



REETHS-PUFFER INTERMEDIATE SCHOOL

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Muskegon, MI 49445

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STUDENT HANDBOOK 2020-2021

Dear Parents and Students,

Welcome to Reeths-Puffer Intermediate School. We are excited about all the opportunities and experiences that the 2020-2021 will bring for all of us. This handbook serves as a framework to help define the expectations that we have of all Reeths-Puffer Students, but specifically ALL of OUR students at Reeths-Puffer Intermediate! One of the essential ways that students are successful is with proactive and open communication between home and school. In order for this to be effective, we are inviting you to become involved in a variety of ways. Please look for communication throughout the year that will invite you to become involved in the school community and to interact with your son/daughter(s) educational experience!

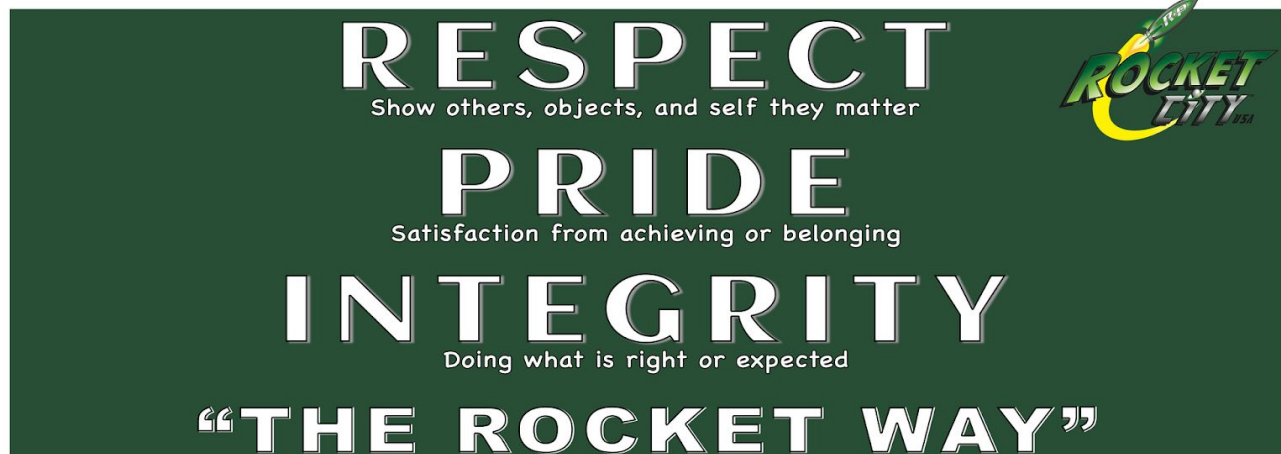
This handbook will serve as a reference document for OUR families and a tool should any questions or concerns ever arise. Our expectation is that you review each section with your student. Additionally, you will receive frequent communication from our teachers and front office, in addition to our school newsletter. Newsletters and this handbook will also be posted on the RPI website. In order to model and promote healthy citizenship and decrease our carbon footprint, we will not be printing a copy for each family. However, hard copies are available by request.

Feel free to contact the office with any questions, comments or suggestions you may have.

Best wishes for the 2020-2021 school year.

Scott Panozzo

Kristia Whitaker



MISSION STATEMENT

The mission of Reeths-Puffer Schools is to maximize the potential of all students and prepare them to compete and contribute as caring, knowledgeable citizens in our rapidly changing world.

NOTICE OF NON-DISCRIMINATION

The Reeths-Puffer School District does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies:

Rob Renes, Human Resource Director, Reeths-Puffer Schools, 991 W. Giles Road., Muskegon, MI 49445, (231) 744-4736.

GRIEVANCE PROCEDURE

The School Board has established specific steps to resolve discrimination complaints. A copy of the procedure is available at all school offices or from the Assistant Superintendent of Business and Operations.

SAFE SCHOOLS

For the safety and security of students, faculty and school, all entrance doors to the building will be locked during the school day except those designated. Only the main office entrance, located at the front of the building, will remain open for students, faculty and other guests to enter the building. Any student opening a locked door for another student or propping open a locked door with an object will be subject to disciplinary action under Refusal to Obey School Officials. The only exception to this policy will be for emergency situations as designated by the school administration.

All visitors to Reeths-Puffer Intermediate must report to the office upon entering the building. Visitors will be issued a visitor's pass, which must be worn while in the building and returned to the office upon leaving, even if only for lunch. School personnel will escort parents to student lockers during the school day.

STATEMENT OF INTENT

Our handbook is not intended to be all-inclusive. We are trying to establish a foundation necessary for a safe and orderly learning environment for students. In the event that something occurs that is not covered in this handbook the building administrator reserves the right to act in a discretionary manner to investigate the alleged action and assess the appropriate consequence.

COMPLIANCE REGULATIONS

Any person having inquiries concerning Reeths-Puffer School District's compliance with the regulations implementing Title VI, Title IX, the ADA, or Section 504 is directed to contact the Director of Administrative Services, 991 W. Giles Road, Muskegon, MI 49445, who has been designated by the Reeths-Puffer Board of Education to coordinate the School District's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, or Section 504.

MODEL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the students' education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
 - a. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
 - a. Parents or eligible students may ask Reeths-Puffer Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - b. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except that FERPA authorizes disclosure without consent.
 - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

DIRECTORY INFORMATION

Parents of Reeths-Puffer school children are hereby notified that the school often publishes for public view the names and/or pictures of Reeths-Puffer students. The purpose varies and may involve honor rolls, attendance lists, special awards, athletic rosters, etc. If, for any reason, you do not wish your child's name to be published, please contact your school office immediately. This notice is in compliance with the Rights and Privacy Act, PL 93.380.

TABLE OF CONTENTS

SECTION I - ORGANIZATION

Board of Education	1
Central Office Administration	1
Building Information	1

SECTION II – ENROLLMENT AND ATTENDANCE

Change of Telephone Number and Address	2
Admissions/Enrollment Requirements	2

SECTION III – ATTENDANCE

Attendance Policy	2
Excused Absences are Those Caused By:	2
Unexcused Absences are Those Caused By:	2
Leaving School during the Day	2
Make-Up Work	3
Parent Notification	3
School Cancellation	3
Tardy Policy	3
Vacations	3

SECTION IV – GENERAL INFORMATION - ACADEMICS

Fines and Fees	3
Cheating	4
Physical Education	4
Report Cards	4
Report Card Marking Periods	4

SECTION IV – GENERAL INFORMATION – DAILY EXPECTATIONS

Animals/Plants in the School	4
Backpacks/Tote Bags	4
Building and Grounds	4
Hallway and Building Behavior	5
Internet Policy	5
Lockers	5
Lost and Found	5
Personal Property	6
School Hours	6
Telephones	6

SECTION IV – GENERAL INFORMATION – PARENTAL INVOLVEMENT

Classroom Visitations	6
Conferences	6
Parent Teacher Organization	6
Parental Involvement	6
School Volunteer Policy	7

SECTION IV – GENERAL INFORMATION – STUDENT ACTIVITIES

Fund Raising	7
Study Trips/Special Events	7

SECTION IV – GENERAL INFORMATION

Student Dress Guidelines	7/8
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SECTION IV – GENERAL INFORMATION – STUDENT MEDICAL/SAFETY	
Fire Alert/Severe Weather Emergency Drills	8
Health Policy	8
Medication	8
SECTION V – TRANSPORTATION	
Bus Conduct Rules	9
Responsibility of Parents	9
Bus Safety Rules	10
Denial of Transportation	11
Transportation Policies on Special Trips	11
SECTION VI – LUNCH/FOOD SERVICE	
Lunch Period	11
SECTION VII - DISCIPLINE	
Search and Seizure	12
Discipline Policy	12
Discipline Philosophy	12
Categories of Misconduct	12
Due Process Procedural Rules and Regulation	12
Bullying	13-15
Criminal Acts Defined	15-16
Teacher-Administered Discipline	16
Displays of Affection	16
Teacher Detention/Office Detention	16
Types of Disciplinary Action	16
In School Suspension (ISS)	16
Out of School Suspension (OSS)	17
Expulsion	17
Student under Suspension or Expulsion	18
Corporal Punishment	18
Michigan Safe Schools Guidelines to Discipline	18-20

It is the responsibility of the parent/guardian to share the content of this handbook with their student(s).

