

Rogers City Elementary School



2022-2023 PARENT-STUDENT HANDBOOK

ROGERS CITY ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

Welcome to the Rogers City Elementary School. All the members of the staff 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.

Nicholas Hein, Superintendent of Schools (734-9100)

Steve Kowalski, Elementary Principal (734-9150)

Mr. Karl Grambau, Athletic Director (734-9148)

Mrs. Christina Walker, School Secretary (734-9150)

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Adopted by the Board of Education August 08, 2022.

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FOREWORD

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 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 <http://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 DISTRICT

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 his/her supervisor, the principal, athletic director 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.

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:

Nicholas Hein - Superintendent: 989-734-9100
Mrs. Marilyn Dimick – Guidance Counselor: 989-734-9170

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.

TITLE IX

The board of Education of the Rogers City Area School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

Mrs. Vicki Paull – Title IX Investigator: 989-734-9101
Mr. Matthew Bisson – Title IX Investigator 989-734-9170
Mr. Steven Kowalski – Coordinator/District Decision Maker: 989-734-9150
Mr. Nicholas Hein – Appeals Decision Maker: 989-734-9100

SCHOOL DAY

Rogers City Elementary School is in session during the following times:

SCHOOL BEGINS	7:55 A.M.
LUNCH AND RECESS	11:28 A.M. - 12:54 P.M.
Provided in separate sections (K-1, 2-3 & 4-5)	
RECESSES	1:55 P.M. - 2:44 P.M.
SCHOOL DISMISSAL	2:55 P.M.

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 principal.

INJURY AND ILLNESS

All injuries must be reported to a teacher 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. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Homebound Instruction

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

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 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

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school to assist in appropriate placement of students. District staff will assist in obtaining the transcript if not presented at the time of enrollment.

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.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. A written records release request must come from the receiving district prior to the release of records. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the school office for specific details.

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without 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 **5530** - Drug Prevention and of the Student Discipline Code/Code of Conduct.

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of the day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

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.

Asthma Inhalers and Epi-pens

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

Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

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.

THE 2021-2022 COVID PREPAREDNESS PLAN

The 2021-22 Covid Preparedness Plan approved by the Board of Education will be followed in its entirety.

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(s) can call the office to set up a time to view them. Some records may be online through a secure connection on Parent Connect on the school district's website (www.rcashurons.org).

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

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

Directory information includes:

- 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.

Directory information can be provided upon request to authorized individuals, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board's annual Family

Education Rights and Privacy Act (FERPA) notice which can be found on the District website (www.rcashurons.org) or by contacting the school office.

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

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

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

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

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of his/her parent, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning;

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

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

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

Family Policy Compliance Office (www.ed.gov/offices/OM/fpco)

U.S. Department of Education

400 Maryland Avenue, SW 20202-4605

Washington, D.C.

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov and PPRA@ED.Gov

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.**

Students experiencing homelessness, please refer to School Board Policy Form 6152 regarding the McKinney-Vento Act.

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

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 989-734-9150.

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 \$55.00 delinquent, the district will send a notice giving a 90 (ninety) day 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.

In the event an inactive student leaves a remaining positive balance of one dollar or less in their food service account, at the end of the school year, the money will be donated to the food service department student activities fund to be used as the department deems necessary.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Superintendent's office at 989-734-9100.

FIRE, LOCK DOWN 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. The alarm signal for fire drills consists of a buzzer and strobe lights.

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 bell.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a verbal announcement over the intercom system and warning lights in some areas.

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.** Email, text and phone call notification are also available, contact the elementary school office to sign up for this service.

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.

VISITORS

Due to health and safety issues, students may not bring visitors to attend 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.

Students and visitors may not bring animals to school without the prior approval of the principal.

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 or near the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items may be given to charity or to students who are in need during the next 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. **Arrangements for after-school plans need to be made in advance.**

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, provided that during school hours and on a school vehicle the cell phone or other ECD remains off. 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.

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.

GRADING PERIODS

Students shall receive a report card at the end of each marking 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.

PROMOTION, PLACEMENT AND RETENTION

Promotion to the next grade (or level) is based on criteria found in Board policy 5410 including:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

PROGRESS REPORTS

Progress Reports may be sent home with students at the halfway point of each marking period. 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.

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 NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
 - 5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.
- I. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the Technology Coordinator before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the Technology Coordinator. All such

authorized communications must comply with these guidelines.

- N. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet are prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000;
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended
18 U.S.C. 2256, 18 U.S.C. 1460, 18 U.S.C. 2246

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.

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 M-STEP and other required tests.

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 consent may be required. Rogers City Area Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Parents and students should watch school newsletters and the local press for announced testing times.

