

Parent-Student Handbook



2017 - 2018

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ROGERS CITY HIGH/MIDDLE SCHOOL

STUDENT / PARENT HANDBOOK

Welcome to the Rogers City High School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Mr. Nicholas Hein, Principal (734.9170)

Mr. David O'Bryant, Superintendent of Schools (734.9100)

Mrs. Marilyn Dimick, Guidance Counselor (734.9178)

Ms. Samantha Amrhein, Athletic Director (734.9148)

Mrs. Christin Vogelheim, School Secretary (734.9170)

Adopted by the Board of Education on August 21, 2016

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, or utilize the school website at www.rcashurons.org.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein is revised after the publishing of this handbook, the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

The Rogers City Area School District, in partnership with parents and the community, is providing a safe learning environment that produces self-sufficient, problem-solving students who are prepared for an ever-changing world.

PARENT INVOLVEMENT

Rogers City Area Schools welcomes and encourages parent involvement. Copies of the Board Policy dealing with parental involvement can be obtained from the district website or in hard form at the office of the Superintendent.

CONCERNS OR PROBLEMS

If you have a concern or problem with a teacher, coach, transportation or any personnel at the school, please contact that person and discuss the issue. If you are still concerned, then contact their supervisor, the principal, athletic director or transportation supervisor and so on, to discuss the issue and try to come to a solution. The last step would be to set up an appointment with the Superintendent to discuss the problem and find a solution.(see POL - 9130)

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 District's Compliance Officer listed below:

David O'Bryant, Superintendent, 989.734.9100

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.

SCHOOL DAY

Rogers City High School/Middle School runs a 7-hour day. The times that classes meet are as follows:

High School		Middle School	
1 st Hour	07:55 – 08:27	1 st Hour	07:55 – 08:27
2 nd Hour	08:31 – 09:25	2 nd Hour	08:41 – 09:25
3 rd Hour	09:29 – 10:23	3 rd Hour	09:29 – 10:23
4 th Hour	10:27 – 11:21	4 th Hour	10:27 – 11:21
5 th Hour	11:25 – 12:19	LUNCH	11:21 – 11:56
LUNCH	12:19 – 12:54	5 th Hour	12:00 – 12:54
6 th Hour	12:58 – 01:52	6 th Hour	12:58 – 01:52
7 th Hour	01:56 – 02:50	7 th Hour	01:56 – 02:50

Students must secure written permission from teachers using their planners/pass/written permission if they wish to go to another classroom for academic assistance during a class. Students must sign in and out from both classrooms. Students who do not show up at their destinations are unexcused.

Students observed in halls or restrooms without their planner/pass/written permission will be taken to the office and will receive an unexcused absence for that period.

STUDENT PLANNERS

All students in grades 6-12 will be provided with a student planner at the beginning of the school year. Assignments, homework, projects, etc. should be recorded in the planners on a daily basis in order to keep students organized. The planners will also serve as a student's pass throughout each day. Teacher permission for a student to go to a locker, restroom, office, or to another classroom must be recorded in the planner and the student must carry their planner with them at all times. Discipline cards have been added to the Student Planners. Discipline cards are to note how many times during a marking period a student is misbehaving (not at a level that they need to miss instructional time and be sent to the office). These cards are then used in determining rewards at the end of each semester.

Initial planners will be provided free of charge. Replacement planners will cost students \$5.00 each.

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 the school counselor.

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

INJURY AND ILLNESS

All injuries must be reported to a teacher, the school nurse, 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.

A student who becomes ill during the school day should request permission to go to the office or nurse. An appropriate adult 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.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

The Board of Education has determined that it will allow nonresident students, residing within the COP ESD whose parent(s) does not reside in the district and who qualifies to enroll in the district through a Schools of Choice program during the forthcoming school year. Enrollment may or may not be available to any nonresident student who has been suspended, expelled or otherwise released or excluded from his/her home district for disciplinary reasons. The Superintendent shall make the decision based on the circumstances involved, in accordance with statutory restrictions. (POL – 5113)

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a **certified** birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counselor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Rogers City Area Schools, the parent must notify the principal. A written records release request must come from the receiving district prior to the release of records.

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.

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 may 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 school nurse.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form 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.

The 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 will jeopardize a student's educational program.

USE OF MEDICATIONS

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

school hours, or the child is disabled and requires medication to benefit from his/her educational program.

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

Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the administrative offices. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5330 - Drug Prevention and of the Student Discipline Code/Code of Conduct.

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

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement. All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when a physician prescribes both the medication and the procedure and the staff member has completed any necessary training. Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

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

There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler (Form 5330 F1c) and the building administrator has received a copy of the written approvals from the physician and the parent/guardian. M.C.L.A. 380.1178, 380.1179

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.

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.

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 in the school's administrative guidelines.

CONTROL OF NONCASUAL-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.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also 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 Superintendent's Office at 989-734-9100 to inquire about evaluation procedures and programs.

