his/her parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

1. *activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and*
2. *the administration of any survey by a third party that contains one or more of the items described in 1 through 8 above.*

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

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the

student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from an administrator.

STUDENT SALES

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

STUDENT VALUABLES

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

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with the District's Crisis Management Plan such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

TRANSFER OUT OF THE DISTRICT

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Medication Request and Authorization Form 5300 – F1 (Prescription medication) and/or Form 5300 – F1a (Non-prescription Medication) must be filed with the respective building

principal before the student will be allowed to begin taking any medication during school hours.

3. All medications, prescription or non-prescription, are to be kept in the office at all times. Students may take medications under the observation of school personnel after a medication form is on file in the office.
4. Medication that is brought to the office will be properly secured.
5. Medication must be brought to school directly by the parent in the original labeled pharmaceutical container. A two to four (2-4) week supply of medication is recommended. Medication may not be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
6. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
7. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens - Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan (e.g. 504 Plan) developed by the school principal and updated annually.

Elementary and Middle School: Parents may authorize the school to administer a non-prescribed medication using Form 5300 – F1a (Non-prescription Medication) which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

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

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

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal or designee to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

Cafeteria - In order to maintain a positive atmosphere at Richmond Community Schools, the following guidelines are in effect:

1. Students will not be served if wearing jackets.
2. Students must be in the cafeteria or assigned area during the lunch break.
3. Each student is responsible for cleaning his/her place at the lunch table.
4. Rude behavior toward lunchroom personnel, other staff, or guests will not be tolerated.
5. Misbehavior in the cafeteria may result in students being assigned cleanup duty at the end of their lunch period, or after school detention.
6. Failure to follow these guidelines may result in disciplinary action.
7. Must dress appropriately for outside recess.

School Campus - Richmond Community Schools operate under a closed campus policy. This means that students shall not leave school grounds once they arrive on school property, unless for educational purposes authorized by the building principal. The safety of our students is of utmost concern to us at Richmond Community Schools. No after school supervision is provided for students unless the student is scheduled for detention, tutoring, or some other school-approved event.

Hall Pass – Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call nor will a message be delivered to a student, pending the discretion of the office staff.

Office personnel will authorize all calls of a student seeking permission to leave school.

VISITORS AND VOLUNTEERS

Visitors and volunteers, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor or volunteer must report to the office upon entering the school to obtain a “Visitor’s Badge”. Any visitor found in the building without a “Visitor’s Badge” shall be reported to the principal or designee.

If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the principal or designee.

All school and classroom volunteers must have an I-CHAT form on file with the District and sign an acknowledgement of FERPA when signing in for each volunteering event.

WITHDRAWAL FROM SCHOOL

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

SECTION II - ACADEMICS

ASSESSMENT

All students are required to take the state assessments outlined by the State of Michigan and the Michigan Department of Education. Per the State of Michigan, students and parents may not opt out of any state mandated assessment.

Additional district assessments (e.g. NWEA) are given to students to monitor progress and determine educational mastery levels. These tests shall be used to help staff determine instructional needs.

Classroom assessments and tests shall be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Testing Out - Any high school student who wishes to test-out of a core graduation required course may do so by taking the State End of the Course exam. If no State End-of-Course exam exists, then a Richmond High School Final Exam shall be used. The student must receive a grade of at least C+ (77%) or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination.

Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement but may not be counted toward the required number of credits needed for graduation (unless approved by the Director of Curriculum and Educational Services – AG 5460B) nor be used to determine the student's GPA.

Students who opt to Test Out shall receive a syllabus for the course they are testing out and State Content Expectation Standards, if available.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. The District will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information may be obtained from the Guidance Office.

COURSE OFFERINGS

Middle school and high school course offering books are available in the counseling office or on the District's webpage.

CREDIT RECOVERY

E2020 courses are on-line courses. Students may take E2020 classes **ONLY** to earn credit in core courses they have already failed.

Richmond Summer School - Students will be enrolled in E2020 on-line courses and will be mentored by a certified teacher on site on a daily basis. They may only take classes they have previously failed. Students will receive credit when they meet the course requirements. There is a per course enrollment fee for summer courses.

BYU Independent Study - BYU offers a variety of courses, including electives, either on-line or through mail correspondence. All fees must be paid by the student. These courses may be used to earn credit for failed classes or to earn credit in classes not yet attempted. The student is responsible for the cost of the courses.

American School of Correspondence offers a variety of courses, including elective credits. These courses are sent to the student through the mail. After the student completes each unit, he or she returns the unit to American School by mail. A final exam administered at RHS is required. These courses may be used to earn credit for failed classes or to earn credit in classes not yet attempted. All fees must be paid by the student

Michigan Virtual School offers a variety of courses, including elective credits. These courses are completed on-line. These courses may be used to earn credit for failed classes or to earn credit in classes not yet attempted. All fees must be paid by the student.

Night School is offered at Compass Pointe Learning Center in New Baltimore. These courses offer a live teacher, and regular attendance is mandatory. All fees must be paid by the student. For more information, you may call 1-(586)-727-2205 or contact the student's counselor.

As State regulations change, there may be other credit recovery options available for the students. Prior to enrolling, students should verify with their counselor that the course they are requesting will transfer and qualify for graduation credit.

DUAL ENROLLMENT

Any student in 8th, 9th, 10th, 11th or 12th grade may enroll in a postsecondary program providing s/he meets the requirements. Seniors must have taken the required state assessment and received state endorsement in the subject area in which he or she wishes to be dually enrolled. Juniors must have received passing scores in the required state college entrance exam. Any student interested in Dual Enrollment should contact counseling office to obtain the necessary information.

