

RIVER VALLEY
MIDDLE HIGH SCHOOL

2009 - 2010

STUDENT
PARENT/GUARDIAN
HANDBOOK



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Three Oaks, MI 49128
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**STUDENT
PARENT/GUARDIAN
HANDBOOK**

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15480 Three Oaks Rd.
Three Oaks, MI 49128
269-756-9541; 269-426-4415

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

District Mission Statement

We believe all children can learn and we are committed to providing a positive learning environment in which all students have the opportunity to achieve academic success, to learn to communicate clearly and think critically, and to become productive lifelong learners and self-directed responsible citizens through a STRONG working partnership with school, home and community.

Mr. Wayne Warner, Principal (x-1032)
Ms. Cynthia Ursprung, Assistant Principal (x-1016)
Mr. Neil Carter, Athletic Director (x-1040)
Ms. Tammie Schmidt, Administrative Assistant (x-1015)
Mr. Paul Goodman, Guidance Counselor (x-1017)
Ms. Stephany Williams, Guidance Counselor (x-1034)
Ms. Connie Klann, Student Services Secretary (x-1019)
Ms. Linda Flick, Athletic Secretary (x-1139)

<http://www.rivervalleyschools.org/mhs/index.html>

To the Parents/Guardians and Students:

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or to my administrative team.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects. These are to assist the student in maintaining the highest standards of academic achievement and social development, which are an integral part of the philosophy of the River Valley School District

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of May, 2009. The guidelines and procedures outlined in this handbook have been approved by the members of the River Valley School Board at its May 2009 meeting.

If any of the policies or administrative guidelines referenced herein are revised after May, 2009, the language in the most current policy or administrative guideline prevails.

Our teachers, staff, counselors and administrators are available to provide clarification and guidance to students and parents concerning any phase of the school program. Please contact us if you need any assistance because it is essential that meaningful communication be established between the home and school if students are to realize their fullest potential.

We hope the best for you in the coming school year.

Yours in Education

Mr. Wayne Warner
Principal

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ACADEMIC INFORMATION HIGH SCHOOL PROGRAM OF STUDIES

The world of work is rapidly changing as existing jobs become more complex and new jobs demand increased levels of education. Students must acquire increased academic competencies, advanced technical skills, and greater problem solving abilities in order to become productive citizens in a highly competitive global economy. It is the goal of the River Valley Schools to create a climate where expectations are high, individual differences are nurtured, global awareness is promoted, lifelong learning is valued, self-esteem is enhanced, and all River Valley community members have an opportunity to experience success.

The high school program of the River Valley Schools offers a challenging course of study designed for students to recognize and achieve their academic and career potential. Through a coordinated sequence of academic and technical courses, all students will be better prepared to see their post high school experience as an opportunity for continuing their education. As lifelong learners, River Valley High School graduates may continue their education at four-year colleges, community colleges, technical institutions, the military, or in apprenticeship/training programs as they strive to reach their own individual academic and career goals.

CAREER PATHWAYS

The River Valley High school Program of Studies is designed to offer students a pathway to success. As students enroll in River Valley High School, they will select a Career major designed to meet their academic potential and career interest. The Career Major selection will provide a focus and the foundation for the students' learning experience. The student will develop a four-year high school educational plan that will maximize their post high school potential and opportunities. Through an applied academic instructional program, all students will begin to see and value the relationship between their academic studies and real world application. This contextual learning experience will enable students to make informed decisions that will better match their interest and aptitudes with their academic experiences as they consider Career major options. Students will continue to meet with their counselors and other resource staff throughout high school to review their progress toward achieving their goals and to further refine their academic and career plans.

Students selecting the University career fields will be considering a four-year university program as a requirement for a career level entry. Students selecting the College career fields will be considering a community college, technical/trade school or other post secondary training for career level.

CLASS STATUS

The following minimum credits must be earned to qualify for specific class status:

Class of 2009 and beyond

Sophomore	5 credits to be in the 10th grade
Junior	10 credits to be in the 11th grade
Senior	15 credits to be in the 12th grade

DUAL ENROLLMENT

Historically, school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school in an effort to meet students' needs and interests. This is called "dual enrollment."

Junior and senior level students may be eligible for college credit if they enroll in classes taught on college campuses. Dual enrollment is a course option during the regular school year that allows students to take courses not offered at River Valley High School. A three-hour course taken at the college replaces one current high school semester class. Students may be required to schedule night courses due to conflicts between the high school and college schedule. www.legislature.mi.gov (Public Act 160 of 1996)

If you believe you are eligible for dual enrollment, and you wish to participate, contact the Student Services office and see a counselor for further information regarding enrollment requirements and book fees.

GRADES

Grades for each of the 9-weeks count 40% toward the semester grade. The exam grade is valued at 20%. Of the three semester grades (two 9-weeks and the exam grade), if any two (2) grades are of the letter "F" it will result in a final grade of "F" for the semester.

GRADING SYSTEMS

Grades given during the regular semester are designated by letters: “A”, excellent; “B”, good; “C”, average; “D”, just passing; “F”, failure; “I”, incomplete; “X”, failed due to absences; “CR”, credit; “NC”, no credit.

For purposes of averaging grades, the following numerical values or grade points are assigned to each of the following grades: “A”, four points per course; “B”, three; “C”, two; “D”, one; (4.0 = A; 3.0 = B; 2.0 = C; 1.0 = D).

A plus (+) grade is computed at three-tenths of a point above these figures and a minus (-) grade at three-tenths below. Plus grades begin with the letter “B” thus “B+”.

If students fail to complete all the required work or fail to complete the final examination, teachers may, if they consider a student’s reason valid, give a grade of “I”, incomplete, rather than a grade of “F”. The grade of “I” shall be computed as a neutral grade in determining a student’s grade point average. Students given a letter grade of “I” for a semester grade must make up the deficiency within two weeks of the end of the semester in which they received the “I” grade. It is the students’ responsibility to make the necessary arrangements with the teacher, in turn, it is the teacher’s responsibility to communicate with the parents/guardians that the student is receiving a grade of “I”. Students failing to make up the work will be given a grade of “F” for the course.

GRADUATION REQUIREMENTS

Students will be required to complete a career pathway based on their academic experience and career interest. Students will select either a University or College pathway. Credits are earned by successfully meeting the minimum requirements of each individual class, as well as maintaining active student status. All students must be enrolled full time for each marking period unless a circumstance occurs which is acceptable to and approved by the building principal.

To be eligible to receive a High School diploma a student must, as a minimum, complete satisfactorily the requirements as outlined. Participation in graduation is only to those who are not more than a ½ credit short of receiving a diploma.

The Graduation commencement ceremony is a privilege and not a right. Seniors must conduct themselves properly during the entire school year, remembering that any improper conduct including senior pranks could be a reason to be excluded from the commencement ceremony.

The 22 Graduation Requirements: (Class 2010)

- 3 credits of English
- 2 credits of Mathematics
- 2 credits of Science
- 3 credits of Social Studies
- ½ credit of Physical Education
- ½ credit of Health
- ½ credit of Computer Education

8 ½ credits of Electives

2 credits of Fine/Applied Arts or Foreign Language, Vocational Technology, Practical Arts, or any combination of the above.