STUDENT RECORDS

Any parent/guardian who would like to know what information is contained within their student's record can call the MS/HS office to set up a time to view them. Some records may be online through a secure connection on Power School on the school district's website (www.rcashurons.org)

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

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests
 - 2. vocational preference inventories
 - 3. achievement tests
 - 4. standardized intelligence tests
 - 5. M-Step Tests
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

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

Student records shall be available only to students and their parents, eligible students, and designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents

will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. report a crime committed by a child with or without a disability to appropriate authorities and to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- D. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive an explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;

- B. address;
- C. telephone number unless unlisted;
- D. date and place of birth;
- E. major field of study;
- F. participation in officially recognized activities and sports; height and weight, if a member of an athletic team;
- G. dates of attendance;
- H. date of graduation;
- I. awards received;
- J. honor rolls;
- K. scholarships.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within thirty (30) days after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" 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 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 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 the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

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

The Board may disclose "directory information" on former students without student or parental consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see [Form 8330 F10](#)). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's educational records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally identifiable information contained in the student's educational records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint of Board noncompliance with the Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

M.C.L.A. 380.1135

Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education

34 C.F.R. Part 99, 2002

Section 444 of subpart of part C of the General Education Provisions Act

Title IV of Public Law 90-247

20 U.S.C., Section 1232f through 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Act

26 U.S.C. 152

20 U.S.C. 7908

Revised 2/9/04

Revised 1/10/05

Revised 11/14/05

STUDENT FEES, FINES, AND SUPPLIES

Rogers City Area Schools 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.

Students using school property and equipment can 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.

School personnel will follow the general guidelines listed below for evaluation the condition of schoolbooks and assessing fines for damage to the books that exceeds normal use. The books should be evaluated prior to issuance to students and any previous damage should be noted. The books should be reevaluated when returned at the conclusion of the course and students should be informed of any fines to be levied due to book damage or neglect.

1. Books with writing on pages, minor torn pages, and minor damage to cover or binding – book in useable condition. **Max. \$5.00**
2. Books with damaged binding or moderate damage to cover or pages through abuse or neglect – book still in useable condition, but life of book shortened. **Max. \$8.00**
3. Book with broken binding or extensive damage to cover – book must be rebound to use. **Max. \$10.00**
4. Book with pages torn out, damaged beyond use or lost. **Replacement cost.**

STUDENT FUND-RAISING

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.

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 cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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 principal prior to coming to the School. Parents' rights to review teaching materials, and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a set fee available by calling the school office at 989.734.9170. A la Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Procedure for the Collection and Payment for Charged Meals

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, Rogers City Area Schools will not refuse a student a lunch due to lack of funds. Notices will be sent weekly for delinquent accounts to ensure a return to a positive balance. Notices will be sent to parents/guardians via students, the United States Mail, email, text/call/email software system. For accounts that are over \$35.00 delinquent, the district will send a notice giving a two-week period to get the account into a **positive balance**. After this time, the district will seek legal action by filing a claim to collect the amount due plus costs associated with filing the claim. Rogers City Area 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. Fifth, Eighth and Twelfth grade students may not be eligible to fully participate with end-of-year graduation ceremonies until their debt is paid in full.

No middle school student shall be allowed to leave school premises during the lunch period without a parent present to sign them out in the office.

Applications for the school's Free and Reduced-Priced Meal program are available to all students. If a student believes that s/he is eligible, contact the Superintendent's office at 989.734.9100.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a repeated buzzer.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will first and foremost post it on our school website <http://www.rcashurons.org> and will notify the following radio and television stations:

Television

**TV 7 & 4
TV 9 & 10
Cable 12**

Radio

**99.3 WATZ
99.9 WAVE
107.7 WHSB**

Parents and students are responsible for knowing about emergency closings and delays. Our information telephone number is 734-9123.

VISITORS

Due to safety and health issues, students may not bring other student visitors to school.

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal and runs the risk of being escorted out of the building by the School Resource Officer and/or Principal. 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.

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 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.

LOST AND FOUND

The lost and found area is in the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

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.

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions. Locations within the school will be designated as okay for cellphone use, these areas will be marked with a green signal (hallway, lunchroom, commons, etc.). Individual classrooms will be marked as yellow which means each individual teacher will decide the appropriate use of cell phones (at the beginning of the year each teacher will provide a classroom policy that will be enforced and supported by the administration). Locker rooms, bathrooms, etc. will be labeled with a red signal and NO cell phone usage will be permitted. Also, during school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight.

The acceptable use of cell phones will be as follows:

Green Light areas with the green light designation will have no restrictions for cell phone use. This will include the following areas: lunchroom, hallway, and commons area.

Yellow Light areas with the yellow light designation will have limited cell phone use. All classrooms will be labeled with the yellow light designation. Each teacher will be responsible for creating a classroom policy for cell phone use and turn this in to the Principal by the first day of school. This policy will be strictly enforced by the teacher and supported by the administration.

Red Light areas with the red light designation will have NO cell phone usage. Areas with the red light designation will be locker rooms, bathrooms, library, and the office.

The use of cell phones and other ECDs in locker rooms is prohibited. Possession of a cellular telephone or other ECD by a student is a privilege, which shall be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular telephone or ECD.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. All students who attend must use school-sponsored transportation.

Attendance rules apply to all field trips.