SECTION I- ORGANIZATION

REETHS-PUFFER BOARD OF EDUCATION MEMBERS

Ms. Kim Kelly, President	Mr. Mike Weessies, Vice-President
Mr. Robert DeMuro, Secretary	Mr. Doug Brown, Treasurer
Mrs. Susan Blackburn, Trustee	Mrs. Sonya Hernandez, Trustee
Mr. Chris Brooks, Trustee	

CENTRAL OFFICE ADMINISTRATION

(231) 744-4736

Mr. Steve Edwards	Superintendent
Mr. Rob Renes	Director of Administrative Services
Mr. Nate Smith	Director of Curriculum and Assessment
Mr. Scott Green	Director of Special Education
Mr. Adam Ingalls	Director of Support Services and Transportation
Mrs. Connie Falbe	Director of Food Service

BUILDING INFORMATION

Reeths-Puffer Intermediate School
1500 North Getty
Muskegon, MI 49445
(231) 744-9280, Extensions 2100 or 2151
Attendance line: Extension 2195
Fax (231) 744-7922
Website: www.reeths-puffer.org

MAIN OFFICE PERSONNEL

Mr. Scott Panozzo, Principal
panozzos@reeths-puffer.org

Mrs. Joan Thomas, Secretary

Mrs. Kelley Peel, Counselor

Mrs. Kristia Whitaker, Assistant Principal
whitakerk@reeths-puffer.org

Mrs. Natalie Fox, Secretary

SECTION II – ENROLLMENT AND ATTENDANCE

CHANGE OF TELEPHONE NUMBER AND ADDRESS

It is imperative that the office has up-to-date accurate information. Please notify the office (744-9280 ext. 2100) if your address, work number, daycare provider, home number, emergency numbers, or email addresses change during the school year. These need to be accurate in case your child becomes ill or is injured in school. You may also make these changes in your PowerSchool Parent Portal Account.

ADMISSIONS/ENROLLMENT REQUIREMENTS

The requirements of the Michigan School Code and State School Aid Act will be followed regarding the enrollment of all students in the Reeths-Puffer School District. Specific enrollment questions should be directed to the building administrator.

SECTION III – GENERAL INFORMATION

ATTENDANCE POLICY

Good attendance is very important for success in school. Students who are here every day can expect to gain much from their classes. The State of Michigan requires all children between the ages of 6 and 16 to attend school. Presence in the classroom instills concepts of self-discipline, respect, and concern for others. Such presence also enables a student to hear and participate in class instruction, discussion and other related learning experiences. Attendance, punctuality and participation in class are proper educational values which have a direct bearing on student academic achievement. The following constitutes the attendance penalties and administrative procedures which will be used:

1. Parents/guardians are asked to please call the school office **231-744-9280 ext. 2195** and give the date(s) your child will be absent from school. This call may be done the day before or the morning of the day your child will be absent and the reason for their absence. Every effort will be made to contact those parents/guardians who did not call in their child's absence.
2. Parents are encouraged to contact the school office in the event of a prolonged absence from school so that books and assignments can be picked up by a parent or guardian.
3. Lengthy or repetitive absences will result in the referral of that student to authorities working in the juvenile court system.

EXCUSED ABSENCES ARE THOSE CAUSED BY THE FOLLOWING REASONS:

They will still count as an absence and will be marked as an “EA-Excused Absence” in the attendance report.

1. Illness of the student
2. A family medical emergency (includes the death of a close friend or relative).
3. A medical appointment (doctor, dentist, etc.)
4. Subpoenaed court appearance
5. Attendance at a funeral
6. Others as deemed appropriate by administration

UNEXCUSED ABSENCES ARE THOSE CAUSED BY:

Unexcused Absences will be marked as an “UA-Unexcused Absence” in the attendance report.

1. Failure to communicate a child's absence
2. Oversleeping
3. Missing the bus
4. Being suspended from the bus and not attending school
5. Hair appointments
6. Shopping
7. Others as deemed appropriate by the administration and the office.

LEAVING SCHOOL DURING THE DAY/EARLY DISMISSAL

Parents are asked to send a note prior to picking up students stating the pick up time. For the safety of all the children, any adult picking up a child must report to the office first. Your child will then be contacted to meet you there. Parents are not to go directly to their child's classroom.

MAKE-UP WORK

Make up work is based on teacher classroom expectations. Please contact the teacher via phone or email.

PARENT NOTIFICATION

The following procedures may be followed when a student accumulates five **(5)** or more absences during the school year.

1. Written notice may be sent to the parent or guardian when a student accumulates five **(5)** absences. Included in the written notice may be a request for a conference with the parent and a building administrator for the purpose of discussing the reasons for the student's absences and strategies for improving the student's attendance.
2. A second written notice will be sent to the parent and/or guardian when absences reach ten **(10)** absences. A conference may be requested to discuss reasons for continued absenteeism. At this time possible consequences for continued absenteeism (including involvement with outside agencies and/or Juvenile/Probate Court) will be discussed.
3. Referral to Juvenile Court for students 16 years or younger for truancy or referral to Family Court for parental neglect.

School related absences, absences due solely to hospitalization or long-term home illness, or absences caused by suspensions from school will not be included in the accumulated absences. Truancy and suspensions can be combined in a petition to court for both truancy and school incorrigibility.

SCHOOL CANCELLATION

Weather related school closings and delays are sometimes unavoidable. When it is evident that school will be closed or delayed, every effort will be made to have an announcement out by 6:30 a.m. Announcements may be heard on the following stations: TV 13, TV8, TV 3 or local radio stations. You may also view closing information on our website at: https://www.reeths-puffer.org/downloads/general_pdf/school_closing.pdf and may receive notifications from the school by selecting that option in the parent portal.

TARDY POLICY

Students are expected to be in their classrooms and be ready to begin class on time. School tones will be used at the start and end of the day. If a pattern of tardiness develops, administration will be notified and disciplinary measures may be taken up to and possibly including truancy being filed with the Muskegon County Prosecutor's Office.

Late Arrival - Students must sign in at the office when arriving late to school. They should have a note regarding their tardiness or have their parent/guardian sign them in explaining why they are late. Over-sleeping is not excused. Detention may result on the 3rd unexcused tardy.

VACATIONS

We recognize there will be times when a family chooses to take a vacation during the school year. Due to the importance of continuity in your child's education, we strongly urge families to consider taking vacations during regularly scheduled school break times. Please contact your child's teacher and the office well in advance for possible class assignments. Depending on the circumstances, student work will be given in advance of the family vacation. This will be at the teacher's discretion.

SECTION IV – GENERAL INFORMATION ACADEMICS

EXPLANATION OF GRADES BOOKS AND SUPPLIES

Library books must be returned on the day they are due or a \$.05 per day fine will be assessed. Fines are charged for days school is in session (not weekends or vacation days). Library books may be renewed for two more weeks if necessary.

CHEATING

The faculty at Reeths-Puffer Intermediate School recognizes that cheating is a detriment to one's education. Consequently the following policy has been placed in the student handbook:

Cheating: In the school setting, cheating is defined as taking answers or ideas that are not the students own. Cheating takes place any time a teacher specifically states that students may not work together or share their answers. Penalties will be determined by the teacher in direct communication with the building administration.

PHYSICAL EDUCATION

Physical education is a participation oriented class. Students are graded on their participation, attitude, coach ability, and dressing in proper gym attire. The physical education instructors will explain what constitutes proper gym attire during the first physical education class. Continued disregard for physical education dress codes, including proper footwear, will result in student discipline, and a participation grade deduction. Grades will be determined by the growth process in each individual's pacer test score (x2), mile run (x2), health and wellness sessions, and daily classroom participation. The student will also be evaluated on anaerobic activities, such as push ups, sit ups, flexed arm hang, high plank, pull ups, and the three planes of motion.