The State of Michigan Department of Education finalized new state requirements for high school graduation beginning with the class of 2011. See the Proposed Michigan Merit Curriculum description following this paragraph. The faculty and administration at River Valley High School is committed to identify, define and match the graduation requirements for the class of 2011 to those identified by the State Department of Education.

GRADUATION REQUIREMENTS--TRANSFER STUDENTS:

All students transferring to River Valley High School from accredited schools will have their records appraised and will be expected to meet all requirements here which are possible to meet. Students in good standing at previous schools will be admitted to that same grade level. All credit from unaccredited high schools (neither state, regional, nor university accredited) will be subject to review by the guidance staff and administration at River Valley High School.

The following are possible results of the credit review:

Credit awarded toward graduation here if the courses passed are aligned with the curricular offerings of this school. For example, no credit would be allowed for coursed Bible Study or religion since we do not offer these courses. English courses passed would be accepted. In each case, a thorough study of transcripts will be made, sharing the findings with student and his/her parents within a reasonable time.

MICHIGAN MERIT CORE CURRICULUM

The State Board of Education and the Michigan Legislature are currently considering new State mandated graduation requirements. A summary of the proposed graduation requirements is listed below. Depending on the date they are finalized by the legislature, these requirements may apply to the class of 2011. Students and parents will be notified if changes impact graduation requirements and course selections. Michigan Merit Core Curriculum information can be found at: www.michigan.gov/highschool

- participate in the Merit examination or MI-Access in the spring of the junior year

- four years of English Language Arts
- four years of Mathematics: one year each of Algebra 1, Geometry, Algebra 2, and an additional math class in the senior year
- three years of Science: one year each of Biology; Physics or Chemistry; and one additional year of science
- three years of social science, which must include a semester of civics and a semester of economics
- one year of health or physical education
- one year of fine arts, which may include music, art, or theater courses
- complete an online credit or noncredit course or learning experience
- complete 6 elective or local required credits that include the 21st Century Applied Learning Core elements.
- successfully complete the 24 credits as listed above

HONOR ROLL

To be eligible for the Honor Roll (both 9-week and semester) a student must: (1) be enrolled full time receiving a passing grade for all six (6) courses; (2) have an average of 3.0 or better (4.0 = A; 3.0 = B; 2.0 = C; 1.0 = D).

MIDDLE SCHOOL PROMOTION POLICY

The Middle School retention will be based on the end of the year grades. A review of students will be made at the end of the first semester if two or more classes are failed. Individual students will be reviewed and a recommendation made at the end of the year if he/she fails a minimum of two (2) classes.

SENIOR MAKE-UP CREDIT GUIDELINES

For students needing to make up credit during their senior year in order to meet graduation requirements as set forth by the RVBOE policy, the only correspondence programs that River Valley High School automatically accepts are from American School and Keystone National High School. Another alternative is for the student to enroll in courses through the Michigan Virtual High School and Nova Systems. Classes must be selected with pre-approval of the guidance counselor and principal. Students and parents are cautioned not to pay for any classes until this pre-approval has been granted. Up to two full credit units will be accepted from these alternate sources.

SENIOR SECOND SEMESTER EXAM EXEMPTION

Seniors receiving grades of B minuses (B-) and better during both the third and the fourth quarters (2nd semester) of the school year will be considered exempt from taking second semester exams.

TESTING OUT

Michigan school code requires that high school students be provided with an opportunity to demonstrate mastery in a particular class through competency testing. The purpose of this provision is to ensure challenging class placement for all students and to provide for possible future college dual enrollment. Competency demonstrated through this provision will not receive credit nor apply toward the credits required for graduation.

Student will be allowed only one attempt to demonstrate mastery (78%, C+) for any particular class. Students must request competency testing materials including a request form, course syllabus and description of assessment requirements. Students will have 10 days from the date the request has been requested and approved by the counselor to prepare for the exam. Materials are available through the student services office and your guidance counselor. Students are advised to speak with their counselor to gather more information.

TRANSFER STUDENT CREDIT EVALUATION

Students transferring from other schools not on a six (6) hour day schedule will have their credits evaluated and put into formula in order to equate the transfer credits with the RV graduation requirements.

ATTENDANCE GUIDELINES

Michigan law recognizes that school attendance is the responsibility of the parent, legal guardian, and the student. Our students are to be in school, in their designated classes, each period of every school day unless they are ill, absent due to family urgency, or have a pre-arranged absence with the principal or his designee. Our teachers prepare lessons that are expected to be taught once. A student missing a class not only interferes with the personal education activities in a subject, but also disrupts their learning process. **Many important learnings result from active participation in classroom and other school activities which cannot be duplicated or replaced by individual study.**

Opinion 5414 of the Attorney General (Frank J. Kelly) “The compulsory attendance law recognized an educational value in regular attendance at school. Presence in the classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students.

Such presence also enables a student to hear and participate in class instruction; discussion and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results.

School authorities may determine that attendance; class participation and similar factors are proper educational values bearing on a student's academic achievement. It is, therefore, my opinion that a school district by its agents and employees may consider attendance in determining a student's grade in a course."

For students under the age of 16, non-attendance is a violation of the law. For students 16 years and older, parents/guardians are still responsible to see that their children obey the attendance guidelines of our school.

The building principal and his designee are responsible for enforcing the attendance laws of the State of Michigan and attendance regulations of the school district.

Definition of Absences

An absence occurs when a student misses more than 10 minutes of any class.

All absences need to be verified by a parent/guardian within **48 hours** of the absence. Parents are to call 756-9541 x-1015 to verify absences

- 1. Excused Absence - Parent or legal guardian has called in the absence.**
- 2. Exempted Absence - These include but are not limited to absences that occur due to School Approved Activity, Medical reasons, or suspensions.**
Court mandated confinement and court mandated programs will be considered a school related absence provided that verification of such appointment is given to the attendance office within 24 hours of the appointment. Juniors and seniors will also be allowed one college visit per semester.
- 3. Unexcused Absence - Any absence that is not covered under the excused or exempted absence guidelines will be considered unexcused. When no excuse is provided, the student will be considered truant. Excessive truancy will be reported to the proper authorities.**

Make Up Privileges

Students who **have exempted absences** or absences verified within 48 hours through the attendance office will be allowed to make up work that was missed during that absence. Students who have absences that are not verified within 48 hours will not be allowed to make up work.

It is the responsibility of the student to initiate and follow through with completion of the missed work. Make-up work may need to be scheduled outside the student's regular class period. Each teacher will supply the students with make-up procedures at the beginning of each semester. Homework may be requested after two (2) consecutive absences by contacting the middle high school office.

A student has two (2) days to make up work for each day of a verified absence. A teacher may extend the make-up period depending upon the difficulty and extent of the assignment. In the case of a non-verified absence, no credit will be given on work and/or tests missed.

Pre-arranged Absences

Parents and/or students are encouraged to make arrangements in advance if absences will exceed three (3) or more days, so students can obtain and complete make-up work prior to the absence. Make up work must be completed in accordance with the classroom teacher and completed outside the scheduled class time.

Sign-In/Sign-Out Procedures

1. Arriving late

Students who arrive to school late must sign in with the Attendance Secretary and obtain a pass before going to class. The students must report immediately to class. Students found skipping class will receive additional consequences for not reporting to his/her assigned class.