GRADES

Rogers City High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

A	100 – 96	A-	95 – 91
B+	90 – 88	B	87 – 84
B-	83 – 81	C+	80 – 78
C	77 – 74	C-	73 – 71
D+	70 – 68	D	67 – 64
D-	63 – 60	E	59 And Below

I = Incomplete

CR = Acceptable achievement

NC = No Credit

Grade Point Average

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2=1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years. The following values will be assigned to semester letter grades for the purpose of determining a student's high school grade point average.

A	=	4.00	B-	=	2.70	D+	=	1.30
A-	=	3.70	C+	=	2.30	D	=	1.00
B+	=	3.30	C	=	2.00	D-	=	.70
B	=	3.00	C-	=	1.70	E	=	0.00

Grading Periods

Students shall receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term.

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.

Progress Reports

Student grades and attendance are updated regularly. Grades and attendance can be checked online by parents with a secure user name and password (www.rcashurons.org) and click on Parent/Student Portal) for all students. If you do not own a computer, or do not have adequate internet service, you can use the public library or come to the school to log on to your student's account.

HONOR ROLL (Middle School)

All students who did not receive a grade lower than a "C-" **for that semester**, will be placed on the honor roll.

"Huron Heroes" Rogers City Middle School Academic and Citizenship Eligibility Guidelines

Rogers City Middle School students who do their best in both academics and citizenship will be invited to participate in a special assembly/trip/activity each of the first three marking periods. In order to be eligible, students must achieve a predetermined minimum total of points (85) based on academic and citizenship marks.

Students who are eligible will receive an informational permission slip with their report card. It is the responsibility of the student to have the slip signed by the parent and returned to the homeroom/seminar teacher with the required money by the deadline. Transportation limitations will make it necessary to limit the number of students attending some events. Students will be accepted on a first come/first serve basis.

Past activities have included a trip to Frankenmuth, the Middle School Lock-In, trip to Avalanche Bay, bowling, and ice skating. There will be an activity each of the first three marking periods.

Below is the point system for academic grades and citizenship marks:

Academic Grades

A+	11 points
A/CR	10 points
A-	9 points
B+	8 points
B	7 points
B-	6 points
C+	5 points
C	4 points
C-	3 points
D+	2 points
D	1 point
D-	0 points Ineligible
E/U/NC	0 points Ineligible

Citizenship Marks

E=Excellent/Honorable	10 points
G=Good	8 points
A=Average/S=Satisfactory	6 points
N=Needs to Improve	2 points
U=Unsatisfactory	0 points=Ineligible

- Any grades (D-, E, U, or NC) in classwork or Unsatisfactory in Citizenship, no matter how many points a student has, will render the student ineligible for that particular marking period.
- Any suspensions will render a student ineligible for that particular marking period.
- Any student who receives more than 2 lunch detentions or more than one after-school detention per marking period will be ineligible for that marking period.

CITIZENSHIP GRADE 1 – EXCELLENT

*Always respectful and considerate
Displays positive attitude
Superior Character
Self-motivated and ambitious*

CITIZENSHIP GRADE 2 – GOOD

*Well-mannered and polite
Cooperative, positive attitude
Shows self improvement
Follows rules and is considerate of others*

CITIZENSHIP GRADE 3 – FAIR

*Needs some reminders but usually follows the rules
Has areas of behavior that need improvement
Us usually dependable
Is generally considerate of others*

CITIZENSHIP GRADE 4 – POOR

*Needs frequent reminders about behavior
Lacks self-control, rude, disrespectful and disruptive, with very little classroom effort
Frequently displays inappropriate classroom behavior*

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the MME test and graduation.

YEARLY CREDIT REQUIREMENTS

Students must enroll in 7 classes each semester in order to be a full-time student.

REPEATING CLASSES

Credit will be granted one time only for any given class (with the exception of Algebra II, per state guidelines). If a student elects to repeat a class, the better grade earned will be counted.

PROMOTION, PLACEMENT, AND RETENTION

Completing required coursework, earning the necessary credits and passing the MEAP tests determine a student's progress toward graduation and receiving a diploma. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). 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 and a counselor will be pleased to answer any questions. Please refer to the timeline for possible retention in Board Policy #5410.

The following number of earned credits designates the grade in which the student will be registered:

Freshman =	0 – 3.5 Credits
Sophomore =	3.5 – 10.5 Credits
Junior =	10.5 – 16.5 Credits
Senior =	16.5 or more Credits

DROPPING CLASSES/REMOVAL FROM CLASSES

1. Student dropping a class without permission.

Every effort will be made to get the student back in the class but if this is not educationally feasible, the student will be dropped from class, a semester grade of "E" will be recorded on the permanent record and the student will be assigned to the office for the remainder of the semester. Students will receive a "NC" on their transcript.

2. Student dropping with permission.

The student will be allowed to drop the class without penalty and without notation made on the permanent record if done during the first 5 days of a semester and a substitute class can be arranged or if a teacher makes the request.

3. Student is removed from a class for justifiable cause.

The student is placed in the office during the particular class period and a "no credit" (N/C) notation will be made on the permanent record. If feasible, a substitute class will be arranged. Consideration shall be given to the philosophy of academic work and credit as being separate from discipline measures. Removal of a student from class on a permanent basis should be considered only if other options such as parent conferences, suspension, assignment of make-up work/time, etc., are judged to be inappropriate. A particular student's education shall be of prime importance but not at the cost of disruption in the classroom. Due process is to be followed at all time.

GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the MME/MEAP Test. The I.E.P.C. Team makes such an exemption. The student may still need to earn the required credits indicated by the I.E.P.

Specific course requirements are:

English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
Physical Education/Health	1 credit
Visual, Performing and Applied Arts	1 credit
Computers/Online Experience	.5 credit
Electives	4.5 credits
Foreign Language	1 credit
Minimum	24 credits for Class of 2017 25 credits for Class of 2018 and beyond

Michigan Merit Curriculum Requirements for Graduation Beginning with the Class of 2011

To prepare Michigan's students with the knowledge and skills needed for the jobs in the 21st Century, the State of Michigan has enacted a rigorous new set of statewide graduation requirements that are among

the best in the nation. With these new graduation requirements, students will be well-prepared for future success in college and the workplace.

The Michigan Merit Curriculum requires students entering 8th grade in 2006, to obtain a minimum of 16 credits for graduation, which could be met using alternative instructional delivery methods such as alternative course work, humanities course sequences, career and technology courses, industrial technology or vocational education courses, or through a combination of these programs.

Michigan Merit Curriculum High School Graduation Requirements	
MATHEMATICS - 4 Credits	
Algebra I Algebra II	Geometry One math course in final year of high school**
ENGLISH LANGUAGE ARTS - 4 Credits	
English Language Arts 9 English Language Arts 10	English Language Arts 11 English Language Arts 12
SCIENCE - 3 Credits	
Biology Physics or Chemistry	One additional science credit
SOCIAL STUDIES - 3 Credits	
.5 credit in Civics U.S. History and Geography	.5 credit in Economics World History and Geography
PHYSICAL EDUCATION & HEALTH - 1 Credit	
VISUAL, PERFORMING AND APPLIED ARTS - 1 Credit	
ONLINE LEARNING EXPERIENCE Course, Learning or Integrated Learning Experience	
LANGUAGE OTHER THAN ENGLISH - 1 Credit	

** Physics credit can be applied as the fourth year math related credit provided the course has not been completed in order to satisfy the science credit graduation requirement.

- o Graduating class of :

2017	24 Credit Hours
2018 and beyond	25 Credit Hours

SENIOR HONOR CORD SYSTEM

1. Cord system to completely replace the honors diploma and current cord system-Val/Sal must earn gold cords
 - a. Gold cords
 - i. 3.5 GPA at the end of the 7th semester
 - ii. 100 hours of documented community service work (prior to the end of the 7th Semester)

- iii. Extra classes
 - 1. Science 1 credit (adv chemistry or anatomy and physiology)
 - 2. 2 credits Foreign Language
 - 3. 2 credits Applied, performing or fine arts
 - iv. Passing 4/5 MME exams (level 1 or 2) or a composite score of 25 on the ACT or a 1200 on the SAT Prior to the 7th semester
 - b. Silver Cords
 - i. 3.3 GPA at the end of the 7th semester
 - ii. 100 hours of documented community service work (prior to the end of the 7th Semester)
 - iii. Extra classes
 - 1. Science 1 credit (adv chemistry or anatomy and physiology)
 - 2. 2 credits Foreign Language
 - 3. 2 credits Applied, performing or fine arts
 - iv. Passing 4/5 MME exams (level 1 or 2) or a composite score of 25 on the ACT or a 1200 on the SAT Prior to the 7th semester
 - c. Bronze Cords
 - i. 3.0 GPA at the end of the 7th semester
 - ii. 100 hours of documented community service work (prior to the end of the 7th Semester)
 - d. White cords
 - i. 100 hours of documented community service hours (prior to the end of the 7th Semester)
 - e. Red cords – issued by The American Red Cross (can only be worn if proper documentation has been submitted to the Principal prior to the end of the 7th Semester.)
- Only the above stated cords are allowed to be worn for Graduation Ceremonies.

PARTICIPATION IN GRADUATION CEREMONY

In order for a senior to be eligible to participate in graduation ceremonies, they must have completed and documented all graduation requirements as outlined in the student handbook. Students must also have all fees/fines paid prior to walking at graduation (sports/books/lunch/etc.). These requirements must be fulfilled no later than the last school calendar day for graduates. Students not meeting this requirement will not participate in that year's graduation ceremonies.

HONOR ROLL

Honor Roll is determined by Semester grades and not overall GPA. All students who achieved a 3.0 GPA and did not receive a grade lower than a "C-" **for that semester**, will be placed on the honor roll.

DUAL ENROLLMENT

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Any interested student should contact the guidance counselor to obtain the necessary information. Any grade issued through the dual enrollment program will not be figured into the students GPA.

CREDITS FROM NON-PUBLIC SCHOOLS

In recognizing its responsibility to uphold the minimum educational standards of the State of Michigan, the Board of Education establishes the following policy and criteria regarding the acceptance of credits from non-public schools whether they be State-approved, non-approved, or home schools. For credit or course work to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided.

Recognition of credits or course work shall be granted when the proper assurance and the student's transcript have been received. The District reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the learning's which are prerequisite to a placement. Although credits from non-public schools may be granted and placed on a student's transcript, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken at the District or at a school approved by a State education agency shall be considered in class ranking and for entering on the transcript. If a student has been enrolled at Rogers City Area Schools at minimum ½ time or greater for 2 years prior to their Senior Year, that student may receive a Rogers City Area Schools Diploma.

