

# Rudyard Area Schools



## STUDENT HANDBOOK

🐾 2019-20 🐾

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# Student/Parent Handbook

Welcome to Rudyard Area Schools school year!

My name is Mark Pavloski and I am the superintendent. Some years ago I made a commitment to always be straightforward and honest with students, parents and staff. This handbook is part of that commitment. Students, parents, staff and community should all know what is expected before they are held responsible and we as administrators have the obligation to follow these rules as they are presented or be prepared to explain, within legal limits, why they are not. This book is our contract and I will do everything in my power to see that it is followed. Please take the time to read it so that you know what we promise to do for you as a district.

This handbook outlines policies and procedures all designed for the purpose of keeping everyone safe. Even above learning, this is my number one goal. You can expect that each rule and policy uses that commitment as its ultimate rationale.

As a final note, I am available to each and every one of you. Please feel free to call me, email me or text me with any questions or concerns you have with this handbook or for any other reason.

Again, welcome to the school year and I look forward to meeting you all!

Mark Pavloski, Superintendent

[pavloski@eupschools.org](mailto:pavloski@eupschools.org)

Work (906) 478-3771

Cell (906) 430-0550

**MISSION OF THE SCHOOL**

The mission of Rudyard Area Schools is to ensure that each individual masters the basic skills in realizing his/her potential. This goal will be achieved while promoting the academic, physical, psychological, and social growth of each individual. Our school will encourage good decision making skills enabling individuals to function as responsible citizens.

**2019-2020 SCHOOL CALENDAR**

August 27 (Tuesday)	Professional Development
August 28 (Wednesday)	Professional Development
August 29 (Thursday)	P.D/Teacher workday, <b>OPEN HOUSE (5-7 PM)</b>
September 3 (Tuesday)	<b>First Day of School</b> (½ Day for Students, 12:30 Release) (High School--Abbreviated Schedule) Teacher Work Time in afternoon
October 16 & 17 (Wednesday & Thursday)	½ Day for Students (12:30 Release) both days Parent Teacher Conferences: Wednesday 1-3:30 Thursday 12:30-4:30, 5-7pm
October 18 (Friday)	<b>½ Day Students and Staff</b>
October 31 (Thursday)	1st Marking Period Ends
November 1 (Friday)	No school Students/ PD
November 15 (Friday)	No School
November 27 (Wednesday) November 28 & 29 (Thursday & Friday)	½ Day Wednesday <b>Thanksgiving Break*</b>
December 2 (Monday)	Return to School
December 23- January 3	<b>Christmas Break</b>
January 6 (Monday)	Return to School
January 20-24 (Monday--Friday)	Exam Week for Middle School and High School Jan. 23 ½ Day for Students/ PM Staff Professional Development Jan. 24 ½ Day for Students/Staff - 2nd Marking Period Ends/End of First Semester
February 6 (Thursday)	½ day for students/PD for staff
February 20 (Thursday)	½ day for students ½ Day conferences 12:30-3:30 - Band Festival
February 21 (Friday)	No school/Band Festival
March 9 (Monday)	½ day for students/Professional development day for staff
March 27 (Friday)	End of Third Marking Period
March 30--April 3 (Monday-Friday)	<b>SPRING BREAK</b>
April 6 (Monday)	Return to School
April 10 (Friday)	Good Friday, no school
May 11 (Monday)	NO SCHOOL (Make-up day if needed)
May 25 (Monday)	NO SCHOOL (Memorial Day)
May 31 (Sunday)	<b>GRADUATION</b>
June 8-11(Monday-Thursday)	Exam Week for Middle School and High School June 10 ½ Day for Students/PM Teacher Work Day June 11 ½ Day for Students/Staff--Last Day of School End of Fourth Marking Period/End of Second Semester

\*Calendar subject to change due to changes in state requirements and EUPISD scheduling.

## **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 that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

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 as of November 22, 2011. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2011, the language in the most current policy or administrative guideline prevails. The current District policies and guidelines can be viewed at the district website, <http://rudyard.eup.k12.mi.us/rudyardas/site/default.asp>. On the homepage, click on "policies" and then NEOLA.

### **DISTRICT ADMINISTRATION**

Mark Pavloski	Superintendent	478-3771
Wendy Peterson	Elementary Principal	478-3771
Chad Folkersma	Jr./Sr. High School Principal	478-3771
John Krentz	Athletic Director	478-3771
Rachel Byma	Special Education Director	478-7931
Mike Rivenburgh	Technology	478-3771
Alicia Hesselink	Administrative Assistant/Accounts Payable/ Board Secretary	478-3771
Amy Cappelli	Business Manager	478-3771
Yvonne McConkey	Payroll	478-3771

### **BOARD OF EDUCATION**

President	Mitch Perry	Trustee	Herb Maloney
Vice-President	Karen Sprague	Trustee	Doug Besteman
Secretary	Juanita Steikar	Trustee	Michelle Coffey
Treasurer	Stephanie Warner		

### **RUDYARD ELEMENTARY**

#### **Teachers**

#### **Support Staff**

Jane Berkompas	Kindergarten	Wendy Peterson	Principal
Christina Bradley	Reading Specialist	Sonia Alpers	Secretary
Lorri Brown	2nd Grade	Donna Hall	Secretary
Nikki Clark	4 <sup>th</sup> Grade	Wendi Norton	Secretary-Registration
Jamie Curtis	Math Intervention		
Amanda Dankert	3 <sup>rd</sup> Grade	Ann Cary	Speech
George Dugan	Band/Music	Jennifer Radazzo	School Social Worker
Alexis Duncan	Resource Room	Holly Rohrer	Behavior Intervention Specialist
Rich Guimond	Art		
Carolyn Hawker	Reading Specialist	Lisa Lemmerman	Para-Pro
Kristin Jarvie	GSRP	Jodi Newell	Speech
Leah Jarvie	3 <sup>rd</sup> grade	Lydia Ortiz	Para-Pro
Jessica Krueger	1 <sup>st</sup> grade	Trina Ross	Para-Pro
Sarah Kwaitkowski	4 <sup>th</sup> Grade		
Steve May	6 <sup>th</sup> Grade		
Mary Ellen McDonoff	5 <sup>th</sup> Grade		
Jim McDowell	Resource Room		
Billy Mitchell	Reading Intervention		
Candace Mudroch	Kindergarten		
Lori Nicklas	2 <sup>nd</sup> Grade		
Chris Pearson	5 <sup>th</sup> Grade		
Ellen Perry	Physical Education		
Alyssa Sackett	1 <sup>st</sup> Grade		
Jody Smith	6 <sup>th</sup> Grade		

**RUDYARD JUNIOR/SENIOR HIGH**

**Teachers**

**Support Staff**

Andrew Curits	Social Studies/ELA		Chad Folkersma	Principal
Ben Darr	Science		Kylee McKee	Secretary
Michael DeYoung	Social Studies		Wendi Norton	Registrar/Secretary
Beige DeWitt	English		Karl DeWitt	Instructional Tech Support
George Dugan	Fine Arts		Christine Goetz	Food Service Director
Richard Guimond	Fine Arts		Carla Davis	Food Service
Chelsea Hammer	Foreign Language/Science		Carol Arbic	Food Service
Mike Jarvie	Science/Math		Lori Langstaff	Food Service
Michael Kirschner	CTE Mechatronics/STEM		Sonya Schwesinger	Food Service
Kurt Kwiatkowski	Industrial Technology/PE			
Jean Leach	Language Arts		Deb Edington	Counselor
Sean Nicklas	Special Education		Donna Porterfield	Library
Jason Perkins	CTE Woods/Shop			
Colleen Rader	Health/Physical Education			
Chad Smith	Social Studies			
Lisa Verdoni	Math			
Katelyn Witt	Math			

**RUDYARD WELLNESS CENTER**

Sharon Portice - Registered Nurse	Jessica Duncan - Clinical Therapist
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**ELASTIC CLAUSE**

The building principal reserves the right to amend any part of this handbook as deemed to be in the best interest of the educational process. The principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties as necessary.

**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: Deb Edington, Counselor, (906) 478-3771 Ext. 6207.

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.

**STUDENT WELL-BEING**

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

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

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

**PARENT INVOLVEMENT**

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. providing a school and home environment which encourages learning and extends, at home, the learning experiences provided by the school.

The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

The Board, through this policy, directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.

The Superintendent shall direct the development of a Parent Involvement Plan for the District (with building/program specific goals as desired) which may include, among others, the following strategies:

- A. Provide an annual statement to inform first time parents of the District parent involvement plan. A positive invitation in language understandable to the parents will be given to explain the District's commitment and the parent's right to be involved in the educational process of their child.
- B. Provide child's individual assessment results, reading results, progress reports, report cards, parent conferences.
- C. Provide a description and explanation of the curriculum in use at the District. The District will also provide each school's discipline plan along with a tardy plan.
- D. Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
- E. Publish District and School Newsletter(s) informing parents about the parent involvement plan and other events at the school(s). This newsletter will also send a positive invitation to parents to participate in various activities while providing parents information at a glance about scheduled district, school meetings and activities.
- F. Maintain a consistent, District wide effort to communicate regularly with parents.
- G. Schedule at least one (1) student conference annually with the teacher(s) to inform parents of student's progress.
- H. Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
- I. Encourage continued positive partnerships involvement throughout the community by staff and administrators.
- J. Have students perform at various functions throughout the community.
- K. Encourage parents to serve as chaperones for class field trips and other school activities.
- L. Establish and make reasonably available a parenting resource center.
- M. Place current and accurate announcements on the schools' marquis throughout the District.
- N. Assure that parents and students are involved in an organized, ongoing and timely way, in the planning, review and improvement of the schools Parental Involvement Plan.

### **Volunteers/Background Checks**

There are many opportunities to volunteer at Rudyard Area Schools. Parental involvement is crucial to a child's educational success. If you are interested in volunteering, please contact the office and we will work with your schedule as much as possible. To ensure students' safety, parents or guardians who wish to chaperone field trips, student activities, or volunteer at the school will be asked to complete a background check before participation will be allowed. This is renewed at the beginning of each field trip. Failure to disclose a felony conviction or falsifying information on the Volunteer Background Check form will be an automatic dismissal from field trips.

### **Relations with Parents**

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;
- D. supporting or enforcing consequences for their child's willful misbehavior in school;
- E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. reading all communications from the school, signing, and returning them promptly when required;
- H. cooperating with the school by attending conferences set up for the exchange of information of their child's progress in school.

## INJURY AND ILLNESS

All injuries must be reported immediately 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 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 building 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

### Rudyard Elementary School Day

Kindergarten through Sixth Grades  
Half-day Dismissal

8:20 a.m. - 3:15p.m.  
8:20 a.m. – 12:30 p.m.

### Rudyard Junior/Senior High School Day

Seventh through Twelfth Grades  
Half-day Dismissal

8:20 a.m. – 3:18 p.m.  
8:20 a.m. – 12:30 p.m.

### Jr/Sr High School Bell Schedule

First Bell	8:15
1 <sup>st</sup> Hour	8:20 – 9:12
2 <sup>nd</sup> Hour	9:16 – 10:08
3 <sup>rd</sup> Hour	10:12 – 11:04
4 <sup>th</sup> Hour	11:08– 12:00
Lunch	12:00 – 12:30
5 <sup>th</sup> Hour	12:34 – 1:26
6 <sup>th</sup> Hour	1:30 – 2:22
7 <sup>th</sup> Hour	2:26 – 3:18

### Jr/Sr. High School Half Day Bell Schedule

First Bell	8:15
1 <sup>st</sup> Hour	8:20 – 9:12
2 <sup>nd</sup> Hour	9:16 – 10:08
3 <sup>rd</sup> Hour	10:12 – 11:04
4 <sup>th</sup> Hour	11:08– 12:00

In the interest of the safety and proper supervision, students are not allowed in the school building before or after school hours unless they are involved in a school approved supervised activity or by arrangement with the principal. **Building hours are from 7:50 AM until 3:30 PM on full days and from 7:50 AM until 12:30 on half days. STUDENTS WILL NOT BE ALLOWED IN THE BUILDING BEFORE 7:50 am.** Repeat violations of the policy will result in loss of eligibility to participate in after school activities for a period of time deemed appropriate by the administration.

## ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy or enrolling and paying tuition.

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

- A. a 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,
- E. signed permission to obtain official records from the last school attended

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

High school students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The counseling office will assist in obtaining the transcript, if not presented at the time of enrollment.

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

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**

**Rudyard Elementary:** 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.

Many elements are involved in assigning students to their classrooms. The primary concern is the needs of the student. To help determine these needs information is gathered from the previous classroom teacher and any specialized personnel who have worked with the child. Once this information is obtained, the class is developed using the following considerations:

- Boy/Girl ratio
- Relationship with other students
- Behavioral characteristics
- Special needs students (i.e. special education)
- Teacher/Parental input.