Students are allowed to sit out during physical education due to injury. Please send a parent and/or physician's signed note to class if your child is unable to participate, or if there is any medical conditions that we should be aware of during the school year. Depending on the daily activity, students may be required to make up activities (pacer test, mile run) if they're unable to attend physical education class.

REPORT CARDS

Reeths-Puffer Intermediate School will notify parents when report cards are viewable in PowerSchool. Our marking periods will be nine (9) weeks in length, thus students and parents will have access to report cards on Parent Portal four (4) times per school year. .

The faculty and administration of Reeths-Puffer Intermediate School are committed to keeping students and parents informed regarding student performance and achievement. Parents are encouraged to use the Parent Portal account to monitor the progress of students academic performance and attendance. Informational help for Parent Portal is available in the office. It should be clearly understood that both the school and the parents have a responsibility to monitor student performance.

Please be assured that any time parents have questions regarding their child's progress, they are encouraged to contact us. The school will assist parents and direct them to the proper person(s).

SECTION IV – GENERAL INFORMATION **DAILY EXPECTATIONS** **ANIMALS/PLANTS IN THE SCHOOL**

Persons bringing animals into the school must receive prior permission from the building principal. Handling by students must be on a voluntary basis. Staff will notify parents when an animal will be present in the classroom. If an animal has bitten a student and skin has been pierced, the incident must be reported immediately to the school office by the supervising teacher. Principals are to assume responsibility to notify public authorities to have the animal impounded for observation. Public health authorities will determine the appropriate term of confinement of the animal and method of observation. Principals will attempt to notify the parents.

BACKPACKS/TOTE BAGS

Due to the dangers of students carrying backpacks throughout the day and the health implications related to posture, Reeths-Puffer Intermediate School students will not be permitted to carry backpacks to class. Students will still be allowed to carry backpacks to and from school and store them in their lockers during the day.

BUILDING AND GROUNDS

1. The students and staff make every effort to keep our school clean and in a state of good repair. Students should take pride by helping take care of their school and by keeping their building and grounds free of clutter.

2. Students who damage school equipment, including but not limited to furniture will be assessed on the basis of actual costs of repair or replacement, including labor.
3. Remember that others will be using the building and equipment for years to come. School property reflects a picture of those using it.

HALLWAY AND BUILDING BEHAVIOR

1. Students are expected to walk in the hallway and use quiet voices as they move between classes, at lunch, before and after school.
2. Keep hands, feet, and objects to yourself.
3. At no time is there to be any loitering in the restrooms or other grade level hallways.
4. Follow the directions of the staff.

INTERNET POLICY

All students desiring to utilize the Internet must have on file a current Internet Usage Form signed by their parents or guardians. Students without a signed form are not allowed to access the Internet.

1. All Internet usage must be classroom/school related.
2. Users are responsible for all transactions and material received via the Internet.
3. Users accept responsibility for preventing all offensive materials, inappropriate text files or files dangerous to the integrity of the school's network, equipment or software from entering the school's network. Anything that causes discomfort or a feeling of harassment for other users will be considered offensive. Users agree not to utilize any sites with vulgarity, swearing or obscene language.
4. Users agree not to download any software/programs from the Internet onto school computers.
5. Users are responsible for making appropriate use of the electronic mail system and for making only those email contacts that facilitate learning and enhance educational information exchange.
6. The following Internet activities are prohibited:
 - a. Unauthorized entry into a file, whether to use, read, change or for any other purpose.
 - b. Unauthorized transfer, deletion, or duplication of a file.
 - c. Unauthorized use of another individual's identification or password.
 - d. Unauthorized access to telecommunications files or facilities.
 - e. Use of computing facilities which interfere with the work of another student, faculty member or school official.
 - f. Use of computing facilities, including telecommunications facilities, to interfere with the operation of the School District's computing system.
 - g. Violation of copyright, trademark trade secrets or licensing agreement.
 - h. Use of computing facilities for the purchase, sale, and/or advertisement of goods or services.
 - i. Use of computing facilities to interfere with the normal operation of the School District's computing system.
 - j. Any inappropriate use that causes a substantial disruption to the learning environment will result in student discipline.

Disciplinary Action

Users violating any of the procedures or responsibilities detailed above and the Internet Usage Form will face disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school. Users will be required to make full financial restitution for any unauthorized expenses incurred or any damage caused.

LOCKERS

Lockers are provided both as a necessity and a convenience. Students should take pride in the care and maintenance of each individual locker and be good housekeepers at all times. Each student will be held responsible for the appearance of their locker. The locker assigned to each student is his/her personal property for the current school year. In some cases, two students may be assigned to the same locker. The lockers are not equipped with locks and students may not add locks to their lockers. **THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS MISSING FROM LOCKERS.** NOTE: Students are not allowed access to their lockers at times other than before school, before and after lunch, and at the end of the school day unless indicated by their teachers.

LOST AND FOUND

Students should check with the office for claiming or reporting lost or found articles. Items not claimed by the end of the marking period will be donated to local charities.

PERSONAL PROPERTY

Students should label all personal items. The school cannot be responsible for private possessions. Students who ride bicycles to school should park and lock them immediately upon arrival in the designated area. Bicycles are not to leave school property until the buses have left the school parking lot. Students are not to bring skateboards, or any unnecessary money to school. If these items are brought to school inadvertently, they must be given to the teacher for the day. Some students have ELECTRONIC DEVICES as they are allowed on the bus. While this may be true, **cell phones and any electronic devices are not to be seen, or heard during the school hours**. Special accommodations may be granted by a STAFF MEMBER. If a student disregards this policy, the cell phone or electronic device will be taken away and kept in the office and must be picked up at the end of the day. If a student chooses to have these items in school, the school will not be held responsible for any personal belongings, including but not limited to the above items, that are lost, stolen, or damaged while on school property or at any school event. If this occurs multiple times, a meeting with parents will be scheduled.

SCHOOL HOURS

The school day is from 7:45 a.m. to 2:43 p.m. Half day schedule is 7:45 a.m to 10:55 a.m. The school office is open from 7:15 a.m. to 3:15 p.m. Students must be picked up by 3:15 p.m. or at release times, unless they are involved in an extracurricular activity.

TELEPHONES

Telephones in the office are used by the faculty and the administration for official school business. Students will only be allowed to use the office phone with prior permission obtained from a staff member. Students are not allowed out of class to make phone calls unless it is an emergency or urgent situation. Students will be called to the phones ONLY in cases of emergency.

SECTION IV – GENERAL INFORMATION PARENTAL INVOLVEMENT

CLASSROOM VISITATIONS

Reeths-Puffer School District encourages parents and other citizens to visit our buildings. If you plan to visit your child's classroom or confer with the teacher, please call ahead in order to assure that school personnel will be available for an appointment. For the safety of students and staff, we ask that *all school visitors report to the office upon arrival in the building* (even if for lunch). This enables us to know who is in the building and where to contact you if necessary. School visits will need to be approved by both the classroom teacher and building principal at least one (1) day in advance of the visit. Visits by students from other schools will need advanced approval from the building principal ahead of time.

CONFERENCES

In addition to report cards each marking period, parent-teacher conferences are held in the fall and spring. Dates for Fall Conferences and Spring Conferences are to be determined. It will benefit each student if parents meet with teachers. Students should encourage parents to attend the conferences

PARENT TEACHER ORGANIZATION

Reeths-Puffer Intermediate School has an active parent program. Parents are encouraged to support and to become involved in the Parent Connect (P.C.) group and its activities. Please check your school's newsletter and the RPI website for a listing of your P.C. officers, activities and meeting dates.