2. Leaving early

If, for any reason, a student must leave the campus during class time, he/she must sign out with the Attendance Secretary.

If a student has to leave the school for an appointment, a note or phone call from the parent or guardian must be received in the main office prior to the appointment. If arrangements are not made and the student leaves school, disciplinary action will be taken.

Skipping

A student who is on campus and has not reported to class or with the Attendance Secretary, or has left school property without permission is considered to be skipping. Disciplinary action will be taken as follows:

1 class period	Wednesday Detention
½ Day	Saturday Detention
Full Day	Two (2) Day Suspension

Sudden Illness During School

Any student too ill to attend class must report immediately to the Attendance office. The student will be attended to and the parent/guardian will be notified. Should the student not handle this situation in this manner, it automatically results in skipping. Disciplinary action will be taken. A student who misses a majority of the class will be counted absent.

The 5, 10, 15 Rule

Students need to understand the inconvenience that excessive absences cause both teacher and student. Poor attendance can lead to poor classroom performance.

The following minimum number of credits must be obtained to achieve a particular class status:

- 5 credits = sophomore**
- 10 credits = junior**
- 15 credits = Senior**

The consequences of not achieving a certain level of class status due to excessive absences and/or poor classroom performance are as follows:

- 1. The student ID card will reflect their grade level**
- 2. Only those with performance based class status as outlined above be allowed to drive to school and purchase a parking lot pass**
- 3. The number of credits determines where a student's picture is located in the yearbook**
- 4. Locker assignments are based on class status. Each grade level is assigned a particular area of the school. A student's locker assignment will be based on their class status.**

Tardiness

*THERE ARE NO EXCUSED TARDIES EXCEPT THOSE CONFIRMED
BY A STAFF MEMBER.*

The following guidelines apply to accumulated tardies in each class per semester:

- 1st Tardy: Verbal warning from the teacher
- **2nd Tardy: Final verbal warning from teacher; Teacher completes disciplinary referral which is mailed to parents (include verbiage next referral will be a teacher detention). Teacher responsible for mailing notification home.**
- **3rd Tardy: Disciplinary Referral; Documented Teacher/Parent contact (Telephone, e-mail, conversation), teacher responsible for mailing notification home; Teacher detention**
- **4th and 5th Tardy: Disciplinary Referral, Documented Teacher/Parent contact (home mailing), Administration/Parent Contact (if needed), Two-Hour Wednesday Detention;**
- 6th Tardy: Disciplinary Referral, Documented Administration/Parent Contact, Two-Hour Saturday Detention, possible parent meeting;
- 7th + more Tardy: Disciplinary Referral, Documented Administration/Parent Contact, Four-Hour Saturday Detention

CODE OF CONDUCT

The rights and responsibilities of students in the school district should be clearly stated. Administering the rules of the schools must include procedures which afford students due process of law. It is the objective of the River Valley Middle/High School to provide a safe environment in which the major attention of the school is directed to the learning process. The rules of student conduct and discipline are intended to help nurture this environment.

1. The written rules of conduct and disciplinary procedures which govern students are established for the purpose of:
 - Recognizing the rights of students as citizens of the United States and the State of Michigan.
 - Providing a uniform code of conduct.
 - Providing due process procedures in the administration of discipline.
2. Teaching and learning proper conduct is a constructive process with emphasis on the development of self-discipline. Maintaining proper conduct in the schools involves establishing guidelines and limitations for student behavior. Students are expected to cooperate in this process and in general:
 - Develop self-discipline.
 - Demonstrate responsible social behaviors.
 - Show consideration for others.
 - Demonstrate honesty toward teachers and fellow students.
 - Respect school and personal property.
 - Follow the rules of conduct established by the school district, school, and co-curricular programs.
3. The Student Code of Conduct applies when a student:
 - Attends school or school sponsored curricular and co-curricular programs.
 - Is on school property or in school facilities.
 - Travels to and from school.
 - Travels with a school sponsored organization.
 - Is under the supervision of school staff.

Categories of Misconduct

The following categories are not necessarily all-inclusive for middle and high school students. We at RVMHS yearly update and disseminate student handbooks that provide consistent behavioral guidelines within each of the educational levels. The following are fundamental areas of misconduct for which students may be disciplined.

Citizenship

- Acts of civil disobedience, violating the civil rights of others, interfering with the educational process, or disrupting the order of the school.
- Verbal attacks against students, school officials, school personnel, and/or school guests.
- Persistent disobedience and/or breaking school rules and regulations.
- Using profane and/or obscene language and/or gestures.
- Defying the lawful instruction and/or supervision of school district personnel.
- Cheating in connection with scholastic and school activities.
- Refusal to furnish proper identification when requested to do so by school authorities.
- Dress, adornment, or grooming which disrupts the educational process, violates reasonable standards of safety, health, hygiene or decency. Dress which advocates illegal acts or gang affiliation. Adornment, which can be used as a weapon.
- Visiting another school during the school day without permission from the home school and the receiving school
- Causing disruption at another school.
- Improper displays of affection.

Health and Safety

- Possession or storage on school property of weapons, explosives, or items which endanger health or safety. Public Act 211 (December 1987) prohibits the possession of dangerous weapons by the students in Michigan schools. The Act also provides procedures to be followed if a dangerous weapon is found in the possession of a student.
- Fighting or provoking a fight.
- Physical attacks or verbal threats to school personnel, school officials, other students, or visitors to the school.
- Extortion or issuing threats to another for the purpose of obtaining money, favors, or the possessions of another person.
- Continual or persistent annoyance, disrespect or harassment of a student or school employee.
- Causing a false fire alarm or bomb threat.
- Violating the bus conduct rules established by the transportation department.
- Unsafe or reckless driving on school property.

Illicit Drugs and Chemical Substances

The use of illicit drugs and the misuse of chemical substances is wrong and harmful to the health of students. The district supports legislation intended to eliminate substance abuse in the schools (The Drug-Free Schools and Communities Act—1986). Disciplinary sanctions up to and including suspension, a recommendation for expulsion, and referral for prosecution will be imposed on students who violate school drug policies and rules. The following are prohibited:

- Manufacturing, possessing, using, selling, or distributing illegal drugs, marijuana, drug paraphernalia, alcoholic beverages, or illicit chemical substances.
- Being under the influence of alcohol, illicit drugs, or chemical not intended by the manufacturer for ingestion.
- The possession, sale, distribution, misuse, and/or use of tobacco, look-alike drugs, steroid drugs, or performance enhancing drugs.
- Distributing, selling, or improperly using over the counter medicines, prescription drugs, or substances not intended for improper body absorption or ingestion.
- Behavior which jeopardizes personal safety, or the health and safety of others.

Property

- Theft of property from students, school staff, or the school.
- Possession of stolen property.
- Misuse of books, materials, facilities, and/or equipment.
- Defacing, damaging, vandalizing, or destroying school or personal property.
- Trespassing or unauthorized entering or presence in a school building or facility.
- Misuse of driving and parking privileges.
- Gambling while under the jurisdiction of the school.
- Loitering on or around school property.

Attendance

- Violating compulsory attendance laws and regulations.
- Persistent tardiness
- Skipping school, a class, or classes.
- Leaving school without prior arrangements with the school and parent/legal guardian.

