

Reed City Area Public Schools

Reed City High School Student Handbook



**225 W. Church Ave.
Reed City, MI 49677**

www.reedcityschools.org

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Every Student, Every Day -- Commit, Succeed, and Lead

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Welcome Letter / Foreword from Principal

Dear Student & Parent/Guardian:

Welcome to the 2020-2021 school year! At Reed City High School, we strive to provide all students with a quality educational program. We are pleased to have you as a member of our student body, and we look forward to working with you to make our school the best that it can be.

This student handbook was developed to answer many commonly asked questions that you may have during the school year and to provide you some specific information about certain board policies and procedures. This handbook contains important information that you should know. Please note that the district website has further explanation on many of the areas included in this handbook. Should you not see the answers you are looking for, please refer to the Reed City Area Public Schools website at www.reedcityschools.org.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

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

Go Coyotes!

Matt Hudson
Principal

Reed City Area Public Schools Mission Statement

The mission of Reed City Area Public Schools is to provide high-quality educational opportunities that encourage all to reach their highest potential and nurture talents in an environment that connects students, school, and community.

Reed City High School Mission Statement

The mission of Reed City High School is to provide opportunities that challenge and motivate students to perform at high levels academically and socially while fostering positive relationships.

Entry to School Grounds

Persons wishing to visit the school are to make arrangements in advance through the school office. Any person who comes onto school property without registering at the office is trespassing and may be reported to the authorities.

No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student will not be permitted to leave

the school with anyone who is not clearly identified as his/her parent/guardian or an appropriately-authorized person.

Students may not bring guests to the school unless permission to do so has been granted by the principal. No staff member is allowed to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

Section 1: A Day at School

HS Daily Schedule

1st Hour - 7:55 a.m. – 9:04 a.m.

2nd Hour - 9:09 a.m. – 10:18 a.m.

3rd Hour - 10:23 a.m. – 11:32 a.m.

1st Lunch 11:32 a.m. – 12:02 p.m. / A.C 12:07 p.m. – 12:37 p.m.

2nd Lunch 12:07 p.m. - 12:37 p.m. / A.C. 11:37 a.m. – 12:07 p.m.

5th Hour - 12:42 p.m. – 1:51 p.m.

6th Hour - 1:56 p.m. – 3:05 p.m.

Meal Service

All students are to stay at school for their lunch time. We also have a breakfast program for our families' convenience. Breakfast is served in the cafeteria from 7:40 a.m. – 7:55 a.m.

Lunch and breakfast prices have been approved at the following rate:

Lunch: \$2.60

Reduced Lunch: \$0.40

Milk: \$0.35

Breakfast: \$1.75

Reduced Breakfast: \$0.30

A monthly menu is available online at www.reedcityschools.org. You may pay per day or as far in advance as you would like. You may do this online at www.sendmoneytoschool.com.

Free and Reduced Lunch Forms

Registration forms are available in our office upon request as well as on our website (www.reedcityschools.org). Please remember that families eligible for free/reduced lunch also receive the same benefit for breakfast. Please call the office at (231) 832-2224 if you have any questions about the program. A new form must be filled out every August.

Before and After School Expectations

Students should not be on the Reed City High School grounds before 7:40 a.m. unless the student has a specific school sponsored activity the student must attend. Students need to be off school grounds by 3:25 p.m. unless the student has a specific activity they are attending. No students should be in any RCAPS building on weekends unless they are there for a specific activity with adult supervision.

Section 2: Attendance Policy & Philosophy

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year set by the school district.

At Reed City Area Public Schools, one of the greatest determinants of student academic success is regular and punctual school attendance. With this in mind, we ask RCHS families to take school-starting time seriously. Students are expected to be in class, ready to begin the school day at that time. Remember, students arriving late have missed some education and inadvertently disrupt the education of others. **Students arriving any time after the start of school must stop in the office to sign-in and receive a tardy pass before going to class.**

Reporting

If a student is to be absent from school, it is the responsibility of the parent to contact the school by 9:00 a.m. This confirms to school personnel that parents are aware of the absence. If the office is not notified by 9:00 a.m., the absence will be considered unexcused. An automated call will be generated for any student who is marked absent if notification of absence has not been received.

Pre-Arranged Absences for Appointments

It is helpful for parents to schedule medical and dental appointments before or after school hours. If scheduling at these times is not possible, please send a note to the school office with your student or call the office. Parents should always come to the office when picking up a student during the school day and ensure their student is signed out before leaving.

Early Dismissal/Departures and Late Arrivals

No student will be released to a person other than a custodial parent/guardian without written permission signed by the custodial parent/guardian.

Students who drive to school may sign out for valid reasons once parents have notified office personnel and/or have provided the office with written permission (email) to do so. Leaving school without permission will be subject to discipline as outlined in this handbook.

Absence & Tardy Policy

Excused tardies include: late bus and professional appointments (when accompanied by a doctor/dentist verification slip).

Excused absences include: illness, recovery from an accident, professional appointments, mandatory court attendance, death in the immediate family and observance or celebration of a bona fide religious holiday. Other situations will be considered unexcused.

Unexcused Tardy Policy

Students are considered tardy if they are not inside the classroom and seated when the class is scheduled to start. Because excessive tardiness interferes with the educational process, tardiness will count as part of attendance in class and the following disciplinary procedures will be used:

1. Students will be allowed 2 tardies for every class for the trimester. Upon receiving the 3rd tardy, they will be assigned a lunch detention. For the 4th tardy and each subsequent tardy, students will receive an after school detention.
2. Once a student is more than 18 minutes late for a class, the tardy becomes an absence.
3. Excessive tardiness may result in suspension and/or a parent conference with administration.

Employability Policy

Reed City High School strives to provide students the education and skills to be responsible, healthy, and productive citizens, prepared to compete in an ever-changing global community. In each class, students will be graded on a portion of their employability skills. Students will have 5 absences to utilize throughout the trimester without losing an employability deduction. The following deductions will be applied based on the number of absences listed below for each class:

6-8 absences = 10% reduction

9-12 absences = 15% reduction

13+ absences = 20% reduction

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. The following steps will be taken regarding unexcused absences:

- At two (2) unexcused absences – a phone call to parent/guardian to inform of absences.
- At four (4) unexcused absences - an attendance letter will be mailed home and the homeless liaison will be notified.
- At eight (8) unexcused absences – a truancy letter will be mailed home. (If the student is a special education student, the special education supervisor will be notified.) In addition, the case/social worker will meet with the parent/guardian and the student to develop a Truancy Intervention Plan that is signed by all parties.
- At ten (10) unexcused absences, the building principal will refer the family to the Osceola County Truancy Program.

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00 or imprisonment for not less than 2 nor more than 90 days or both.

Vacations during the School Year

Parents are encouraged not to take their child out of school for vacations as it disrupts the planned course of education. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teachers to make the necessary arrangements. It may be possible for the student to receive certain assignments in advance to be completed during their absence.

Skipping Class

Failure to attend class will result in a student/parent/administration communication and the student forfeits the opportunity for making up the work/credit during that period.

1. First offense = after school detention
2. Second offense = in school suspension
3. All other offenses = discretion of administration

Section 3: Health Information

When to Keep Students at Home

Ill children who come to school compromise the health of their classmates and school population as a whole. Because of this, we ask that you help decrease the spread of illness by adhering to the following:

- Children need to stay home at the beginning of an illness.
- A child should be free of a fever, without medication, for at least 24 hours before returning to school

Watch for these signs of illness:

- Vomiting
- Fever
- Cough
- Runny nose
- Chills
- Headaches
- Red, itchy eyes
- Skin eruption
- Unusual flushness
- Sore throat

Emergency Information

Please keep the school posted of all current phone numbers (home and work). If you do not have a phone, it is very important that you give us the phone number of someone who could reach you in case of an accident or if your child becomes ill at school. Please provide more than one phone number. If a telephone number is changed or disconnected, please update your information with the school.

Head Lice

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.

Reed City Area Public Schools adheres to a nit-free head lice policy. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school until it is determined by school officials that he/she is free of head lice.

Health Screenings

The Osceola County Health Department assists Reed City students by conducting vision screenings for our 9th grade students at school. The purpose of the screening program is to aid in the early detection and resolution of any problems that could affect growth or the learning process. Screenings are not meant to diagnose. The health department will contact parents if there is a need for follow up at a free

clinic or doctor's office. Results of the screenings are posted on the individual health cards at school. Referrals for additional screenings at any grade level by parents, students, or staff can be made to the school office.

Immunizations

Any student new to the school system, according to state law, must show proof of immunizations and be current by today's standards to remain in school. Records are reviewed on admission and parents are notified of updates needed. A student enrolling in the district for the first time or enrolling in grade 7 for the first time shall submit one of the following:

1. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
2. A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.
3. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

Injury & Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

The law requires the school to send home a child who is ill. When your child shows signs of illness, it is important for parents to cooperate with their school and pick their children up in a timely manner.