FIELD TRIPS

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

GRADING AND HOMEWORK POLICY

Grading Philosophy: All Richmond Community Schools grading and reporting will support the learning process and encourage student success. Grades measure a student's mastery of the course content expectations.

Purposes for Grading Students' Work:

Primary Purpose

- Communicate achievement to students, parents, and others

Secondary Purposes

- Provide information that students can use for self-evaluation and growth
- Encourage student growth and progress in learning
- Identify students for available educational opportunities (e.g., AP courses)
- Evaluate the effectiveness of curricular, instructional, assessment practices, and programs

Assessment Categories

- **SUMMATIVE** assessments demonstrate the student's knowledge of a subject after instruction. Summative assessments include tests, projects, products, and demonstrations.
- **FORMATIVE** assessments demonstrate the student's progress in mastering content during the course of instruction. Formative assessments include homework, daily quizzes, and inquiry activities.

These guidelines emphasize summative assessments. The final grade is determined by *at least* 80% summative and *at most* 20% formative.

Summative Assessment Retakes: Summative assessment retakes are available to all students, with the exception of AP classes, based on the following principles and process:

1. One retake per summative assessment must be made available to all students. A teacher may elect to offer more at their discretion
2. The higher score is the only score of record
3. Students must follow the retake process :

- a. A written request by the student including an explanation for requesting the retake.
 - b. The student's demonstration of effort to attain mastery learning which includes test corrections and caught-up homework.
 - c. The teacher's approval for retake following steps 1 and 2.
 - d. The student's arranging with the teacher for the retake.
 - e. Completion of the retake within a reasonable time (teacher discretion) frame, e.g., within 1.5 weeks of the original summative assessment.
4. Retakes should be in a different format from the original summative assessment.
 5. End-of-semester exams cannot be retaken.

Late Work, Missing Assignments, and Zeroes:

- **FORMATIVE ASSESSMENTS:** Assignments will be accepted until the time a summative assessment is given. At that time, all missing assignments will be given a zero. Work completed and turned in as part of the requirement for a Summative Retake, will be accepted, but not graded.
- **SUMMATIVE ASSESSMENTS:** Zeroes are not allowed for missing summative assessments. All assessments must be taken.

Homework: The purpose of homework is to provide students with an opportunity to practice those skills and concepts that have been taught in class. All homework assignments should meet the following criteria:

- Have a clear academic purpose
- Be appropriate to the age and skill level of the student
- Instill a sense of competence

For grading purposes, homework should not:

- Be used for new learning
- Require help to complete
- Be assigned as a punishment

Grading Scales:

ELEMENTARY (KINDERGARTEN–4TH GRADE)

Progress toward mastery of content and skills for students in Kindergarten through 4th grade will be reported using Proficiency Levels.

SECURE Applies skill/concept independently.

DEVELOPING Shows some understanding; needs assistance.

BEGINNING Shows little understanding of skill/concept.

Items not marked have not been introduced.

SECONDARY (GRADES 5-12)

GRADE		PERCENTAGES	STANDARD GRADING MATRIX
Exceptionally	A	93-100	4.000
	A-	90-92	3.667
	B+	87-89	3.333
Better than	B	83-86	3.000
	B-	80-82	2.667
	C+	77-79	2.333
Average	C	73-76	2.000
	C-	70-72	1.667
	D+	67-69	1.333
Poor Work	D	63-66	1.000
	D-	60-62	0.667
	F	59 and below	0.000
Academic Failure/			

Semester Final Grades:

- **At the Middle Schools** - will be calculated based on 45% for each of the two marking periods and 10% for the Semester Summative Assessment (Exam Grade).
- **At the High School** – will be calculated based on 40% for each of the two marking periods and 20% for the Semester Summative Assessment (Exam Grade).

Grade Book, Progress Reports, and Posting Grades:

The Grade Book feature in PowerSchool will be used by all teachers. Student work will be evaluated and grades recorded in a timely manner. (e.g., within one week of due date, ten days for larger projects). Unless extenuating circumstances arise, teachers shall have their grade books updated by 8:00 a.m. Tuesday morning.

Progress Reports will be issued on predetermined dates for all students in elementary school for students who received a “3” (Not Proficient) on the previous report card, are in danger of receiving a “3” (Not Proficient) on the next report card, or at the request of the student’s parent(s)/guardian.

Parents must be notified by the teacher whenever a student will be receiving a failing grade. This contact must be made in a timely manner allowing time for the student to recover.

High School: Seniors' cumulative grade point averages at the end of the first semester are used to determine rank in class and eligibility for honor cords. Honors courses are given the following additional weight: .2 per class towards their grade point average. Advance Placement courses are given the following additional weight: .5 per class towards their grade point average.

Middle School: Grade point averaging is standardized and is also based on a four-point scale. Students are placed on the honor roll if they have a 3.0 average and above and have no marks lower than a "C" and **no citizenship lower than satisfactory**.

Grading Periods – K-4 Students shall receive a report card at the end of 1st Marking Period, 2nd Marking Period (1st Semester), and 3rd Marking Period indicating their grades for each course of study for that portion of the academic term. Fourth Marking Period (2nd Semester) report cards will be mailed to the students.

Grading Periods – 4-12 Middle and High school students shall receive their grades via PowerSchool for 1st Marking Period, 2nd Marking Period (1st Semester), and 3rd Marking Period, and if necessary a printed copy. Fourth Marking Period (2nd Semester) report cards will be mailed to the students. Parents may request a printed copy of any marking period or semester grades by contacting the main office.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Middle school and high school parents are encouraged to utilize our Power School program to keep up to date with their child's academic progress. (You can access Power School through our district website at www.richmond.k12.mi.us).