A maximum of 8 credits from an on-line or internet courses with a maximum of 2 classes per year shall count toward graduation requirements. These classes must be approved by the Principal and taken within Rogers City Area Schools.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the Internet, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct and/or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed the 1st day of school.

STUDENT ASSESSMENT

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies. The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board as provided by State law. If a student fulfills the requirements for a State-endorsed transcript described in the District's administrative guidelines, it shall be indicated on his/her transcript.

Special education students who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P.C. may participate in graduation activities and may be awarded a District-endorsed or State-endorsed transcript as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities under Section 504 to assist them in taking the MEAP and other required tests. Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ 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 and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

The student may not receive credit for a course in the same area but lower in the course sequence. The Superintendent shall grant a high school student credit in any foreign language not offered by the District providing s/he meets the competency criteria established.

The Board shall permit any student eligible according to State law to take the required test for a State-endorsed transcript and, if the results indicate initial mastery of the subject matter, the District will have his/her high school transcript state endorsed. The Superintendent shall establish the necessary procedures and determine an appropriate fee, which is to be paid prior to taking the test.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants. M.C.L.A. 380.1166, 380.1279

Vocational and interest surveys may be given to identify particular areas of student interest or talent. Certified staff gives these.

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 might need to be obtained. Rogers City Area School will not violate the rights of consent and privacy of a student participating in any form of evaluation. College entrance testing information can be obtained from the Guidance Office.

SECTION III – STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Rogers City 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.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include: Student Council, Class Officer, National Honor Society, Ski Club, Natural Helpers, Bigs/Littles Mentoring, and Key Club.

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

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

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application 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.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

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

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order to fully participate in education-related activities. Many important educational achievements result from active participation in classroom and other school activities, which cannot be replaced by individual study. 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.

When a student has accumulated 7 absences a letter from the office will be sent home notifying the parents/guardians of the absences. When a student accumulates a total of 10 absences a letter will be sent to the parents/guardians.

After ten (10) total days of absence in a year, a student may be considered "habitual truant". At that time, the principal may schedule a meeting with the parent(s) to determine the cause(s) of the excessive absenteeism and solutions to improve attendance. Failure to improve attendance may result in a report to the School Resource Officer at which time the absences will be investigated.

Students wishing to attend programs/concerts of siblings during the school day will only be allowed to leave if they are accompanied by a parent.

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 schoolwork and/or tests:

- A. illness or medical appointments (a Doctor's note must be provided for ALL medical appointments for an excused absence)
- B. family emergency
- C. recovery from accident
- D. required subpoena attendance
- E. professional appointments
- F. observation or celebration of a bona fide religious holiday

G. extenuating circumstances as determined by administration

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.

Suspension from School

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

A suspended student will be responsible for making up schoolwork 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. Assignments may be obtained from the office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly-completed assignments and a grade on any made-up tests on the day(s) suspension is served.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

Unexcused absences will be issued for the following reasons:

- Leaving the building during the school day, except for open campus lunch or class schedule, without the permission of the office.
- Failing to report to your assigned class while being present in the building; you will also be considered skipping.
- Arriving more than 10 minutes late for class without a valid pass. **“Oversleeping” is not a valid excuse.**

Any unexcused absence will result in disciplinary action, which may include: lunch detention, after school detention and/or suspension. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

A zero shall be given for any coursework missed/not completed as a result of an unexcused absence. The student is encouraged to complete the work he/she missed after an unexcused absence and have it corrected, however, he/she may not receive credit for the missed assignment or test.

Notification of Absence

To ensure the safety and security of our students, parents must contact the school at 989.734.9177 on the day of the absence. If it is not possible for a call to be made on the day of the absence, a phone call or written note must be provided to the office on the day the student returns by 10 am. When no excuse is provided, the absence will be unexcused and the student will be considered truant and disciplinary action will follow accordingly. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

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

Tardiness

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. The teacher shall record a tardy for any student who is late up to 10 minutes. Students who are 10 or more minutes late will be considered absent for that instructional period.

When a student reaches 4 unexcused tardies in a class period per semester, a disciplinary notice will be generated from the office and a detention will be assigned. All subsequent unexcused tardies for the remainder of the semester, for that course, will result in an additional detention. All first hour tardies will be considered unexcused unless a doctor's slip is provided or extenuating circumstances as determined by the principal. Excessive tardiness may result in the student being considered truant.

Vacations During the School Year

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.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact the office as soon as possible to obtain assignments.

Make-up work due to suspension must be completed within 2 days after returning to school.

Make-up work due to excused absence must be completed within 2 days after returning to school.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a MME Test or other standardized test, the student should consult with the counselor to arrange for taking the test.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written or verbal request signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written or verbal permission signed by the custodial parent(s) or guardian. Students who are being dismissed early from school for a non-school activity **MUST SIGN OUT IN THE OFFICE. ANY STUDENT WHO DOES NOT SIGN OUT WILL BE ISSUED AN UNEXCUSED ABSENCE AND THIS MAY RESULT IN DISCIPLINARY ACTION.**

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

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

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Would I interview for a job in this outfit?
- Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?