These considerations are used to arrive at a heterogeneously balanced class. This practice has been usually effective and the goal is to maintain this successful process.

At times, there are individual student's needs that lead parents to request a special classroom assignment. Whenever possible, given the composition of each classroom balance the school has attempted to honor such requests.

Parents are welcome to make unique student needs known by completing a written request by June 1<sup>st</sup>. The request for a certain classroom is just that; a request. This request should not be considered a guarantee because of the complex and important considerations listed above.

The care and consideration given to the placement of each student helps to insure a successful, happy, school experience.

**Junior/Senior High School:** Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through your school office. **No changes are to be made without signed parental consent. No changes will be made after one week of the new semester.** Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. It may be necessary for newly enrolled students to start the following school day in order to allow time for the preparation of their class schedule.

## **EARLY DISMISSAL/ SIGNING OUT**

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose name is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. If you return before the end of school, you must sign back in.

### **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Rudyard Area Schools, the parent must notify the building principal. 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 building secretary 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 the written consent of his/her parents.

### **IMMUNIZATIONS**

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

### **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 extracurricular 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.

### **HEALTH ISSUES**

#### **Health Guidelines**

The following guidelines have been established for the health and safety of the students and staff. Your student should be kept home or s/he will be sent home from school if your student has:

- illness which keeps them from participating comfortably in daily activities
- fever above 100 degrees
- fever free for 24 hours
- difficulty breathing, excessive coughing
- lethargy, irritability, persistent crying
- vomiting twice or more in 24 hours
- diarrhea
- mouth sores accompanied by drooling
- Impetigo, a skin infection, usually near the mouth, marked by a weepy, scaly, or crusty rash) until 24 hours after treatment or rash is covered.
- Head lice, until the child's hair is nit (egg) free
- Strep throat, until 24 to 48 hours after antibiotics as directed by your doctor
- Chicken pox, until all lesions have dried or crusted over
- Pink eye, until 24 hours after antibiotic eye drop treatment
- 

Students sent home for the reasons listed above will be considered excused without additional parent contact for the time periods stated. If no time period is stated, the student will be considered excused for the day they are sent home only.

### **PRESCRIPTION MEDICATIONS**

Students who regularly take prescription medication while in school must use the following procedure:

- Parents are advised to transport the medication to and from school.
- Written permission is needed from the parent/guardian and physician for the medication to be administered at school by school personnel. Forms can be obtained from the school office.
- The prescription container must be labeled by a pharmacist with date, name of student, name of physician, name of medication, dosage, and time of administration. (All pharmacies in the area will provide an extra container for school upon request.)
- If asthma or other life-threatening conditions exist that require an individual to keep a medication in his/her possession, he/she must have a written recommendation from a physician. Forms are available in the school office.

## **INJURIES**

If your child is injured at school, the following action is taken:

- The staff member on the scene will administer immediate care and notify the school office. The parent is then notified of the extent of the injury, treatment given, and treatment required.
- If the injury is serious or life-threatening, the ambulance will be called.
- Minor cuts, bruises, and other simple injuries are treated without parent notification.

## **HEAD LICE**

The Wellness Center RN and school staff will identify pediculosis (head lice), refer to parent/guardian for treatment, and educate staff, students, and student's families regarding identification and treatment of pediculosis under the direction of the medical director. Parent/Guardian will receive 1 excused absence for treating head lice. See website for complete policy on head lice.

## **CHILD ABUSE AND NEGLECT**

According to Public Act No. 238, "Child Protection Act", all teachers, nurses, and school administrators are required to report all cases of suspected child abuse or neglect to the Department of Human Services (DHS).

## **ASTHMA INHALERS AND EPIPENS**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epipen) 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 NON-CASUAL CONTACT COMMUNICABLE DISEASES**

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

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

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

## **INDIVIDUALS WITH DISABILITIES**

The Americans 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 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 Deb Edington, Counselor, at (906) 478-3471 to inquire about evaluation procedures and programs.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact Mark Pavloski, Superintendent at (906) 478-3771 to inquire about evaluation procedures and programs offered by the District.

## STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Neither the Board nor its employees 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.

## NOTIFICATION OF RIGHTS

### In Identification, Evaluation, and Placement

The following is a description of the rights granted by section 504 of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal Law is to keep you fully informed concerning decisions about your child and to inform you of your rights, if you disagree with any of the decisions made by the School District.

You have the right to:

- Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified;
- Have the School District advise you of your rights under Federal law;
- Receive notice with respect to identification, evaluation, or placement of your child;
- Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities for which the child is otherwise qualified;
- Have your child educated in facilities and receive services comparable to those provided to non-disabled students;
- Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act;
- Have evaluation, educational, and placement decision made based upon a variety of information sources, and by persons who know the child, the evaluation data, and placement option;
- Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the students were placed in a program operated by this District;
- Have your child be given an equal opportunity to participate in co-curricular and extracurricular activities offered by the District;
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement;
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny your access to the records;
- A response from the School District to reasonable requests for explanations and interpretations of your child's records;
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the School District refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- Request mediation or an impartial due process hearing related decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Civil Rights Compliance Officer at 478-3771;
- Ask for payment of reasonable attorney fees if you are successful on your claim.
- File a local grievance

The person in this District who is responsible for assuring that the District complies with Section 504 is Deb Edington, 11185 W. 2<sup>nd</sup> Street, Rudyard, MI 49780 (478-3771).

## GRIEVANCE PROCEDURES FOR NONDISCRIMINATION

### Section I

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator:

Deb Edington, 504 Coordinator  
Rudyard Area Schools  
11185 West Second Street  
Rudyard, MI 49780  
(906) 478-3771

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114-2611.

## Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

- Step 1 - A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.
- Step 2 - If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.
- Step 3 - If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, Plaza Nine Building, Room 300, 55 Erieview Plaza, Cleveland, Ohio 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

Revised 4/03

### FEDERAL EDUCATION RIGHTS AND PRIVACY ACT

In compliance with Federal regulations the Rudyard Area School District has established the following guidelines concerning student records:

- Chad Folkersma is the Records Control Officer for the District and is responsible for the processing and maintenance of all student records. His office is located at 11185 W. Second St., Rudyard, MI, 49780, or he can be reached by calling 478-3771.
- Each student's records will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal Law or District regulation.
- A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Family Education Rights and Privacy Act.

### DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": student's name; address; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor roll; scholarships. Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the 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 in the administrative 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 parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

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

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

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

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

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

Consistent with the 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  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov)

### **STUDENT FEES AND FINES**

The Board of Education may assess certain charges to students to cover the costs for extra-curricular and noncredit activities. Such charges might be made for expendable items such as magazines, workbook materials, paperback selections, laboratory supplies and materials for clubs, independent study or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities.

No student, however, shall be deprived of participation in any mandatory school activity or required curriculum activity due to a lack of financial ability to pay and fees will not be charged for such activities.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines/fees may result in loss of privileges. In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent or designee to take the student and/or his/her parents to Small Claims Court for collection.

### **STUDENT FUND-RAISING**

All fundraising activities must first be approved by the building principal. 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. The following general rules will apply to all fundraisers:

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

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

The school participates in the National School Lunch Program and makes breakfast available free to all students and lunches available to students for a fee of \$3.00. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Ala carte items are available to 7<sup>th</sup> through 12<sup>th</sup> grade students as long as there is money in their accounts. Campus is open for 12<sup>th</sup> grade students only during lunchtime if they have completed a permission slip. All students except seniors have a closed campus and are required to remain in the school building from the time the buses arrive until 3:18 P.M. This applies to all students. Seniors who leave school property without parent permission by way of the open-campus permit and students otherwise in violation of this policy will be considered skipping. Campus is closed at lunchtime to K-11<sup>th</sup> grade students and they are not allowed to leave the building.

Students are discouraged from overcharging their food service account. Students in grades Kindergarten through 3<sup>rd</sup> grade with insufficient funds in their food service account will have their meal choices limited to a peanut butter sandwich, fruit or vegetable, and milk. Students in 4<sup>th</sup> through 12<sup>th</sup> grades with insufficient funds will not be allowed to eat lunch at school until the balance is paid in full. Funds should be deposited in the office by the start of the school day to avoid lunch charges. All students are encouraged to fill out an application for free and reduced lunch to determine their eligibility for this program. This application must be filled out yearly in order to maintain eligibility for free or reduced lunch. 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 food service director, (906) 478-3771.

### **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 the sustained alarm of the fire control system.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an announcement over the P.A. system. 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 three (3) 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 an announcement over the school P.A. System.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations and one of the following announcements will be made:

TV Channels 7 & 4 and 9 & 10, Radio Stations: 99.5 YES FM, WCHY – 97.7 FM, WGFN 98.1, WMKC 102.9, WQEZ 95.5 FM, WOEZ 106.3 FM, WGFM 105.1 FM, WCNU 1240 AM

The possible announcements will be:

- A. *School is canceled.* This means there will be no school in the Rudyard Area Schools during the day.
- B. *School is delayed.* This means that all school functions, to include bus runs, classes, etc. will be delayed the length of time stated in the announcement. If your child does not ride a bus, please delay their arrival time accordingly. For example: School is on a 2 hour delay: If you normally get on a bus at 7:00am, then plan on looking for the bus at 9:00am. **BREAKFAST is not served** if there is a 2 hour delay!
- C. *Certain bus runs are delayed or canceled.* This means only students on the bus runs announced will be affected.

In the event school is dismissed early, the announcement will be made on the radio stations. **Childcare arrangements must be made in advance. All after school activities are canceled when school is closed.** Parents are responsible for knowing about emergency closings and delays.

### **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**

Visitors, particularly parents, are welcome at the school. No student visitors will be allowed. 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.** If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

### **USE OF THE LIBRARY / MEDIA SERVICES**

**Rudyard Public Library** has a well-stocked elementary library that is available to students throughout the school day. Materials include hardbound books, paperbacks, and magazines. Penalties are charged for lost or damaged materials. Rewards are given to those classes who return their materials promptly. Story time is provided to each class weekly.

**Junior/Senior High School** – The library is one of the first places that a student should become acquainted with in our school. The library will be open from 8:00 a.m. to 5:00 p.m. on Monday, 8:00 a.m. – 7:00 p.m. on Tuesday and Thursday, 8:00 a.m. – 5:30 p.m. on Wednesday, 8:00 a.m. – 3:30 p.m. on Friday-and 10:00 A.M. to 1:00 P.M. on Saturday. These hours are subject to change.

The school library media center is available for academic use of students and faculty during the school day. Students may access the Internet in the library. Each student must sign and turn in the form in the back of this handbook as acknowledgement of acceptance of the **ACCEPTABLE USE POLICY** for the Internet.

Students must have a valid pass with an academic purpose to use the library. Each student must present a valid pass and personally sign in upon entering the library. Failure to sign in and present a pass will result in being asked to return to class.

Students may not loiter in the library during the school day. No food or drink is allowed to be carried into or out of the library.

### FRIENDS OF THE LIBRARY

The purpose of this organization is to support the library by fundraising, volunteering, and book fairs. The membership is small, but the members contact additional people in the community to help with various activities. If you are interested in joining, contact the librarian.

### LOST AND FOUND

The lost and found area is in or near each school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Rudyard Area Schools cannot be held responsible for lost items. In addition, the school administration will not conduct investigations into the loss of any materials that are not authorized for school use (toys, games, magazines, cards, electronic devices, etc.) Unclaimed items will be periodically discarded or given to charity during the school year. ***Marking your child's clothing with their name with a permanent marker will greatly increase the chances that it will be returned if it is lost.***

### 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.

### USE OF TELEPHONES

Office/room telephones are not to be used for personal calls. Permission to call home for emergencies will be granted. Except in an emergency, students will not be called to the office to receive a telephone call. A student must have a staff member's approval to use the telephone. Long distance calls will be made collect.

### CELL PHONES, CD PLAYERS, VIDEO GAMES AND OTHER ELECTRONIC COMMUNICATION DEVICES

In general, it is recommended that electronic devices not directly relating to the education of the student be left at home. Such devices often result in other disciplinary problems and disruption to the learning environment. Any student who chooses to carry such devices shall assume responsibility for their care. At no time shall RAS be responsible for preventing theft, loss or damage to such devices brought onto its property. Please understand that RAS cannot guarantee the security of. **any electronic devices.**

As described in the previous paragraph, it is recommended that students do not bring cell phones or electronic devices to school, however, if a junior or senior high school student chooses to possess cellular or other electronic communication devices (ECD), CD players, and other electronics in school, on school property, at after school activities and at school-related functions, **those items are not to be used during the regular school day during class periods (unless at teacher's discretion for classroom use).** During emergency situations students are prohibited from using electronic devices as such use may adversely affect student safety. Taking or transmitting images or messages during testing is also prohibited.