Academic Misconduct - It is the school's intent to maintain and encourage high standards of personal conduct. These standards include personal honesty, discipline, and integrity. We believe that students are in school to do their own work. We assume that any schoolwork that is turned in for credit by a student is a result of that student's effort. Generally, academic misconduct occurs any time a student turns in work which is not his/her own. Academic misconduct is a serious violation of school policy, and the following steps may be taken:

1. A student may receive a "zero" for the work involved.
2. The teacher will inform the student's counselor and the administration of the violation.
3. The teacher will inform the student's parents of the violation.
4. The administration will keep a record of all disciplinary violations. If academic misconduct persists, then other actions of a corrective or disciplinary nature may be taken.
5. The offense may be recorded as an Informal or Formal.
6. Administration maintains the discretion to determine if further discipline is necessary based upon the severity of the incident.

GRADUATION REQUIREMENTS

Regular Diploma - Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, earn the total number of minimum credits, and receive a valid score on the required high school state assessments. **Beginning with the Class of 2020, students must accumulate 40 hours of community services to graduate.**

A student enrolled in special education may have an alternative specialized testing program. Such program shall be determined by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum.

Outside Credits - Richmond will accept outside credits from summer school, night school, correspondence classes, MI virtual high school, and E2020. Permission for any of the above educational experiences must be obtained from a high school counselor. All credits received from other educational institutions must be received by Richmond High School by the Friday prior to Graduation and will be recorded with a letter grade in the student permanent file. Credits earned from E2020 will be recorded as “credit” or “no credit.”

A student must earn a total of twenty-two (22) credits in four years of high school work. A credit is earned for satisfactorily completing a full year/or semester of work in a scheduled class. The credits must include the following:

4 Credits – English

- English 9, or approved alternate
- English 10, or approved alternate
- English 11, or approved alternate
- English 12, or approved alternate

4 Credits – Mathematics

- Algebra 1 (1 Credit)
- Algebra 2 (1 Credit), or approved alternate
- Geometry (1 Credit)
- Math related credit in senior year (1 Credit)

3 Credits – Science

- Physical Science (1 Credit - Beginning with Class of 2020)
- Biology (1 Credit)
- Chemistry or Physics (1 Credit)
- Earth Science (1 Credit)

3 Credits – Social Studies

- US History & Geography (1 Credit)
- World History & Geography (1 Credit)
- Economics (½ Credit)
- Government (½ Credit)

2 Credits - World Language * ^

Credits must be consecutive years.

^ Beginning with the Class of 2017, one (1) credit of the World Language requirement may be fulfilled if the student earns credit AND completed a CTE program. Some CTE programs may be two (2) credits.

1 Credit – Visual, Performing and Applied Arts

½ Credit – Health

½ Credit – Physical Education

40 hours of Community Service Requirement (beginning with the Class of 2020)

NO student will be exempt from any graduation requirement except for proven physical disability, or as a result of a recommendation of an Educational Planning and Placement Committee Meeting with a personal curriculum. To participate in graduation ceremonies, students must have met all requirements for a diploma.

HOMEWORK

Homework is an important part of learning development. Not only does it reinforce academic concepts, it helps develop responsible study habits that will help each child for years to come. Appropriate homework can serve a variety of purposes including, extension, enrichment, creativity, repetition of a concept learned.

PROMOTION, PLACEMENT, AND RETENTION

Elementary and Middle School Students

As outlined by Board Policy 5410, The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

1. completed the course requirements at the presently assigned grade;
2. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;

3. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
4. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and taking and receiving a valid score on the State mandated tests. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism.

Elementary School

Academic Education Achievement (Grade 3 & 4 only) – Students shall receive *Academic Education Achievement* if they achieve all A's in all graded subjects 1st, 2nd AND 3rd Marking Period.

All A's (Grade 3 & 4 only) – Students shall receive the *All A's Award* if they have achieved all A's in graded courses for 1st, 2nd or 3rd Marking Period.

Honor Roll (Grade 3 & 4 only) – Students shall receive the *Honor Roll Award* if they achieve all A's and B's for 1st, 2nd AND 3rd Marking Period.

Perfect Attendance – Students shall receive the *Perfect Attendance Award* if they have been present each school day (4th Marking Period of previous school year through 3rd Marking Period of the subsequent school year). Absences related to school-sponsored activities shall not negatively impact the *Perfect Attendance Award*.

Grade-level or Department Awards – Students shall receive *Grade-level or Departmental Awards* based on criteria established by each grade-level or department.

Middle School

Academic Education Achievement - Students shall receive *Academic Education Achievement* if they achieve all A's in all graded subjects 1st, 2nd AND 3rd Marking Period.

All A's – Students shall receive the *All A's Award* if they have achieved all A's in graded courses for 1st, 2nd or 3rd Marking Period.

Honor Roll – Students shall receive the *Honor Roll Award* if they achieve all A's and B's for 1st, 2nd and 3rd Marking Period.

Perfect Attendance – Students shall receive the *Perfect Attendance Award* if they have been present each school day (4th Marking Period of previous school year through 3rd Marking Period of the subsequent school year). Absences related to school-sponsored activities shall not negatively impact the *Perfect Attendance Award*.

Grade-level or Department Awards – Students shall receive *Grade-level or Departmental Awards* based on criteria established by each grade-level or department.