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 will be removed from the educational setting and asked to change their clothing. Failure to comply may result in additional disciplinary actions up to and including suspension.

The following styles or manners of dress are prohibited:

- The following clothing shall not be worn:
 - Clothing patches, clothing accessories (including jewelry, on the body or clothing that could be injurious to the wearer or others), notebooks with words or illustrations that portray obscene, lewd, pornographic, illegal drugs, alcohol, tobacco, or immoral representations are prohibited.
 - Fishnet clothing, pajama pants, conspicuously thin or tight garments, short shorts, skort culottes and short dresses/skirts/shorts/culottes/skirts must be below extended fingertip length when arms are down at their sides (fully extended).

- Undergarments will not be visible.
- Tube tops, halter-tops, tank tops (must be 3 fingers wide), bare midriffs or exposed cleavage are NOT allowed.
- Wearing sunglasses, coats, hats, or hoods in classrooms and hallways are NOT permitted.
- Mutilated clothing (no holes in clothing using the fingertip rule).
- Temporary and/or permanent tattoos with words or illustrations that portray obscene, lewd, pornographic, illegal drugs, alcohol, tobacco, or immoral representations are prohibited and will be required to be covered.
- Ornaments worn for body piercing must be of a size and shape that is not a danger to oneself or others and may not be a lewd or obscene nature.
- Proper footwear must be worn at all times (no slippers).
- Any clothing or accessories that poses a safety concern and/or distraction to the education process.

Students who are representing Rogers City Area Schools 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.

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. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

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 or irreplaceable items should not be brought to school. The school may confiscate such items and the parent may pick them up after school.

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.

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.

1. Use of drugs

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

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The principal may arrange for a breath 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.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

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 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 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.

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 detention, 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 toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action.

State law 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:

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

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. 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 will subject the student to expulsion.

9. Physically assaulting a staff member/student/person associated with the District

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

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

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

11. *Extortion*

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

13. *Falsification of schoolwork, identification, forgery*

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

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in detention, suspension or expulsion.

14. *False alarms, false reports, and bomb threats*

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. 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

that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in detention, suspension or expulsion.

18. *Disobedience*

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

19. *Damaging property*

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

20. *Persistent absences or tardiness*

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school and referral to the court system.

21. *Unauthorized use of school or private property*

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

22. *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 detention, suspension or expulsion.

23. *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 detention, suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. *Displays of affection*

Students demonstrating affection between each other are 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 detention, suspension or possibly expulsion.

25. *Possession of electronic equipment*

The school supplies most electronic equipment necessary in school. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, laser pens, and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken. Parents may be required

to pick up any confiscated electronic device. Violations of this rule could result in detention, suspension or expulsion.

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.

Taking or transmitting images or messages during school is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive alternate day assignment or be suspended. 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.

26. *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 detention, suspension or expulsion.

27. *Violation of bus rules*

Please refer to Section V on transportation for bus rules.

28. *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. Violations could result in detention, suspension or expulsion.

29. *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.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher/counselor, the principal or assistant principal, or may report it directly to the Superintendent at our Central Office, phone 989-734-9100. 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

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

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

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority that 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.

29a. 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:

- a. illegal activity, such as drinking or drugs;
- b. physical punishment or infliction of pain
- c. intentional humiliation or embarrassment
- d. dangerous activity
- e. activity likely to cause mental or psychological stress
- f. forced detention or kidnapping
- g. undressing or otherwise exposing initiates.

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

29b. 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:

- a. threatened or actual physical harm
- b. unwelcome physical contact
- c. threatening or taunting verbal, written or electronic communications
- d. taking or extorting money or property
- e. damaging or destroying property
- f. blocking in impeding student movement.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's education, 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, and 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 the building principal, or assistant principal or the Superintendent.

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 of 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.

30. Possession of a firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a 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 would be subject to disciplinary action.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

The Board of Education and the Administration of Rogers City Area Schools acknowledges that the following list may not cover all offences that may take place in route to and from school, during school, and at school-sponsored or related events. The following list is to be used as a guideline with the administration making the final decisions using their discretion on the implementation of corrective action. The administrators will not only weigh the evidence of the current situation, but the evidence of the student in general. Each of the behaviors described below may subject the student to disciplinary action including detention, suspension and/or expulsion from school. Suspensions can include both in school and/or out of school.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

writing assignments;
change of seating or location;
lunch-time or after-school detention;
in-school restrictions;

Detentions

A student may be detained after school or asked to come to school early 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.

After School Detention Guidelines

Students are to report to the designated detention room to serve their after school detention. Students will be supervised and are required to sit quietly and study during the time they are serving their detention.

- Students must arrive no later than 3:10
- Students are expected to do homework or other assignments as directed by the detention supervisor
- Students must remain in their seats
- Detentions are to be served from 3:10 to 4:05 pm

If for some reason a student does not follow these guidelines, they will be asked to leave. The student will then be reassigned a detention for the date they were removed, as well as an additional after school

detention, if determined necessary by an administrator. Any severe disciplinary issues that arise during detention may result in additional disciplinary action as determined by administration.