In the Elementary: All cell phones must be turned off during school hours with the exception of lunch. Cell phones are not allowed to be used in classrooms.

Possession of such devices by a student is a privilege, which may 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 will result in disciplinary action against the student as follows:

<b>1<sup>st</sup> Offense</b>	<b>Student has chosen to have device confiscated and parents contacted. Student may pick up device from office at the end of the day after dismissal.</b>
<b>2<sup>nd</sup> Offense</b>	<b>Confiscate – parents must pick up the device in the Office.</b>
<b>3<sup>rd</sup> Offense</b>	<b>Confiscate –parents must pick up the device in the Office after meeting with principal. Student will lose privilege and if phone needs to be brought to school it will stay in the office during the school day each day.</b>
<b>Chronic Violations</b>	<b>Will result in out of school suspension for one day. Progression as follows: 3 day, 5 day, 7 day (pre-expulsion hearing with superintendent), and finally a 10 day out of school suspension and recommendation for expulsion to the RAS school board.</b>

The use of cell phones and other ECDs in locker rooms at any time is strictly prohibited and will be treated as a gross misconduct offense.

### LOCKERS

Lockers are the property of the school. Signs, posters, or pictures that are sexually suggestive, advertise alcohol, or are otherwise inappropriate, along with any writing, will not be allowed in or on lockers. This would fall under the general misconduct rules. Lockers must be kept clean and neat. With reasonable suspicion, school authorities may search lockers and their contents. Illegal or suspicious items will be confiscated. The student's privacy rights shall be respected regarding any items that are not illegal or against school policy. Students are responsible for all items left in lockers. Students who want added locker security must obtain a combination lock from the high school office. Locks are available with a \$5.00 refundable deposit. If you provide your own lock, the office must have a key or the combination for our file. **Rudyard Area Schools accepts no responsibility for valuables left in lockers.**

## **SECTION II – ACADEMICS Elementary**

### **FIELD TRIPS**

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

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the school

### **GRADES**

The grading system is to be based on sound educational principles, which include the timely and accurate reporting of student achievement and progress. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. Regardless of individual classroom methods of grading (points, percentages, letters, other), student grades for report cards will be reported using Standards-based grading practices. If at the end of a marking period, an instructor determines that a student has not had reasonable opportunity to demonstrate their achievement of particular standards, an additional opportunity for assessment/evaluation may be provided.

#### ***Grading Periods***

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

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Students may also be referred to the building level Student Assistance Team (SAT) for consideration of need for academic intervention and support planning. Please see the building Principal if you would like further information on academic support options

### **PROMOTION, PLACEMENT, AND RETENTION**

Children entering school do so at different academic, social and emotional levels. Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

If a student has made insufficient progress toward learning standards at their grade level, parents will be invited to a meeting to discuss this with teacher and other appropriate school personnel. In the event the student does not respond to the agreed intervention plan, it may result in a recommendation for retention by the classroom teacher. A final decision on grade placement will be made in May. In the event of a recommendation for retention the school has the right to retain or promote a student, parental input may be considered.

#### **PLACEMENT**

Many elements are involved in assigning students to their classrooms. The primary concern is the needs of the student. To help determine these needs information is gathered from the previous classroom teacher and any specialized personnel who have worked with the child.

As students are assigned to a classroom, many considerations are used including

- Balance of gender
- Relationship with other students
- Behavioral characteristics
- Individual learning styles
- Teacher/Parental input
- Class Size

These considerations are used to arrive at a heterogeneously balanced class. This practice has been effective and the goal is to maintain this successful process. At times, there are individual student's needs that lead parents to request a special classroom assignment.

Parents are encouraged to trust the system to make placement decisions based on our observations of your child in the school environment. Considering all of the above, if you, as a parent, wish to request a certain teacher the following procedure must be followed:

- Send a request in writing to the principal by June 1st of the school year prior to desired placement
- The principal and a committee of teachers will review request for placement
- Parents will be notified of student placement of the following school year and reasons for the placement. This procedure does not guarantee placement with a teacher.

The care and consideration given to the placement of each student helps to insure a successful, happy, school experience.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the building principal.

#### **Honor Roll**

4th - 6th grades:

Honor Roll: For each marking period, an honor roll will be compiled which will include students who maintain a B average (3.0). Students with a grade lower than a C- for the marking period will not be eligible for the Honor Roll.

### **HOMEWORK**

The assignment of homework might be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

### **COMPUTER TECHNOLOGY AND NETWORKS**

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

### **INTERNET USAGE & DISTRICT WEB PAGE POLICY**

*The Board of Education authorizes the creation of web sites by employees and students of the school district to be published on the World Wide Web. The creation of web sites by students must be under the supervision of a professional staff member. When the content includes a photograph or information relating to a student the District will abide by provisions of the Student Records Policy #8330. In addition, any use of photos, names and email addresses, on the web page, shall require written parental approval.*

The Internet may be accessible from students' classrooms, the library or school computer lab. Use of the Internet and the sites that are visited are monitored by the school staff. Filtering software that limits the sites that students can view is used. Visiting inappropriate sites on the Internet may cause the loss of all Internet privileges at school.

**Students are expected to observe the following guidelines for Internet use:**

- Students are responsible for their own behavior on school computers. General school rules for behavior apply.
- The Internet is provided for students to support research and their education. Access to the Internet is granted to students who agree to conduct themselves in a responsible manner. Access is a privilege, not a right. Inappropriate use or behavior on the part of an individual may result in a loss of Internet privileges for the year, or longer.
- Students may use only school-approved electronic mail services and the system administrator will monitor them periodically.
- Inappropriate use includes but is not limited to: intentionally damaging computers, attempting to download printing without a teacher's permission, consistently not attending to teacher instructions and attempting to access inappropriate sites.

### **STUDENT ASSESSMENT**

#### **Standardized Testing**

Students and parents/guardians should be aware that students in grades 3 - 6 will participate in M-STEP in accordance with state requirements. *The testing window for these tests is in the spring.* Parents are encouraged to cooperate in preparing students for the standardized testing.

- Encourage students to work hard and study throughout the year
- Ensure students get a good night's sleep the night before exams
- Ensure students eat well the morning of the exam, particularly ensuring they eat enough protein;
- Remind and emphasize for students the importance of good performance on standardized testing

- Ensure students are in attendance on testing days on time.
- Teach students the importance of honesty and ethics during the performance of these and other tests
- Encourage students to relax on testing day

**District Level Assessments**

NWEA, Leveled Literacy, OS, and Benchmark Assessment-are all district assessments that may be administered in the fall, spring, and as needed, to monitor student progress and determine educational mastery levels. These tests are used to help the staff determine individual and classroom instructional needs.

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

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

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

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

**SECTION II – ACADEMICS Junior High**

**COURSE OFFERINGS**

The Rudyard Junior High School offers a well-rounded academic experience for students that include all of the core content areas of math, language arts, science, and social studies. In addition, we offer extended learning in the area of art, music, industrial arts, and computer technology. Other various enrichment and reinforcement opportunities exist within the school day.

**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 extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance, grades and behavior rules apply to all field trips.

**GRADES**

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

The school uses the following grading system:

90%-100%	A = Excellent achievement
80%-89%	B = Good achievement
70%-79%	C = Satisfactory achievement
60%-69%	D = Minimum acceptable
0%-59%	E = Failure
	I = Incomplete
	CR = Credit
	NC = No Credit

**Grading Periods**

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

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

**PROMOTION, PLACEMENT, AND RETENTION**

A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her and teachers to ensure that all requirements are being met. In the event of a recommendation for retention the school has the right to retain or promote a student, parental input may be considered.

## RECOGNITION OF STUDENT ACHIEVEMENT

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

### Honor Roll(s)

The honor roll is published at the end of each marking period. If you receive a “B” average in all subjects without getting a grade lower than a “C-”, you will make the honor roll. High honors are given to those students who receive all “A’s”. Online course work such as Odysseyware or Michigan Virtual is considered independent study/pacing and does not count for or against honor roll.

### Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

## HOMework

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

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## COMPUTER TECHNOLOGY AND NETWORKS

Internet and Network access is available to all Junior High School students at Rudyard. We are very pleased to offer this tool as a valuable resource to both students and teachers for the purpose of conducting research. Students will have ready access to thousands of libraries and databases.

While we acknowledge that we cannot control the vast amount of information available on the Internet, every effort has been taken toward providing for online safety.

**The Acceptable Use Policy (A.U.P.) is attached at the end of this handbook. Please review the A.U.P., sign it, and return to the school. The signed A.U.P. must be returned before your child may use the computers and network.**

## STUDENT ASSESSMENT

The state-mandated *M-STEP test is given in all grades 3-8 and 11th. The testing window for these tests this year is in the spring.* The results of these tests will show which skills your child has learned and where they might need help. In addition, scholarships are available to students who perform consistently well on the elementary, middle and high school MSTEP tests. The results will also give us an idea where improvements can be made school wide. You will receive a copy of the results when they are returned to our school.

There are several things you can do to help your child do well on these tests. Some suggestions are:

- Provide Encouragement for your child to try their best and to not leave any items unanswered.
- Make sure your child gets a good night's sleep during this time.
- Make sure your child has a good breakfast.
- Don't, if possible, schedule appointments during the days of the tests.
- Remind your child to ask the teacher if he/she does not understand the directions given for the test.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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

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

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

## **SECTION II – ACADEMICS - High School**

### **COURSE OFFERINGS**

FOR A LIST OF CURRENT COURSE OFFERINGS, PLEASE REFER TO THE CURRICULUM GUIDE AVAILABLE IN THE COUNSELING OFFICE.

### **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 extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance, behavior and grades apply to all field trips.

### **VISUAL, PERFORMING, and APPLIED ARTS**

To fulfill graduation requirements defined within the Michigan Merit Curriculum for the Visual, Performing, and Applied Arts, students must demonstrate competency in the objectives for each Strand: Strand I – Create; Strand II – Perform/Present; Strand III – Respond. Therefore, a number of curriculum areas may have production requirements for students, such as a portfolio and/or performance, as well as demonstrating competency through a written test instrument. Some courses outside the Fine Arts Curriculum may also have similar requirements: Technology, Health/Physical Education, Weightlifting, Advanced Physical Education and Foreign Language (all levels).

### **GRADING POLICY**

Letter grades are used to show a student's level of competency in a course and indicate potential for success in future pursuits. Nine-week grades may be affected by a student's attendance record (see Attendance Policy). Semester grade calculation:

<b>Semester One Grade</b>	<b>Semester Two Grade</b>
1 <sup>st</sup> Marking Period Grade = 40%	3 <sup>rd</sup> Marking Period Grade = 40%
2 <sup>nd</sup> Marking Period Grade = 40%	4 <sup>th</sup> Marking Period Grade = 40%
1 <sup>st</sup> Marking Period Testlet (Testlet 1) = 10%	3 <sup>rd</sup> Marking Period Testlet (Testlet 3) = 10%
2 <sup>nd</sup> Marking Period Testlet (Testlet 2) = 10%	4 <sup>th</sup> Marking Period Testlet (Testlet 4) = 10%

Students are required to take all of the Testlets for each marking period, as they will still be factored into the student's final GPA.

### **Obtaining Credit**

Student receives a 60% or better semester grade or pass both testlets with a 70% or better.

(Students are still required to take all testlets as they will affect their overall GPA, and Student's marking period grades will still affect their overall GPA).

### **Retake Options**

1. Students will have one chance to retake their marking period testlet.
2. There will be a one-week period for retaking testlets. This timetable will start immediately after the original testlet was given.
3. Individual teachers will determine the place and time of the testlet retake. This may occur during the regular class period, before school, after school, or any other time that the teacher decides.
4. The ORIGINAL testlet grade will be factored into the student's GPA. A student has the option to retake the testlet one time to gain credit for the testlet, however this retake will NOT factor into the student's GPA.
5. If the student passes the retake, credit will be noted on the student's transcript.

### **Grading Scale**

The letter grades A, B, C, D and CR indicates that the student will receive credit for the course. The grades E, NC and I indicate the student did not receive credit. The definitions of each grade are listed on the next page:

A	Course objectives have been achieved in a superior manner
B	Course objectives have been achieved in a highly satisfactory manner
C	Course objectives have been achieved in a satisfactory manner
D	Course objectives have been achieved in a minimum manner
E	Less than minimum course objectives have been met
CR	Course objectives have been met, will not count towards GPA
NC	Less than minimum course objectives have been met, will not count towards GPA
I	Course objectives were not completed. Course objectives must be completed within 2 weeks of the end of the marking period.