High School

Academic Education Achievement – Those students that meet the following criteria will receive the school “R” and for each subsequent year that the criterion is met, he/she will receive an honor pin to be worn on the letter.

For Academic Education Achievement the following criteria must be met:

1st Semester (9th) 3.9
3rd Semester (10th) 3.8
5th Semester (11th) 3.7
7th Semester (12th) 3.6

Honor Roll(s) - Students are placed on the honor roll if they have a 3.0 average and above and have no marks lower than a "C."

Departmental Awards – Students may receive Departmental Awards based on criteria established by each Department.

Athletic Awards - Requirements for athletic awards are developed by the head coach from each program with the approval of the appropriate Dean of Students. These requirements shall be reviewed with interested students by the appropriate coach.

Community Service (Beginning with the Class of 2020) – Students shall receive a Community Service Cord for achieving forty (40) hours of community services. Community Services Hours must be provided to community and non-profit organizations such as Rotary, Lions, Chamber of Commerce, Good Old Days, City and Township events, religious organizations, etc.

Senior Convocation Departmental Cords – Students shall receive Departmental Cords based on maintaining a 3.3 GPA or higher within the departmental courses through the 3rd Marking Period of the students 12th Grade.

- Art – Light Green
- Band – Dark Green
- Business - Royal Blue
- English – White
- Mathematics – Lavender

- Science – Burgundy
- Social Studies – Navy Blue
- Vocal Music – Pink
- World Language – Red

Other Senior Convocation Cords include:

- Community Service – Red, White and Blue
- Honor Roll – (To be determined)
- National Honor Society - Gold

SCHOOL COUNSELOR AND SOCIAL WORKER

A school counselor or social worker is available to all students at Richmond Schools. The counselor helps students in the following ways: assistance with educational planning, interpretation of test scores, career information, study aids, or student issues/concerns. Students can see the counselor by stopping by the counseling office and arranging an appointment.

Parents are invited to call the counselor or social worker to arrange an appointment as needed.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY (BOARD POLICY 7540.03)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purposes.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 5136), network, and Internet connection and online educational services ("educational Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education technology. Users have no rights or expectation to privacy when using the Ed-tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education

Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, to services through its Educational Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which protects against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defines by the Children's Internet protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or designee may temporarily or permanently unblock access to websites or online education services containing appropriate materials, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using Education technology. The Board supports and respects each family's right to decide whether to apply for independent student access to the Education Technology.

The technology protection measures may not be disabled at any time that students may be using Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal Law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g. "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individual and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education

Technology are personally liable, both civilly and criminally, for uses of the Education Technology not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the District's Education Technology and the Internet for instructional purposes.

SECTION III - STUDENT ACTIVITIES

ATHLETICS

Richmond Community School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation.

Each student athlete shall receive a copy of the Student-Athlete Code of Conduct and will be responsible for following all rules and expectations. Students are subject to all Michigan High School Athletic Association (MHSAA) rules and regulations. A copy may be reviewed in Dean of Students' office or at the Board of Education and Administrative Offices.

All athletic programs of the district shall comply with the concussion protocols of the Michigan High School Athletic Association, the requirements of the state law, and Department of Community Health guidelines regarding concussion awareness training and protection of young athletes.

DANCES: HIGH SCHOOL ONLY

School dances are a privilege offered at times throughout year to our student body. The following provisions for Richmond High School dances apply to all major dances (Homecoming, Snowcoming, and Prom.) Richmond High School remains committed to holding a high academic standard.

- A students and guests must have a valid school ID to enter the dance. Guests must have some type of valid picture ID.
- Students will not be allowed to enter after one hour from the posted start of the dance.
- Guests must have prior approval and paperwork submitted to gain entry.
- Students must be passing all courses being currently taken at Richmond High School.
- Students with any formal offenses from the current school year will not be allowed to participate.
- While the dress code identified in this handbook primarily pertained to the school day and the focus on minimizing instructional distraction, students are expected to dress appropriately for school dances.
- Inappropriate dancing will not be tolerated. Administrators have the discretion to eject students from the dance for such actions, and/or adopt such policy to distribute to students prior which explains the restricted dancing and consequences.
- No refunds shall be issued for students who pay and then become ineligible after the eligibility check date or are ejected from a dance. The eligibility check date shall be defined as the last day a student may purchase tickets. If a student is ineligible and they have already purchased a ticket, they will be refunded the purchase price. If tickets are available to purchase at the door of the dance, an eligibility list will be created on the school day prior to the dance.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

SCHOOL SPONSORED CLUBS AND ACTIVITIES

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

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, etc. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. If you are interested in participating in an extra-curricular activity, please contact the office for additional information.

High School: Richmond High School bestows honor upon 10th, 11th, and 12th grade students who have shown extraordinary achievement in the areas of leadership, service, character, and scholarship by admitting such students to the Richmond Chapter of the National Honor Society. To qualify for such membership the student must have a cumulative grade point average of 3.5 and meet the other three additional areas.

Middle School: In order to educate the “whole child”, Richmond Middle School offers many additional opportunities to students throughout the course of the school year. Field trips, assemblies, extra-curricular activities and ceremonies are seen as privileges and students’ behavior and academics are first and foremost. If a student is not fulfilling their responsibilities in regards to their academics and behavior, the student may be removed or withheld from the activity. This decision will be based on teacher recommendations to administration and administrative discretion. We have high expectations for all students and each student has a responsibility in their own education. Our hope is that every child can have the true middle school experience and participate in many activities.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with the High School office for a work permit.