Medications Usage and Guidelines

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing an "Authorization for Administration of Medication Form".

No school or district employee is allowed to administer to any student or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed Authorization for Administration of Medication Form is submitted by the student's parent/guardian. This does not include the emergency administration of an epinephrine auto-injector (EpiPen®) or emergency inhaler by a trained school or district employee as provided under state law.

School policy states that any medication that needs to be taken at school must adhere to the following:

- Medications must be brought to school by a parent/guardian.
- Medications must be in its original container with the original label intact.
- The parent/guardian must sign the medication consent form.
- The prescribing physician must also sign the medication consent form if the medication requires a prescription.
- All medications will only be given according to label directions.
- New authorization forms must be filled out each school year.

The school will not have Tylenol, ibuprofen or aspirin to dispense for any reason. Medication permission slips are available in the office. Students found to be in possession of medication (prescription and/or over-the-counter) without proper authorization will be subject to our school's discipline policy.

Self-Administration of Allergy / Asthma Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided:

1. There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess the inhaler/Epi-pen, and
2. The building administration has received a copy of the written approvals from the physician and the guardian.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Section 4: Academic Information

Philosophy

The faculty and administration of Reed City High School believe that all students can learn and achieve personal success. The school's mission is to provide educational opportunities to challenge and motivate students to perform at high academic levels while fostering positive growth in social/emotional behaviors. There is a commitment to prepare each student for the responsibilities of life and to function within an ever-changing global society.

Admission / Enrolling in the School

In general, Michigan state law requires students to enroll in the school district in which their parent or legal guardian resides. By law, children between 6 and 18 must attend school.

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 birth certificate or similar document
- Court papers allocating parental rights and responsibilities or custody (if appropriate)
- Proof of residency, and
- Proof of immunizations

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state, and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal. 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.

Grading Scale

Grade	Percent	Grade Point
A	93 – 100	4.0
A-	90 – 92	3.67
B+	87 – 89	3.33
B	83 – 86	3.0
B-	80 – 82	2.67
C+	77 – 79	2.33
C	73 – 76	2.0
C-	70 – 72	1.67
D+	67 – 69	1.33
D	63 – 66	1.0
D-	60 – 62	.67
F	0 – 59	0

*Rounding will occur at the tenth position for .5 and above. For example, an 82.5% will become an 83%.

Class Status

A student will be considered a freshman, sophomore, junior, or senior based on the number of credits he/she has earned. The following criteria will be used to determine student grade classification:

9th grade	0 - 7.0	credits
10th grade	7.5 - 14.5	credits
11th grade	15.0 - 22.0	credits
12th grade	22.5 plus	credits

Graduation Requirements

1. Four years full time attendance in high school is required for graduation.
2. Completion of all graduation credit requirements.
3. Completion of the Michigan Merit Examination. It is the philosophy of Reed City Area Public Schools that attaining proficiency on the Michigan Merit Examination will be a positive educational outcome for all students.
4. Seniors absent 6 times or more in any given class during their third trimester may be required to attend school beyond the seniors' last day of school and before graduation to make-up for the absences.
5. All foreign exchange students wishing to participate in graduation ceremonies must pass all of their classes for each of the semesters the student is present.

Michigan Merit Curriculum Course Requirements

English	4 credits
Math	4 credits (Algebra I & II, geometry, 4 th math credit taken senior year)

Science	3 credits (earth science, biology, chemistry)
Social Studies	3 credits (world history, US history, government/economics)
Foreign Language	2 credits
Visual/Performing Arts	1 credit
Physical Education	.5 credit
Health	.5 credit
Additional Coursework	9 credits

RCHS Course Requirements

Freshmen and Sophomores will be required to take a full year of English and math, resulting in students earning an extra .5 credit each year.

Scheduling and Changes

Each spring, students have the opportunity to choose their classes for the following school year. Classes are offered and teachers' schedules are developed to facilitate these choices.

Schedule changes should be requested for the following reasons only:

1. A student fails a required class, or
2. A student is physically unable to participate in the class, or
3. A student wishes to change their Career Pathway.

Therefore, careful consideration should be given to the selections students and parents indicate on the class selection sheet. NO schedule changes will be allowed once the trimester has started unless it falls under one of the reasons listed above. The counseling office is open for appointments two weeks prior to the first day of school in the fall for schedule changes.

Testing Out

Consistent with the Michigan School Code, Reed City High School provides the opportunity for eligible high school students to "test out" of any course. Testing out is also an option for students who have failed a course at RCCHS. If a student wishes to test out of the course he/she has failed, rather than repeat the course, the student must enroll in one of the two test out periods. Enrollment in the test out period must be done through a counselor. One test out period will be in August and the other will be done at the end of the first trimester.

In order to test out, students will need to exhibit mastery of the subject matter of the course by attaining a grade of not less than C+, which equals 77 to 79 % (based on the RCCHS grading scale as cited in the Reed City High School Student-Parent Handbook) in a final examination-like test or final activity for the course. If there is no final exam, the student will demonstrate mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation. Testing out exams and/or other activities to determine mastery will be organized as follows:

1. A one trimester course will employ a single test-out period of up to three hours.
2. In foreign languages, two test-out periods will be employed: one for oral testing and one for written testing.
3. All classes may also employ portfolio, volunteer, project, etc. work in addition to the testing out procedure.

Testing out should not be viewed as a “correspondence course” experience, whereby students study material for a period of time and then attempt a final exam at a later date. The purpose of testing out is to enable students who have acquired a proficiency and skill in certain subject areas to demonstrate their proficiency and progress in the subject area without being required to enroll in courses which are composed of material the student has already mastered. Indeed, our experience has been that the percentage of students who successfully test out of a course is low. Additionally, students and parents should be aware that by successfully testing out of a course, a student will miss participation in class discussions and opportunities to develop higher level thinking skills, which are nurtured by daily contact with the instructor.

A student successfully testing out of a course will be awarded a “credit” with no grade recorded and no effect on the grade point average. A successful test out will be counted toward fulfillment of a requirement within a subject area and will be counted toward fulfillment of a requirement as to course sequence. For example, testing out of a math course will enable a student to take the next course in the math sequence as well as to satisfy one of the math credits required to graduate. Successfully testing out of a course will count towards credits required for graduation from RCHS. Students who successfully test out of a course may not receive credit thereafter for a course lower in course sequence in the same subject area.

The procedure for testing out shall include:

1. It will be necessary for students to submit requests to test out of courses in order to be included in the test out opportunity. The Testing Out Registration Form must be completed three weeks prior to the end of trimester one and two weeks prior to the last day of school for students.
2. There will be a \$10 per class registration and materials fee due when the student submits their registration. If the student passes the test and returns the materials, the full \$10 will be refunded. \$5.00 will be refunded at the time of the test if all borrowed books are returned. During the school year, students who have registered to “test out of a class” according to the above timeline will be able to pick up materials two weeks prior to the end of the trimester. In June, students will receive information about the test and information about each course for which they register to test out.
3. The dates for testing out will be at the end of trimester one and in August.
4. When a student successfully tests out of a course in August, a schedule change for the next school year will, in most cases, be necessary. Students should make an appointment with their counselor immediately following a successful testing out experience.

Guidelines Regarding Externally Earned Credit

Reed City Area Public Schools may grant externally earned credits through approved credit granting institutions only. Students must initiate all requests for external credit with their counselor and fill out the appropriate form. The student must then submit this form to the principal for consideration prior to beginning course work in the external class. Credits earned by correspondence or summer school will not have a grade designation on the transcript and will read “credit” or “no credit.” These credits will not be included in a student’s grade point average.

Home school credits will be awarded as “credit” on the transcript and will only be awarded if the credits were taken through a state or school endorsed program.

Make-up Work, Tests, and Exams

Students with absences that are not school-related or pre-approved have one day (24 hours) for every day absent in which to turn in the work that was missed.