### Honor Roll

All students who achieve a 3.0 average and do not have a grade below C- (1.67) will be on the Honor Roll for the marking period. Online course work such as Odyseeaware or Michigan Virtual is considered independent study/pacing and does not count for or against honor roll. For purposes of establishing Honor Roll criteria and class standing a 4.0 grade system will be used. All grades will be calculated to the nearest hundredth. The following are the point equivalents for each letter grade:

A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67
B+	3.34	C+	2.34	E	0.00	E	0.00

### Weighted Classes

Certain high school transfer credits and college classes which meet the department approval will have a weighted grade point premium of “.33” added to the grade point average when calculating the student’s grade point average. The junior or senior level classes that are designated for the weighted grade point include Advanced Placement courses. Independent study courses are not eligible for the weighted grade point premium.

### Progress Reports

Progress Reports will be sent out to parents/guardians of students after five weeks in each marking period in grades three through six. Parents needing additional updates may find the Illuminate parent link on our website at: <http://www.rudyard.k12.mi.us/hs>. If you do not have login information, you can contact the office to get login information.

### Report Cards

Report cards will be issued four times per year, approximately one week after the end of each nine-week marking period. All grades are final. Disagreements or discrepancies must be brought to the principal’s attention within nine weeks.

### PROMOTION, PLACEMENT, AND RETENTION

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

### NCAA INITIAL ELIGIBILITY REQUIREMENTS

For students wishing to participate in NCAA athletics and/or hoping to receive athletic scholarships, certain additional graduation requirements apply. A brief summary of these requirements for students entering a division I college is included in the table below. Requirements vary based on the division of sports participating in and the year entering college. For more information about these requirements please see the guidance office or visit the NCAA Initial Eligibility Clearinghouse website at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

NCAA College Enrollment	
* 4 years of English	* 3 years of Math (Algebra I or Higher)
* 2 years of Natural or Physical Science (including one year of lab science)	* 1 extra year of English, Math, or Natural or Physical Science
* 2 years of Social Studies	* 4 years of extra core courses (from any category above, or Foreign Language, non-doctrinal religion or philosophy)
Earn minimal GPA in core courses and matching SAT or ACT score*	

### GRADE LEVEL CREDIT REQUIREMENTS

Grade level status is an indicator of the progress that a student has made towards achieving the graduation requirements of Rudyard High School. In order to advance to the next grade level, students must meet the requirements listed below

Grade Level Credit Requirements	
Freshmen status	completion of Middle School Program
Sophomore status	5 credits (at least one from each core area)
Junior status	10 credits (at least two from each core area)
Senior status	16 credits (at least three from each core area)

## SCHEDULING

Students are encouraged to work in conjunction with their parents and the guidance counselor to develop their schedules each year in order to meet their educational objectives. To avoid potential conflicts, students are strongly encouraged to follow the schedule sequences listed below. Every effort will be made to ensure that students schedule classes which will allow them to achieve their educational objective.

<p><b><u>Freshmen</u></b>                  English 9                  US History &amp; Geography                  Physical Science                  Algebra I-or Geometry                  Elective (Fine Arts, Industrial Technology, or Foreign Language)                  Two hours of other free electives</p>	<p><b><u>Junior</u></b>                  English 11                  World History &amp; Geography                  Chemistry or Physics                  Algebra II, Algebra IIA or Algebra IIB                  Three hours of other free electives</p>
<p><b><u>Sophomore</u></b>                  English 10                  Civics (1 semester)                  Economics (1 semester)                  Biology                  Geometry, Algebra II or Algebra IIA                  Health (1 semester)                  PE (1 semester)                  Two hours of other free electives</p>	<p><b><u>Senior</u></b>                  English 12                  Algebra IIB or Senior Math Elective                  Five hours of other free electives</p>

Once a student earns credit for a course s/he may not receive credit thereafter for a course lower in the course sequence in the same subject area. (See curriculum guide available in the counselor's office for course sequencing details) Additionally, students who receive a grade of C or higher in a class may not repeat the same course over again with the exception of performance classes such as band or chorus.

After classes begin in September no class may be changed, especially a higher level class for a lower level class, until after a documented conference of parent/guardian, teacher of current class, and student has been held. It is important that the parents and the student are aware of any consequences such a change will have to a student's academic future and development of character and responsibility. Exception to this policy will be made in the event of clerical scheduling error  
 The following number of earned credits designate the grade in which the student will be registered:

Freshman = 0 to 4 credits      Sophomore = 5 to 9 credits      Junior = 10 to 15 credits      Senior = 16 or more credits

## GRADUATION REQUIREMENTS

Graduation diplomas are granted to seniors with a minimum of 23 credits of high school work, except for Career Center students (see note under Career Center).

In addition to having the minimum number of credits, current requirements for a state endorsed diploma are:

Minimum of 7 semesters of successful full-time enrollment	
4 credits of English	English 9, English 10, English 11, English 12
4 credits of Math	Algebra I, Geometry, Algebra II plus one additional math credit in senior year <u>OR</u> Algebra I, Geometry, Algebra IIA and Algebra IIB.
3 credits of Science	Biology, Chemistry/Physics/Anatomy, plus one additional science credit
3 credits of Social Studies	.5 credit in Civics, .5 credit in Economics, 1 credit U.S. History and Geography, and 1 credit in World History and Geography
At least 1 credit that includes both Health and Physical Education	1 semester of each or ½ credit in health plus two seasons of district-approved participation in extracurricular district athletics.

2 credits of World Language, both in the same language other than English	Can be earned anytime, K-12, if grade-appropriate. For graduating classes of 2016 through 2020 only, may partially or fully substitute 1 world language credit with a MDE-approved CTE program or by completing an additional visual or performing arts course
1 credit Visual, Performing or Applied Arts	
Online Learning Experience	Online course or learning experience or online experience is incorporated into each of the required credits

### Graduation Acknowledgement:

The top two scholars (based on the highest overall grade point average) of a graduating class will be designated as Valedictorian for the #1 ranking, and Salutatorian for the #2 ranking. In the event of a tie for valedictorian, there would be Co-Valedictorians and no salutatorian. In the event of a tie for salutatorian, Co-Salutatorians will be named.

Note on Honors: Latin honor designations of *summa cum laude* (highest honors), *magna cum laude* (high honors), and *cum laude* (honors) will be based on grade point averages.

- **Summa cum laude** (Highest Honors) - (3.90 GPA and above): receive a Gold Medal and be recognized in the graduation program.
- **Magna cum laude** (High Honors) - (3.67 GPA): receive a Silver Medal and be recognized in the graduation program.
- **Cum laude** (Honors) - (3.33 GPA): receive a Bronze Medal and be recognized in the graduation program.

This acknowledgement will be effective beginning with the class of 2015.

**PERSONAL CURRICULUM LINK** - [http://www.michigan.gov/mde/0,1607,7-140-6530\\_30334\\_49879---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_30334_49879---,00.html)

### 21F Online Courses

Students in grades 5-12 are able to take up to 2 courses online beginning 1/1/14. In order for courses to be approved, they must meet the following guidelines:

- Requests must be submitted at least 30 school days prior to the beginning of an academic term in order to allow sufficient time for transcript reviews, course review and approval, and registration/orientation.
- Students must have not already earned credit for the class they are requesting to take.
- Students must have the prerequisite knowledge and skills to be successful in the online class.
- The requested course must be aligned with remaining EDP/Graduation Requirements.
- The student must demonstrate success in an online learning environment.
- The grade percentage received from the online provider will be converted into RAS grade letter equivalent and placed on the student's transcript.
- The course must be sufficiently rigorous and meet district requirements.
- The cost of the course cannot exceed 1/18th of a district's foundation allowance for the student making the request.

If a course request is approved, the student will be registered by the district. The student may be required to demonstrate competency in an online learning environment by taking an orientation course delivered by either the course provider or Rudyard Area Schools.

Courses taken online will replace courses in the student schedule, they may not be taken in addition to courses delivered face to face or result in a student being considered more than full time. Students will earn a grade and academic credit for approved courses taken online.

If a course request is denied for failing to meet one of the requirements listed above, the parent and student have the right to appeal the decision to Rudyard Area Schools. Once an appeal has been submitted, you can expect a decision within 5 school days.

If you have questions about 21F courses or the approval process, please contact the guidance counselor at your student's school

**21F LINK** - [https://micourses.org/resources/21f\\_Tool\\_Kit.html](https://micourses.org/resources/21f_Tool_Kit.html)

## DUAL ENROLLMENT/DIRECT CREDIT

### Dual Enrollment

Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

- Students in grades 9 through 12 may take up to ten postsecondary courses.
- Students can qualify for dual enrollment by taking one of the following assessments: PSAT, SAT, or ACT.
- 388.155 Rule 5 (2) The acts do not prohibit a district from supporting any pupil regardless of eligibility under these acts. A district may elect to support college level courses or career preparation courses for any pupil if it is in the best interest of the pupil.
- Students must be enrolled in both the eligible school (public or private) and eligible postsecondary institution during the local school's regular academic year and must be enrolled in at least one high school class.
- The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
- districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in the course. Eligible charges do not include transportation or parking costs or activity fees. There will be no transportation provided by RAS. **Students who fail any college course are responsible for all costs including, but not limited to, tuition and books.**
- The law requires a pupil to designate whether the course is for high school or postsecondary credit, or both at the time of enrollment. Pupils also are required to notify the high school of his/her decision. Pupils taking more than one postsecondary course may make different credit designations for different courses. Pupils designating courses for high school credit will count towards the pupil's high school GPA.
- In its Guide for the College Bound Pupil Athlete, the National Collegiate Athletic Association (NCAA) requires that all core courses used for collegiate athletic eligibility must indicate a grade and be calculated in to the pupil's high school GPA. This requirement only pertains to Division I or II collegiate athletes. It is of great importance that pupils are informed of these regulations and offered the opportunity to request a grade on their transcripts.

### **Direct Credit – Baker College**

- What makes direct credit different from dual enrollment classes is that they are taught by high school teachers who have been credentialed as college instructors. Direct credit college classes will be used at both the high school and college level. Grades and credit will be recorded on an official high school transcript and count towards GPA. **Students who fail any Baker College course are responsible for all costs including, but not limited to, tuition and books.**

### **Career Center**

Students attending the Career Center will have the total number of credits required for graduation reduced by .5 for each semester of attendance at the Career Center and must meet the following criteria to enroll:

- Juniors and seniors only
- Must have a good attendance record (less than 10 days absent per semester)
- Must have a good behavioral record
- Must not be credit deficient
- Must be enrolled in at least 3 courses at Ruyard High School each semester
- Pupil's grade will count towards high school GPA.

### **Work-Study Students**

Students interested in work-study opportunities must submit a proposal to be approved by the principal prior to scheduling. This will include how the work-study relates to the student's career choice as reported in the EDP (Educational Development Plan.) Students must also meet the following guidelines:

- Seniors only
- Cannot work for own parents
- Students will sign a contract which binds them to:

- Turning time sheets in weekly by Monday morning.
- First occurrence of late reports will result in a reduced letter grade
- Second occurrence of late reports will result in the student being dropped
- Calling employer on the day they will be absent, same circumstances as above
- Not attending work if they are unable to attend school
- Signing in and out of the office when leaving or entering the building
- Completing a daily log of actions or functions performed on the job, submitted monthly to counselor.
- Must, after approval of work-study site, attend an orientation meeting held by counselor with their parents to discuss contract rules and consequences
- Must have good attendance record (no more than 10 absences per semester)
- Must have a good behavioral record
- Must not be credit deficient

### **Independent Study**

Students interested in scheduling an Independent Study must submit a course proposal to be approved by the teacher and principal prior to scheduling. This proposal will include course goals and assessment method. Students must also meet the following guidelines:

- Seniors only - the student must be under direct supervision of the teacher at all times.
- Students must have a 3.0 GPA or higher
- Must have good attendance record (no more than 10 absences per semester)
- Must have a good behavioral record
- Independent study courses must be arranged with High School teachers only
- Students must sign a contract form available from the counselor
- Must already have completed all other available courses in the intended field of study

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the counselor. Students who are on the honor roll for the first three marking periods will be honored by the Scholastic Achievement Council at a banquet.

### **COMPUTER TECHNOLOGY AND NETWORKS**

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

### **STUDENT ASSESSMENT**

The M-STEP, which will include the Scholastic Aptitude Test (SAT) given to high school juniors.

This means that all 11th graders will take this state assessment test in April of each year. It will provide students with a regular Scholastic Aptitude Test (SAT) score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

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

### **State Mandated Testing**

M-Step and SAT will be giving in the spring.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

9th and 10th grade students will take the PSAT during the spring testing.