All youth less than 18 years of age must have one to be employed in any business other than a family business. After the employer completes their portion of the form, the student returns it to the High School Office. The school reserves the right to cancel work permits of students demonstrating poor academic performance.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy - It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Active participation in classroom and other school activities cannot be replaced by individual study. Research shows that there is a direct relationship between good attendance and class success because students exhibiting good attendance generally achieve higher grades, enjoy school more, and are much more employable after high school.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers. Middle school and high school parents are encouraged to utilize our Power School program to keep up to date with their child's attendance. (You can access PowerSchool through our district website at www.richmond.k12.mi.us).

Truancy - Excessive absence from school (truancy) is not acceptable. Students who have excessive absences shall be referred to the Macomb County Truancy Office, as required by law, unless extenuating circumstances exist.

Excused Absences - Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- illness
- recovery from accident
- required court attendance
- professional appointments
- death in the immediate family
- observation or celebration of a bona fide religious holiday
- suspension

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by the start of school on the day of the absence. The answering service is available 24 hours a day.

Although an absence is excused, it still counts towards the student's overall semester total and consequences.

Vacations - Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible

for the student to receive certain assignments that are to be completed during the trip. It is the expectation that the student/parent initiate this request.

Parental Responsibility - Parents or guardians are asked to notify the school office on the day of an absence. Please call the office by 7:30 a.m. Students that arrive to school late must check in at the office. Without a parent phone call, absences will be considered unexcused.

Make-up of Tests and Other School Work - Students who have a verified absence from school or who have been suspended shall be given the opportunity to make-up work that has been missed. Make-up work due to suspension must be completed by the time the student returns to the high school or as determined by the Principal.

Students will be given the number of days of excused absence within which to make-up work. If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test.

High School: Students are allowed 7 absences (Excused or Unexcused) per semester. If a student exceeds 7 absences, they can still earn credit and a grade by meeting the following requirements— must pass the final exam (60% or higher) AND receive a 75% in class.

Non-chargeable absences – Cases involving long-term illness (three consecutive full days or more) substantiated by a doctor's note will not be included as an absence for the semester. Absences related to chronic illness, supported by a doctor's statement on file will not be included as an absence for the semester. Court appearances supported by documentation from the court will not be included as an absence for the semester. A student will be allowed three school days for bereavement in the event of death in the immediate family (parents, siblings and grandparents).

Absences that are not verified by a parent/guardian with the attendance office within 24 hours of the absences are unverified. All unverified absences are viewed as truancy and disciplinary action will be taken. Truancy is defined as leaving school, leaving class, or not attending class without following proper procedure. This includes leaving the building during a lunch period without permission.

Each day of vacation does count toward the total days absent for the semester and may jeopardize the student's grade and/or credit.

CARE OF PROPERTY

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

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

High School: Students are not permitted to leave belongings overnight in their gym lockers.

CODE OF CONDUCT

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

DISCIPLINE

The severity of the infraction may require an accelerated consequence. This is not inclusive and may be amended at any time.

Richmond Community Schools is committed to providing a quality-learning environment for all students. Students are expected to participate in that commitment. This can be done if students:

1. Hold themselves to high expectations for behavior and performance.
2. Promote positive attitudes and behaviors while showing respect for adults and students.
3. Demonstrate their best effort on a daily basis in the classroom, the hallway, and throughout their school day.
4. Work together with students, teachers, parents, and other staff members.
5. Look to administration, counselor and staff for help if faced with difficult situations or decisions.

Elementary, middle and high school through the use of PBIS program will promote and encourage appropriate and positive behaviors for students.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper considerations for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-discipline which will make you a better person. For the safety and welfare of all middle school students, these policies apply while you are in school, going to and from school, or at any school activity. Violations of these policies and rules will result in disciplinary action

DRESS CODE

While a fashion may change, the reason for being in school does not, students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following guidelines have been established to provide maximum flexibility and guidance:

1. The personal appearance of students is expected to be neat, clean, and shall not constitute a health or safety threat.
2. Shoes of some nature must be worn.
3. Hats, headwear, hoods from sweatshirts, or sunglasses are not to be worn within the school building and may be confiscated.
4. Clothing or appearance considered to be disruptive or sexually suggestive/revealing in nature such as, but not limited to the following: pajamas, slippers, spandex, exposed underwear, mini-skirts, halter tops, midriff revealing tops, climbing and/or low-cut tops, tank tops, ripped or torn clothing and other such garments are not to be worn in school. All tops must cover shoulder and be long enough to be tucked in.
5. Shorts, skirts, culottes, dresses and/or similar apparel must extend to below the student's down-stretched fingertips. Short-shorts are not permitted.
6. Special rules for student appearance may be established for participation in extra-curricular activities or special theme days during the regular school day.
7. Outside clothing is to be left in lockers and not worn during class hours.
8. Clothing accessories such as chains, etc. deemed inappropriate, unsafe, or gang related are not permitted. These items will be confiscated and returned only to a parent.
9. Clothing or accessories that portray drug, alcohol, and tobacco representations are prohibited.
10. Clothing with negative or suggestive comments is not allowed.
11. Backpacks are only permitted when entering and exiting the building and must be left in the student's locker throughout the school day. Students are allowed to carry clothing for a physical education course and hygiene products in an appropriate bag. Purses shall not be larger than a rectangle shaped tissue box. District provided laptop bags and instrument cases shall not be considered backpacks.