PARENT INVOLVEMENT

The Reeths-Puffer Board of Education strongly encourages and welcomes the involvement of parents/guardians in all of the District's educational programs. It is recognized and appreciated that parents/guardians are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the schools of the District. Accordingly, the Board encourages participation that may include, but not be limited to: The

development and review of instructional materials; input on the ways that the District may better provide parents/guardians with information concerning current laws, regulations, and instructional programs; and District offerings of training programs to instruct parents/guardians how to become more involved in their child's educational programs. For more information contact your building principal.

SCHOOL VOLUNTEER POLICY

The Board of Education of Reeths-Puffer Schools recognizes the positive impact school volunteers have on our District. Volunteer contributions bring more personal attention to the unique needs of students. By utilizing the various talents of volunteers, we can enhance the learning process.

Student safety is always a concern. In an effort to provide the best learning environment for our students, we require volunteers to complete a School Volunteer – Criminal History Check form which is available in the office. **A new form must be completed each school year.** This background check will only give us information on the volunteer if they were convicted of a crime. Persons interested in volunteering time or services should contact the building principal or classroom teacher for more information.

Assistance provided by parents who volunteer their time, skills and talents to our school is encouraged and appreciated. Information on how you can be of assistance throughout the year will be published in newsletters or teacher notes. You may also call the school office to let them know of your availability. Student teachers and college volunteers are required to meet the requirements of Reeths-Puffer Schools Human Resources Office.

SECTION IV – GENERAL INFORMATION STUDENT ACTIVITIES

FUND RAISING

It is the policy at Reeths-Puffer Intermediate School to keep fund raising activities at a minimum. Yearly fundraisers will be held to benefit the student internal account. All other fundraisers must be pre-approved by the principal. All funds raised through fundraising must be deposited and distributed from an internal account through the financial services office. Organizations not affiliated with the school must receive permission from the principal in order to sell or solicit on campus. Students may not sell items at school to raise money for themselves or other non-school organizations.

STUDY TRIPS/SPECIAL EVENTS

Various study trips are provided for students in the Intermediate School. Any time a student leaves RPI, other than to RP Elementary or RPHS, for a study trip via a vehicle (car/bus), a permission slip must be filled out by a parent. If a student needs an extended opportunity to work on classroom assignments, a teacher may request that a student be excluded from an outside trip. At that time, the teacher will contact the parent, and will also stay behind to offer re-teaching opportunities to the student. This will be at the discretion of the building administrator.

SECTION IV – GENERAL INFORMATION STUDENT DRESS GUIDELINES

Reeths-Puffer Schools takes pride in our student appearance and we know that you will want to help us to continue this tradition. We believe that students dress is a factor in the establishment of an **educational atmosphere**. Clothing should be **APPROPRIATE FOR A TEACHING, LEARNING AND PROFESSIONAL ATMOSPHERE**. Standards of dress that clearly deal with the health and safety of students will be upheld. Student dress should be neat, clean, and promote focus in the educational process. The final decision as to whether dress meets these expectations rests with the administration.

1. Specific health and safety standards may be required in the following departments:
 - a. Exploratory classes
 - b. Physical Education
 - c. Science Education
2. A reasonable cleanliness of person and of wearing apparel is expected as a matter of health.
3. The absence of footwear will be considered a health hazard. We discourage the wearing of “flip-flop” style sandals.
4. See through attire, lace-up clothing/pants will be considered inappropriate.
5. Casual wear is permitted, however, clothing should not be extreme in fit or design. "Short" shorts and/or tank tops and pajama bottoms are inappropriate (**shirts must cover the torso**). Shorts worn to school must be at least fist

- length.
6. Swim attire and certain beachwear will be considered inappropriate.
 7. Attire with vulgar words, profanity, offensive designs or sexual innuendos will be considered inappropriate and will not be allowed.
 8. Wearing apparel promoting the use of drugs, alcohol, tobacco, weapons, extreme violence, blood or using obscene language will not be allowed.
 9. Hats and hoods are NOT to be worn inside the school building.
 10. The Administration and staff using discretion will restrict students from wearing any clothes associated with gangs and violence (i.e. sagging, doo-rags, etc.).

Students who violate these guidelines will be asked to change to appropriate clothing and call home. Students will be referred to the Building Administrator which will make the final determination as to what is appropriate clothing. Students will not be allowed to return to class until the school dress code is met.

SECTION IV – GENERAL INFORMATION STUDENT MEDICAL/SAFETY

EMERGENCY DRILLS

Reeths-Puffer Schools shall make every effort to provide a safe environment for students to study and play and for all employees to fulfill their employment duties and responsibilities. The District's administrative staff shall develop safety rules and practices. Annually, these rules shall be reviewed with all employees and students.

Reeths-Puffer Intermediate will comply fully with all laws regarding required fire drills, tornado drills, and lockdown drills. They will be coordinated with local emergency management, fire, and/or police officials.

In case of fire, the fire horn will be turned on and left ringing until the building is cleared. Posted plans are located in each room. Specific emergency plans are listed. Instructions will be given to you by your teacher. Assemble in class groups outside and away from the building. Do not enter the building until the all clear signal is given. The intercom will be used in the event of a tornado or other emergencies.

Reeths-Puffer Intermediate will participate in two types of Lock Down. Hard lock down - when there is immediate danger and students are locked in their classrooms; Soft lock down – when there is an outside threat all building doors will be locked and students will be retained in their classrooms. 911 will be notified in both instances.

HEALTH POLICY

Parents are requested to inform the school of all communicable and nuisance diseases their children contract. Students enrolling for the first time in Reeths-Puffer Schools will be required to show proof of immunizations. Students will not be allowed to start school without this proof.

Please make the school aware of any health problems concerning your child. We will be happy to cooperate with you in arriving at the best methods for aiding these students. Parents should renew written statements of health concerns every year. These statements would include information about diabetes, allergies, asthma, etc.

As with all communicable and nuisance diseases, parents are asked to inform the school as soon as possible when their child is treated for head lice. Any child treated for head lice *must be seen by a school official* before the student will be allowed back in class. Reeths-Puffer Schools has a NO NIT policy. This means all nits must be removed from the hair before a child will be allowed to return to class. Any child found with nits during a routine class inspection will be sent home to have the nits removed.

MEDICATION

If it is necessary for students to take medication during school hours that their parents/guardians must bring the medication to the office and fill out all necessary paperwork

1. Parents must bring all medication to the office in the original container and fill out all necessary paperwork.
2. Medication must be clearly labeled with the student's name, date, doctor's name, and complete instructions for administration.

3. Medications to be administered regularly each day will not be given in school unless specifically ordered by a physician.
4. Medications which need to be taken at school must be administered by certified school personnel or designee in the presence of another adult.
5. Any form of medication, prescription or over the counter (including topical and/or drops) are not available from school personnel.
6. Over the counter medication may be stored in the office for students to use, if parents have filled out the necessary paperwork.
7. Students may not have ANY medication in their possession.
8. Medication logs are kept in the office.
9. Unused medication must be picked up in the office by a parent/guardian at the end of the school year.

Further information can be found in the School Board Policy article 8670.

SECTION V – TRANSPORTATION

TRANSPORTATION POLICIES

1. Reeths-Puffer Schools will transport students who reside in the district in grades 1 through 12 beyond one (1) mile from the school they attend.
2. All fifth through twelfth grade students may be required to walk up to approximately one mile to a school bus stop.
3. All kindergarten students living between one-half and one mile from the school they attend will be transported.
4. Kindergarten through grade four students may be required to walk up to one-half mile to a regular bus stop.
5. Bus stops will be no closer than ¼ mile apart. Exceptions may be made only when a particular area may warrant additional stops.
6. Students will be transported to and from a babysitter under the following conditions:
 - a. The sitter must be located in the Reeths-Puffer district on the bus route as it is set up for residents for that school year. No special routes will be available for transportation to and from the sitter’s home.
 - b. Arrangements made at the start of each school year must remain consistent throughout that year to avoid liability and potential problems.
 - c. If and when a sitter is changed, notification must be made in writing to the driver and to the Transportation Office.
7. No provision is made for students riding home with another student for any reason.
8. For the safety of our students, they are not allowed to walk to the high school to catch a bus.
9. Except for the specific policies as stated in one through eight, the guidelines and recommendations of the Department of Education shall be followed

TRANSPORTATION POLICIES

The bus driver must pay full attention to driving the bus safely. When pupils do not behave while riding the bus, it becomes very difficult for the driver to pay full attention to driving. Accidents occur when drivers cannot pay full attention to the responsibility of driving the bus safely. All school rules are in effect while riding school busses.