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

### **Testing Out of High School Classes**

Students may test out of high school classes by attaining the standards required for each class at RAS. These standards may consist of a series of tests, a comprehensive exam, a portfolio, performances, papers, projects, and/or presentations. These standards must be completed by the end of each semester. Please contact the guidance counselor and principal to fill out paperwork requesting to test

out of a particular high school class prior to the beginning of the semester. Students will follow the guidelines and meet the required standards to obtain credit.

Credit earned according to this policy will be based on a “pass” grade and will not be included in the computation of the grade point average for any purpose. Credit earned according to this policy will count toward fulfillment of a requirement for a subject area course and fulfillment of the requirement related to course sequence and number of credits.

A course does not qualify for “testing out” where there is no requirement to “exhibit a reasonable level of mastery.” This may include courses that are performance or participation based in nature.

### **Opportunity for College Testing**

Students who wish to advance their postsecondary education while in high school may take advantage of the opportunities listed below.

#### **AP and Clep Testing**

Students who earn a B Average (3.00) in any advanced placement classes at RHS will have the AP or CLEP test in that area paid for by RAS.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

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

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

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

## **SECTION III - STUDENT ACTIVITIES**

### **CLUBS AND ACTIVITIES**

**Elementary/Junior High:** Extracurricular activities do not reflect the School curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. Some of these activities may include: basketball, football, swimming, wrestling, cross country, volleyball, drama math counts, Lego club, track and robotics. Interested students/parents should contact the building principal for information regarding participation in any extracurricular activity be it athletic or non-athletic.

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

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include: Student Government, National Honor Society, SLS (SADD), Quiz Bowl, Art Club, FIRST Robotics, MITES, school plays etc. Participation in such activities is subject to the policies and procedures outlined in the Athletic and Co-Curricular Policy which is available in the office.

#### **Student Government**

There are two levels of student government at Rudyard High School: Student Council and Class Officers. The purpose of each is to:

- provide leadership in planning school activities and functions
- develop leadership skills
- understand the democratic process through first-hand experience
- Work with teachers and the principal to develop rules and procedures that will lead to a safe, orderly, fun and productive school environment.

#### **Student Council**

The purpose of the Student Council is to work and plan student-body elections and activities, organize and plan Homecoming events, set up a yearly calendar that outlines all fundraisers, dances, talent shows, lip sync contests etc., approve all fund raising activities and generally promote the traditions of Rudyard Area Schools. The officers of the Student Council are the President, Vice President, Secretary and Treasurer.

### **Class Officers**

Class elections will be held annually in the spring for the following year. Elected offices will include a Class President, Vice President, Secretary, Treasurer and two Representatives to the Student Council. The Class Officers must meet all extracurricular eligibility guidelines and be students in good standing without a chronic disciplinary record. Each class can sponsor activities that are fun and raise money. All class sponsored activities must be approved by the Student Council and the principal. These activities usually include dances, homecoming floats, and community service projects.

### **National Honor Society (NHS)**

Determination of candidates for NHS will be based on the following criteria:

- Must have a GPA of 3.3 or higher
- School, community, and extra-curricular activities will be considered
- Leadership, scholarship, character, and service, including any elected or appointed positions held at school, community, or work activities will also be considered

### **School Social Event Rules**

Requests for school events or dances are made to the Student Council via the principal. Dances will be open to students of Rudyard High School and guests. No Junior High school students will be allowed at high school dances. Students may register a guest (non-Rudyard High School student 20 years old or younger) by a specified deadline on sign-up sheets in the office. A student is totally responsible for a guest's conduct. All guests are subject to approval by the Principal.

No students will be admitted to the dance one hour after the dance starts. With the exception of the Junior-Senior Prom, dances and events will end by midnight and they will not be held on a night preceding a school day.

Sponsoring organizations are responsible for obtaining six chaperones for each event, two of whom have to be faculty members and two parents. The sponsoring organization must also provide a clean-up committee that will set up the cafeteria for regular use.

Students in possession of or under the influence of drugs or alcohol at the dance or party shall be banned from all school dances or parties for a period of one (1) calendar year in addition to any sanctions applied under the discipline code. Law Enforcement will be contacted.

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

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

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

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

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

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

### **ATHLETICS**

Rudyard Area Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact the Athletic Director at (906)-478-3771.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### ***School Attendance Policy***

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have truancy procedures implemented against their parents. A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by fines and imprisonment. Our attendance policy aligns with the guidelines that have been recently established in the Chippewa County

## Truancy Protocol.

- First Contact - 6 Absences. Parent contact will be made by school employee in charge of attendance to discuss the attendance issue. Contact will be attempted by both letter and phone.
- Second Contact - 9 Absences. Parent contact will be made by school employee in charge of attendance to discuss the student's ongoing attendance issue. Contact will be attempted by both letter and phone. A certified letter will be sent to the adults responsible for the student's attendance explaining the attendance issue as well as the adult's responsibilities.
- Third Contact - 12 Absences. An Attendance Planning Meeting will be held at the school. The parent/guardian will be required to attend this meeting. Failure to attend will result in Complaint being filed with the Chippewa County Prosecutor's Office.
- Further Absences - As required by the Compulsory School Attendance Act and the Chippewa County Truancy Protocol a truancy complaint will be forwarded to the County Prosecutor's office for further review and action

Important learning results 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 being on time. This is a habit the School wants to help students develop as early as possible in their school careers.

When your child is going to be absent from school, please phone the school office prior to or on the first day of the absence. If a call cannot be made, the student must present a note signed by the parents/guardian to the office no later than 8:45 A.M. on the day the student returns to school. This note must include the date and reason for the absence. If one of the above is not done the student will receive an unexcused absence. Students receive an excused absence when they are absent for the following reasons: Illness reported by parents/guardian, death in the family, family emergencies, medical appointments which cannot be scheduled outside of the school day, court appearances and other legal business, observance of religious holidays (any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief), and family trips with parents/guardian when prearranged with assignments given in advance of departure, provided reasons are given.

Additional procedures apply to students involved in athletic and co-curricular activities; please see the athletic and co-curricular policy for details. This policy is available in the office.

### Excused Absences

Students receive an excused absence when they are absent for the following reasons: Illness reported by parents/guardian, death in the family, family emergencies, medical appointments which cannot be scheduled outside of the school day, court appearances and other legal business, observance of religious holidays (any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief), and such other good cause as may be acceptable to the superintendent or his designee. When excused absences reach 10 days, we may request a doctor note for any further absences to be excused. Once a high school student has accumulated ten absences in a class, within a semester (regardless if they are excused or unexcused), any future absences (regardless if they are excused or unexcused) will result in the student receiving no credit for those absences. Students may appeal to the attendance committee. The attendance committee's decision to grant or deny credit is the final decision in the appeal process.

### Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse, **and without parent contact to the school by telephone call prior to returning to school or note when returning to school**, shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state. No credit shall be given for any schoolwork not completed as a result of having an unexcused absence.

### Junior/Senior High School Students returning to and leaving school

Students returning to school after an absence must sign in at the office prior to returning to class and receive an admit slip from the office. Failure to sign in will result in the absence being considered unexcused and treated as skipping.

Students who plan to leave the school between 8:25 and 3:18 **must have a permission slip signed by a parent/guardian or have a parent/guardian contact the school office by phone prior to the time they must leave class**. For least disruption to class, no student will be released without prior arrangement and notification to the office. Students must sign in and out with a secretary or the principal. Dual enrollment, and work-study students must also sign in and out. Once students sign out they must leave campus.

### Family Vacations

Parents are encouraged not to take their child out of school for vacations. In the event there is no other time to schedule your vacation, we request at least two weeks prior notice by discussing the matter with the principal and the student's teacher(s) to make necessary arrangements. Students need to obtain a Pre-Arranged Absence Form from the office and submit it to all their teachers for their signatures and assignments. Every effort should be made to avoid such absences from school.

### College Visits

Juniors and Seniors who wish to explore career and or post-secondary educational options are encouraged to arrange such visits through the guidance office. Any such visits arranged through the guidance office will be excused as school related up to two days per semester. Where special circumstances warrant extra days due to distance or other factors, allowances may be made by the principal in conjunction with the guidance office.

### Tardy Policy

A student who is not in his/her assigned location by 8:20 a.m. at Rudyard Elementary, or at second bell in middle school and high school shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Students who are habitually tardy shall be disciplined according to the Chippewa County Truancy Protocol. Three unexcused tardies will equal one half day unexcused absence.

**A tardy is defined as not being inside the classroom when the bell begins to ring. This is the universal rule for being considered “tardy” for all classrooms in the middle/high school.** Individual teachers have the option to include additional tardy rules for their own classroom. Students will be considered absent (not tardy) if they miss more than the first ten minutes of a class period. In the elementary, any student arriving after 9:15 am will be considered absent (not tardy) for the am. Also, any student arriving after 12:30 pm will be considered absent for the entire day.

### Excused tardy

A tardy will be considered excused provided that parental contact has been made according to the absence procedures and the student has checked in at the office. Students tardy for other reasons (bathroom, late leaving prior class, personal issues) will be considered excused at the discretion of the teacher. In such instances students are encouraged to report to the teacher for attendance prior to taking care of these other matters.

### Unexcused tardy

Any tardy not otherwise excused will result in disciplinary action. Unexcused tardies will be dealt with in the following manner:

1 <sup>st</sup> Tardy	Verbal warning.
2 <sup>nd</sup> Tardy	Student contacts parent from classroom. Warning is issued
3 <sup>rd</sup> Tardy	Student has chosen to go to the office.
4 <sup>th</sup> Tardy	Student has chosen to go home (suspension) and will be readmitted with a parent meeting

Tardies will start over at semester.

### Skipping

**Students will be considered truant/skipping each hour they are inexcusably absent from their assigned location without parental or staff knowledge.** Skipping also includes the misuse of hall passes, leaving classes without permission, being out of your assigned area for more than ten minutes, violation of closed campus or other related offenses. Truancy/skipping demonstrate a deliberate disregard for the educational program and are considered as a serious matter, which is considered a general misconduct offense.

### Hall and Classroom Passes

Students are required to have a hall pass whenever outside of the classroom during regular class time. Direct contact must be made via phone between teachers for a student to receive a pass to another classroom. All passes will be at the discretion of the teachers. Failure to present a pass when asked will be considered skipping (see above).

### Closed Campus

All students except seniors have a closed campus and are required to remain in the school building from the time the buses arrive until 3:18 P.M. This applies to all students. Seniors who leave school property without parent permission by way of the open-campus permit and students otherwise in violation of this policy will be considered skipping. All other students (grades 7-11) should remain on campus and should not be signed out for lunch. Students are not to loiter in the hallway between the administrative office and the library or the entranceways to these areas during lunch.

### Age of Majority

A student, upon reaching eighteen (18) years of age, has reached adult status according to Michigan law. Obtaining adult status does not exempt the student from school policies or rules. If a student reaching the age of 18 wishes to assert the age of majority status for the purpose of limiting access to their educational records, it is his/her responsibility to pick up the appropriate form in the office, obtain the proper signatures, and return it to the office. Proof of age of majority must be made by the driver's license or birth certificate. Parent contact will still be required to excuse absences and in disciplinary hearings unless other arrangements have been made. Students 18 years of age or older may be excluded from school and recommended for adult education classes if their lack of attendance and or proper discipline demonstrate a lack of serious educational effort.

### Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. **If a student is suspended and school is cancelled, the suspension will continue for an additional day(s)**

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 high school office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

### **Make-up of Tests and Other School Work**

Students who have an excused absence from school or who have been suspended, shall be given the opportunity to make-up work that has been missed. The student should contact their classroom teacher as soon as possible to obtain assignments.

Make-up work due to suspension must be completed within five days after returning to school. Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student and parent should consult with the classroom teacher to arrange for taking the test.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

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

### **CODE OF CONDUCT**

A major component of the educational program at Rudyard Area Schools 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:

- A. abide by national, state, and local laws as well as the rules of the school;
- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. 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;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;
- H. 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.