An administrator will make final decisions regarding a student's attire. Students who violate the dress code may be sent to the office to acquire appropriate clothing for school. Disciplinary action may occur if appropriate dress continues to be a problem.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

DUE PROCESS RIGHTS

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

Suspension from School

When a student is being considered for a suspension of ten (10) school days or less, the administrator in charge will notify the student of the charges. The student shall be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Dean of Students will make a decision whether or not to suspend.

If a student is suspended, s/he and his/her parents shall be notified, in writing within one (1) school day, of the reason for and the length of the suspension. The suspension may be appealed within two (2) school days after receipt of the suspension notice to the principal. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned. An alternate assignment may be administered in lieu of the original assignment.

A student being considered for suspension of more than ten (10) school days will be given due process as described in the expulsion section below.

Long-term Suspension or Expulsion from School

When a student is being considered for long-term suspension (more than 10 school days) or expulsion, the student shall receive a formal letter of notification addressed to the parents by the Office of the Superintendent which will contain:

1. the charge and related evidence;
2. the time and place of the Board of Education meeting;
3. the length of the recommended suspension or a recommendation for expulsion;
4. a brief description of the hearing procedure;
5. a statement that the student may bring parents, guardians, and counsel;
6. a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
7. a statement that the student may give testimony, present evidence, and provide a defense;

Students being considered for long-term suspension or expulsion may be immediately removed from school. A formal hearing is scheduled with the school board during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

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

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

INFORMAL AND FORMAL OFFENSES AND CONSEQUENCES

Two types of discipline are possible, informal and formal. Discipline will be progressive and cumulative at all times.

Informal Offenses

1. Inappropriate language
2. Unauthorized use of school equipment
3. Disruptive behaviors or any behavior that disrupts the educational process
4. Tardies
5. Inappropriate display of affection
6. Dress code violation
7. Violation of classroom/school rules
8. Dangerous Behavior

9. Unauthorized sales of products on school property
10. Inappropriate hallway behavior
11. Inappropriate drawings
12. Throwing objects
13. Cell Phone or other electronic devices
14. Destruction or damage of school property or property of others; restitution will be required.
15. Bullying, harassment, intimidating, and hazing
16. Trespassing:
 - a) Being present in an unauthorized place
 - b) Refusing to leave when ordered by an authority
 - c) Being on school grounds during an out-of-school suspension
17. Not reporting for an assigned detention
18. Behavior/Activities interpreted as gang-related
19. Remarks that may be of a threatening nature
20. Disrespectful, rude, and discourteous behavior
21. Possession of inappropriate materials/objects
22. Gambling
23. Forgery
24. Dishonesty – to accuse or defend others, or to benefit oneself by making false statements.
25. Insubordination – Directly disobeying the directive of a staff member or school rules.
26. Entering another student’s locker without their permission.
27. Academic Misconduct
28. Truancy

Informal Discipline - Informal discipline takes place within each school within the district. It includes:

- Change of seating or location

- Lunch-time/after-school detention
- In-school restriction
- In-school suspension
- Parent-student-teacher conference
- Out-of-School Suspension (as deemed necessary by administration)

Detentions - A student may be detained after school, or asked to come to school early or at lunch by a teacher, after giving the student and his/her parents one (1) day notice. The student or his/her parents are responsible for transportation.

The following rules shall apply to after-school and in-school suspension:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No electronic devices, cards, magazines, or other recreational articles shall be allowed in the room;
6. No food or beverages shall be consumed.

Transportation from after-school suspension shall be the responsibility of the student.

When a student has accumulated five (5) informal and/or formal offenses total, the student may be placed on probation for the remainder of the school year. A student can also be on probation/behavior/academic contract as deemed appropriate by administration.

The following steps are taken when a student is on probation.

- 1st Offense – 1 school day out of school suspension
- 2nd Offense – 3 school days out of school suspension
- 3rd Offense – 5 school days out of school suspension
- 4th Offense – 7 school days out of school suspension
- 4th 5th Offense – 9 school days out of school suspension with recommendation to Board of Education for long-term suspension or expulsion

Formal Offenses -

1. Fighting/Assault - Aggressive, violent behavior and intimidation. (HS – mandatory first offense 5-day suspension, second offense 7-day suspension, third offense 9-day suspension, fourth offense a recommendation to the school board for long-term suspension for the remainder of the school year.)
2. Tobacco - Smoking by students, the use of tobacco products, or possession of tobacco, matches or a cigarette lighter
3. Alcohol use, possession, sale, or distribution

4. Possession or use of a knife, gun, or other similar objects
5. Fire and/or bomb threats, other threats of extreme violence including false alarms
6. Drug use, possession, sale, paraphernalia, or distribution including illegal or unauthorized medicines, or look alike drugs
7. Documented persistent disobedience
8. Gross Disrespect/Harassment-any behavior interpreted as bullying, demeaning, or degrading to others
9. Sexual harassment as defined by administration per School Board Policy
10. Verbal assault/ethnic intimidation.
11. Inappropriate use of Technology and/or Violated or District Technology Policy
12. Filming and/or distributing acts, videos, or pictures of those that is in violation of our code conduct and/or law. Examples include but not limited to fights, film/pictures of staff members without permission, illegal actions, and academic materials
13. Improper touching of another student, indecent exposure
14. Instigating a fight – when a person or person are found to be the cause of a fight by urging or bringing about a fight, it will be dealt with as a fight in regards to their involvement.
15. Possession or distribution, of materials, which are libelous, pornographic, which advocate illegal acts.
16. Failure to identify oneself or false representation
17. Theft/Larceny/Unauthorized access
18. Failing to cooperate in the investigation of a formal offense
19. Arson
20. Striking/threatening/harassing a staff member
21. Falsifying school records or the theft , damage, or defacing of school records
22. Violating the schools Electronic Communication Device policy.
23. Any behavior or actions that places the safety of the school/students/staff at risk.