A student is expected to be in attendance for all examinations and tests unless the student is ill or the absence falls in the excused category of the school's attendance policy. Daily work missed as a result of excused absences must be made up in a reasonable period of time according to arrangements made with the teacher. For school related trips of three or more days, the student will be allowed one day for each day of absence to complete missed work. The student will be responsible for making arrangements with the teacher for make-up assignments. Students excused from tests or exams are expected to make them up based on the following points:

1. Students missing only the day of the test are expected to make up the test on the day they return.
2. Students missing a day or more immediately before the test, where the test was announced in advance, will be expected to make up the test on the day of their return to school, unless new material or a review for the test was conducted in their absence. If new material or a review was covered in the student's absence, the student will be given one day to prepare for the test. If a teacher wishes to give additional time, he/she may do so.
3. Make-up tests will be given in the classroom under the supervision of the teacher.
4. The exact time of the make-up test will be determined by the teacher.
5. Students absent during final exams (whether excused or unexcused) will be awarded an INCOMPLETE (I) in the course and must make up the exam within 24 hours of their return to school for the first and second trimesters or within 3 calendar days for the third trimester.
6. In all cases, it will be the responsibility of the student absent during a test or exam to make arrangements with the teacher for the make-up test or exam immediately upon return to school. In cases referring to second semester exams, students might have to make arrangements with an administrator for the make-up exam. Teachers will leave third trimester make-up exams with an administrator.
7. Students may not take exams early during the 1st or 2nd trimester. During the 3rd trimester, early exams will be reviewed by the principal on a case by case basis.

Retaking/Auditing a Class

Auditing is repeating a class for which you have already received credit. Students may choose to do this to gain a better understanding of the course material and/or to improve their grade if their grade was a B- or lower. Students must meet with their counselor to do the necessary paperwork. A student who is auditing a class must complete all class requirements, such as trimester papers, daily assignments, and class tests. Grades and credit for one of the classes (the highest grade) will be recorded on the permanent record for the class audited and the grade will be considered in determining grade point average (GPA), class rank, honor roll, etc. The lower grade will be changed to CR. This CR will not apply to content graduation requirements, but will apply as an elective.

Students who fail a required class must retake it in order to meet graduation requirements. Both grades will appear on the transcript.

State & Local Assessments

All students must take the state approved assessments for the 9th (PSAT 9), 10th (PSAT 10) & 11th (PSAT & SAT) grades. Students under a current Individualized Education Plan (IEP) may be approved for accommodations, appropriate to the students' needs or take the MI-Access test if specified in the IEP. Testing takes place in the spring trimester.

Freshman and Sophomores take the NWEA Measure of Academic Progress (MAP) test three (3) times a year -- in the fall, winter and spring trimesters -- in the areas of reading, language usage and mathematics. Data for the tests are used to show academic growth as well as to help inform teacher instruction.

Cooperative Occupational Training Program (Co-op)

The Cooperative Occupational (Co-op) Training Program's purpose is to allow participating junior and senior students the opportunity to receive on the job training in an area of their career interest. Placement is based on students' interest, abilities, and the student's Educational Development Plan (EDP). During the year the students will have conferences with the program coordinator, and occupational counseling is offered to assist in dealing with employment problems.

Requirement for Registration and Continued Eligibility

1. Students must pass four (4) courses the trimester prior to registration.
2. To remain in the Co-op program, students must be passing four (4) courses. Co-op will be counted as one subject, equal

Dual Enrollment

Effective, April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, which directs school districts to assist students who are in the dual enrollment program in paying tuition and fees (all tuition and fees over the state allowance are the responsibility of the student and or parent) for courses at Michigan public or private colleges or universities (the dual enrollment program applies only during the academic school year), if all of the following conditions are met:

1. The student has earned a Michigan Merit Examination (MME) endorsement in the content areas in which he/she intends to dually enroll, if such an endorsement is available. The student is eligible to take courses in subjects for which there are no endorsements such as computer science, vocational education, foreign language courses not offered by the school, and fine arts programs, as permitted by the district.
2. Public Act 594 of 2004, one of the pieces of legislation that created the MME, requires the Michigan Department of Education to set the scores for students seeking to dual enroll while still in high school. The MME legislation indicates that the Superintendent of Public Instruction is to: "determine qualifying scores for each subject area component of a readiness assessment that indicates readiness to enroll in a postsecondary course in that subject under this act." Staff of the Office of Educational Assessment and Accountability (OEAA) have established passing scores on two examinations, the ACT PLAN assessment and the College Board PSAT assessment. The PLAN and PSAT can be used by sophomores, as well as juniors (in the fall), to qualify for dual enrollment. Once juniors participate in the MME in the spring of their junior year, their MME scores will be used to determine eligibility for dual enrollment.

Passing Scores on all of the tests are determined by OEAA. Reed City Area Public Schools will not fund a student on dual enrollment until Reed City High School is in receipt of the qualifying scores.

College classes that are in session for one semester will be valued at .5 credits toward graduation. Students will be encouraged to take two courses to earn 1.5 credits toward graduation.

Please note that parents do not have educational rights to academic information in college classes under federal laws. Colleges and universities will not release any information to parents unless the student has

waived this right. Even though Reed City Area Public Schools encourages parent-teacher communication, we must adhere to these laws.

Any student who does not earn a grade of a “C” or 73% must refund the district the cost of the dual enrollment class. This amount will be added to the student’s record if unpaid.

MOISD Career Center

The Mecosta-Osceola Career Center is an extension of Reed City High School and students who attend the career center are subject to the same rules and expectations as they are at RCHS. Students who are suspended or expelled from Reed City High School will be automatically suspended or expelled from the career center and vice versa.

Students are expected to attend their career center classes when the MOISD is in session, except if RCAPS is closed for weather. RCHS students who attend the career center are expected to be in class at the designated start times by the career center (e.g. 8:30 am and 12:15 pm). Tardy data from the career center shall be communicated on a regular basis to RCHS, and may affect the granting of credit.

Whenever RCAPS is closed due to weather, and buses are not running at all, then the RCHS students do NOT have to go to the career center, even if the career center is open.

Students are expected to ride the bus to and from the career center. Students will not be able to drive their own vehicles. Should there be an extenuating circumstance, students may apply for a “One Day Driving Permit” that needs to be filled out at least a day in advance and approved by school admini

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student’s teacher, ability, and grade level.

Academic Progress Report

Progress reports are available at any time through skyward or upon request. Students receive notification of their progress weekly.

Academic Integrity

Academic integrity asks that we hold each other to high standards of personal achievement, ethical conduct, and academic honesty. It creates an academic environment in which a student’s search for knowledge is a true and honest reflection of that effort.

Level I violations of Academic Integrity include but are not limited to the following:

- Using an assignment from someone else and submitting it as one’s own.
- Allowing, with knowledge, another student to use an assignment or test to submit as his or her own.
- Looking at another’s test or essay and submitting the work as one’s own.
- Assisting, with knowledge, another student in the act of misrepresenting the content or authorship of his/her school work.
- Using any type of notes or technology without teacher approval.
- Committing plagiarism, which includes but is not limited to the following:

- Quoting or paraphrasing directly all or part of someone else's written or spoken words without documentation within the body of the work.
- Presenting an idea, theory, or formula originated by another person as one's own.
- Using information, which is not common knowledge, including statistics and demographics, without documentation from the source that compiled it.
- Copying or pasting from the Internet or another document material that is not one's own without documentation from the source.

Consequences for Level I violations of Academic Integrity

Level I violations of Academic Integrity will be addressed in the following manner:

1. The first time caught cheating will result in a zero or an "E" on the test, quiz, homework, etc. The teacher will then notify the parent(s) or guardian, the principal or assistant principal, and the counseling office;
2. The second time a student is caught cheating in the same class during the same trimester will result in an "E" for the trimester. The teacher will then notify the parent(s) or guardian, the principal or assistant principal, and the counseling office. A letter will also be sent to the parent(s) or guardian from the office of the assistant principal.

In addition to the above consequences, if a student is a member of or a candidate for membership in the National Honor Society and has committed a Level I violation of Academic Integrity, a meeting with the National Honor Society advisor will take place to determine eligibility status.

A second occurrence of a Level I violation will be referred to the National Honor Society Faculty Council with the likely possibility that the student will be disqualified for membership in or dismissed from the National Honor Society.

If the violation occurs while writing a standardized test sponsored by an agency other than Reed City High School, the agency will be notified of the violation.

A 2nd Level I violation in the same class will result in the failure of the class and a note posted on the student's discipline record as well as on the student's transcript.

Level II violations of Academic Integrity include but are not limited to the following:

- Unauthorized possession, use and/or theft of test materials, answer sheets, teacher materials, computer files, grading programs, and/or altering teacher records.

Consequences for Level II violations of Academic Integrity

Level II violations of Academic Integrity will be addressed in the following manner:

1. Students will be referred to the administration by the teacher with the following consequences: Conference, suspension (1-10 days), potential failure of the course.

In addition to the consequences stated above, if a student is a member of or a candidate for membership in the National Honor Society and has committed a Level II violation of Academic Integrity, a referral will be made to the National Honor Society Faculty Council with the likely possibility that the student will be disqualified for membership in or dismissed from the National Honor Society.

If the violation occurs while writing a standardized test sponsored by an agency other than Reed City High School, the agency will be notified of the violation.