- Failure to report to a class or classes, required assemblies, and scheduled areas for study.
- Failure to attend school on a continuous and consecutive basis.
- Violating the attendance policy and the rules of the school district and attendance rules of the school.

Other

- Disruptive behavior in the classrooms or school facilities.
- The use of electronic entertainment devices other than prescribed by the school.
- Insolent or defiant behavior toward faculty and/or support staff.
- The commission or participation in unlawful activities defined by the State of Michigan; or the violation of local laws and ordinances while in a school building, on school property, at or enroute to school-sponsored events.

DISCIPLINE—RULES AND REGULATIONS

DEFINITION OF THE SUPPORT AND DISCIPLINE PROCESS

Students have the responsibility to comply with all of the rules of the Code of Conduct and Discipline established by the school and the school district. No student has the right to disobey rules established for responsible conduct and a safe and effective learning environment.

School faculty members have the responsibility to understand and enforce student rules of conduct, school regulation and assist students in achieving responsible behaviors in the classroom and in the school.

Parents have the responsibility and opportunity to work together with the school staff and administration during the support and discipline process. This parental involvement is essential to the educational and emotional development and success of the child.

DEFINITION OF THE SUPPORT AND DISCIPLINE GUIDELINES

Discipline should be progressive in attempts to change the improper behavior of students.

Progressive discipline means that constructive assistance and progressive consequences should be established for those students who continue to violate the same school rule, as well as those students who continue to demonstrate disruptive behaviors in the classroom and in the school. Progressive penalties stated for specific infractions in the high school code of conduct are for the purpose of changing improper behavior.

**DEFINITION OF THE CLASSROOM SUPPORT
AND DISCIPLINE**

It is the responsibility of each teacher to maintain a classroom environment for effective learning and responsible citizenship. Students who interfere with the educational process will receive support action such as notes, calls to parents, parent conferences, disciplinary referrals, or detentions.

DEMERIT PROGRAM

A demerit system for non-compliance of the rules and regulations, unacceptable behavior and poor choices will be in effect for the River Valley Middle/High School during the current school year. The premise of the plan is that students who violate school rules as found in the Student Handbook will be assigned demerits for the accumulation of behaviors that result in detention or out-of-school suspension (OSS).

Demerits would be assigned as follows by the High School Administration. Actions or behaviors that bring about a demerit include:

- Wednesday Detention 1 demerit
- Saturday Detention 2 demerits
- Snap Suspension 2 demerits
- 1-2 day OSS 3 demerits
- 3-5 day OSS 5 demerits
- 6-10 day OSS 10 demerits

When students receive 8 demerits during a semester they will lose the privilege of participating in and attending all extra-curricular activities. This includes athletics, music and the fine arts, dances, and all other school social activities. This sanction runs through the remainder of the semester.

An appointment with the Assistant Principal or his/her designee will be scheduled at this point so the student can discuss and fully understand the poor choices and unacceptable behaviors that have brought the student to this point and to recognize that behavior must change in order to avoid a disciplinary hearing before the Board of Education.

A student who exceeds 15 demerits during a semester has demonstrated that s/he has been unwilling to comply with reasonable rules and regulations as found in the River Valley Student Handbook. The student will only be permitted to be in school for his/her educational schedule. The student will not be permitted to loiter around the facility before or after school hours.

The River Valley Middle/High School administration and counselors will assist in the development of a contract (Contract for Success) that the student and his/her parent or guardian shall sign as a condition of the student returning to the educational setting.

DETENTION

Students may be assigned, detentions. These may be after school, Wednesday afternoon or Saturday morning.

DETENTION AFTER SCHOOL

Classroom teachers may assign after school detention for up to one hour, for student discipline purposes. In all cases, a written advisement to parents, handed to students to carry home, will point out their responsibility to provide the student's transportation both to and from such detention. Students failing to meet the responsibilities of detention will be given Wednesday or Saturday Detention, the rules for which are as follows:

- Students are to report to the assigned detention room.
- White detention slip must be turned in to the teacher in charge.
- White slip must be signed by parent/guardian or verified with a teacher call to parents/guardians
- Students should have school related work to do during detention.
- No social reading material or sleeping will be allowed.
- No talking allowed during detention times.
- Students may seek help from the teacher in charge by raising their hand.
- The teacher in charge will dismiss students at the appropriate time.
- Students failing to meet the responsibilities of detention will be given Wednesday or Saturday detention.

DETENTION--WEDNESDAY/SATURDAY PROGRAM

The Wednesday and Saturday Detention Program provides an intermediate step between after school detention and OSS or expulsion. The Wednesday afternoon program will be held for two hours, with time and location determined by the administration. The Saturday morning program will be held at the River Valley Middle/High School building from 8:00 a.m. to 12:00 p.m. in a location determined by the administration. This program is designed to strengthen the district's efforts to administer graduated consequences in enforcing inappropriate student behavior. It is also designed to keep students in school during the instructional day. We therefore support the use of a Wednesday/Saturday Detention Program as an additional level or step to strengthen our efforts to administer graduated consequences for non-compliance and reinforcing appropriate behavior.

WEDNESDAY AFTERNOON

A. Criteria:

1. Failure to comply with set detention guidelines
2. Pre-suspension intervention for any disciplinary reason.

B. Guidelines:

1. Student hours: Wednesdays-two hours as determined by the administration.
2. Student will adhere to established standards of no talking, eating, sleeping.
3. Students are to bring school related work and assignments.
4. Parents will be responsible for transportation to and from detention.
5. Failure to attend Wednesday detention or adhere to Wednesday detention guidelines will result in students being assigned to Saturday morning detention or suspended from school.

SATURDAY MORNING

A. Criteria:

1. Failure to comply with set detention guidelines.
2. Detentions are non-cumulative between semesters.
3. Excessive tardiness as defined by earning four or more in a specific class during a semester.
4. Pre-suspension intervention for any disciplinary reason.

B. Guidelines:

1. Students' hours: Saturday mornings 8:00 a.m. to 12:00 p.m.
2. Students will adhere to established standards of no talking, eating, sleeping.
3. Students are to bring school related work and assignments.
4. Parents will be responsible for transportation to and from detentions.
5. Failure to attend Saturday morning detention or adhere to Saturday morning detention guidelines will result in a two-day out-of-school suspension.

DUE PROCESS

When disciplinary action is taken against a student by a teacher or administrator, students have the following rights: to be informed of the reason for the action, to present any facts that will support their defense, to have a hearing to discuss both sides of the issue and/or the appropriateness of the action.

RULES AND RESPONSIBILITIES

What is Expected from Students:

- Regular attendance.
- Arrive on time to school and to each class.
- Show respect for other students as well as any and all school personnel.
- Use of proper and appropriate language at all times.
- Take on the responsibility of self-discipline and of controlling one's own conduct.
- Behave in a manner that protects the health and safety of themselves and others.

What is Not Expected from Students

Assaults—The Michigan School Code mandates that the Board of Education take the following disciplinary actions for students in grades 6 or above who engage in physical assault or verbal assault at school:

- Physical assault of a school employee, volunteer, or contractor—permanent expulsion. (Subject to appeal for reinstatement after 180 days).
- Physical assault of another student—suspension up to 180 school days.
- Verbal assault of a school employee, volunteer, or contractor—suspension up to 180 school days.