Lunch Detention Guidelines

- Students assigned to lunch detention must report immediately after class has ended
- Students are expected to remain seated and quiet during the lunch period
- Students are to be the last ones in the lunch line for the day
- Phones are not allowed (students may do homework during this time)

In-School Discipline

Assigned students will attend a continuous 7 hour day during which time they will be permitted to eat lunch either purchased at school or brought to them by a parent/guardian. Each student shall arrive with sufficient educational materials to remain busy during this 7 hour day.

A student missing any portion of his/her assigned time in in-school restriction, or failure to timely serve in-school restriction may lead to a suspension from school for a period not to exceed the number of days assigned for in-school restriction. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to in-school restriction:

Students are required to have class assignments with them.

Students are not to communicate with each other unless given special permission to do so.

Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

Students shall not be allowed to put their heads down or sleep.

No radios, cards, magazines, or other recreational articles shall be allowed in the room.

No food or beverages shall be consumed.

Formal Discipline

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. If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

Suspension from co-curricular and extra-curricular activities may not be appealed.

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 will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. 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 can 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).

DUE PROCESS RIGHTS

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

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) 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 Superintendent. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.

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 Open Meetings Act governs the hearing. 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.

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

Long-term suspension or expulsion from school

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

- * the charge and related evidence;
- * the time and place of the Board meeting;
- * the length of the recommended suspension or expulsion;
- * a brief description of the hearing procedure;
- * a statement that the student may bring parents, guardians, and counsel;
- * a statement that the student may give testimony, present evidence, and provide a defense;

- * a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 2 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Rogers City 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 cannot be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Superintendent.

SEARCH AND SEIZURE

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

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

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

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

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

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, 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:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. 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.

- B. 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.

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. As with suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes 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.

SECTION V - TRANSPORTATION

Bus Transportation to School

The school provides transportation for all students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the State Board of Education. The transportation schedule and routes are available by contacting the Office of Transportation at 989-734-9185.

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 principal.

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.

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:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- 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:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;

not eat or play games, cards, etc.;

not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

remain seated until the vehicle has stopped;

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;

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.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

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. Snowmobiles are not permissible on school grounds.

The following rules shall apply:

Students under age eighteen (18) must have written parental permission prior to driving to school.

Students shall complete the Student Vehicle Form 5515 F1 and provide evidence of:

driver's license;

insurance certificate;

vehicle registration.

Parking lot speed limit is 5 mph.

The student must obtain a permit from the high school office and pay a fee of \$2.00 for the entire school year. The permit must be displayed in the front passenger window of the vehicle and be visible any time the vehicle is parked during the school day.

Consequences for any violations regarding student driving will be as follows:

1. Warning
2. Parking Privileges revoked for one week
3. Parking Privileges revoked for the remainder of the semester
4. Any continued and/or severe infractions may result in additional disciplinary action up to and including loss of parking privileges for the remainder of high school career, suspension, expulsion and notification of any appropriate law enforcement agency

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

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students - a responsibility in the care of property and in the observation of safety rules, and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this District, provided that such students are licensed drivers and have been granted permission by the parents or guardian to drive a motor vehicle on school grounds.

The Board will not be responsible for motor vehicles, which are lost, stolen, or damaged.

No student who does not possess a valid motorcycle safety education certificate will be allowed to ride or park a motorcycle on school property.

The Superintendent shall develop administrative guidelines for the parking of motor vehicles and shall disseminate those rules to all students so affected.

The Superintendent shall establish standards for the granting of permits, which shall contain the warning that infraction of the rules may result in the revocation of the permit.

ADVISORY TO PARENTS

The Rogers City Area Schools utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized.

You have the right to be informed prior to any application of an insecticide, fungicide or herbicide made to the school grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

CHARACTER EDUCATION PROJECT

Traits and Descriptions

- I. **RESPECT:** have high regard for authority and for self, other people, property, community, and country; be considerate of the feelings of others; use good manners, including appropriate language; be tolerant of differences; deal peacefully with anger, insults, and disagreement; understand that all people have value as human beings; apply the Golden Rule

- II. **RESPONSIBILITY:** be dependable and prompt in carrying out obligations and duties; do what you are supposed to do (always do your best); be accountable for your choices/actions; think of consequences before you act

- III. **CARING:** be kind, compassionate, and let your actions show that you care; express gratitude; include everyone; forgive others; exhibit empathy (put yourself in the other person's shoes)

- IV. **SELF CONTROL:** use good judgment; choose appropriate words and actions; abstain from behaviors and substances, which are harmful to self and/or others

- V. **ASPIRE TO ACHIEVE:** be a self-starter; establish worthy and realistic goals and set priorities; be persistent in pursuit of worthy objectives in spite of difficulty, opposition, discouragement, and peer pressure

- VI. **CITIZENSHIP:** do your part to make school and community better; cooperate; stay informed; volunteer (be actively involved in local, state, national, and world affairs); be a good neighbor; obey laws and rules; protect the environment; be patriotic; vote; be an appropriate role model

- VII. **INTEGRITY:** have the inner strength to be truthful, trustworthy, and honest in all things; be honorable; do the right thing even when no one is watching; be reliable, conscientious, and lead by example; be supportive of family, friends, and country

NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook.