Senior Scholar Honors

Reed City High School recognizes high academic achievement at the annual Senior Honors Night. At the end of the 2nd trimester, seniors will have their cumulative GPA and SAT scores calculated (scores from 3rd trimester will not be used). Calculation will be as follows:

- $(\text{GPA} \times 250) + (\text{SAT score converted to ACT equivalent score} \times 27.778) = 1700$ or above
- Minimum SAT score to be considered is 1230 (ACT equivalent = 26) with a 4.0 GPA
- Example
 - $(4.0 \times 250) = 1000$
 - $(1230 = 26 \times 27.778) = 722.23$.
 - **$1000 + 722.23 = 1722.23$**

Students with a score of 1700 or above will be considered Reed City High School Senior Scholars.

Class ranking will be based on those students who complete the Michigan Merit Curriculum.

Senior Honors Awards

All senior academic honors will be awarded to only those students following the Michigan Merit Curriculum. All awards are based on departmental standards and judgment. To review the criteria, please consult with each individual department chairperson.

Underclass Honor Roll

Students will receive awards for the following academic achievements for the year:

- 4.0 award
- 3.0 - 3.9 award
- Students cannot receive an academic award for a year during which they received a "D" or an "E".

National Honor Society

Reed City High School is proud to host a chapter of the National Honor Society. Membership is available to students beginning in their junior year and is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character.

Section 5: Discipline Policy

Discipline Overview

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. The building administrators may suspend a maximum of ten (10) days for a specific offense. Suspensions for eleven (11) or more days and expulsions must go through the superintendent and/or the Board of Education.

Student Discipline Code

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

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

Major Premise of Discipline & Conduct of a Student

1. Students have the right to be in school. Inherent in that right are students' responsibilities to respect the rights of others and to become actively and productively involved in their academic learning.
2. Good discipline uses logical and realistic consequences. Students who experience consistent, logical and realistic consequences learn that they, themselves, have positive control over their lives.
3. Trust, respect, and courtesy among staff and students should be a constant within our school.

These three qualities provide the foundation upon which behavioral expectations will be based.

Disciplinary Levels

The following behaviors shall be grounds for disciplinary action any time the student is under the jurisdiction of the school. Infractions are divided into (5) disciplinary levels. These offenses result in disciplinary action ranging from detention to suspension/expulsion from school. **Law enforcement agencies will be contacted as it relates to offenses that have legal ramifications.**

Level 1 (1 point) Lunch Detention (one lunch period spent in designated classroom or office)

- Cell phone violation (first offense) -- phone will be confiscated and turned into the office; the phone will be returned to the student at the end of the day. *Students are allowed to have phones in school provided they are turned off and stored in their lockers. The use of cell phones in bathrooms or hallways is prohibited between the hours of 7:55 a.m. and 3:05 p.m.
- Disruptive behavior -- causing minor disruption
- Dress code violation (or students will change into clothing that is compliant with dress code)
- Gambling -- all forms of gambling are prohibited on school property
- Hall pass misuse/abuse
- Hat/hood on in the building (students should remove hats/hoods upon entering building)
- Horseplay -- physical interaction that could lead to minor injury
- Littering -- not placing trash in a proper receptacle
- Loitering -- defined as being in the bathroom and not using the facilities for which they are intended, as well as standing or sitting in the hallway without permission during class time
- Not prepared for class
- Possession of classroom accessories that are not permitted -- backpacks, bags, coats, and purses are not permitted in the classroom. Food and drinks are not allowed unless permission has been given by the classroom teacher.
- Profanity (not directed at an individual)
- Refusal to participate in class
- Sleeping in class

- Tardiness - third tardy in class period for the trimester

Level 2 (2 points) After School Detention (one hour after school [3:10 pm -4:10 pm] in designated classroom -- served on Tuesdays and Thursdays)

- Bullying/harassment -- level will increase to possible removal from school, including expulsion, based on severity of bullying/harassment
- Cell phone violation (second offense) -- phone will be confiscated and turned into the office; parents will be required to come to the school office to claim the phone.
- Disrespectful/rude/discourteous behavior
- Disruptive behavior -- causing major disruption
- Horseplay -- physical interaction that could lead to major injury
- Leaving class without permission
- Misuse of school property
- Profanity/Vulgarity/Obscenity -- inappropriate language, gestures, pictures, etc.
- Public display of affection -- holding hands is allowed; however, engaging in long embraces, sitting on laps, and kissing are prohibited
- Refusing to follow a reasonable request/directive
- Skipping lunch detention
- Skipping on school grounds/Missing class without valid authorization (first offense)
- Tardiness - tardy four or more times in class period for the trimester

Level 3 (3 points) In School Suspension (one day spent in designated area)

- Destruction of school property (level may be increased based on severity)
- Driving in an unsafe manner as reported by school district personnel (driving privileges at school may be suspended)
- Driving violation -- including driving to career center without permission (driving privileges at school may be suspended)
- Forgery -- fraudulently using the written name of another person or falsifying times, dates, grades, addresses, or other data used by the school. Impersonating or having someone else impersonate an adult for any reason.
- Instigating a fight -- using words or actions that could possibly, or do, lead to physical altercation
- Insubordination -- defiance of school personnel (level may be increased depending on situation)
- Possession or use of a lighter
- Providing false information to administration
- Skipping -- leaving school without signing out/permission
- Skipping after school detention (½ Day ISS)
- Skipping on school grounds/Missing class without valid authorization (other than first offense)
- Threaten/Intimidate/Incite violence

*Students who are assigned an ISS will not be allowed to participate in any after school activities -- including practices, games, and dances -- on the date of the suspension.

Level 4 (4 points) Out of School Suspension (up to 10 days off campus suspension from school)

- Displaying forms of gang indicia-- symbols, graffiti, clothing, etc.
- Disrespect or defiance of school administration
- Extortion -- obtaining any items of value by the use or threatened use of violence
- False alarms -- issuing, by word or act, a false or misleading report of fire or other danger
- Fighting -- participating in a physical altercation that does not result in bodily harm

- Gross misbehavior or persistent disobedience -- conduct that is deliberate or detrimental to the normal function of a program or activity
 - recurrent use of profane or obscene language
 - persistent skipping of classes
 - continual disruptive conduct in the classroom, library, cafeteria, or other area of school building/grounds
- Personally offensive behavior -- using language or behavior which reduces the work or dignity of another person in a discriminatory or negative manner. This includes bullying, cyberbullying, harassment (sexual or other), hazing, and racism.
- Physical assault -- participating in a physical confrontation by inflicting or attempting to inflict bodily harm, regardless of instigator
 - First offense -- up to five days OSS, parent conference
 - Second offense -- up to 10 days
 - Third offense -- may result in recommendation for expulsion
- Possession, consumption, or sale of illegal substances (first offense = up to five Days OSS; Second offense = up to 10 days OSS) -- including but not limited alcohol, tobacco, vapes, drug paraphernalia
 - All incidences -- parents and law enforcement agency will be notified
 - Third offense -- may result in recommendation for expulsion
- Possession or distribution of pornographic material -- up to five days OSS
- Possession or use of a weapon (not otherwise considered a “dangerous weapon” -- pocket knives with blades less than three inches in length that do not open with a mechanical device, razor blades, chemical agents (including but not limited to pepper spray), etc.
- Sexual misconduct/harassment
 - First offense -- up to three days OSS, parent conference
 - Second offense -- up to five days OSS, parent conference
 - Third offense -- may result in recommendation for expulsion
- Theft -- stealing or dishonestly acquiring the property of others
- Unethical or illegal use of computers, computer networks, or telecommunications -- up to five days OSS and loss of computer privileges or recommendation for expulsion (based on severity)
- Verbal assault -- using derogatory or inflammatory language to insult another
- Videotaping, recording, or taking pictures with any electronic device (including cell phones). Any taping of a student or event involving a student during school events may be considered harassment and will be dealt with under harassment guidelines.
- Vulgarity -- obscene or vulgar acts by pupils in verbal or written form, pictures, gestures, or caricatures in or on school property

*Legal infractions -- all other acts prohibited by law will incur up to 10 days OSS or recommendation for expulsion (based on severity) and parents, as well as law enforcement agency will be notified

*Students who are assigned an OSS will not be allowed to participate in any after school activities -- including practices, games, and dances -- on the date(s) of the suspension.

Level 5 (5 points) Removal & Law Enforcement Agency Notification (long term removal from school)

- Arson -- purposely setting fire on school property
- Bomb threats
- Criminal Sexual Conduct
- Physical assault against a school personnel

- Possession or use of explosives
- Possession, use, or sale of a dangerous weapon
 - The term “dangerous weapon” means a firearm (any weapon, including a starter gun) which will or is designed or may readily be converted to expel a projective by the action of an explosive; frame or receiver of such weapon; any firearm muffler or firearm silencer; or any destructive device), dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles.
- Threats of violence to students or school personnel
- Vandalism

* In the event that an administered consequence does not change the behavior of a student and the student incurs repeated offenses, the student may be subject to receiving a consequence at the next level.