Physical Assault Defined: Intentionally causing or attempting to cause physical harm to another through force or violence.

Verbal Assault Defined: Any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm. Bomb threats and similar threats directed at a school building, school property, or school-related event are included as verbal assaults.

Careless, Unsafe Use of Vehicles Brought to School Driving a vehicle to school is a privilege and requires both parent's and principal's permission. The procedure for gaining permission is:

1. Pick up the form at the office and complete, with proper signatures, a parent's permission form. The form requires agreement by the parent to assume full responsibility for the safe and proper driving of their child on school property.
2. Return form and receive principal's permission, purchase parking permit and parking space (\$2.00) identification tag as designated by the administration.
3. Leave vehicle in student parking lot until end of the school day.

Failure to follow the above procedure is grounds for suspension from school and the loss of privilege to drive to school.

Disruptive Conduct—Do not disrupt classes with distracting, uncooperative conduct. Each student has a right to an education. Those who repeatedly disrupt a class will run the risk of being removed from that class. This includes behavior at school-sponsored events such as football and basketball games. Poor behavior, which includes repeated loitering in the halls, will result in disbarment from attending these activities.

Excessive Show of Affection—Setting a good example in school is important. Use reasonable judgment in how you want other people to see you. Public displays of affection such as kissing are not appropriate behavior in school. Failure to cooperate will result in a two (2) hour Wednesday Detention after school and notification of parents. Middle school students are to refrain from ALL aspects of PDA (public display of affection, including holding hands)

Gangs and Gang Related Activities—The presence of gangs and gang-related activity is contrary to the health, safety and welfare of the students and staff of the School District and the District as a whole. That presence materially disrupts the classroom and involves substantial disorder and/or invasion of the rights of others. Therefore, the presence of or student involvement in gangs or gang-related activities on school grounds or at school-related activities is strictly prohibited.

Harassment—It is the policy of this District to maintain a learning and working environment that is free from harassment based upon a person's statutorily protected status, including but not necessarily limited to race, age, sex, religion, national origin, weight, height, or disability. No board member, staff member, visitor, contractor, employment applicant, or student of this District shall be subjected to any form of harassment or intimidation.

Interference with the School Program—Students will not be allowed to interfere in any way with the educational program. The right of each student to learn in a suitable environment will be preserved.

Refusal to Follow Directions—Defiance,

Insubordination—The authority of an adult supervisor must be recognized (i.e. failure to identify oneself when asked to do by and adult employee). Students must accompany any adult supervising any school activity when asked to do so. Students are expected to follow and respect the reasonable directions of teachers, administrators and adult supervisors, etc. First time, failure to cooperate results in a minimum Wednesday Detention after school and notification to parents. After that, progressive suspension guidelines follow.

Smoking— Students are not permitted to POSSESS, smoke or chew tobacco on school property or at school-sponsored events or activities. State of Michigan Public Act 140 (1993) made River Valley Middle/High School and all public schools in Michigan a smoke-free environment.

- First-time offenders will be suspended for a minimum of two (2) days with parent, student, and principal conference necessary prior to the students' return. Possible police referral.
- Second-time offenders will be suspended from school for a minimum of five (5) school days and must attend with their parents a meeting with the Superintendent of Schools. Possible police referral.
- Third-time offenders Third time and subsequent infractions by offenders will be dealt with on an individual basis. Further penalties may range from 6 or more days out-of-school suspension to a long term suspension.

Use, Possession, Sale, or Distribution of Drugs Prohibited—

The use, possession, sale or distribution of drugs, including alcohol, inhalants and look-alike drugs, (look-alike drugs means a substance that is not a controlled substance or is not a drug for which a prescription is required under law, which by dosage unit appearance including color, shape, size, or markings and/or by representative made, would lead a reasonable person to believe that the substance is a controlled one.), on school property or at school sponsored events away from school property is strictly prohibited and is serious misconduct which justifies the most severe disciplinary action in response to any violation. Any evidence of behavior or conduct on school property or school sponsored events consistent with previous consumption shall be considered a violation of this policy. Please refer to the last section of this handbook for defined Board of Education action on Illegal Substances.

Vandalism—Defacing or destruction of school property or property of another. Violators will be asked to make full restitution including labor and up-to-date replacement costs for damages, minimum two (2) day suspension and possible police referral.

Extensive vandalism and/or destruction of school property may result in a recommendation for appropriate action to the Board of education.

Students involved in horseplay or inappropriate behavior and who unintentionally destroy school property must make full restitution for damages including labor and up-to-date replacement costs.

SUSPENSION

Suspension constitutes a temporary denial of the rights to attend the school and is usually used as a final means of attempting to correct a student's behavior pattern.

In a classroom, elsewhere on school premises, or a school bus of other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises River Valley School District administrators and assistant(s) continue to have delegated authority to suspend students for behaviors related to this policy for a period of ten (10) school days as enumerated in the policy book. The Board in a due process hearing shall hear recommendations for longer-term suspensions and expulsions.

The Superintendent shall ensure that all incidents of assault are reported as required by law.

All disciplinary consequences under this policy shall be applied in a manner consistent with applicable student discipline procedures, as well as all federal and state laws for students determined to be eligible for special education programs/services or reasonable accommodation of the disability.

Since suspensions are not unexcused absences, we give the students the opportunity to make up the work under the following guidelines. Students who are suspended for only a day or two may pick up the work upon their return and complete it as directed by the teacher. It is the student's responsibility to ask for and make up the work missed. Homework requests are submitted for students who are suspended for 3 or more days and may be picked up by the parent or guardian the day after the suspension. Students on more than the two-day suspension will have a maximum of as many school days they were suspended to complete and hand in assignments or take tests. Under extenuating circumstances the teacher in conjunction with parents, counselor and school administration may recommend additional time for the student to make up the work.

Suspensions (long term) administered through the Board of Education are exempt from the make-up work guidelines and will follow Board of Education Policy.

The building principal or his designated agent may suspend the student from school whenever that student is adjudged guilty of persistent disobedience, gross misdemeanor, or whenever the interests of the school demand such action, such as behavior that interferes with the orderly operation of the school.

Students whose actions on school property or at a school activity constitute a violation of local ordinances or the laws of the State of Michigan shall be immediately remanded to police custody and suspended from school.

Upon suspending a student, the principal or designee shall attempt to notify the parents by telephone and shall expeditiously transmit a letter including: 1) the reasons for disciplinary action; 2) provision for a parent conference; 3) the appellate procedure available to the Superintendent of Schools and through him to the Board of Education, which has final authority concerning all suspensions from school. In the event of appeal, a written notification of the final action will be transmitted to all parties.