Parents should consider the following questions when dressing their child for school:

- Does my child's clothing expose too much? (no)
- Does their clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my child's clothing? (no)
- Is my child dressed appropriately for the weather? (yes)
- Do I feel comfortable with my child's appearance? (yes)

**If a staff member has a student(s) inappropriately dressed, they are to contact the Office and have student report to the Office. The student will be instructed to go home and change his or her clothes to meet dress code requirements.**

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. It is the expectation of the principal and staff at Rudyard Area Schools that students:

- Will remove their coats and hats upon entering the building and leave them in their lockers for the duration of their stay in the building.
- Will not have any type of personal adornment, tattoo, clothing, or personal graffiti that contains words or symbols that offend community standards. This includes, but is not limited to, words or symbols of a profane, inflammatory, or sexual nature or any word or symbol associated with any gang or hate group.
- Will not have any type of personal adornment, tattoo, clothing, or personal graffiti that contains words, symbols, or any reference to any alcohol, drug, or tobacco product.
- Will dress in a manner that is not excessively revealing.
  - Students should not wear tank tops or other clothing that will display bare midriffs, bare backs, or bare shoulders unless in gym class and required by the teacher.
  - Students should not wear sleeveless tops, unless the top has a collar (not a ribbon knit edging), tops with excessively plunging necklines, and sheer fabrics that display skin or undergarments.
  - Students wearing skirts, dresses, or shorts should ensure that the entire garment is no shorter than two inches above the knee when in standing position.
- Will not wear any manner or style of dress that indicates gang membership. This includes but is not limited to excessively baggy pants and colored bandanas or any headband wider than 1”.
- **Will not wear clothing that has holes that skin might be seen through, anywhere 2” above the knee or higher. Pants/jeans will be worn up on the hips.**
- Will not wear any item that could pose a potential safety hazard, including, but not limited to, cleats, chains, studded jewelry, and sunglasses.
- Will wear shoes or some other manner of appropriate footwear (excluding slippers).
- **Will not wear pajamas, pajama pants, or slippers.**
- **Hats, hoods, and bandanas are not allowed in the school building during regular school hours.**
- **Will not wear leggings as pants and will be covered by other clothing to within 2” above the knee.**

All forms of dress will conform to community-accepted standards of decency. Students who cannot immediately alter their manner of dress in an acceptable way will be asked to report to the office until such time as they can bring their manner of dress into compliance. Student refusal to alter manner of dress will be considered insubordination and be dealt with under the disciplinary code. The dress code for co-curricular activities including dances, and sporting events shall be modified in keeping with the more relaxed nature of these activities. These modifications shall include:

- Tank tops, spaghetti strap shirts, and halter tops are allowed, but must be within reason as determined by principal and staff. The following conditions would violate the standards established by the RAS School Board: bare-midriffs, excessively plunging necklines, and sheer fabrics.
- Appropriate hats or other headwear are acceptable.

All other expectations and standards shall apply at such events.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts (or has the potential to disrupt) the educational process or presents risk to themselves or others, they may be removed from the educational setting.

### **Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or wellbeing 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 return them to the student's parents.

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

## **STUDENT DISCIPLINE CODE**

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.

### **The Responsible Thinking Process (RTP) Strategies**

Rudyard Area Schools uses RTP strategies to help students to think about their behavior and develop strategies to handle the situation in a more appropriate and respectful manner. RTP is a behavioral intervention process that teaches students how to think through what they are doing in relationship to the rules of wherever they are (i.e., classroom, cafeteria, playground, hallway, etc.). The key component of this process is its focus on teaching students how to achieve their goals without getting in the way of others who are trying to do the same thing. It teaches students how to take responsibility for their actions by developing their ability to think for themselves while respecting the rights of others. If a student chooses to disrupt the classroom, s/he will be asked some specific questions designed to help the student think about what s/he is doing and give the student the opportunity to correct the behavior. Students may be asked to complete a plan that will further assist them in thinking through what kinds of behaviors would be more responsible in future similar situations.

### **Home Referrals**

Students who refuse to complete a plan, keep a negotiation appointment, choose to go home. At this point, the student will be allowed back in school only after a successful meeting is held with parents and school personnel and a plan is completed by the student. Students who choose to go home will be responsible to make up all work according to the absence policy.

### **Intervention Meetings/Student Assistance Team Meetings**

If there are continued problems with disruptive behavior, an intervention meeting will be called. An intervention meeting may include the student, parents, and appropriate staff. The primary purpose of this meeting is to discuss the problem and to formulate strategies to help the student become more successful. The intervention meeting is an attempt to inform the parents and provide students with every opportunity to succeed.

### **General Classroom Expectations of Behavior**

Individual teachers will assign specific rules and procedures. In general students are expected to do the following:

- Show respect to all individuals in the school community. Any behavior that disrupts the learning environment is considered a violation of this expectation.
- Familiarize themselves with classroom expectations and work diligently on any work they are given. Sleeping is considered to be a direct violation of this expectation.
- Come to class fully prepared for any class work. Students are expected to bring all textbooks, folders and journals, writing implements, and other tools necessary to carry on their role as a student.
- Participate fully in any group activity or teacher sanctioned classroom discussions.
- Be responsible for their study areas. Students will keep study areas clean or will clean the area before leaving the class.
- Card playing is an unacceptable activity in classrooms.
- Food and drink shall only be consumed in the cafeteria or outside the school building (for students who have open campus privileges) unless special arrangements have been made in advance with the principal.

Students who fail to meet any of the above expectations may be subject to disciplinary action.

### **General Classroom Expectations of Behavior**

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety, and welfare of all students and employees of Rudyard Area Schools, the following categories of misconduct have been adopted along with guidelines for the consequences (including suspension and expulsion) when a student engages in such misconduct. These standards of conduct apply to any student who is on the school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. This list is not intended to be exhaustive, and includes, but is not limited to the offenses listed below. In discipline situations the building principal will have the authority to use alternate penalties. This will be done in cases where a different penalty may be in the best interest of the school and the students involved.

Disciplinary action will be taken by the school regardless of whether or not criminal charges result. Any criminal act taking place or related to the school will be reported to the proper authorities 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. Any student who is an accessory, withholds information, or hinders an investigation may also be subject to disciplinary action.

**Rudyard Elementary School's  
Discipline Rubric**

<b>Behavior</b>	<b>Classroom Intervention</b>	<b>1<sup>st</sup> Time</b>	<b>2<sup>nd</sup> Time</b>	<b>3<sup>rd</sup> Time</b>
<u>Low:</u> <ul style="list-style-type: none"> <li>● Inappropriate Language</li> <li>● Disrespectful/Rude</li> <li>● Lying/Cheating</li> <li>● Disruption</li> <li>● Dress Code</li> <li>● Out of Assigned Area</li> <li>● Property Damage</li> <li>● *Low Level Aggression</li> <li>● *Physical Contact</li> <li>● *Verbal Threat</li> </ul>	Verbal Warning Verbal or written warning Verbal or written warning Corrective Action Office Referral	Office Referral Conference with Principal Corrective Action	Office Referral Conference with Principal Parent(s) Contacted by Student Corrective Action	Office Referral Conference with Principal Parent(s) Contacted by Student Silent lunch/recess 1 day Corrective Action
<u>Medium:</u> <ul style="list-style-type: none"> <li>● Profane Language Toward Staff</li> <li>● Vandalism Under \$50.00</li> <li>● Major Disruption</li> <li>● *Fighting</li> <li>● *Medium Level Aggression</li> <li>● *Physical Contact Causing Harm</li> <li>● *Verbal Threat</li> <li>● Repetitious low level behavior</li> </ul>	Office Referral Corrective Action	Office Referral Conference with Principal Parent(s) Contacted by Student 1 day Suspension Student cannot return to class that day Corrective Action	Office Referral Conference with Principal Parent(s) Contacted by Student 3 days Suspension Student cannot return to class that day Corrective Action	Office Referral Conference with Principal Parent(s) Contacted by Student 5 days Suspension Student cannot return to class that day Corrective Action
<u>Severe:</u> <ul style="list-style-type: none"> <li>● Bomb Threat</li> <li>● Arson</li> <li>● Illicit Substance</li> <li>● Weapons</li> <li>● Vandalism Over \$50.00</li> <li>● *Severe Level Aggression</li> <li>● *Physical Aggression</li> <li>● *Verbal Threat</li> <li>● Repetitious medium level behavior</li> </ul>	Office Referral Corrective Action	Office Referral Conference with Principal Parent(s) Contacted by Student 3 Days Suspension Student cannot return to class that day Law Enforcement Contacted as required by law Corrective Action	Office Referral Conference with Principal Parent(s) Contacted by Student 5 Days Suspension Student cannot return to class that day Law Enforcement Contacted as required by law Corrective Action	Office Referral Conference with Principal Parent(s) Contacted by Student 10 Days Suspension Expulsion Hearing Law Enforcement Contacted as required by law Corrective Action

<b>Bus Ticket:</b>	<b>First Time:</b> Conference with Principal Verbal Warning Parent(s) Contacted	<b>Second Time:</b> Conference with Principal Up to 5 days bus suspension Parent(s) Contacted	<b>Third Time:</b> Conference with Principal Up to 10 days bus suspension Parent(s) Contacted	<b>Fourth Time:</b> Conference with Principal Bus suspension remainder of semester Parent(s) Contacted
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7/22/14 – May be revised during the school year.

1. Consequences can be modified based upon the specific situation, age group, relevant board policy, and state/federal law.

2. Time frame is one marking period.

\*For these behaviors please see the Peer Aggression Rubric

**Rudyard Elementary School's  
Peer Aggression Rubric**

Behavior	1st Time	2nd Time	3 or More Times
<p><b>Low:</b></p> <ul style="list-style-type: none"> <li>● Taunting, ridiculing, insulting remarks</li> <li>● Behaviors that would hurt others' feelings, written or spoken</li> </ul>	<p>Conference with Principal Parent(s) Contacted by Student Reflection with Counselor</p>	<p>Conference with Principal Parent(s) Contacted by Student Reflection with Counselor</p>	<p>Conference with Principal Parent(s) Contacted by Student Silent lunch/recess 1 day Reflection with Counselor</p>
<p><b>Medium:</b></p> <ul style="list-style-type: none"> <li>● Name calling related to family, gender, sexual orientation, ethnicity, race, religion, academic ability or appearance</li> <li>● Physical contact such as hitting, kicking, pushing, grabbing, tripping, pinching, etc.</li> <li>● Spitting on others</li> <li>● Verbal threats of physical or emotional aggression.</li> <li>● Telling other kids not to play or hang out etc.</li> <li>● Disrespect of personal property</li> <li>● Spreading rumors</li> <li>● Directed profanity</li> <li>● Repetitious low level behavior</li> </ul>	<p>Conference with Principal Silent lunch 1 day Parent(s) Contacted by Student Reflection with Counselor</p>	<p>Conference with Principal Silent lunch 2 days Parent(s) Contacted by Student Reflection with Counselor</p>	<p>Conference with Principal Silent lunch 3 days Parent(s) Contacted by Student Reflection with Counselor</p>
<p><b>Severe:</b></p> <ul style="list-style-type: none"> <li>● Physical contact intending to or resulting in injury; fighting and similar behavior that results in injury to others</li> <li>● Intimidation: ethnic/sexual harassment, severe threats of emotional or physical violence, etc.</li> <li>● Physical Sexual Harassment</li> <li>● Repetitious medium level behavior</li> </ul>	<p>Conference with Principal Parent(s) Contacted by Student 1 day suspension Student cannot return to class that day Law Enforcement Contacted as required by law Reflection with Counselor Student/parent Re-Entry Conference</p>	<p>Conference with Principal Parent(s) Contacted by Student 3 day suspension Student cannot return to class that day Law Enforcement Contacted as required by law Reflection with Counselor Student/parent Re-Entry Conference</p>	<p>Conference with Principal Parent(s) Contacted by Student 5 day suspension Student cannot return to class that day Law Enforcement Contacted as required by law Reflection with Counselor Expulsion hearing after 10 days  Suspension Student/parent Re-Entry Conference</p>

7/22/14 – May be revised during the school year.

1. Consequences can be modified based upon the specific situation, age group, relevant board policy, and state/federal law.
2. Time frame is one marking period.