The bus driver is in complete charge at all times. Students are not to question the driver’s authority.

For your safety and that of others, please observe the following rules. The number behind each rule indicates the number of points that will be given for each infraction.

The following will be handled by the transportation department:

1. Disrespect for other students or the driver (3)
2. Littering on the school bus (1)
3. Not being at the bus stop at scheduled time (1)
4. Riding on unassigned bus without approval (2)
5. Being in the roadway or not behaving at the bus stop (2)
6. Not exiting at designated stop (2) Changes must be in writing.
7. Talking in a loud voice or shouting while on the bus (3)
8. Not sitting properly or not sitting in an assigned seat (2)

9. Improper entering or exiting of bus, not obeying the crossing signal (3)
10. Eating or drinking on the bus without permission of the driver (3)
11. Failure to keep head and/or hands inside the bus at all times (3)
12. Throwing objects on the bus or out the windows of the bus (3)
13. Use of any spray container on the bus (3)
14. Other failure to obey driver or bus rule - see comments (3)

The following misconduct will be handled by the Principal's staff and is subject to additional discipline:

15. Use of profane or vulgar language or the use of obscene gestures (5)
16. Blatant disrespect or disobedience of driver (5)
17. Harassment (physical, verbal or sexual) of any other person on the bus (5)
18. Improper use of or tampering with the emergency door or equipment (7)
19. Spitting, biting, hitting, pulling hair or improper touching of another person (7)

The following misconduct will be handled by the Principal's staff, but may also be reported to the POLICE.

These acts may result in expulsion from school and/or loss of transportation privileges.

20. ALL CRIMINAL ACTS:
 - a. VANDALISM - willful destruction or damage of property
 - b. EXPLOSIVES - possession or use of any explosive device (including fireworks)
 - c. TOBACCO PRODUCTS - possession or use of such unlawful products
 - d. LIGHTERS OR MATCHES
 - e. ASSAULT AND OR BATTERY
 - f. ILLEGAL SUBSTANCES or look-alike-drugs - possession or use
 - g. ALCOHOL - use or possession
 - h. INDECENT EXPOSURE of one's private parts or SEXUAL ACTS of any nature
 - i. WEAPONS - possession or use of illegal knives, guns, razors, etc.

Suspension from riding the bus is based on points as follows: (NOTE: POINTS ACCUMULATE for repeat of same offense)

- >1-3 points = One-day Suspension > 4-6 points = Three-day Suspension > 7-14 points = Five-day Suspension
>15-19 points = Ten-day Suspension >20 or more points = Remainder-of-year Suspension

RESPONSIBILITY OF PARENTS

1. To ascertain and insure that their children arrive at the bus stop on time in the morning.
2. To provide necessary protection for their children when going to and from the bus stop.
3. An adult must be present when kindergarten students are dropped off after school. We cannot leave them unless someone is there to receive them. Students will be returned to school if no one is present. As a last resort Protective Services will be called.
4. To accept joint responsibility with the school authorities for proper conduct of their children.
5. To make a reasonable effort to understand and cooperate with those responsible for pupil transportation.

BUS SAFETY RULES

For your safety and that of others, please observe these rules:

1. Be on time and board in a safe and orderly manner.
2. Walk to your seat; remain seated with feet on the floor and facing forward; share seats willingly.
3. Keep aisles clear; hold belongings on lap. Do not bring live animals, glass containers and other fragile items or objects too large to be conveniently transported.
4. Keep hands, feet, arms, legs, hands and all belongings inside the bus.
5. Do not consume food, gum or drinks on the bus.
6. Smoking or using other tobacco products is not permitted on the bus.
7. Do not bring harmful objects - drugs, look-alike drugs, alcoholic beverages, weapons, matches, lighters, aerosol cans - aboard the bus.
8. Leave the bus in a safe and orderly manner, through the front door only, and in full view of the driver. All crossing to the other side of the road must be in front of the bus and with the driver's signal.

DENIAL OF TRANSPORTATION

The privilege of riding any Reeths-Puffer bus may be denied by the bus driver or the administration for violation of safety or behavior standards. Reeths-Puffer busses are Weapons-Free and Drug-Free zones. Violation of these policies could result in the recommendation of expulsion to the Board of Education.

TRANSPORTATION POLICIES ON SPECIAL TRIPS (STUDY TRIPS)

1. Only students, faculty, or other people who are directly connected with such trips are eligible to ride the bus.
2. No student shall do anything which will endanger the safety of other students.
3. At all times, both on the bus and while at their destination, students are expected to exhibit appropriate behavior. Failure to do so will result in the denial of future privileges.
4. Students who GO on the bus MUST RETURN on the bus.
5. In case of emergencies, parents will be notified as soon as possible.
6. All students are expected to be on time for outgoing and return trips.
7. Chaperones or bus drivers may assign seats on bus trips.
8. Any student, who at the time of a study trip, is on ISS, OSS or on a bus riding suspension will not be allowed to ride the bus the day of the trip.

SECTION VI – LUNCH/FOOD SERVICE

LUNCH PERIOD

Lunch Period - All intermediate school students have a 30-minute lunch period. All lunches must be eaten in the cafeteria

Free/Reduced Lunch Program – Applications for free/reduced meals are available in the Food Service office and must be returned to the FOOD SERVICE DEPARTMENT for processing. Families must meet specified federal guidelines to qualify for this program.

Weekly Lunch Procedures – Students may purchase a lunch provided by the school. Our point-of-sales program will require prepayment for breakfast or lunch or you may choose to pay daily. It is preferred that you pre-pay for at least a week or more. Deposits should be made on the first day of the week; however, they can be made at any time in your building kitchen or at the high school Food Service office. Students making deposits on days other than the first day of the week should do so in the morning. The money goes into your child’s account and can be used for breakfast and lunch purchases. Meals may be purchased daily with cash.

Student Numbers - Students will use their student number to access their account. Do not share your student number with others.

Charging – Students may carry a negative balance equivalent to five lunch meals and still be fed their meal of choice. The food service cashier will notify parents regarding negative balances by phone and/or letters sent home. If the negative balance is not paid, the student may be given an alternative meal, this meal may consist of a cold sandwich or non-sugared cereal, fruit and milk.

Change – All money received for deposit will be placed in the student’s account unless accompanied by a note or notation on a check requesting change back. Change will be given upon request when lunch is purchased daily with cash.

Student Prices	Breakfast	Lunch
Reduced	\$.30	\$.40
Paid	\$1.20	\$2.60
Milk	\$.40	\$.40

Adult Prices \$1.85 \$3.75
Adults will not be allowed to charge.

Cold Lunch Students – Students may carry lunch from home. All students (free, reduced or paid) who take milk when bringing a lunch from home will be charged .40 cents.

Allergies – Students with allergies are required to have a doctor’s statement on file in the principal’s office and the food service office stating what the allergy is and what substitutions must be made. This statement must be updated yearly.

SECTION VII – DISCIPLINE

SEARCH AND SEIZURE

School authorities will respect the rights of the students and their lockers, property and person; however, it should be made clear that lockers are the property of the school. Lockers are assigned for the purpose of storing supplies, clothing and other items necessary for the student's education and physical well being. Searches of student lockers or persons will be conducted by the building administrator or his designee when there is **reasonable suspicion** that:

1. It is suspected the student has possession of something which is illegal to possess while on school property.
2. It is believed that a student is using the locker or article in such a way that would interfere with school discipline, the duty of school authorities, or threatens the health, safety, and welfare of other persons.

DISCIPLINE POLICY

These policies were put into effect by resolution of the Board of Education of Reeths-Puffer Schools in 1989 and are reviewed annually. They will be in effect until changed by action of the Board of Education.