SUSPENSION GUIDELINES—NON-COMPLIANCE

Suspension is usually used as a final means of attempting to correct a student's behavior. Ordinarily, a parental conference is held before the student is allowed to return to school. A student faces immediate suspension and possible expulsion for:

1. Assault/Fight—Involvement in a fight or assault. (minimum 2 days OSS)
2. Careless driving on school property. (1st offense: parent contact; 2nd offense: minimum 1 day OSS)
3. Explosive Materials--Possession/use of explosive materials. (minimum 5 days OSS with possible recommendation for expulsion)
4. Fire Extinguisher--Touching/tampering with a fire extinguisher or fire alarm. (minimum of 5 days OSS and possible police referral)
5. Forgery. (minimum 1 day OSS)
6. Insubordination—Speaking with contempt or discourtesy to a faculty member or refusal to follow reasonable directions and policies. (minimum 2 days OSS)
7. Intimidation—Intimidation of school personnel by verbal threats, threats of harm, trespassing and vandalism, either here, at their homes or anywhere else. This includes telephone pranks. (as per RVSD BOE policies)
8. Laser pointer—possession or use of a laser pointer. (minimum 2 days OSS with possible recommendation for expulsion)

9. Lighters/Matches--Possession of matches, lighters, or flammable devices. (minimum 1 day OSS)
10. Obscene materials—possession of obscene materials. Committing an obscene or indecent act. (minimum 2 days OSS)
11. Parking Lot--Being in the student parking lot during school. (1st offense: parent contact; 2nd offense minimum 1 day OSS)
12. Possession—the possession, use or sale of intoxicants, drugs. (as per RVSD BOE policy)
13. Profanity—Using profanity or obscenity. (minimum 1 day OSS)
14. Repeated uncooperative conduct. (minimum 2 days OSS)
15. Smoking—Smoking or possession of tobacco on school property. (minimum 2 days OSS)
16. Theft, destruction or defacing personal or school property. Examples of defacing property include, writing on lockers, walls and doorways and interfering with ceiling tile, etc. (minimum 2 days OSS)
17. Water toys--possession or use or squirting devices or water balloons. (minimum 1 day OSS)
18. Weapons--possession of a knife, blade or other weapons. (minimum 5 days OSS with recommendation for expulsion)
19. Any other undesirable behavior, which in the opinion of the principal is serious misconduct, warrants suspension. (minimum 2 days OSS)

Appropriate demerits will be assigned based on the type of detention served or the amount of the suspension given. Parents will be informed by phone as well as in writing of their son/daughter's current demerit status following any discipline action resulting in detention or suspension.

TEACHER—IMPOSED SUSPENSIONS

Teachers in the River Valley School District are authorized to immediately remove and suspend a student from that specific class, subject, or activity for up to one (1) school day when the student's behavior materially interferes with the teacher's ability to effectively teach or manage the class, subject or activity at school.

The teacher shall immediately report the suspension and the reason for the suspension to the school principal and send the pupil to the school principal or the school's principal designee for appropriate action.

Procedures – Students/Teachers

- 1. A teacher may suspend a student from class, subject or activity for up to one (1) school day for certain conduct as specified in the Code of Conduct. The teacher shall immediately send the student to the principal or his designee and specify the reason for the suspension as specified in the Student Code of Conduct.**
- 2. A student receiving a teacher-imposed suspension shall not return to the class (for that day), subject, or activity from which the student was suspended, without the consent of teacher and the principal or his designee, unless permitted by concurrence of both the teacher and the principal or designee.**
3. At the discretion of the principal or designee, the student receiving a teacher-imposed suspension from a class, subject, or activity may be permitted to attend other classes, subjects, or activities if the student's conduct does not otherwise qualify for a multiple day suspension or expulsion in accordance with the Student Code of Conduct.
4. As soon as possible after a suspension under this section, **the teacher shall contact a parent regarding the suspension.**
5. If a student receives additional teacher-imposed suspensions there will be progressive discipline on second occurrence from the same teacher. The student will receive a 2-day suspension from school and a meeting will be scheduled with teacher, parent, student, and Assistant Principal upon their return.

GENERAL INFORMATION

ACTIVITIES

Each student at River Valley Middle/High School is encouraged to take part in some activity. The following is a list of active organizations:

Astronomy Club
Athletics
Business Professionals of America (BPA)
Chess Club
Culinary Club
Drama Club
Future Farmers of America (FFA)
German Club
National Honor Society
Ski Club
Spanish Club
Students Against Destructive Decisions (SADD)
Student Congress
Ushers Club

Students are to be in school for the entire day if they wish to participate in any activities taking place after school. The principal or his designee must approve exceptions to this rule. Examples are medical and dental appointments for the time needed to be there.

ADMINISTRATION SUMMARY

The school administration reserves the right to establish fair and reasonable rules and guidelines for items and occurrences requiring action that are not covered in the Student/Parent handbook, which may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible in previously established rules, regulations and consequences for similar incidents. All steps will be covered under policy umbrella.

AGE OF MAJORITY

Students who have attained the age of 18 may sign a student waiver invoking their right to privacy. This waiver excludes all parental involvement with school regarding such matters as grades, attendance, discipline, etc. River Valley High School will deal directly with the student who has signed a waiver. Such waiver may be obtained from the high school principal in the main office. Once the waiver has been completed parents will be notified of such action.

Any student invoking their right to privacy must sign in at the attendance office when arriving at school. The student may not leave school during the school day unless the student has a verifiable appointment and has checked out properly at the attendance office. A verifiable appointment may include:

- Medical/Dental appointments (verification required)
- Mandatory court appearances (verification required)
- Pre-Approved college visits (verification required)

ASSEMBLIES

There are two kinds of assemblies, one for the making of noise (pep sessions) and the other for listening and remaining quiet (all other assemblies). Neither a speaker nor an entertainer needs to be embarrassed about the behavior of our students attending an assembly. Therefore, shouting, whistling, and other such distractions will not be tolerated.

Our students are expected to display courteous and polite behavior at all assemblies. Failure to do so will result in disciplinary action up to and including the denial of attendance from future assemblies.

ACADEMIC ATHLETIC ELIGIBILITY

Please refer to the Athletic Handbook.

ACADEMIC HONESTY GUIDELINE

We at River Valley High School believe that an essential element of our intellectual goal of academic excellence is honesty. Academic honesty is based on respect for individual achievement that lies at the heart of any school. This requires that students produce work that is completely their own or that correctly acknowledges the contributions of other people and sources.

Examples of Academic Dishonesty:

- Using notes, aids, or another student's assistance to complete a test, project or other assignment in a way other than what the teacher has allowed
- Looking at another student's test, answer sheet, or other materials during a test period
- Copying from or allowing another student to copy from a test, homework, or course work which is not intended to be group work
- All types of plagiarism including:
 - ❑ Omitting quotation marks for directly quoted material (whether from a book, magazine, internet source, or other writer)
 - ❑ Omitting bibliographical references either in the text or on a source page at the end of the document
 - ❑ Using an author's ideas by paraphrasing (rewording and/or rearranging words and ideas) without proper citation

Responsibilities:

- The student is expected to complete his/her own work: tests, quizzes, projects, reports, homework assignments, essays, papers, and in-class assignments. Also, students will not participate in another student's academic dishonesty in any way.
- The parent is expected to understand this policy, encourage students' full compliance with it, and have appropriate academic expectations. Parents should support their students while not completing academic work for them.
- The teachers of River Valley High School are expected to review and enforce this policy with students. In an attempt to be proactive, teachers will provide correct citation methods for outside sources and stress the need for individual thought and productivity. Teachers will also serve on disciplinary action committees if needed.
- The administration is expected to support academic honesty with students, staff and parents. Administrators will serve on disciplinary action committees.