## Rudyard Elementary School Behavior Expectation Matrix

Location	Buses	Bathrooms	Lines	Cafeteria	Classroom & Instructional Areas	Hallways, Arrivals & Departures	Playground	Special Events, Assemblies, Field Trips, Extra-Curricular
<u>Demonstrate Respect</u>	<ul style="list-style-type: none"> <li>-Keep bus clean</li> <li>-Show your appreciation by saying thank you</li> </ul>	<ul style="list-style-type: none"> <li>-Knock on stall door before opening</li> <li>-Sit or lift seat</li> <li>-Give others privacy</li> </ul>	<ul style="list-style-type: none"> <li>-Observe personal space</li> <li>-Voices off</li> </ul>	<ul style="list-style-type: none"> <li>-Use quiet voices</li> <li>-Wait your turn</li> <li>-Use table manners</li> <li>-Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>-Keep your classroom clean</li> <li>-Use polite words and actions</li> <li>-Accept others and their differences</li> </ul>	<ul style="list-style-type: none"> <li>-Move to the right</li> <li>-Use quiet voices</li> <li>-Hold door for those coming in behind you</li> </ul>	<ul style="list-style-type: none"> <li>-Take turns</li> <li>-Use kind and encouraging words</li> <li>-Play fair</li> </ul>	<ul style="list-style-type: none"> <li>-Use quiet voices and feet</li> <li>-Eyes on speaker</li> <li>-Show your appreciation with appropriate clapping</li> <li>-Leave places cleaner than you found them</li> </ul>
<u>Ownership Of My Actions</u>	<ul style="list-style-type: none"> <li>-Enter and Exit quietly</li> <li>-Leave it cleaner than how you found it</li> <li>-Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>-Flush toilet</li> <li>-Wash hands with soap and water</li> <li>-Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>-Use only your eyes to admire displays</li> <li>-Keep your hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Get what you need before you sit down</li> <li>-Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Use classroom items properly</li> <li>-Return borrowed items</li> <li>-Follow directions the first time</li> <li>-Complete work</li> </ul>	<ul style="list-style-type: none"> <li>-Go directly to your location</li> <li>-Keep hallways clean</li> <li>-Be kind to hallway displays</li> </ul>	<ul style="list-style-type: none"> <li>-Report problems to adults</li> <li>-Put equipment in its place quickly</li> <li>-Pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>-Enter and exit quietly</li> <li>-Take care of personal needs</li> <li>-Follow directions of adults</li> </ul>

	-Take care of all the belongings you brought	-Use and cruise	- Listening ears -Face forward	-Raise your hand	-Bring proper materials to class -Be on time -Be an active listener	-Have what you need	-Line up when signaled -Follow directions	-Keep your eyes on the speaker
<u>Safe At All Times</u>	-Feet on floor -Stay in Seat -Face Forward	-Feet on floor -Keep water in sink -Keep bathroom clean	-Stay to the right -Walking feet -Single file line	-Keep your food to yourself -Sit with your feet on the floor, bottom on bench, facing table	-Walking feet -Keep hands, feet and objects to self -Sit properly in all areas	-Walking feet -Allow others to pass	-Stay in playground boundaries -Use equipment properly -Walk to and from	-Stay in your personal space -Hands and feet to yourself -Stay with your group at all times

### General Classroom Expectations of Behavior

Minor offenses are handled by the teacher through the use of the minor questions, plan writing, or other classroom consequences such as loss of recess privileges. Minor offenses include but are not limited to the following:

- Classroom disruptions
- Unsafe and disorderly behavior – “Unsafe and disorderly behavior” includes running in the halls, roughhousing, undue noise in the halls, throwing snowballs, consumption of food or beverages in other than designated areas, or other similar disruptive behaviors
- Insubordination, refusal to follow reasonable instructions of school personnel, or suggesting that others defy reasonable instructions or directions
- Excessive Tardies
- Public display of affection – includes necking, kissing or other inappropriate body contact
- Out of assigned area
- Inappropriate language
- Other similar behaviors
- Level One Bullying

### General Classroom Expectations of Behavior

General misconduct offenses include but are not limited to the following:

- Fighting – involving bodily contact and/or statements or actions which directly provoke aggressive actions of another student
- Forgery – falsifying excuses or other school related documents
- Gross insubordination or disrespect of school authorities
- Obscene, vulgar, or profane language, gestures, or communication of any type
- Misuse of books, materials, and equipment including computer equipment
- Gambling – the term “gambling” is defined as directly or indirectly taking, receiving, or accepting any money or other valuable object contingent upon the result of a certain event
- Tobacco (in any form) use or possession of on school property or at school activities – will receive the maximum penalty listed below for each violation. Law enforcement will be contacted for any minor in possession.
- Cheating/Plagiarism

- Harassment that is sexually suggestive or physical in nature.
- Possession of lighters, matches, vape and/or e-cigarettes, or other incendiary devices.
- Violations of the Acceptable Use Policy for technology will be addressed based on the nature of the behavior
- Leaving school grounds or class without permission.
- Skipping.
- Taking or transmitting images or messages (text messaging) during testing is prohibited. If a student is caught transmitting images or messages during testing s/he will fail the test or exam and may be suspended from school.
- Cell phone and all ECD's (using cell phones, ecd's, video games, etc. during school hours 8:00 – 3:18, including lunchtime, for middle school students, and 8:20 – 3:18, excluding lunchtime, for high school students.
- Misuse of school technology
- Disrespect, insubordination, refusal to follow reasonable instruction, suggesting others defy reasonable instructions or not identifying oneself.
- Unsafe and disorderly behavior that is serious in nature, which includes running in the halls, throwing objects, undue noise in the halls or lunchroom, consuming food or beverages outside of the lunchroom.
- Being out of assigned area without permission.
- Level Two Bullying
- Other similar behaviors

Repetitive violations will be reported to the principal as General Misconduct violations and will be subject to the penalties listed for General Misconduct. The parents will be notified by the school after the third offense.

### **High School Procedures and Penalties for General Misconduct Offenses**

Upon report to the office that a general misconduct offense has occurred the principal or his/her designee will:

- Investigate offense and allow the student to defend himself/herself
- Notify the parents of those involved
- Notify police when appropriate

Penalties for any general misconduct violation and subsequent violations, in any combination, shall be as follows:

- FIRST VIOLATION - A warning to a three day suspension from school
- SECOND VIOLATION - Four to six day suspension from school
- THIRD VIOLATION – Seven to nine day suspension from school
- FOURTH VIOLATION - Recommendation for long term suspension or expulsion
- Restitution of property (if applicable)
- Conference with parents before readmitting students

### **Gross Misconduct Offenses**

Gross misconduct offenses include but are not limited to the following:

- Arson – setting of fire.
- Assault and /or battery. The term assault is defined as “A threat or attempt to inflict bodily injury whether the victim has reason to believe the injury may be inflicted, or not.” The term battery is defined as “The wrongful physical touching of a person”
- Bomb threats, false fire alarms, abuse of fire extinguishers and false police reports
- Breaking & entering – unauthorized entry into school property, including but not limited to school buildings and vehicles
- Bullying and harassment – either physical, psychological, or Cyber Bullying that is continual or severe in nature.
- Explosives – explosives are not permitted on school property or at school sponsored activities. This includes ammunition, fireworks, smoke devices, incendiary devices, as well as caustic or noxious substances.
- Extortion, blackmail, or coercion – obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force.
- Indecent exposure
- Sexual impropriety
- Larceny – theft or aiding and abetting a larceny or theft
- Malicious mischief – property damage
- Other violations of federal, state, or local ordinances
- Interfering with or encouraging others to interfere with administration or staff by intimidation with threat of force or violence
- Vandalism – damage to school property or property of others
- Unauthorized possession, sale, or use of illegal or dangerous weapons (knives, pipes, clubs, firearms, or any other object which may be used as a weapon, which could inflict bodily harm)
- Illicit substances – the manufacture, distribution, sale, possession, use, or being under the influence of the following substances is prohibited:
- Alcohol or any alcoholic beverage - will receive the maximum penalty listed and law enforcement will be contacted for any minor in possession

- Illicit drugs - will receive the maximum penalty listed and law enforcement will be contacted
- Any potentially hazardous glue, aerosol, or other chemical substances, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid, for inhalation.
- Any prescription or non-prescription drug, medicine, vitamin, or other chemical including but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other types of vitamins, pep pills, no-doze pills, cough medicines, and syrups, cold medications, laxatives, stomach or digestive remedies, depressants, and sleeping pills not taken in accordance with school district's authorized use of medication procedures
- Steroids, human growth hormones, or other performance-enhancing drugs
- Substances purported to be illegal, abusive, or performance-enhancing, i.e., "look-alike" drugs or "non-alcoholic malt beverages"
- Non-compliance with school personnel during emergency situations including leaving during lockdowns, cell phone use during bomb threats or other similar behaviors
- Trespassing: If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal.
- It shall not be a violation of this policy to use or possess a prescription or patent drug when pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted according to school district policy.
- Obscene, vulgar or profane language, actions, or communication of any type, toward a staff member.
- Manipulating situations or information that results in harming relationships or instigating fights.
- Other similar behaviors

Any criminal acts taking place at school (or any school-sponsored event) or within 1000 feet of school property 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.

Any student who is a participant/accessory to misconduct or hinders/interferes with an investigation will be subject to disciplinary action.

#### **Procedures and Penalties for Gross Misconduct Offenses**

Upon report to the office that a gross misconduct offense has occurred, the principal or his/her designee will:

- Investigate offense and allow the student to defend himself/herself
- Notify the parents of those involved
- Notify the office of the superintendent when appropriate
- Notify police when appropriate

One or more of the following may apply as determined by the principal or his/her designee:

- Suspension – one to ten days
- Recommendation for suspension of more than ten days
- Recommendation for expulsion
- Restitution of property (if applicable)
- Conference with parents before readmitting students
- Section 1311 of the School Code of 1976, MCL380-1311, provides authority to the Board of Education to suspend or expel a student when the student has committed a gross misdemeanor or has engaged in persistent disobedience.

School administrators are authorized by the board of education to suspend a student for committing a gross misdemeanor or engaging in persistent disobedience. Suspension for longer than ten consecutive attendance days may be imposed only by action of the Board of Education. A student may be suspended by the school administrator while charges and a recommendation for expulsion or suspension longer than ten school attendance days is pending before the Board of Education unless otherwise limited by these procedures and/or requirement of law.

The building administrator will promptly provide confirmation of the decision to suspend to the parent or guardian of the student. The notice is to include the length of the suspension, and any special conditions relating to the suspension.

#### **Suspension and Expulsion of Students with Disabilities**

It is recognized that the school district has an obligation under federal and state law to provide a free and appropriate education designed to develop the maximum potential of all students eligible for special education. When a student with certain disabilities engages in a gross misdemeanor or persistent disobedience, the courts have determined such students are not to be punished under the same procedures applied to non-disabled students. Legal procedures will be followed in the disciplining of any disabled student.

In accordance with Section 1311 of the School Code, if the school district possesses reasonable cause to believe that a student is disabled and the school district has not evaluated the pupil in accordance with rules of the State Board of Education, the pupil shall be immediately evaluated by the Intermediate School District of which the school district is a constituent in accordance with the Section

1711 of the School Code of 1976. For purposes of this policy, "reasonable cause to believe that a pupil is handicapped" shall be interpreted to mean that circumstances are observed which lead a reasonable person, acting impartially and without prejudice, to believe that the pupil is disabled.

### **Additional Rules Concerning Suspension**

The following rules will apply for all students suspended from Rudyard Area Schools:

- Student suspension will begin when the student leaves Rudyard Area Schools or at such time designated by the principal.
- Suspension will end when the student is fully reinstated into the school following the suspension. Example: A student suspended one day, Tuesday, will be on suspension until s/he returns to school on Wednesday. A student suspended for two days, Thursday and Friday, will be on suspension until reinstated on the following Monday.
- **If school is cancelled while a student is suspended, an additional day(s) will be added to the suspension. A cancelled day of school does not equal a day of suspension from school.**

Any student suspended from school, partial or full seven hours, on the day of an athletic or extra-curricular activity/event will not be allowed to participate or be a spectator at that activity/event on that date. The above applies to any activity/event on a Saturday when the suspension takes place on a Friday or before a vacation period. Example: If the suspension takes place on Friday, the suspension not ending until the student is reinstated on Monday; the student will not be allowed to attend any school activities or events which take place during that weekend. If the suspension takes place on the day before a vacation period, the student will not be allowed to attend any school activity/event or participate in any practices until the student is reinstated in school after the vacation.

Students who are on suspension will not be allowed on campus until their suspension ends, which is the first full day the student returns to school. Students who violate this will have additional days added on to their suspension. Students will be allowed to make up the assignments they missed while on school-imposed suspension according to policy (see page 32). For suspensions longer than one day students should request work through the office prior to their return.

### **Explanation of Terms Applying to the Student Discipline Code** (Organized by Rule Number)

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

#### **1. Use of drugs**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

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

#### **2. Use of 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. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia, including vape/e-cigarettes, or tobacco products on one's person is also prohibited by this policy.

#### **3. 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 weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

- 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, squirt gun, etc.)

**4. 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.

**5. 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.

**6. Purposely setting a fire**

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

**7. 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. This violation may subject a student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

**8. Any type of communication 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 a school related activity will be considered verbal assault. Any type of communicated threats or assault may result in suspension and expulsion. Any type of communicated 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.

**9. 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.

**10. 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.

**11. 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.

**12. 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 school office. The school is not responsible for personal property. Theft may result in suspension or expulsion.

**13. Disobedience**

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

**14. Damaging property**

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

**15. Persistent absence 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 will lead to activation of the Chippewa County Truancy Protocol.

**16. *Unauthorized use of school or private property***

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

**17. *Refusing to accept discipline***

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

**18. *Aiding or abetting violation of school rules***

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

**19. *Possession of electronic equipment/Using Camera Cell Phones***

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, pagers, cellular telephones, laser pens, and the like without the permission of the school office. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

**20. *Violation of individual school/classroom rules***

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

**21. *Violation of bus rules***

Please refer to Section V on transportation for bus rules (or please refer to bus rules provided by the Transportation Director).