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Non-prescribed Medication or Treatment (Secondary Version) Form 5330 F1a
- Authorization for Non-prescribed Medication or Treatment (Elementary Version) Form 5330 F1b
- Authorization for the Possession and Use of Asthma Inhalers, Epi-pens, or Prescribed Emergency Medication Form 5330F1c
- Parent request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2

PAST PRACTICE CONSEQUENCES

VIOLATION	CONSEQUENCES
Arson	Police will be notified and student will be suspended with possible expulsion
Extortion/Intimidation of any RCAS student or staff member	Detention to long-term suspension with possible expulsion depending on the extent of the incident.
Activating a false fire alarm	1 st offense - 1-5 day suspension 2 nd offense - 3 - 10 day suspension with possible expulsion
Physical or Verbal Assault of any RCAS student or RCAS district employee, volunteer, contract employee on district or school property, the school bus or other related vehicle, or at a school sponsored activity or event.	Detention to long-term suspension with possible expulsion depending on the extent of the incident.
Insubordination towards any RCAS faculty or staff member	1 st offense - Lunch detention 2 nd offense - After school detention or 1 - 5 day suspension 3 rd + offense - 5 - 10 day suspension with possible expulsion.
Obscene or vulgar language or gesture	1 st offense - Lunch detention 2 nd offense - After school detention or 1-5 day suspension 3 rd + offense - 5 - 10 day suspension
Possession or use of any type of weapon - not limited to firearms, knives, air or gas powered guns, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, explosives, any item that is made to look like any of the above be it a toy or firecracker, smoke bomb, or any other type of noise maker or smoke making item.	Long term Detention or Suspension with possible expulsion and the notification of appropriate Law Enforcement Agencies.
Possession, transportation, sale, consumption of alcoholic beverages, tobacco products or controlled substances.	1 st offense - 2 day suspension 2 nd offense - 3 - 5 day suspension In any offense the appropriate Law Enforcement Agency is notified.
Public display of affection (NO body contact)	1 st offense - warning 2 nd offense - Lunch Detention 3 rd offense - After school detention or possible suspension
Bomb Threat	Long term suspension with possible expulsion and notification of appropriate Law Enforcement Agencies.
Stealing either private or school Property	1 st offense - detention and full restitution, and proper authorities will be notified 2 nd offense - 1 - 5 day suspension and full restitution, and proper authorities will be notified 3 rd offense - Long term suspension or expulsion and proper authorities will be notified.
Vandalism	1 st offense - 1-5 days suspension and full restitution 2 nd offense - 2-10 day suspension with possible expulsion and full restitution
Cell Phone Use	1 st offense - Warning 2 nd offense - Warning, write-up, parent pick-up 3 rd offense - Write-up, detention, parent pick-up

ROGERS CITY AREA SCHOOLS

2017-2018 CALENDAR

Tuesday, August 29, 2017	Staff Orientation and Teacher Professional Development (7:30 – 4:30) Back to School Night (5:30-7:30pm) 6 th Grade Orientation (5:30 – HS Library) 9 th Grade Orientation (6:30 – HS Library)
Wednesday, August 30, 2017	Professional Development (7:30 - 4:30)
Tuesday, September 5, 2017	First Day of School One-half day with students; Dismiss 12:05 p.m. Professional Development meetings for staff 1:00-4:00 pm
Thursday, October 19, 2017	Parent-Teacher Conferences 5:30 – 7:30 p.m.
Friday, October 20, 2017	One-half day with students; Dismiss 12:05 p.m. Parent-Teacher Conferences 1:30 – 3:30 p.m.
Friday, November 3, 2017	Last day of Marking Period 1
Tuesday, November 14, 2017	Dismiss for Deer Season – End of Day
Thursday, November 16, 2017	School Resumes
Wednesday, November 22, 2017	Dismiss for Thanksgiving Break – 12:05 p.m.
Monday, November 27, 2017	School Resumes
Friday, December 22, 2017	Dismiss for Christmas Break – 12:05 p.m.
Wednesday, January 3, 2018	School Resumes
Thursday, January 18, 2018	Exams – Dismiss at 12:05 p.m.
Friday, January 19, 2018	Exams – Dismiss at 12:05 p.m. End of Marking Period 2
Thursday, February 15, 2018	Parent-Teacher Conferences 5:30 – 7:30 p.m.
Friday, February 16, 2018	One-half day with students; Dismiss 12:05 p.m. Students dismiss for Mid-Winter Break Parent-Teacher Conferences 1:30 – 3:30 p.m.
Tuesday, February 20, 2018	School Resumes
Friday, March 23, 2018	Spring Break – Dismiss at 12:05 pm End of Marking Period 3
Tuesday, April 3, 2018	School Resumes
Friday, April 20, 2018	One-half day with students; Dismiss 12:05 p.m. Professional Development meetings for staff 1:00-4:00 pm
Friday, May 25, 2018	Start Memorial Break – Dismiss at 12:05 pm
Tuesday, May 29, 2018	School resumes
Wednesday, June 6, 2018	Exams – Dismiss at 12:05 p.m.
Thursday, June 7, 2018	Exams – Dismiss at 12:05 p.m. -- Last Day of School

BOARD OF EDUCATION MEMBERS

Ivy Cook.....President
Deedra A. Schalk-HaselhuhnVice-President
Devin Pommerenke.....Secretary
Cory A. Budnick.....Treasurer
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Donald F. Kromer.....Trustee
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