DISCIPLINE PHILOSOPHY

It is our belief that discipline develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. Parents and school staff must work together to elicit appropriate behavior from all children. All students are expected to consider the rights, safety, property and feelings of others. If a student has a behavior issue, school officials will work toward correcting that behavior in a timely manner. Each situation will be assessed individually. Teacher room and all school expectations will be clearly stated for all students to see and know. It will be the policy of Reeths-Puffer Intermediate School to use Restorative Practices when applicable. Restorative Practices are a disciplinary option, in which students who have committed offenses will do some or all of the following; meet with the offended parties, take responsibility for their actions, apologize, and make restitution. This option may be invoked at an administrator's discretion and may be used in conjunction with other disciplinary actions for offenses that include, but are not limited to; interpersonal conflict, mean and aggressive behavior, verbal and physical conflict's, theft, damage to property, class disruption, harassment, and cyberbullying.

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 the Reeths-Puffer School District the following categories of misconduct have been adopted along with guidelines for consequences when a student engages in such misconduct. These standards of conduct apply to all school students for all activities of the Reeths-Puffer School District. This list is not intended to be exhaustive and includes, but is not limited to, the following categories listed on pages 18-26.

CATEGORIES OF MISCONDUCT

The commission of, or participation in, such misconduct as described below, in school buildings, on school property, at school sponsored activities, and during travel to and from school is prohibited. Disciplinary action may be taken by the school, in conjunction with, or regardless of whether criminal charges result. In addition, any violation of state or local law may be reported promptly to the appropriate law enforcement authorities. The Board of Education will seek to recover damages from parent/guardian or students who have taken part in any act of vandalism, arson, or theft as described in the Student Handbook to the extent allowed by law. Students at school sponsored off-campus events shall be governed by school district rules and regulations of the Student Handbook and are subject to the authority of school district officials.

DUE PROCESS PROCEDURAL RULES AND REGULATIONS

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of the school district's resources in cooperation with the student and his/her parent or guardian. The administration shall make specific notice of charges against the student as soon as possible after the administration is aware of the problem.
3. A student must be given an opportunity for a hearing with an appropriate school administrator if his/her parent or

guardian indicates the desire for one. A hearing may be held to allow the student and his/her parent or guardian to discuss the facts which may lead to disciplinary action. The student and his/her parents or guardian must be told orally, if possible, and in writing of the opportunity for a hearing.

4. The student (and/or student's representative) has a right to:
 - a. Question each professional member of the staff involved in or witnessing the incident.
 - b. Present evidence on his or her behalf.
 - c. Have an impartial hearing (before a school official not involved in the incident).
 - d. Confront and cross-examine adverse witnesses and present witnesses on his or her behalf.
 - e. Be represented by qualified counsel.
 - f. Obtain a record of the hearing.
 - g. Appeal to a higher authority according to the following list:
 - (1) Assistant Principal 1st hearing
 - (2) Principal 2nd hearing
 - (3) Superintendent 3rd hearing
 - (4) Board of Education 4th hearing

It is the intent of Reeths-Puffer Intermediate School to develop an understanding and appreciation of our representative form of government and the rights and responsibilities whereby necessary changes are brought about. The school is a community and the rules and regulations of the school are the laws of that community. All those enjoying the rights of citizenship must also accept responsibility to respect the laws of the community. It is the responsibility of the administration to design rules, clarify regulations and due process procedures, and take necessary discipline procedures to protect all members of the school community.

BULLYING

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct:

1. Bullying - Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as: Any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:
 - a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
 - b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. Having an actual and substantial detrimental effect on a student's physical or mental health;
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. Retaliation/False Accusation – Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

B. Reporting an Incident

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the responsible school official(s) as defined below.

C. Investigation

All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

D. Notice to Parent/Guardian

If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of bullying and the parent/guardian of the perpetrator of the bullying.

E. Annual Reports

At least annually, the building principal or designee, or the responsible school official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

F. Responsible School Official

The Superintendent (“Responsible School Official”) shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

G. Posting/Publication of Policy

Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations in all school buildings and departments within the District, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent/guardian handbooks.

H. Definitions

1. “At School” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. “At School” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District’s control.
2. “Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
 - a. Substantially interfering with educational opportunities, benefits or programs of one or more pupils.
 - b. Adversely affecting the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
 - c. Having an actual and substantial detrimental effect on a pupil’s physical or mental health.
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
3. “Telecommunications Access Device” means that term as defined in Section 219a of the Michigan Penal Code, supra, as may be amended from time to time. As of January 2012, “Telecommunications Service Provider” is defined to mean any of the following:
 - a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service
 - b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system or facility or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
4. “Telecommunications Service Provider” means that term as defined in Section 219a of the Michigan Penal Code, supra, as may be amended from time to time. As of January 2012, “Telecommunications Service Provider” is defined to mean any of the following:
 - a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.

- b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
- c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Discipline for bullying/mean or aggressive behavior will be appropriate to the severity of offense within the described parameters of the bullying policy.

CRIMINAL ACTS DEFINED

The following statements of offenses requiring corrective action shall not be deemed to limit the rights of the Board of Education or staff, but to establish rules of conduct appropriate to the welfare of the student body and for the maintenance of order and discipline within the school system. The Board of Education, assuming the responsibility granted by law, establishes the following categories of misconduct as those which shall be subject to corrective or disciplinary action, including suspension or expulsion.

1. Citizenship, which includes the following but is not limited to:
 - a. **Violation of state laws, local ordinances**, approved fire and safety codes, civil disobedience, school rules, and regulations.
 - b. **Off Campus Events** - Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school officials shall result in loss of eligibility to attend school-sponsored, off-campus events.

2. Rights, Responsibilities, and Limitations
 - a. **Civil Wrongs** - The following activities are among those defined as criminal under the laws of the State of Michigan and Reeths-Puffer Schools.
 - i. **Arson** - Intentionally setting fire (or attempting to set on fire) to either personal property or school property shall result in immediate expulsion in accordance with the district's arson policy.
 - ii. **Assault** – The Michigan School Code mandates that the Board of Education take the following disciplinary actions for students in grades 6-12 who engage in physical assault or verbal assault:
 1. Physical assault of a school employee, volunteer or contractor – permanent expulsion.
 2. Physical assault of another student – expulsion up to 180 school days.
 3. Verbal assault of a school employee, another student, volunteer or contractor – expulsion up to 180 school days.
 - iii. For purposes of this law and the Board of Education’s Policy the following definitions will apply to these terms:
 1. Physical assault: Intentionally causing or attempting to cause physical harm to another through force or violence.
 2. Verbal threat: Any intentional threat or offer to do bodily injury to another by force, under circumstances which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented. Bomb threats and similar threats directed at a school building, school property or a school-related event are included as verbal assaults.

3. **Sale, Use, Distribution or Possession of Alcoholic Beverages, Illegal Drugs, Unauthorized Medicine, Drugs, or Narcotics, Steroids and/or Inhalants or Imitation Controlled Substances-** Including by use of illustration and not limitation: alcohol, marijuana, steroids, inhalants, heroin, opium, cocaine, LSD, barbiturates, amphetamines, and drugs manufactured for use with animals.
 - a. **Use or Possession**-To the extent that a school may bear the burden of legal and moral culpability when knowledge of student possession or use of illegal substance is known, a specific policy covers four situations.
 - i. In the case of school officials having proof of distribution (any quantity) by a student, the administration will recommend suspension or expulsion. Legal authorities will be notified.
 - ii. In the case of school officials having found in a student's possession a quantity suggesting more than personal use, the administration will recommend suspension or expulsion. Legal authorities will be notified.
 - iii. In the case of school officials having found in a student's possession drug paraphernalia or a quantity of controlled substance which suggests personal use, the administration may recommend

- suspension and/or school probation. The length of suspension would be at the discretion of the school administration. Legal authorities will be notified.
- iv. In the case of school officials having reasonable cause to believe a student is "under the influence" of a drug or controlled substance, the administration will observe the following procedure under normal circumstances:
1. The administration will inform a parent or guardian of the situation.
 2. Legal authorities may be notified.
 3. If a parent or guardian cannot be reached, the school reserves the right to seek professional medical aid unless specifically directed not to do so by the parents in advance of the incident.
 4. After examining the circumstances of the situation, the administration may suspend and/or place the student on probation.
 5. This policy is in force on school property and at any school-related activity, home or away--the purpose of which is to help prevent drug or substance abuse.