Consequences:

- Offenses against the Academic Honesty Guideline may result in removal or omission from membership in honor societies and/or other award programs in addition to the following:
 - ❑ First Offense: Zero credit for the assignment and a record of the offense in the student's disciplinary file. The parent and student will be notified of possible consequences should more offenses occur.
 - ❑ Second and subsequent offenses: Further record of the offense and possible loss of credit for the marking period or semester dependent upon a disciplinary action committee decision. The committee will be made up of the department members in which, the offense occurred (ex. English Department members comprise the committee if a student plagiarized an essay for an English class) along with an administrator.

BOARD OF EDUCATION POLICY LOCATION

A copy of the River Valley Board of Education Policy Handbook is available for your review and perusal in our media center during school hours. Those individuals who need to review such a document are asked to call the Middle/High School Office and make an appointment.

BUILDING USE

Regular hours for teachers are from 7:15 a.m. to 3:00 p.m. Students and athletes who wish to be in the building before or after these times must make special arrangements to have a teacher or coach present. (If no coach or teacher is present, students must be outside the building.)

**BUS SAFETY REGULATIONS—TRANSPORTATION RULES
AND CONSEQUENCES**

Bus Rules:

- Follow directions.
- No teasing or abusive language.
- Stay in assigned seats, keeping hands to self
- Maintain acceptable noise level
- Respect others and school property

Non-Compliance:

- ❑ Verbal warning.
- ❑ First written warning—goes home to parent/guardian and returned with parent's/guardian's signature. Parental/guardian contact by transportation supervisor.
- ❑ Second written warning—possible student suspension from bus and a possible conference with the parent(s). Conference involves transportation supervisor, driver and parent(s)/guardian(s).
- ❑ Third written warning—suspension from riding bus indefinitely, (1-10 days). Mandatory Conference with principal or his designee, transportation supervisor, driver and parent(s)/guardian(s).
- ❑ Fourth written warning—recommendation to Superintendent to suspend student from riding the bus for a period longer than 10 days, a semester, or the remainder of the school year.
- ❑ All Suspensions from the buses include routes, extra-curricular, field trips and athletic buses.

NOTE: IN THE EVENT OF A SERIOUS VIOLATION, A STUDENT MAY BE REMOVED FROM THE BUS AND SUSPENDED AT ANYTIME

Serious Offenses, But NOT Limited To:

- Vulgar or profane language.
- Use, possession or under the influence of tobacco or unauthorized substances.
- Defiance, Disrespect of Driver
- Interfering with the safety of others.
- Vandalism.
- Fighting
- Bullying and Harassment

**NOTE: INCLEMENT WEATHER/SCHOOL CLOSING
INFORMATION FOR SCHOOL OF CHOICE STUDENTS**

Bus transportation will NOT be provided to or from the River Valley Schools on days that your district of residence closes due to existing weather conditions. For example, if the school district where you reside closes due to existing weather conditions, River Valley buses will NOT

be crossing the district boundary into that district to pick up or drop off students.

If your district of residence calls a “school delay” due to existing weather conditions, transportation will NOT be provided to the River Valley Schools. However, transportation will be provided home at the end of the school day if the “school delay” has been cancelled.

The safety of all our children is the rationale for following these guidelines.

CELL PHONES /ELECTRONIC DEVICES

Students may have a cellular telephone in their possession on school premises. However, the phone may not be used in any manner during class time. **Phones in the classroom are to remain “off” and are not to be in a “vibrate-alert” mode.** This means that cellular phones need to be turned off which includes ring tones and vibrating functions.

Telephone calls and texts may not be made or answered during class time.

Students may use their cellular devices during their specific lunch time, before and after school and during passing times only.

Use of cellular telephones during after school activities is at the discretion of the coach, advisor, or other adult in charge. However, the use of cellular telephones in areas where personal privacy is a reasonable expectation (i.e. locker rooms, showers, and restroom, etc.) or on school buses while being transported to and from school is prohibited.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference **with the administration** has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless it can be established by the building principal that such a device is necessary for a bona fide health or safety emergency.

Walkie-talkies either long or short range, portable CB radios, portable “ham” radios, portable scanning devices, or portable games or toys that transmit a signal more than 20 feet or through walls, shall not be allowed in any circumstance unless specific permission for possession or use of the device has been granted by the building principal.

Cell phones that have picture-taking ability are discouraged; however, the following specific guidelines apply to these phones:

1. They are not allowed in locker rooms or dressing rooms at any time.
2. Students cannot take pictures of others without their prior permission.
3. Students are not allowed to connect their camera phone to any District owned PC.
4. Any phone/camera device being used for any illegal purpose or being used in a manner that violates the Student Code of Conduct will be confiscated pending, where appropriate, parent(s)/guardian(s) conference. Where appropriate, police authorities may be contacted.

Devices operated in violation of this rule, or for any illegal purpose, shall be confiscated and not returned until, where appropriate, parent(s)/guardian(s) conference has been held. Repeated violations will result in permission being withheld to use or possess the device(s).

Cellular phones are to remain off during any lockdown and/or emergency situations.

Usage of cameras, radios, tape decks, CD players, electronic games and devices, head sets, pagers, or noisemakers are not permitted during the school day (from the time the first bell rings to start class to the end of the school day). Use of CD/MP3 players during student lunch period is permitted. Cellular phones and PDA's have already been addressed in this section.

Student violating any of the above cellular phone/electronic device guidelines will have their phone/device taken from them will be turned in to the office by no later than the end of the school day. 1st offense—device confiscated and sent to the office to be picked up by the student at the end of the school day. 2nd offense—confiscated/parent notified and parent must pick up device in the office. 3rd offense—confiscated/parent notified/held one week in office and parent must pick up device in the office.

CAFETERIA GUIDELINES

The River Valley School District offers a hot lunch program and a breakfast program in all schools. A free and reduced meal program is available for families who qualify. Application forms are passed out to all students on the day they register and are also available in the school office. All applications are kept confidential.

NO LUNCH CHARGES.

A few simple rules to follow while in the cafeteria:

- Keep an orderly line—no cutting.
- Pick up after yourself.
- Do not sit on tables.
- This is no place for throwing food or debris of any kind. Failure to pick up materials from tables and the floor, and failure to return trays and silverware to their proper places will be disciplined, which could include disbarment from the cafeteria, detention, and suspension from school.
- Students are expected to help maintain a safe, clean and orderly environment.

CLASSROOM GUIDELINES (GENERAL)

It is the responsibility of each teacher to maintain a classroom environment for effective learning and responsible citizenship. The items that follow are to serve as general classroom guidelines. Each staff member will provide in written form and review their individual class rules in addition to these.

- Stop talking when the teacher asks.
- Pupils who have been absent should obtain the assignments, if possible, before the next class and be prepared for the day's work upon their return. Otherwise, one day's absence amounts to two days' loss of time.
- Always have the necessary books, materials and equipment ready to begin work.
- Please help to maintain a neat and clean classroom at all times.