The severity of the infraction may require an accelerated consequence. This is not inclusive and may be amended at any time.

Richmond Community Schools has a zero tolerance policy toward drugs, drug paraphernalia, and weapons. Students possessing or selling either shall be immediately suspended and brought before the Board of Education for expulsion. Any other offenses that are governed by state/federal law may result in an expulsion as well.

Formal Discipline - Formal discipline takes place within each school within the district. It includes:

- Short-term suspension (e.g. 10 school days or less)
- Long-term suspension (e.g. more than 10 school days)
- Expulsion (e.g. up to 180 school days)

Unless otherwise stated or dictated by state/federal law, formal offenses will result in the following:

- 1st Offense: 3 school days out-of-school suspension
- 2nd Offense: 5 school days out-of-school suspension
- 3rd Offense: 7 school days out-of-school suspension
- 4th Offense: 9 school days out-of-school suspension
- 5th Offense: 10 school days out-of-school suspension, with a recommendation to the Board of Education for long-term suspension or expulsion

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. Written notification of suspension shall be sent home to the parents within one (1) day the student is suspended.

If a student is suspended, the parents may appeal the suspension, in writing, to principal. If the student and parent are not satisfied with the principal's decision, an appeal may be made to the Superintendent. Suspensions of less than ten (10) days shall not be appealed to the Board of Education.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and shall be expected to attend. The Principal and/or Dean of Student shall present the findings of their investigation to the Board of Education. In the case of expulsion, the student remains out of school during the

appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics may lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

SEARCH AND SEIZURE (See Board Policy 5771)

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

1. Do not give the combination to anyone!
2. Lockers are designed for one person only, sharing non-gym lockers is not allowed.
3. Report anyone who is tampering with a lock or locker immediately to staff, Principal or Dean of Students.
4. Students are held personally responsible for the contents of their assigned locker.
5. Students are not allowed to bring personal locks from home for their physical education lockers.
6. Issued locks for physical education lockers that are lost or not returned will cost the student \$10.00.

You are responsible for your assigned locker and its contents. Do not move out of your assigned locker without permission. Any student found occupying an unassigned locker shall face disciplinary action.

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

All laptops and computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. School personnel cannot provide supervision for extended periods of time after school events.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

High School and Middle School: In order to be eligible to participate in afternoon or evening extra-curricular activity (athletics, band, choir, drama, Science Olympiad, dances, etc.), students must be in attendance for the full school day of the activity. Should there be a situation whereby a student cannot attend school, who would normally receive a verified absence; the student will be allowed to participate in the activity with approval of the principal or designee.

STUDENT BEHAVIOR AND ACADEMIC CONTRACTS

As deemed necessary by administration due to prior academic and/or behavior history a student shall be placed upon an academic/behavior contract. Specific guidelines will be contained within the contract that the student must adhere to. If the student violates his/her contract, recommendation for expulsion and/or withdrawal will be determined by the school's administration.

Contracts can extend to the following school year per the Administrative Teams discretion.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he

should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

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

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

1. Use of drugs

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

2. Use of Breath-Test/Drug-Test Instruments

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

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol/drug use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of Tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

4. Student Disorder/Demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a Weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any look alike that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

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

6. Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence

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

8. Purposely Setting a Fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.

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

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

10. Verbally threatening a staff member/person associated with the District

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

11. Extortion

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

12. Gambling

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

13. Falsification of School Work, Identification, Forgery

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

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in disciplinary action. The severity of infraction may require an accelerated consequence.

14. False Alarms, False Reports, and Bomb Threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

19. Damaging Property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion. Restitution will be required.

20. Unauthorized Use of School or Private Property

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

21. Refusing to Accept Discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

22. Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

23. Displays of Affection

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

24. Possession of Wireless Communication Devices (WCDs)

Elementary & Middle School Policy-

A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours WCD's are off and stored in backpack (elementary) and locker (middle school). The following steps will be taken when a student violates this policy:

- 1st Offense - Student Pickup
- 2nd Offense - Parent Pickup
- 3rd Offense – Suspension

High School Policy –

A student may possess wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions. Zones, which refer to both time and place, will identify, when and where students are allowed to use their WCDs.

All school areas, including classrooms, will be classified into one of three zones:

Green Zone – Wireless Communication Devices (WCDs) are allowed.

Yellow Zone – WCDs are allowed for educational purposes only.

Red Zone – No WCDs are allowed. All devices must either be off or set to “No Sound”.

The following steps will be taken when a student violates a Yellow or Red Zone policy:

- 1st Offense – Student pick up and warning
- 2nd Offense – Parent Pickup
- 3rd Offense – Parent Pickup and Suspension

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD for all parties involved.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and other disciplinary action may be taken. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

25. Violation of Individual School/Classroom Rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

26. Violation of Bus Rules

Please refer to Section V on transportation for bus.

27. Disruption of the Educational Process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

28. Harassment

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

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Superintendent at the Board Office. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

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

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

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

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

1. verbal harassment or abuse;
2. pressure for sexual activity;
3. repeated remarks with sexual or demeaning implications;
4. unwelcome touching;
5. sexual jokes, posters, cartoons, etc.;
6. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
7. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
8. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.

29. Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

1. illegal activity, such as drinking or drugs;
2. physical punishment or infliction of pain
3. intentional humiliation or embarrassment;
4. dangerous activity;
5. activity likely to cause mental or psychological stress;
6. forced detention or kidnapping;
7. undressing or otherwise exposing initiates.