The commission of or participation in such activities, as stated above, whether in school buildings, on school property, or at school-sponsored events, is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

TEACHER-ADMINISTERED DISCIPLINE

The core classroom teachers and special classroom teachers are responsible for stating in writing and notifying their students of classroom policies. Teacher administered discipline includes but is not limited to: warning, parental contact and a teacher assigned detention and/or community service. Once these interventions are used and the behavior persists, or depending on the severity of the infraction, teachers may refer the student to the assistant principal.

DISPLAYS OF AFFECTION

Close display of affection between students is not allowed. Displays of affection are embarrassing to others and the following procedures will be used:

1. The offending couple will be identified and a school detention will be given. Written notice of this warning will be given to the building administrator and he/she will contact the parents.
2. Repeat offenses may include disciplinary action as deemed appropriate by administration.

TEACHER DETENTION/OFFICE DETENTION

1. Students who violate a teacher's classroom disciplinary policies may be kept after school. Each student will be given at least 24 hours before the detention is assigned to arrange for his/her transportation.
2. Tardiness and minor cases of misbehavior in the school may warrant detention after school. Students in detention will be expected to do homework or read a book. Students are to make arrangements if an emergency comes up and they cannot stay on the day agreed.

TYPES OF DISCIPLINARY ACTION

Students will be subject to progressive discipline procedures at any time during the school year. A reasonable time between referrals and the magnitude of the infraction will be taken into consideration in regard to the punitive action.

IN SCHOOL SUSPENSION (ISS)

In School Suspension (all day detention) may be served in lieu of (or in combination with) out of school suspension.

The In School Suspension program advocates placing a student who has committed a suspendable offense in an on-campus, highly controlled, isolated environment in which he/she is required to complete assignments under the supervision of an adult. Under this program, a student serves his/her penalty for a violation of school rules while he/she continues his/her education and retains his/her opportunity to earn academic credit. It is the student's responsibility to:

1. Report to the office at the beginning of the day with books, journals, paper and pencils, and any other materials needed to complete work. Students will not be allowed to go to their lockers during the day.
2. While in ISS, it is mandatory that students work independently and quietly. Students are responsible for completing their assignments and returning them to their teachers the following day if they are to receive credit. It is suggested that students bring reading material.

* Rules and Regulations will be given to the student upon receiving the ISS. Those students who are removed from ISS for failure to comply will be sent home that day and may receive OSS the following day. They will eat their lunch in an assigned seat and be responsible for cleaning up after themselves.

OUT OF SCHOOL SUSPENSION (OSS)

Students who are suspended out of school (OSS) must leave school property and may not return without the permission of school authorities or until after the suspension time is over. Students on OSS are not to be on school property and are expected to remain home under parental supervision. Students placed on out of school suspension WILL receive credit for work done during the time of suspension. Students will gather homework assignments and return them to their teachers upon request so that they will not fall behind in their classes.

1. Students/parents will contact office for OSS assignments for more than (1) one day and return the assignments completed the day they return to school from the suspension. (Tests will need to be made up after school the day or the day after his/her return).

Procedure: Students on suspension will be given the opportunity to make up all school work deemed appropriate by the school administrator and the teachers involved. The teacher may set a reasonable deadline for turning in this work. Students must vacate the school premises after receiving a suspension.

1. The building administrator will confer with the person (or persons) involved.
2. The student shall be informed of the specific charge(s) which could be the basis for disciplinary action.
3. The student will have the right to be heard and to present any relevant information to the school administrator.
4. Once the building administrator (or designee) determines that suspension is appropriate, he will:
 - a. Notify the parent(s) or guardian(s) as soon as possible of the suspension, the reason for it and the duration. Notification may be made by any of the following forms: use of the formal Disciplinary Notice to Parent(s) or Guardian(s) form, telephone, home visit, or a suspension letter. Suspensions extending beyond 10 days will be confirmed by a written statement sent through the mail.
 - b. Confer, at the earliest possible time, with the parent(s) or guardian(s) and the student to discuss the conditions for the return of the student to the school setting.
 - c. Advise the parent(s) or guardian(s) and student of their right to appeal the decision.
 - d. Refer to law enforcement agencies when appropriate, as in cases of arson, rape, vandalism, violence, theft, assault, weapons possession, illegal possession of drugs, etc.
 - e. Complete and file, in the building, Discipline Notice to Parent(s) or Guardian(s).

EXPULSION

Expulsion is defined as the termination of enrollment permanently or for an extended period through formal action of the Board of Education.

Procedure:

1. Within 30 calendar days of the offense, a recommendation for the expulsion of a student shall be made to the Board of Education by the Superintendent upon the recommendation of the building administrator.
2. Both recommendations shall be in writing, supported by the essential elements which form the basis for the charges and stating the student's version (if student responded).
3. The student shall be under suspension pending the Board's decision.
4. Prior to the recommendation to expel a student, it is expected that procedures outlined for suspension will have been followed.
5. The parent(s) or guardian(s) of the student shall be advised of their right to a hearing before the Board of Education.
6. Upon written request by the parent(s) or guardian(s) for a hearing before the Board of Education, the Board shall schedule such a hearing within 10 school days, and shall notify the parent(s) or guardian(s) that the hearing will be conducted under the following rules and procedures:
 - A. Written notice shall be given of the time, date, and place of the hearing.
 - B. The student and parent(s) or guardian(s) may be represented by an attorney or other adviser of their choosing.
 - C. The student may present witnesses at the hearing.
 - D. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
 - E. There may be present at the hearing, the principal, the Board of Education's attorney, and such resource people as the President of the Board of Education deems essential to the proper adjudication of the case.
 - F. The Board of Education will act on the recommendation with reasonable dispatch at a regularly scheduled meeting of the Board. If the Board ruling favors expulsion, the Superintendent will notify the parent(s) or guardian(s) in writing of the expulsion and the reasons for it. Such written opinion shall be forwarded to all parties concerned and shall be final.

Students may be expelled from school for:

1. Using or distributing narcotics at school or school related activities
2. Abnormal behavior due to consumption of alcoholic beverages or drugs
3. Extreme truancy
4. Extreme misbehavior, including assault on a school staff member, or school vandalism
5. Violation of school probation for incorrigible behavior
6. Possession, use, or threat to use a firearm
7. Use, threat to use, or concealment of any weapon
8. Sexual Harassment

STUDENT UNDER SUSPENSION OR EXPULSION

When a student is suspended (OSS), he or she may not attend school or activities sponsored by the school during the duration of his/her suspension. When a student is expelled, he or she is dropped from the school rolls and may not return. A student who has been expelled may not attend social events sponsored by the school.

CORPORAL PUNISHMENT

Public Act 521 of 1988 defines corporal punishment as the act of deliberately inflicting physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for offensive behavior. Any person who is employed by or engaged as a volunteer or contractor of a local or intermediate school board shall not threaten to inflict, nor cause to be inflicted corporal punishment upon any student. Within the scope of a school employee's responsibilities, reasonable force may be used to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts. Reasonable force may also be used for the self-defense of another, to prevent a pupil from inflicting harm on himself or herself, to quell a disturbance that threatens physical injury to any person, to obtain possession of a weapon or other dangerous objects upon or within the control of the pupil and to protect property.

MICHIGAN SAFE SCHOOLS GUIDELINES TO DISCIPLINE

MINOR AND MAJOR DISCIPLINARY VIOLATION AS DEFINED IN POWERSCHOOL

Depending on the severity or repetitions, a level I violation may be reclassified as a Level II and/or Level III.