Administration has the authority to vary the above rules and consequences when “special circumstances” exist and restorative practices will be considered when appropriate. Infractions not included in the above levels will be dealt with on an individual basis. The above list is not exclusive. The administration reserves the right to determine if behavior is appropriate and may act upon cases not specifically mentioned.

Bullying

The Reed City Board of Education believes that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the policy of the school district to provide a safe and nurturing environment for all students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

Bullying and cyberbullying of a student, whether by other students, staff, visitors, board members, parents, guests, contractors, vendors, and/or volunteers is prohibited. All students are protected under this policy, and bullying and cyberbullying are prohibited without regard to its subject matter or motivating animus.

“Bullying” is generally defined as an aggressive, ongoing, and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

“Cyberbullying” is generally defined as bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying includes sending, posting, or sharing false or malicious content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Bullying or cyberbullying is likely to harm a student directly or indirectly by doing one of the following:

- Substantially interfering in the educational opportunities, benefits, or programs of one (1) or more students.
- Adversely affecting the ability of a student to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.

- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in or substantial interference with the orderly operation of the school.

Since "bullying" also includes "cyberbullying", any reference in this policy to "bullying" shall also be deemed to refer to "cyberbullying".

Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, at school-sponsored activities and events, in a school-related vehicle, or using telecommunications device or a telecommunications service provider if the telecommunications service provider is owned by or under the control of the school district. "Telecommunication access device" and "telecommunication service provider" means those terms as defined in Section 219a of the Michigan Penal Code (MCL 750.219)

Bullying or cyberbullying that does not occur "at school", as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

Sexual Harassment

Reed City High School shall maintain an environment in the building for all students that are free from discriminatory and/or sexual insult, intimidation, or harassment.

Students should promptly report any incident of discriminatory and/or sexual insult or harassment to the building principal, assistant principal, or guidance counselor. Any student who engages in such conduct shall be disciplined and counseled to refrain from such conduct.

"Sexual harassment" is generally defined as behavior characterized by the making of unwelcome and inappropriate remarks or sexual advances, requests for sexual favors or pictures, verbal or physical conduct of a sexual nature -- where such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating and hostile educational environment.

All complaints, interviews, and investigations will be treated with the strictest confidentiality and utmost discretion. Only those employees or students whose participation in the investigation of a complaint that are essential to its resolution will be informed of it.

Due Process

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 with the evidence supporting the charges. After that informal hearing, the administrator 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.

- Suspension from co-curricular and extra-curricular activities may not be appealed.
- The student shall not be allowed to remain in school; therefore, the suspension will not begin until the student has been removed from 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.

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

Long-term Suspension or Expulsion from School

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

- the charge and related evidence;
- the time and place of the board meeting;
- the length of the recommended suspension or 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.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or

is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, as well as the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Dress Code

The school dress code is in place to promote a positive learning environment, free of distraction. For this purpose, we expect students to dress in an appropriate manner. Should school staff feel that student attire is inappropriate, the student may be sent to the office for administrative review. Administration has the authority to determine the appropriateness of any student's clothing. If a student's clothing violates the school dress code, an administrator will direct the student to change into an article of clothing that is compliant with the dress code. If necessary, a change of clothes may be brought to the school or the student may need to be sent home to change.

- Student dress and appearance must be clean, neat, in good taste and not considered distracting to the educational process.
- No underwear or skin showing between shirt & pants (shorts, skirt, etc.) when standing or sitting. At no point should undergarments be visible.
- Shorts, skirts and dresses must be of appropriate length, and cold shoulder shirts must be appropriate in style. Shorts must have a four-inch minimum inseam (length of a dollar bill). Skirts and dresses must extend beyond the fingertips.
- No excessively or inappropriately ripped jeans/pants. Any holes above the four-inch inseam are unacceptable.
- No see-through or revealing tops -- no tops that show cleavage or bare midriffs; no pajama tops, halter-tops, spaghetti-strap tops, tank tops, or sleeveless shirts that are not hemmed or do not come to the edge of the shoulder (no cut-off shirts shall be worn outside of gym class).
- Slippers, pajama pants, sleepwear are not permissible.
- Clothing with suggestive solicitation of profanity, tobacco, alcohol, illegal substances, vulgar suggestions or anything else deemed offensive are not permissible.
- Hats, sunglasses, and coats and/or jackets will be removed upon entering the building and placed in lockers. Hats and hoodies are not to cover the head anywhere in the building during school hours. Any student wearing a hat or hoodie (covering the head) in the school will be asked to remove it and may incur a detention.
- No clothing that may directly or indirectly be interpreted as gang affiliation. This includes, but not limited to baseball caps, bandanas, saggy pants, or anything that would indicate gang identifiers.

Section 6: General School Information

Accidents

All accidents shall be reported to the staff member in charge and he/she will fill out a written report to keep on file in the high school office. If/when students require medical attention, contact will be made with the parents/guardians.

Assemblies

Assemblies are an integral part of the school program and the educational experience. They are viewed as an extension of the classroom; therefore, appropriate conduct is expected at all assemblies. Throughout the year, assemblies will be scheduled as circumstances allow.

Backpacks/Bags

All backpacks/bags/cases are expected to be placed in the assigned locker. No backpacks, cases or large bags of any type may be carried to/from classes or to the cafeteria during the school day. Small purses may be carried but may not exceed a size which would allow textbooks and other large items to fit into. All materials such as coats, bags, books, blankets and extra clothing are required to be in the locker issued to each student. Backpacks may be allowed if the student is on crutches.

Cellular Devices

Cell phones are allowed in school provided they are turned off and stored in their lockers. The use of cell phones and other electronic cellular devices in the restrooms is prohibited. Students are permitted to use their cell phones under the following guidelines:

- in the office with permission
- during lunch

IPods and other portable electronics with earbuds or headphones are not allowed to be used from the start of school to the end of school unless authorized by a teacher. At no time should earbuds or headphones be in/on during passing times. Smartwatches will be treated as cell phones if students are using them during school hours as communication devices.

Closed Campus

Reed City Area Public Schools operate on a closed campus arrangement. Once a student arrives at school, he/she is not allowed to leave the immediate area of the school unless he/she is properly signed out through the office. To leave the school during the day, the student must be signed out by his/her parent/guardian. If a student drives to school and needs to sign out, a parent/guardian must provide written permission (note/email) to release the student.

Clubs and Activities

All clubs/activities must be approved by the assistant principal or the principal before being implemented. Approval must be before the school year begins. All clubs/activities must have a Reed City Area Public School employee/staff member as the advisor.

Communication to Parents

In a cost saving measure to keep parents informed, Reed City High School sends out a daily email with a link to our newsletter on our website, detailing upcoming activities, academic and behavioral recognition, college planning and any other information deemed necessary by school administration.

Computer & Technology Use Expectations

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, as well as possible referral to law enforcement authorities. Copies of the School District's Rights and Responsibilities Declaration form are to be signed prior to accessing Reed City Area Public Schools technologies.

Dance Policy

- All visitors must have filled out a dance pass and submitted it 2 days prior to the event.
- All school rules are to be enforced.
- All dances conclude at 11:00 p.m. or earlier.
- Dances are open to Reed City High School students, 9th grade and older.
- Students attending school dances will not be allowed to leave and return.
- Music played must support proper school values and language. Music which uses profanity and/or encourages violence and abuse will not be allowed.
- All RCHS students must have school I.D. card on their person.
- Guests may not be older than 20 years of age and must be approved by their administration prior to the dance.

Display of Affection

Although we encourage social development, we do not want to encourage behaviors that would cause embarrassment for students or others. With this in mind, only holding of hands is permissible.

Distribution of Non-School Materials

Students will not be allowed to post or distribute written or illustrative materials in the school or on school property without first obtaining permission from the administration. Solicitation is not allowed by anyone except for approved school sponsored groups.

Emergency Closing

In case of inclement weather, the following guidelines explain the steps taken in making a determination to close school:

1. At 5:00 a.m. the director of transportation travels the district's more difficult roads.
2. In consultation with the director of transportation, the superintendent reaches a decision by 6:00 a.m. to hold classes, schedule a delay, or cancel classes.
3. If there is a delay or cancellation of classes, the district will utilize the school website (www.reedcityschools.org), school app and Skyward to notify families to alert them of the delay/cancellation.

You may also check the following media outlets for delays and cancellations:

TV

WPBM 7 & 4

WWTV 9 & 10
WZZM 13

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Field Trip Guidelines

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

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.