**22. *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.

**23. *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 wellbeing. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

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

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Business Manager at the district administrative office, phone (906) 478-3771. 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 un-welcomed 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 un-welcomed 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 un-welcomed 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 who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.

### **Hazing**

Hazing is also considered a form of harassment and is defined as any type of initiation procedure for any school related activity, which involves conduct such as:

- illegal activity, such as drinking or drugs
- physical punishment or infliction of pain
- intentional humiliation or embarrassment
- dangerous activity
- activity likely to cause mental or psychological stress
- forced detention or kidnapping
- 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 is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

### **Bullying**

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

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

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

- A. threatened or actual physical harm;
- B. un-welcomed 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 or impeding student movement;
- G. electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., myspace.com, facebook.com) to harass through unpleasant or aggressive messages.

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

Physical Bullying Harm to someone’s body or property		Emotional Bullying Harm to someone’s self-esteem or feeling of safety		Social Bullying Harm to someone’s group acceptance	
Verbal	Nonverbal	Verbal	Nonverbal	Verbal	Nonverbal
<b>LEVEL ONE Bullying:</b> Consequences: Possible Office Referral (warning and/or up to out-of-school suspension)					
Expressing physical superiority Blaming the victim	Making threatening gestures Defacing property Pushing/shoving Taking small items from others	Insulting remarks Calling names Teasing about possessions, clothes, physical appearance	Giving dirty looks Holding nose or other insulting gestures	Gossiping Starting or spreading rumors Teasing publicly about clothes, looks, relationships with boys/girls, etc.	Ignoring someone and excluding them from a group
<b>LEVEL TWO Bullying or Repetitive Level One Bullying:</b> General Misconduct Violation. Consequences: Office Referral (warning, plan, and/or out-of-school suspension)					
Threatening physical harm	Damaging property Stealing Starting fights Scratching or biting Pushing, tripping, or causing a fall Assaulting	Insulting family Harassing with phone calls or over Internet Insulting your size, intelligence, athletic ability, race, color, religion, ethnicity, gender, disability, or sexual orientation	Defacing school work or other personal property, such as clothing, locker or books Communicating mean or hurtful messages by drawings or pictures, including over Internet	Ostracizing using notes, instant messaging, e-mail Posting slander in public places (such as writing insulting comments about someone in the school bathroom)	Playing mean tricks to embarrass someone
<b>LEVEL THREE Bullying or Repetitive Level Two Bullying:</b> Gross Misconduct Violation. Consequences: Office referral.					
Making repeated and/or graphic threats (harassing) Practicing extortion (such as taking lunch money) Threatening to keep someone silent: “If you tell, then [threat]”	Destroying property Setting fires Physical cruelty Repeatedly acting in a violent, threatening manner Assaulting with a weapon	Harassing you because of bias against your race, religion, ethnicity, gender, disability, or sexual orientation	Destroying personal property, such as clothing, books, etc. Writing graffiti with bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation	Enforcing total group exclusion against someone by threatening others if they don’t comply Spreading false rumors, threats, or messages designed to hurt one’s reputation by e-mail or Internet	Arranging public humiliation

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 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.

### 24. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

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

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

### ***Criminal acts***

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

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

### ***Safety Concerns***

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

### ***Profanity***

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

## **DISCIPLINE**

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

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

### **Behavior Intervention Philosophy**

#### **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.

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.

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

#### **Discipline of Students with Disabilities**

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

## **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 the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

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

When a student is suspended, s/he may make-up work missed while on suspension or after the return to school.

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.

Michigan Restorative Practice laws will be followed for any students being considered for suspension for more than 10 days.

### **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 a recommendation for 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 Superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within five days 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.

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

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles and cell phones, 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.

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

### **STUDENT 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 building principal twenty-four (24) hours prior to display.

### **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 guidance counselor.

Adult students (age eighteen (18) or older) must follow all school rules.

If residing at home, adult students should include their parents in their educational program.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student council.

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

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

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The transportation schedule and routes are available by contacting the Transportation Director at (906) 478-3771.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students are allowed two variations in their bus stops: their home address and their regularly scheduled day care ONLY. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change. Any changes to a student's bus schedule must be made prior to 2:00 pm that day or the request of change may not be approved.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time. Parents of kindergarten and preschool students MUST be at the bus stop to pick up their child.

### **BUS/BUS STOP CONDUCT**

In order to provide for the safe transportation to and from school for all students, the following behavior is expected of all students on the bus and at the bus stops.

#### **Waiting for the Bus**

- be on time at the designated loading zone 5 minutes prior to scheduled stop;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter the bus;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing the road until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

#### **During the Trip**

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not to 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 to eat or play games, cards, etc.;
- not to tamper with the school vehicle or any of its equipment.

#### **Leaving the Bus**

- 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. Students are expected to behave in a responsible manner at all times while on the bus and preparing to load or unload from the bus.

Many behaviors cause a safety problem on the bus and at the bus stop. The following list includes some examples of these behaviors that are deemed to be serious misconduct for the bus:

- Lighter/matches possession/use
- Tobacco possession/use
- Alcohol possession /use
- Drug possession/use
- Possession of weapons or explosives
- Concealing or presenting a false identity
- Physical or verbal interference or intimidation of school staff
- Any form of violence, fighting, or provoking aggressive actions by others
- Pornography possession/use
- Spitting at others
- Defacing of the bus/seats
- Repetitive minor misconduct
- Any behaviors judged dangerous by the bus driver (those not listed that create a serious safety problem)

While the following will give some indication as to penalties for serious misconduct, some behaviors are serious enough to warrant more serious consequences including suspension or expulsion from school.

1<sup>st</sup> infraction – Verbal warning for elementary and middle school students

2<sup>nd</sup> Infraction – Up to 5 days suspension from the bus

3<sup>rd</sup> infraction – Up to 10 days suspension from the bus

4<sup>th</sup> infraction – Suspension from the bus for the remainder of the semester

One day of suspension from the bus shall be counted as two, one-way bus trips. At the beginning of the second semester infractions start over.

#### **ELECTRONIC SURVEILLANCE ON BUS**

Electronic surveillance may be used on school grounds and on school buses as a part of enforcement of the school district rules and regulations. This is designed to assure the safety of all students and staff.

**HIGH SCHOOL APPLICATION TO DRIVE VEHICLES ON SCHOOL PROPERTY**

Name of Student \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street No.) (City) (Zip)

Home Phone \_\_\_\_\_ Parent's Work Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Grade \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Vehicle #1: License No. of Vehicle \_\_\_\_\_

\_\_\_\_\_  
(Make) (Model) (Year) (Color)

INSURANCE COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Street No) (City) (Zip)

TYPE OF COVERAGE \_\_\_\_\_

I hereby authorize my son/daughter to drive the above described vehicle(s) to and from school and verify that the information on this form is accurate to the best of my knowledge.

I also understand that if it is determined the driving privilege has been abused; his/her driving permit will be revoked by the school administration.

In connection with this request, I consent to the unlocking, opening, and inspecting of the automobile and its contents while on school premises, based on the reasonable suspicion of a school administrator that the vehicle or its contents may violate law or school rules.

**EXCESSIVE TARDINESS, TRUANCY, SKIPPING, AND OTHER INFRACTIONS ARE GROUNDS FOR REVOKING A STUDENT'S DRIVING PRIVILEGE. THIS WILL REQUIRE THE STUDENT TO RIDE THE SCHOOL BUS OR TO ARRANGE ALTERNATE TRANSPORTATION.**

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

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

Permit Number \_\_\_\_\_

**ACCEPTANCE OF RIGHTS/RESPONSIBILITIES**

**Age of Majority**

A student, upon reaching eighteen (18) years of age, has reached adult status according to Michigan law. Obtaining adult status does not exempt the student from school policies or rules. If a student reaching the age of 18 wishes to assert the age of majority status for the purpose of limiting access to their educational records, it is his/her responsibility to pick up the appropriate form in the office, obtain the proper signatures, and return it to the office. Proof of age of majority must be made by the driver's license or birth certificate. Parent contact will still be required to excuse absences and in disciplinary hearings unless other arrangements have been made. Students 18 years of age or older may be excluded from school and recommended for adult education classes if their lack of attendance and or proper discipline demonstrate a lack of serious educational effort.

I recognize that as a student of majority age I may assume the rights as well as the expected responsibilities of parents of minor students. I understand that I may sign all permission slips and forms requiring parent signature.

I further understand that I am responsible for proper attendance at school and for abiding by the Code of Conduct of the school and that my parents shall be contacted if I am found in violation of school rules.

\_\_\_ I consent to the school sending copies of any documents I am to sign to my parents named below:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ I consent to allow my parents named below access to all my student records:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date of Acceptance



- g) Extensive use for non-curriculum-related communication.
- h) Illegal installation, unauthorized downloading, copying, and/or use of copyrighted digital media. (Includes software, music, or video.)
- i) Allowing anyone to use an assigned account other than the account holder.
  - a) (With the exception of Technology Department student assistant.)
- j) Use of a file-sharing client or program not directly authorized by the District
- c) The District and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice
- d) The District reserves all rights to material stored on or created with district resources and will remove any material which the District, at its sole discretion, believes to be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use the District-approved computer, account, or access to obtain, view, download, or otherwise gain access to such materials.
- e) All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- f) The District and/or Network resources are intended for the exclusive use by their registered users. The student is responsible for the use of his/her account/password and/or access privilege. Excluding use by district technology staff, any problems which arise from the use of a student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- g) The District and/or Network reserve the right to log and monitor all computer activity including but not limited to:
  - a) Internet access
  - b) Email
  - c) other forms of electronic messaging.
- h) All students agree to abide by safe computing etiquette including the following standard practices:
  - a) Ensuring regular scanning of computer for virus activity
  - b) Promptly deleting old files and email messages
  - c) Reporting any possible security problems including compromised passwords promptly to district technology staff.
  - d) Limited and cautious transfer of files from questionable sources.
  - e) Securing computer by logging off or shutting down when it is unattended.
  - f) Receiving authorization before installing software that could potentially compromise the stability or security of the system.
  - g) Shutting down and powering off computer before leaving work.

From time to time, students will create personal and District World Wide Web homepages which may contain names and/or pictures of the Student on the Internet or to newspapers, etc. Additionally, the district will provide student email accounts. **Please initial each of the following activities that you DO NOT want the student participating in.**

- |  |   |
|--|---|
| <input type="checkbox"/> Email   | <input type="checkbox"/> Student Homepage                               |
| <input type="checkbox"/> Picture   | <input type="checkbox"/> Name   |
| <input type="checkbox"/> Transmit picture live as part of a group (Web Camera) | <input type="checkbox"/> Posting class work online with first name only |

The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

I hereby agree to abide by the rules and regulations of system usage outlined above and I understand that failure to do so may result in the limitation, suspension, or loss of privileges as well as other possible disciplinary action including financial liability should it be shown that my actions were willful, malicious, and/or grossly negligent in nature.

Student Signature	Parent/Guardian Signature	Date
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**Field Trips within the Rudyard Area School District**

To support student learning and enhance your child's school experience there may be field trips within the Rudyard Area School District throughout the school year. Please sign below to give permission for your child to travel on district transportation with his or her class for these field trips.

\_\_\_Yes, my children \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, have permission to travel within the Rudyard Area

School District for field trips throughout the year.

Parent Signature: \_\_\_\_\_

**The RAS Handbook is available online. If you wish to have a hard copy, please check box below when returning this form.**

**RUDYARD AREA SCHOOLS  
HOME/SCHOOL COMPACT**

**Student Name:** \_\_\_\_\_ **Teacher** \_\_\_\_\_

*We believe that school performance is a shared responsibility among parents, school, and students. The Rudyard School-wide Team has developed the following Home/School compact:*

*Rudyard Area Schools will provide students with high quality curriculum and instruction, providing the maximum opportunity for success. Communication regarding student progress will include scheduled parent-teacher conferences, periodic progress reports, and reasonable access to staff.*

*Parents will participate in decisions regarding their children’s education, and provide support for their learning. Examples of support include: monitoring attendance, sleep, and homework completion; encouraging positive activities at home; limiting television and video games; increasing reading time; volunteering in classroom or during extracurricular activities.*

*Students will develop goals to help guide progress this year. Please assist in developing these goals. We will discuss your child's progress toward these goals at parent-teacher conferences in November.*

*We agree to uphold the Rudyard Schools Parent/Student Handbook and to work toward the achievement of the student goals identified below.*

**GOAL:** \_\_\_\_\_

\_\_\_\_\_

**GOAL:** \_\_\_\_\_

\_\_\_\_\_

**GOAL:** \_\_\_\_\_

\_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Teacher Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal Signature** \_\_\_\_\_ **Date** \_\_\_\_\_