Minor Disciplinary Violations:

- Cheating/Plagiarism - Student commits cheating/plagiarism on daily work or minor assignments NOTE: A cheating/plagiarism minor offense may apply on any first offense
- Display of Affection - Student engages in low intensity verbal and/or physical gestures/ content of an affectual nature. Examples: prolonged hugging, blowing kisses, peck-kissing
- Disrespect - Student engages in brief or low intensity challenging of teacher/adult authority or speaks in a condescending or disrespectful manner to the teacher/ adult. Examples: Talking back, student responds with personal insult to a teacher/adult's request
- Disruption - Student engages in low intensity, but inappropriate disruption. Examples: Shouting out in work areas or in cafeteria, inappropriate noises, off-task talking to other
- Dresscode - Student wears clothing that contains vulgar/drug/offensive language and/or clothing that is inappropriate for the learning climate (e.g. Does not cover shoulders and/or mid-drift)
- Forgery - Student changes dates, times, or names on any school-related document without others permission with the intent to steal or gain privilege to something, but lacks the understanding of the severity of the act of forgery. Example: Student signs "Mom" on signature line on returned note from hom
- Inappropriate Verbal/Non-Verbal Language - Student engages in low intensity inappropriate language and/or gesture directed at other students. Examples: "shut up," "idiot," "four-eyes," "fat." Profanities that are not directed at people, such as swearing aloud to oneself in frustration *(Minor verbal/non-verbal language directed toward an adult will be documented as minor disrespect)
- Non-Compliance - Student engages in brief or low intensity failure to respond to adult requests. Examples: Purposefully ignoring requests by adults to avoid a non-preferred task, student not following school procedures (e.g running in walking areas)
- Physical Contact/Aggression - Student engages in non-serious but inappropriate physical contact. Examples: Unsafe or Rough-Play, Play Fighting, Touching Others, Pushing in line
- Property Misuse - Student engages in low intensity misuse/damage of property. Examples: throwing/breaking pencils, making/throwing paper airplanes inside the classroom
- Tardy - Student exhibits a tardy, as defined by the building handbook

- Technology Violation - Student engages in non-serious, but inappropriate use of technological device(s) . Examples: Using computer/camera/etc. during the school day without direction of the teacher
- Theft - Student is in possession of or responsible for the removal of someone else's property.

School Response to Minor Disciplinary Violations:

School administrators and staff may use appropriate intervention strategies, as determined by local district policies including, but not limited to, staff and student/parent conferences, auxiliary staff interventions and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention. Any of the following intervention strategies and disciplinary actions may be used.

Administrator/student conference or reprimand:

- Administrator and teacher-parent/guardian conference
- Referrals and conferences involving various support staff or agencies
- Daily/Weekly progress reports
- Behavioral contracts
- Change in student's class schedule
- School service assignment
- Confiscation of inappropriate item
- Restitution/restoration
- After-school detention
- Lunch detention
- Denial of participation in class and/or school activities
- Saturday School
- In-school suspension
- Other intervention strategies, as needed
- Out-of-school suspension(short term) from one school day up to and including ten school days
- Law enforcement agency notification

Major Disciplinary Violations:

- Arson- Student attempts and/or participates in burning of property
- Bomb Threat/False Alarm - Student communicates a message of possible explosive materials being on-campus, near campus, and/or pending explosion. Also, when a student intentionally sets off the school's fire alarm when there is no fire or other emergency.
- Cheating/Plagiarism - Student commits cheating/plagiarism on tests, exams, and/or major assignments/projects and/or reoccurring acts of minor cheating/ plagiarism
- Display of Affection - Student engages in high intensity verbal comments and/or physical gestures/content of an affectual nature. Examples: French Kissing, Consensual Sexual-motivated contact **Before Documenting Behaviors as "Major Inappropriate Display of Affection," you must consider/rule out "Major Sexual Harassment."**
- Disrespect - Student engages in repeated or high-intensity challenging of a teacher/adult's authority or uses verbal/non-verbal language in a condescending or abusive manner to the teacher/adult. Examples: Student flips middle finger at the teacher/adult, student targets teacher/adult on a direct or personal level
- Disruption - Student engages in repeated disruption and/ or high-intensity, inappropriate non-compliance. Examples: High Intensity non-compliant behavior which results in the disruption of whole-class, multiple instances of minor disruption behavior.
- Dresscode - Student repeatedly wears clothing that contains vulgar/drug/offensive language and/ or clothing that is inappropriate for the learning climate (e.g. Does not cover shoulders and/or mid-drift)
- Forgery - Student changes dates, times, or names on any school-related document with the intent to steal or gain privilege to something. Examples: Signing parent's name to a note home
- Gang Affiliation/Display - Student uses gestures, dress, and/or speech to display affiliation to or with a gang
- Inappropriate Sexual Conduct/Sexual Harassment - Student exhibits unwelcome sexual conduct *(Consensual sexual activity will be coded as "Inappropriate Display of Affection")**, either verbal or physical, which includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical contact or communication of an intimidating, hostile, or offensive sexual nature. Examples: student passes note requesting sexual favor, unwelcome touching of another's private part. The Board of Education's policy prohibiting sexual harassment and outlining grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the building administrator, Superintendent or Director of Special Education, who has been designated as the school's sexual harassment grievance officer
- Inappropriate Verbal/Non-Verbal Language-Student engages in high-intensity inappropriate language and/or gesture that may include swearing and/or abusive/hate language/gesture, directed toward peers or surrounding circumstances

**** (Major Verbal/ Non-verbal Language directed at an adult will be documented as Disrespect) **** Examples: Student who repeatedly curses during the middle of a class period, student curses at a peer, student flips middle finger at peer.

- **Non-Compliance** - Student engages in repeated acts of failure to respond to adult requests **** (High Intensity Non-Compliance will be documented as a Major Disruption) **** Examples: Student demonstrates multiple/daily instances of minor non-compliance behavior.
- **Physical Contact/Aggression** - Student engages in repeated acts of failure to respond to adult requests **** (High Intensity Non-Compliance will be documented as a Major Disruption) **** Examples: Student demonstrates multiple/daily instances of minor non-compliance behavior.
- **Property Misuse** - Student participates in high-intensity activity that results in potential harm and/or damage/ destruction of property. Examples: Vandalizing/ Damaging school property, inappropriate use of a vehicle
- **Tardy**- Student exhibits excessive tardies, as defined by the student handbook.
- **Technology Violation**- Student engages in seriously inappropriate use of technological device(s). Examples: Watching explicit content, recording inappropriate or illegal activity (e.g. fighting, privacy protected locations)
- **Theft** - Student is in possession of or responsible for the removal of someone else's property, with intent to damage, keep, or sell. Minor theft behavior may be considered as a major if property value (i.e. monetary and/or sentimental) is excessive (e.g. laptop computer, cellular phone)
- **Truancy** - Student skips school/class without parent knowledge or leaves school during the day without permission.
- **Use/Possession of Alcohol** - Student is in possession of or uses alcohol.
- **Use/Possession of Combustible** - Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage. Examples: Matches, lighters, firecrackers, gasoline, lighter fluid
- **Use/Possession of Drugs** - Student is in possession of or uses drugs.
- **Use/Possession of Tobacco/Vapor Cigarette** - Student is in possession of or uses tobacco/vape
- **Use/Possession of Weapons** - Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm. Examples: screwdriver, BB gun, toy gun, pocket knife

School Response to Major Disciplinary Violations:

Intervention strategies are too limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

- Any school response to a MINOR violation, listed above; out-of-school suspension(short term) for one school day, up to and including ten school days

NOTE: Fighting poses an immediate threat to student safety. In most cases, out-of-school suspension is imposed even for a first offense. The length of suspension will depend on severity or repetition.

- Recommendation to the school district Board of Education or its designee for long-term suspension or expulsion.
- Law enforcement agency notification

Where the handbook conflicts the Reeths-Puffer Board of Education policy, Board of Education policy will prevail.