Guidance Services

Guidance services are available for every student. These services include; assistance with educational planning, interpretation of test scores, occupational and career planning, and personal problems and whatever else the student wishes to discuss.

Scholarships, based on need and academic ability, are available from most colleges and universities. IF interested, seniors may contact the guidance office before the end of the second trimester. Our guidance counselor has access to information about many available scholarships.

Hall Passes

No student is to appear in the hall during class time without a hall pass by the teacher who is responsible for that student. A student may not leave the building without obtaining office approval and signing out and back into the office. Failure to do so may be considered a "skip". Abuse of pass privileges may result in loss of those privileges.

Laser Pointers

Laser pointers are prohibited in school and at any school function.

Lockers

Lockers are property of the school and are subject to inspection. Lockers operate on a master key arrangement and the school, pursuant to state law, retains the authority to perform locker checks and to search individual lockers at the district's discretion. School Code section 1306 states that the student's privacy rights shall be respected "regarding any items that are not illegal or against school policy."

- One student per locker.
- No locker changes without office permission.
- Combinations must be confidential, given out only to the person assigned to that locker.
- Lockers should be locked at all times.

- No personal locks may be used to secure the locker.
- All lockers must be returned to their original condition at the conclusion of the school year.

Lost & Found

Lost and found is located outside the main office. Parents are encouraged to mark students' personal items, if they are to be brought to school. Personal items of value should NOT be brought to school.

Online Learning

Students are able to earn credits through online courses. Courses taken need to be aligned with the students education development plan (EDP) and meet the academic requirements to take a self-directed course online. For more information, please contact our guidance office.

Personal Curriculum

The personal curriculum is a process to modify specific Michigan Merit Curriculum (MMC) high school credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to accelerate learning for general education students and to replace requirements for special education students. For more information, please contact our guidance office.

Pesticide Advisory

The Reed City Area Public School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to school grounds and buildings upon request. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please come to the high school office and fill out a "Pesticide Prior Notification Form".

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least three (3) calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Safety Drills -- Fire, Lockdown, and Tornado

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct a minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Student ID Cards

The school provides each student with a student identification card (ID) at the beginning of the school year. Each student is required to carry this card when attending school or school-related functions. Students are required to show ID upon request of any staff person.

Student Fines

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Student fines must be paid in order to participate in extracurricular activities, including but not limited to, athletic events, and dances. Seniors owing fines will not be allowed to participate in the graduation ceremony.

Use of Media Center/Library

The media center is a place for quiet group and individual study and research. The media center program is designed to help students find, generate, evaluate, and apply information that helps them function effectively as members of society. Students are expected to adhere to the following media center rules and regulations:

1. The media center is available for student use during the school day. Students may enter the media center during class time with a pass from a staff member.
2. No food or beverages are allowed in the media center.

Use of School Phone

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. In cooperation with the office personnel, the staff will initiate all calls on behalf of a student seeking permission to leave school.

Use of School Equipment & 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.

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 safe-keeping and will not be liable for loss or damage to personal valuables.

Vehicle Privileges

Students who drive to school must register their vehicle. Registration fee of \$5.00 will be charged and a hang tag will be issued. Replacement and/or additional hang tags may be purchased for \$5.00. The hang tag must be displayed on the rearview mirror. Upon receiving the hang tag, drivers must give the car's color, make, and license plate number. Students are not allowed to park in the staff or visitor sections.

While driving, students must adhere to the following guidelines:

- Basic speed laws must be adhered to.
- Careless or reckless driving prohibited.
- Improper parking may result in the vehicle being towed at owner's expense.
- Students must park in designated lots.
- Vehicles parked in school parking lots are subject to inspection (including trained dog searches) by proper authorities (including administration at any time for any reason).
- All cars in the parking lot are to be locked at all times.
- Students are not allowed in parked cars during the school day.
- Students are not to loiter in or around parked cars during the school day.
- Driving and/or parking on the grass is not permitted.

- Students may not drive underclassmen off campus without authorized permission from the RCHS office.
- Any vehicle found without a registered school parking sticker will be subjected to a \$25 fine/citation. This fine includes the cost of purchasing a sticker. Second offense will result in a loss of driving privileges for the school year. (Two-week grace period from first day of school.) (If students fail to follow the rules set down in the handbook, they run the risk of losing the privilege of driving their vehicles to school.)

Video and Audio Monitoring System

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement agencies.

Visitors

All visitors, including parents and siblings, are required to enter through the door #1 of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Volunteers

All school volunteers must complete the "Volunteer Background Check" (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Section 7: Bus Transportation

Bus transportation is provided as a convenience and a privilege to transport many of our students to and from school and for special trips such as athletic events, field trips, etc. As with most privileges, there are accompanying responsibilities which must be assumed by bus passengers. Failure to accept these responsibilities may result in the loss of riding privileges for a period of time.

Bear in mind that the bus is an extension of the classroom and similar conduct is expected. The bus driver assumes the same role on the bus that the teacher plays in the classroom. The bus driver may, at his/her discretion, assign seating and contact parents concerning improper conduct of student passengers.

Students may only ride on their assigned bus, boarding and getting off at the same point each day. Changes in student busing are allowed for long term changes only, and must be done through the transportation department (231) 832-4232.

Michigan Law states that "Students may take only those items on a bus that will fit on their own lap." Anything larger is not to be brought on the bus. This does include instruments and sports equipment. Golf clubs, skateboards, hockey sticks, fishing poles, skies, and snowboards are not allowed on regular buses.

Reed City Area Public Schools buses are equipped with video equipment for the safety of our students. Any misconduct recorded on video can and will be used when reprimanding students for misconduct. The discipline philosophy, which has been accepted by the district, states that: " We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation." Parent reminder: State law requires school attendance even when suspended from bus privileges.

Bus Rules and Regulations

In addition to the School Code of Conduct, the following rules are also in effect for students while riding a Reed City Area Public school bus.

1. Follow the driver's instructions the first time given.
2. Stay in your seat.
3. Keep your hands, feet, and all objects in the bus.
4. No pushing, shoving, or fighting at any time.
5. No shouting, whistling, inappropriate language/gestures, or name-calling at any time.
6. No eating, drinking, spitting or use of tobacco/e-cigarettes.
7. No pets or animals at any time.
8. Keep the bus neat and clean, aisles clear of feet and objects.
9. Do not damage personal property of others or cause damage to the bus.
10. No unsafe acts or displays of misbehavior at any time.
11. No student is allowed to walk over from the middle school/high school to GT Norman Elementary to board a bus unless he/she has written permission from an administrator.

Severity Clause

If any incident of misconduct is deemed to be very serious and/or hazardous to the safety of any and all passengers, a school Bus Conduct Form will be completed and will begin at the appropriate step. In emergency situations which threaten the health or safety of students, or when immediate removal from the bus is necessary to maintain the proper atmosphere, the Transportation supervisor or building administrator has the authority to suspend the student up to 24 hours. The building administrator may skip any or all steps prior to step 4, depending on the severity of an incident. All attempts will be made to contact the parents/guardians as soon as possible.

Consequences

Reed City Area Public School bus drivers use a variety of disciplinary techniques and methods to correct and prevent problems on their buses prior to enacting the steps of this policy. In all cases, the driver will inform the student that a Bus Conduct Form is being issued and tell the student the specific reason for the report. A copy of the report will be forwarded to the parents/guardians, the student's building administrator, and the transportation supervisor. If a student's behavior is repeatedly unacceptable, the following procedures will be initiated:

Step 1

The transportation supervisor will meet with the student and a warning or up to a three (3) day suspension from the bus will be issued.

Step 2

The building administrator and/or the transportation supervisor will meet with the student to discuss the problem, and three (3) to five (5) day suspension from the bus will result.

Step 3

The building administrator and/or the transportation supervisor will meet with the student to discuss the problem, and five (5) to ten (10) day suspension from the bus will result.

Step 4

The building administrator and or the transportation supervisor will arrange a meeting which may include the student, driver, transportation supervisor, building administrator, classroom teacher (if appropriate), parents/guardians, and director of operations to determine the appropriate discipline, which will be ninety 90 days up to one (1) year suspension from the bus. The parents/guardians may appeal this decision to the superintendent.

Section 8: Athletic Code of Conduct

Philosophy

Reed City Area Public Schools adheres to the philosophy that interscholastic sports are an essential and important part of the total educational program. Developing the physical, mental, emotional, and social values of our student athletes will help prepare them for their future endeavors. Athletics, by their nature, require great physical effort, mental discipline and sacrifice. Physical conditioning begins with the student-athlete developing proper habits such as eating proper foods, getting sufficient rest, and giving 100% total concentration. Accepting coaching instructions, playing by the rules, abiding by the decisions of the officials, and taking suggestions or criticism are necessary in developing proper mental values. Something worth doing is worth making sacrifices to succeed.