SECTION III - 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 accumulates a total of 10 absences a letter will be sent to the parents/guardians. At this point, all further medical and/or illness days will require physician documentation to excuse. After ten (10) total days of absence, a student may be considered a "habitual truant". At this time, the principal may schedule a meeting with the parent/guardian(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. At 15 total days of absence, the principal may schedule a meeting with the parent/guardian(s) and the School Resource Office to determine truancy actions.

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
- B. family emergencies
- 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. These absences will not count towards being truant.

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:

- Being absent without an excuse from a parent or guardian.
- Leaving the building during the school day without the permission of the office.
- Failing to report to your assigned class while being present in the building will be considered skipping.
- Arriving more than 30 minutes late for class without a valid pass.

Any unexcused absence may 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 989.734.9155 by 10 am 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. 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 parent 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 30 minutes. Habitual tardiness will be handled by administration, teachers and/or parents.

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 parents should request homework when calling in the excused absence. Homework will be available after 2:00 PM to allow for collection of the entire day's work.

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 the amount of days missed.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a verbal request or written request signed by the parent/guardian or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without verbal or written permission signed by the custodial parent(s) or guardian. Students who are being dismissed early from school for a non-school activity **MUST BE SIGNED OUT IN THE OFFICE. ANY STUDENT WHO IS NOT SIGNED 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?
- 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, and short dresses/skirts/shorts/skirts must be at least two inches below extended fingertip length.
 - Undergarments will not be visible.
 - Tube tops, halter-tops, tank tops, 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.
 - Pajama tops or bottoms are not allowed unless an explanation notice is sent home by the school for a class/school activity. In that case, the pajamas must follow the above description.
- 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 for daily activities must be worn at all times (no slippers or flip-flops). Students are expected to wear tennis shoes to PE.
- Any clothing or accessories that poses a safety concern and/or distraction to the education process.

Outside Clothing Policy: All students are expected to be dressed in appropriate winter attire i.e. hat, gloves, boots, jackets, scarves. A light jacket or sweatshirt is required for temperatures under 60 degrees. The lake wind can quickly shift temperatures. Boots are required in spring when muddy conditions.

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, Vaping paraphernalia 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 fastened to a handle
- 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 are 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, pagers, cellular telephones, iPods, mp3 players, 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 Grambau Education Center, phone 989-734-9130. 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 –repetitive 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 that, 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

The elementary school will tie disciplinary measures into Restorative Justice practices. These practices can be found at https://www.michigan.gov/mde/0,4615,7-140-74638_72831_72833-36120--,00.html.

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's 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 3:00 pm
- 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 3:00 to 3:50 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.

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 or Assistant 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.

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.

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 IV - 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 at 989-734-9150.

Arranging a routine for your child is important. We will follow the latest plan we have on file. You are allowed two options on file at a time. This has been our policy, however due to security and safety of students, we will enforce the policy as follows:

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. The principal may approve a change in a student's regular assigned bus stop to address a special need such as medical emergency, court order or family trauma.

Pick-Up: If child is not present at assigned stop on time, the bus will not stop and will continue on normal route.

Drop-Off: If an adult is not present to meet your child at the drop-off location, we will notify the school office and bring your child back to the school. It will be your responsibility to pick up your child at the bus garage within 30 minutes of notification.

Bus garage phone: 989-734-9179.

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.

PLAYGROUND

Playground Rules: Students must remain on the play or blacktop play area during outdoor recess. When the fields are muddy, that area will be off limits. Dangerous activities such as snowballs, piggyback riding and rock throwing are not permitted. Misuse or destruction of playground equipment will not be tolerated.

Recess Policies: Temperature, wind chill factors and other weather conditions determine if recess is held inside. Students should always be dressed for outside recess. **After an illness, a child may stay indoors for one day with written parent request. A physician's written request is required for more time.**

PLAYGROUND RULES:

1. Listen and follow directions from the Supervisor the first time they are given.
2. Use equipment properly and safely.
3. Walk quietly in the hall.
4. Line up quickly and quietly.
5. Keep your hands and feet to yourself.
6. No rough playing. No tackling.
7. Keep food indoors.

PARENT-TEACHER ORGANIZATION

The school's parent-teacher organization will help you know your school and its staff better. Through the efforts of this organization, the enrichment of our school program has been greatly enhanced. Programs are in the areas of music, science, reading and writing, and activities may include book fairs, contests, class parties, school pictures and holiday events. Some field trip transportation is also funded.

P.T.O. meetings are held approximately once every two months. Program announcements will be sent home during the school year. You are encouraged to make your talents known and become an active participant in planning and carrying out projects.

HURON EXPECTATIONS

Rogers City Elementary H.U.R.O.N.

Honest
Under Control
Respectful
On Task
Nice

Rogers City Elementary Hurons are expected to follow the H.U.R.O.N. expectations in all areas of the school including the playground, bathroom, office and nurse, cafeteria, when arriving and dismissing, in the hallways, and in the classrooms.

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
- 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