If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

30. Bullying

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property 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 where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:

1. threatened or actual physical harm;
2. unwelcomed physical contact;
3. threatening or taunting verbal, written or electronic communications;
4. taking or extorting money or property;
5. damaging or destroying property;
6. blocking or impeding student movement;
7. electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., my space.com, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to a teacher, counselor, building principal or assistant principal, or the Superintendent or any other adult staff member.

Confidentiality - Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

Notification - Notice of this policy will be **annually**, circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

31. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual

conduct in a District building or on District property, including school buses and other school transportation.

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

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

Criminal Acts - Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

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

Safety Concerns - Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity - Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offences as physical and verbal assault.

STUDENT RIGHTS OF EXPRESSION

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

1. A material cannot be displayed if it:

- a. Is obscene to minors, libelous, indecent and pervasively or vulgar,
 - b. Advertises any product or service not permitted to minors by law,
 - c. Intends to be insulting or harassing,
 - d. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - e. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
2. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

SUSPENSION FROM SCHOOL

For pupil accounting purposes, an absence from school due to suspension shall be considered an **excused absence**. A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Suspended students shall not attend extra-curricular activities or be on school campus on the days that they are suspended.

Elementary and Middle School: Assignments may be obtained from Office/Teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

High School: It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. The student will be given credit for properly completed assignments and a grade on any made-up tests.

TARDY POLICY

Elementary: A student who is not in his/her assigned location by the start of the school day shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. The school tardy policy is that a student who is late thirty (30) minutes or less to school will receive a tardy. If a student is more than thirty (30) minutes late they will receive a half-day absence. Students who leave school before the last thirty (30) minutes of the school day will receive a half-day absence.

Middle School: Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving to school, s/he is to report to the office before proceeding to his/her first assigned location. If the student is more than ten (10) minutes late to first hour it will

be considered an absence. Students who are more than five (5) minutes late to any other class periods other than first hour will be considered absent for that instructional period

1. Students will receive a warning after each of the first two tardies and may be subject to classroom discipline at teacher discretion.
2. After the third tardy, the teacher will notify the parent.
3. After the fourth tardy, and every tardy thereafter, the student will be referred to the office.
4. There are no excused tardies for first hour.

High School: Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Students who are more than five (5) minutes late will be considered absent for that instructional period.

Students who are tardy shall be disciplined as follows:

When a student arrives to class after the bell, they are considered tardy. Students with excessive tardies will be subject to the following discipline:

1st tardy per semester = teacher warning

2nd - 3rd tardy per semester = per teacher classroom policy

4th - 5th tardy per semester = After-school or In-school suspension

6th or more tardies per semester = May result in further After-school or In-school suspension or other progressive disciplinary consequences.

SECTION V – TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live farther than 1.0 miles from school. The transportation schedule and routes are available by contacting the Transportation Department.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Coordinator of Transportation.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

Any changes to a bus stop must be approved by the Coordinator of Transportation.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety. Students must comply with the following basic safety rules:

Previous to loading, on the road and at school each student shall:

1. Be on time at the designated loading zone (10 minutes prior to scheduled stop);
2. Stay off the road at all times while walking to and waiting for the school transportation;
3. Line up single file off the roadway to enter;
4. Wait until the school transportation is completely stopped before moving forward to enter;
5. Observe the following rules if it is necessary to cross the road: move away from the front of the bus, staying in sight of the driver; wait for the bus driver's signal, look both ways and then, if safe, proceed to cross the road in front of the bus;
6. Students are not allowed to collect the mail, until the bus has left.
7. Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip each student shall:

1. Remain seated while the school transportation is in motion;
2. Keep head, hands, arms, and legs inside the school vehicle at all times;
3. Not litter in the school vehicle or throw anything from the vehicle;
4. Keep books, packages, coats, and all other objects out of the aisle (must fit under the seat or on student's lap);
5. Be courteous to the driver and to other riders;

6. Not eat, drink, or play games, cards, etc.;
7. Not tamper with the school vehicle or any of its equipment;
8. Ride their assigned bus daily (no bus hopping);
9. Keep hands and feet to themselves;
10. Not bully others;
11. Be quiet at all railroad crossings;
12. Not yell or scream at any time;
13. Not bring animals on the bus including reptiles and pets.

Leaving the bus each student shall:

1. Remain seated until the vehicle has stopped;
2. Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
3. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Conduct Reports will be issued for rule violations

First Notice – Written Warning.

Second Notice – 3 school day loss of bus privileges.

Third Notice – 6 school day loss of bus privileges.

Fourth Notice – 9 school day loss of bus privileges.

Fifth Notice – Loss of bus privileges up to the remainder of the school year.

The Conduct Reports are to be signed by a parent and returned to the bus driver the next day. Students shall not be allowed to ride the bus to or from school until the Conduct Report is returned.

SELF-TRANSPORTATION TO SCHOOL

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

The following rules shall apply:

1. Students under age eighteen (18) and a Junior or Senior must have written parental permission prior to driving to school.

2. Students shall complete the Richmond High School Parking and Driving Regulations Registration – Agreement Form
3. Student must provide evidence of:
 - driver's license
 - insurance certificate
 - vehicle registration
4. Parking lot speed limit is 10 mph.
5. The student must obtain a permit from the high school office and pay a parking fee for the entire school year.
6. If a student's parking permit is suspended, no fees will be refunded.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities.

1. Unless written permission is granted by their parents and approved by the principal.
2. Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the principal.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus shall be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape shall be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.