Student-athletes have the opportunity to excel and be recognized. With this opportunity comes the responsibility to self, the team, the coach, the school, and the rules set forth by the Reed City Area Public Schools' Board of Education.

Reed City High School student-athletes are expected to exhibit a high level of sportsmanship both on and off the field/court. Student-athletes who do not exhibit a high level of sportsmanship may be subject to a variety of penalties, up to and including dismissal from the team.

Sportsmanship at Athletic Contests

When we entertain visiting teams from other schools, or when we go to other schools, our school is judged by the manner in which we conduct ourselves.

<u>Please Do:</u>	<u>Please Do Not:</u>
Accept the decisions of the officials	Boo
Take part in your own school's cheering	Disrupt other team's organized cheers
Be considerate of other people at the game	Razz the players

Definition of Student-Athlete

Student-Athlete: An individual is considered to be a student-athlete once he/she becomes a member of a Reed City High School team -- as manager or participant.

Eligibility Requirements

Eligibility requirements will be modified, if necessary, to meet or exceed the minimum requirements mandated by the Michigan High School Athletic Association (MHSAA).

Daily Eligibility -- Attendance

1. To attend practice or participate in a contest, the student-athlete must be in attendance in their regular classes the entire day of said practice/contest, unless the office is issued an advanced excuse or a note from a doctor. Exceptions may be made only under extenuating circumstances, such as emergencies, at the discretion of the athletic director and the principal/assistant principal.
2. The student-athlete is expected to be in school the entire day following a contest. Repeated absences, excused or otherwise, following a contest will be reviewed by the athletic director and the principal on a case-by-case basis and may subject the student-athlete to suspension(s).
3. Any student-athlete who is serving an in-school or out-of-school suspension will not participate in any meetings, practices or contests during the time of the suspension. This includes all weekend events if the student is suspended on a Friday prior to a weekend event. All student-athletes are students first and athletes second and are expected to act accordingly.

Bi-Weekly Eligibility -- Academic and Citizenship

1. Academic eligibility will be based on the trimester cumulative grade (a student's overall grade in a class at the time of the posting of eligibility).
2. Respectful attention in the classroom, as well as proper respect for the faculty, other staff, students, and property is expected at all times.
3. All student-athletes must be attending school full-time and passing all classes to remain eligible.
4. Student-athletes who are not eligible to play due to previous trimester grades, disciplinary suspensions, or bi-weekly eligibility may not leave class early for a game. This policy includes team managers.

Trimester Eligibility -- Academic and Residence

1. All student-athletes must have attended school full-time and passed all classes the previous trimester to be eligible for team membership (This includes the 3rd trimester ending in May for

the following fall sports season). Correspondence classes will not count toward eligibility. Summer school may count towards fall eligibility only if previously approved by the building principal.

2. The first time a student-athlete fails a trimester class, he/she will be ineligible, effective immediately if participating on an athletic team, for one-half of the season. If the suspension cannot be completely served within the current season, the remaining suspension will be served during the student-athlete's participation on an athletic team in the next trimester. In the event that a student is not participating on an athletic team at the time of a class failure, the entire suspension will be served during the student-athlete's participation on an athletic team in the next trimester. If serving a suspension during the season the violation occurred, the student-athlete will be required to remain a participant in good-standing until the completion of that sports season for the suspension to be considered served. The second (or additional) time a student-athlete fails a class, he/she will be ineligible for participation in contests for an entire season. One-half season is defined as one-half of the regularly scheduled season contests. Incoming freshmen have a zero class failure status at the beginning of the fall sports season.
3. Residential requirements are mandated by the MHSAA and must be met to be eligible for team membership.
4. In accordance with MHSAA regulations, the trimester eligibility requirement will be waived for students entering the 9th grade for the first time, except as otherwise prohibited by MHSAA.

Year-round Eligibility -- Athletic Code of Conduct

After the first occurrence of membership on an athletic team, a student-athlete will comply with the athletic code of conduct throughout the school entire year and until graduation to maintain his/her eligibility status.

Eligibility Administration

1. Teachers are expected to post grades in Skyward for eligibility purposes.
2. The initial reporting date will be the second Wednesday of each trimester. Thereafter, eligibility will be required every other Wednesday. Eligibility reports will be accepted from students on "off" Fridays. Reporting periods are subject to change to comply with minimum MHSAA standards. A form for reporting grades on "off" Fridays can be obtained from the athletic office.
3. Academic ineligibility will take effect the Monday following reporting for a period not less than Monday through Sunday. Reinstatement of eligibility will take effect the Monday following the satisfactory report(s) that clears the individual for participation. The student-athlete will be notified by Monday if he/she is ineligible. He/she will be expected to practice, will not be allowed to dress in uniform during the contest, and will sit with his/her team during contests throughout the suspension period.
4. Student-athletes may submit a new eligibility report between the regularly bi-weekly reports. Upon correcting the situation, the student-athlete may request a report using a form the student obtains from the Athletic Director. All the student's teachers must report passing grades for the student-athlete to regain eligibility.

Disciplinary Actions

Major Offenses

A student-athlete may be charged with a major offense when the athletic director or the principal/assistant principal feel they have sufficient evidence that a major offense has occurred. Prosecution in a court of law is not required to move forward with imposing penalties under this section of the athletic code.

The following are considered major offenses of the Athletic Code of Conduct:

1. Any act that constitutes the commission of a crime may result in punishment as a major offense.
2. Alcohol, drugs, tobacco, vape/E-cigarettes are strictly prohibited. The possession, use, consumption, distribution, purchase, sale or manufacture of, or any other improper or unlawful involvement of any kind of description with illegal drugs, controlled substances, alcohol or alcoholic beverages, anabolic or androgenic steroids, tobacco, tobacco products, E-cigarettes, vapor pens (with or without nicotine), or facsimiles, "lookalike" drugs, drug paraphernalia, or substances or products that mask or tamper with any of these, is strictly prohibited. Also prohibited is the distribution, abuse or misuse of over the counter medications or perscription drugs, or other chemicals or substances.
 - a. Testing: The district believes that they have the responsibility to detect, deter, and prevent drug, alcohol, tobacco, and vape use. The district reserves the right to adopt a random testing program for district athletes.
 - b. Search: Students who voluntarily participate in the athletic program also agree to submit to random searches of their personal effects, and to searches, including but not limited to breathalyzer testing, based on individual suspicion for violation of these rules.
3. Gross misconduct is defined as cheating, fighting, or unfavorable notoriety, violation of a civil or criminal law, or any socially unacceptable behavior that brings discredit to the athlete, parents, team, or school. This includes any behavior on social media.

Major Offense Penalties

A major offense will be dealt with in the following manner:

1. The athletic director and the principal/assistant principal will meet with the student to discuss the issue. If it is determined that a violation of the athletic code of conduct has occurred, the parents will be notified in writing. The notification will contain a summary of the penalty and the suspension that will be imposed.
2. If it has been determined that the student-athlete has committed a major offense, the penalties will be as follows:
 - a. 1st Offense - Immediate suspension of 25% of the scheduled number of contests in the current season.
 - b. 2nd Offense - Immediate suspension of the entire current athletic season.
 - c. 3rd Offense - One year suspension (365 day suspension) -- effective immediately.

*The current season is defined as the season in progress at the date of the offense and applies from the first scheduled contest through state playoffs. If the suspension cannot be completely served within the current season, the suspension will be extended into the athlete's next season. The number of contests will be prorated on a percentage basis. The student-athlete will be required to remain a participant in good-standing until the completion of the sports season(s) for the suspension to be considered served.

3. The school district maintains the right to remove any student-athlete from participation in athletics for involvement in or commission of an egregious act.
4. Student-athletes not participating in a sport during a first violation will receive a suspension for 25% of a season.
 - a. If a student-athlete is not participating in a sport when the first violation occurs, or the suspension cannot be completely served within a single season, the remaining suspension will be served during the student-athlete's next participation on an athletic team. If serving a suspension out the season the violation occurred, the student-athlete

- will be required to remain a participant in good-standing until the completion of that sports season for the suspension to be considered served.
- b. Coaches are under no obligation to accept a student-athlete onto a team to allow a first suspension to be served. A first suspension is considered served if the student-athlete does not participate during the next occurrence of the same season in which the suspension was initiated or after one calendar year if the suspension was not served by participating on a team. Summer break shall be considered a part of the fall sports season.
 - c. All 8th grade students will be granted zero-offense eligibility status the day following the last contest of the spring middle school sports season. Any violations on or after that date will carry forward for the remainder of the student-athlete's career, including high school. Student-athletes granted advanced high school eligibility will regain a zero-offense status upon the granting of advanced eligibility. Granting zero-offense status will occur no more than one time per athlete and will not occur after entering the 9th grade.
 - d. An 8th grade student violating the athletic code who, due to the timing and circumstances of their participation, would not be suspended from any participation due to the granting of zero-offense eligibility will have his/her case reviewed as if it were a minor violation of the athletic code. The athletic director and the high school principal will review the matter and may impose a suspension. An example would be an 8th grade student not participating in spring sports who violates the athletic code during the spring season.

Minor Offenses

1. A minor offense is a violation of the coach's list of written rules.
2. A minor offense is a violation of the Student Code of Conduct, not previously defined as a major offense.
3. A minor offense includes displaying or contributing to unsportsmanlike or other inappropriate behavior as determined by a majority consensus of the Athletic Director, Principal/Assistant Principal, and coach.

Minor Offense Penalties

A minor offense shall be dealt with in the following manner:

1. If it is a violation of the coaches written rules, the coach will meet with the student-athlete to discuss the issue, and then notify the Athletic Director and student-athlete's parent(s) or guardian(s) of the discipline.
2. If it is any other minor violation, the Athletic Director will meet with the coach and student-athlete to discuss the issue. The Athletic Director will notify the student-athlete's parent(s) or guardian(s) of the decision.
3. If the student-athlete is not participating in a sport when a minor violation occurs, the student will meet with the Athletic Director and the Principal/Assistant Principal to discuss the issue. The student-athlete's parent(s) or guardian(s) and next coach will be notified by the Athletic Director of the disciplinary decision.

Appeal Process

The student-athlete and/or parent/guardian will have ten (10) days from the mailing of a notice to submit a written request to the Athletic Director for a review by the Athletic Council of a major offense violation. Any suspension will remain in effect until overturned by appeal. If, after the decision of the

Athletic Council, the student/parent/guardian still disagrees with the decision, they will have three (3) days to file an appeal to the Superintendent of Schools for the purpose of making a determination. The decision of the Superintendent will be final.

Athletic Council

Membership

One (1) Administrator

One (1) School Board Member

Two (2) Coaches

One (1) Parent

Athletic Director (non-voting member)

Chairperson - Athletic Director

Meeting - To be scheduled within five (5) school days

Decisions - Based on a majority vote

Duties - Rule on appeals concerning disciplinary suspensions for major violations

- May concur with the decision of the Athletic Director
- May overrule the decision of the Athletic Director

Team Membership

A student-athlete may not quit one team to join another team during the same season after the first day of practice and/or following official cuts unless due to a physical limitation and physician's recommendation. Attendance at all tryout practices is mandatory, unless approved in advance by the Athletic Director. No individual may join a team after cuts if one or more individuals were cut during the tryout period, with exception of a student who transfers to the district after tryouts. The Athletic Director and the Principal may consider exceptions under extenuating circumstances. If a student-athlete quits a team after the first contest, the student-athlete will sit out 25% of the following season that he/she participates in. If the student-athlete has to quit for extenuating circumstances, the student-athlete will not be penalized the following season. "Extenuating circumstances" must be cleared through the Athletic Office prior to the student-athlete removing him/herself from the team.

Equipment and Facilities

Students are expected to maintain all equipment and facilities in good condition. Equipment handed out to athletes is their personal responsibility at all times. The school district is not responsible for the security of equipment, either on or off school property. Student-athletes must replace or pay for all equipment that is lost, stolen, or ruined. Failure to return equipment in good condition will result in suspension of that individual from all athletic and school related activities until the equipment is returned or replaced. Failure to return equipment within three (3) days after the coach's specified due date may result in suspension from future athletic contests, the number of which will be determined by the Athletic Director, Principal, and coach, unless the equipment is lost and ultimately replaced.

Section 9: Other Policies

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

1. **The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative 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 any parent/guardian 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. 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.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors

- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of Attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.²

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.

9. 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
 400 Maryland Avenue, SW
 Washington DC 20202-4605

Individuals with Disabilities Education Act

Education of Persons with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term “student with a disability” means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

1. Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Accommodating Persons with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Discipline of Students with Disabilities

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

Equal Opportunity/Nondiscrimination Statement

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Michael Sweet, Superintendent
Reed City Area Public Schools
225 W. Church Ave.
Reed City, MI 49677
(231) 832-1000

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

Reed City Area Public School Coyote Network Acceptable Use and Safety Agreement

Purpose

The purpose of the Coyote Network is to support education and promote educational excellence through resource sharing, innovation, and communications.

Acceptable Use

The intent of this agreement is to clarify which uses are and are not appropriate, not to exhaustively enumerate all such possible uses. Using the guidelines given below, the Coyote Network administrator or Reed City Area Public Schools administrators may, at any time, make determinations that particular uses are or are not appropriate.

The Coyote Network administrator will investigate complaints of possible inappropriate use. In the course of investigating complaints, the Coyote Network administrator will safeguard the privacy of all parties and will follow guidelines given in this agreement.

The following guidelines will be applied to determine whether or not a particular use of the Coyote Network is appropriate:

1. Users must respect the privacy of others; for example, users shall not intentionally seek information on, obtain copies of, modify files/data/passwords belonging to others, or represent themselves as another user unless explicitly authorized to do so.
2. Users must respect the legal protection provided by copyright and licenses to programs and data.
3. Users must respect the integrity of computing and networking systems; for example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network.
4. When using the Coyote Network to access the Internet, users will abide by the student code of conduct as defined in the student handbook. Malicious use is not acceptable.
5. The Coyote Network may not be used in ways that violate applicable laws or regulations.
6. Use of the Coyote Network and any attached network in a manner that precludes or significantly hampers its use by others is not allowed.
7. Connections, which create routing patterns that are inconsistent with the effective and shared use of the network may not be established.
8. Unsolicited advertising is not acceptable.
9. Repeating unsolicited and unwanted communication of an intrusive nature is not acceptable. For example, continuing to send email messages to an individual after being asked to stop is not acceptable.
10. Information considered abusive, profane, or sexually offensive by the staff, superintendent, and or school board of the Reed City Area Public Schools is not acceptable. Users shall not publish on or over the Coyote Network or networks attached to the Coyote Network that violates or infringes upon the rights of any other person.

Remedial Action

When the Coyote Network Administrators learns of possible inappropriate use, the Coyote Network Administrator will notify the school administrator responsible , which must take immediate remedial action and inform the Coyote Network Administrator of its actions. In an emergency, in order to prevent further possible inappropriate activity, the Coyote Network Administrator may temporarily disconnect the member or affiliate from the Coyote network. If this is deemed necessary by Coyote network staff, every effort will be made to inform the user prior to disconnection, and every effort will be made to re-establish the connection as soon as it is mutually deemed safe by the school administrator.

Any determination of inappropriate use serious enough to require permanent disconnection shall be promptly communicated to the superintendent and every member of the Reed City Area Public School Board through an established means of publication.

Warranties

The Reed City Area Public Schools makes no warranties of any kind, whether expressed or implied, for the Internet service it is providing. The Reed City Area Public Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by negligence, errors, or omissions, Use of any information obtained via the Internet is at your own risk. The Reed City Area Public Schools denies any responsibility for the accuracy or quality of information obtained through the internet.

Changing Technology

This document may be modified to meet the changing demands of technology and unforeseen problems. The student agrees to abide by all future changes and modifications of this acceptable user agreement.

Technology Violations

Included, but are not limited to:

1. Emailing during class time
2. Accessing dating sites
3. Accessing chat rooms
4. Accessing mail order sites
5. Accessing gambling sites
6. Accessing any inappropriate site

**Parent/Student Signature Sheet
Reed City High School 2020-21**

Dear Students and Parent(s)/Guardian(s):

The handbook was created to ensure a smooth running school. We think that it is important that you and your child know the expectations of our school. Therefore, we ask that you read this handbook and return this page to us as an indication that you are aware of our policies and procedures. This form is part of the student registration process at Reed City High School and must be returned within the first week of enrollment.

I will read and understand the contents of this handbook. I also grant permission for the photographs or videotapes to be used in media presentations that are made available to other educational institutions or through a cable television station or network. I understand that our child's image, name, work product, school and grade may be revealed in the presentation(s), but that no other information about our child or his/her school work will be revealed without prior consent.

Signature of Parent/Guardian

Date

Signature of Student

Date

Print Name of Student

Date

**Reed City Area Public Schools
Coyote Network Registration Contract**

Using Reed City Area Public Schools technology is a privilege, which requires all users to take responsibility for their action. We have read the Coyote Network Acceptable User Agreement and recognize it is impossible for the Reed City Area Public Schools to restrict access to all controversial materials. I will not hold them responsible for materials acquired on the internet.

Signature of Parent/Guardian

Date

Signature of Student

Date