COMPUTER TECHNOLOGY AND NETWORKS

- Before any students may enhance their school career through participation in the school's computer network, they and their parents must sign an agreement, which defines the conditions under which the students may participate.
- All students will be provided with a login and password.
- If you are in the system in unauthorized areas, the following will occur:
- Privilege of the Internet will be taken away for no less than 30-days.
- Non-compliance may result in suspension or expulsion, as determined by the building principal.
- Criminal charges may be filed.
- Payment for all damages to equipment.
- Students must have signed *Acceptable Use Rules* on file before using the River Valley School District Local Network/Internet.

COURSE CHANGES

Only a counselor may make course changes, when requested prior to the beginning of a semester. If the class enrollment size can be maintained, the student, his/her parent, a counselor and teachers affected by the change, will meet to determine if a change is to take place.

Changes will NOT be made because of personal judgments or feelings about instructors or classes. After the second week of the semester, no changes may be made unless verified and agreed upon by all the teachers involved and have approval of the principal or his designee.

To avoid errors, decisions on classes should be thoroughly investigated during the time of course selection process during second semester.

DANCES

Dances are scheduled throughout the year to provide students an opportunity to interact with new people and to have fun with their friends in a supervised social setting. All school rules, regulations and eligibility (if students receive two (2) F's in any one marking period, they will be ineligible to participate for the next marking period) are in affect for dances including Homecoming, Winter Fest and Prom, just as with any other extra-curricular activities.

- a. No open dances. Only currently enrolled River Valley High School students and their registered guests are eligible to attend dances.
- b. Students are to have a valid River Valley Middle/High School I.D. **River Valley students and guests without a valid River Valley Middle/High School I.D. and will be subject to an additional cost to the dance.**
- c. Students who wish to bring a guest must obtain and complete the necessary information from the main office as outlined on the application form, escort and be responsible for the behavior of the guest. Dance guests shall be no older than 20 years of age. The guest pass must be completed and turned into the office two-days before the dance. Guest must present I.D. at the dance when entering. Be sure your guest will follow school rules.
- d. Students will only be admitted to dances one-half hour after an athletic event ends or one hour after a dance's starting time in all other cases.
- e. All regularly scheduled High School dances must end by 11:30 with clean-up completed by 12:00 midnight.
- f. All entertaining groups will be subject to all dance rules.
- g. There must be at least four chaperones, two of which shall be teachers.
- h. Once a student leaves a dance, she or he will not be allowed to re-enter the dance.
- i. High school students are not permitted to attend Middle School dances.

- j. Prom is open to juniors and seniors only—individuals wishing to bring a guest must complete the guest form. It is recommended that in regards to bringing guests, the students check with the principal or his designee with ample time prior to making major financial commitments and purchases for this event.
- k. All regularly scheduled Middle School dances must end by 9:00 p.m. with clean-up completed by 9:30 p.m.
- l. Middle School students may not leave the dance early unless a parent is there to pick them up.
- m. Middle School students are not permitted to attend High School dances, including Homecoming, Winter Fest and Prom.
- n. Middle School dances are for River Valley Middle School students only. No guests.
- o. Attire for in-school dances must comply with school dress code.
- p. No sexually explicit dancing. Students are to adhere to the dancing guideline, “Face to Face, leave some space. A failure to abide by this rule will result in the student being dismissed from the dance.

DEFICIENCY REPORTS

Written notice of student academic deficiency will be posted on the grade viewer. For those parents sent to parent not able to access the gradebook electronically our office will mail out reports midway between marking periods.

DRESS CODE AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn and our dress code is intended to create unity, strengthen school spirit and pride, and focus attention upon learning and away from distraction. Any fashion (dress, accessory, hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risks to themselves or to others, they may be removed from the educational setting. Students are expected to wear appropriate clothing. Unacceptable attire include:

1. Clothing that is too tight, revealing, or baggy.
2. Tops/bottoms that do not “overlap”.
3. Shorts, skirts, or “skorts” must be no shorter than at the fingertips
4. Tops that are not “of an appropriate size and fit”.
5. Hats, caps, scarves, sunglasses or sweatbands except for “special events”.
6. Non-jewelry chains and chain wallets.
7. Mid-thigh length garments must cover spandex-like apparel.

8. Outerwear jackets are not to be worn between the starting time and the end of the school day. An outerwear jacket is defined as a jacket that is lined, has fasteners all the way down, and is designed for warmth and/or protection from the elements.
9. Additional examples of unacceptable attire include clothing advertising alcohol and/or tobacco, racism, disrespect of authority, promoting violence, or inappropriate language or are sexually suggestive, transparent, see-through clothing or clothing that exposes excessive skin, less than **2"** straps on the shoulder, tight body revealing clothing (i.e. leather pants), tanks, bare midriffs, and open mesh shirts, cut-off shorts, or sagging pants, pajamas and house slippers.
10. Apparel, jewelry, notebooks or grooming, which by virtue of color, arrangement, trademark, insignia, logo, symbol, slogan or other attribute denote membership in gangs which advocate drug use, violence, disruptive or criminal behavior is prohibited. Coveralls with one strap unhooked or broken are not permitted at any time.

Students who are representing River Valley High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

The administration reserves the right to determine appropriateness of dress and take appropriate action against students dressed improperly. Students who choose to violate the dress code shall be required to change/replace clothing item, modify appearance, and/or relinquish item when requested to do so, **the administration will make an attempt to make an immediate contact with parents.** In addition, the student will receive the following consequences:

- 1st time offenders—warning with letter home to parents.
- 2nd time offenders—will result in a Wednesday detention,
- Subsequent offenders—discipline will be progressive.

EARLY DISMISSAL FOR STUDENTS

No student shall be dismissed early from school without approval from the principal's office. This policy shall apply to all situations, including those in which the parent or guardian picks up the student.

EQUAL EDUCATION OPPORTUNITY

It is the policy of the River Valley School District to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other

protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing (SEE FORM AT END OF HANDBOOK) to the school district's Compliance Officer

The complaint will be investigated and a response in writing, will be given to the concerned person within (5) business days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

FIRE DRILLS

Fire drills are held at various times during and throughout the school year. The first drill of the year is held at an announced time, but subsequent drills are held without any previous warning. The drills are of vital importance in helping to understand what to do in case of emergency.

When the fire horn sounds, students from each classroom will walk out of the school in single file. After leaving the building, students remain under supervision of the teacher. While waiting outside, students will station themselves at least 150 feet from the building. Students will return to the building when the passing bell sounds. Use exits as shown on the signs in your room.

FOOD CONSUMPTION

No food, bottled or canned liquids are to be consumed in the halls. Due to practices and rehearsals after school hours, bottled or canned liquids may be purchased after school and consumed in the cafeteria. No drinking of beverages or eating of food is allowed outside the cafeteria. Liquids in bottles and cans must be unopened, closed with a lid or covered tightly with a cap when in locker, halls, or classroom. The drinking of beverages and consumption of food is not allowed outside of the cafeteria.

GYM USE

No gym use before, during, or after school without proper supervision.

HALL CONDUCT

Hallways can be potentially dangerous areas in the building, particularly during passing time. Because of this, running and rowdy behavior cannot be tolerated nor is it expected of our students. Disruptive behavior in the halls will result in detentions and/or suspensions. Students must have a pass if they are in the halls during class time.

LEAVING A CLASSROOM

All students must be in their assigned classes unless they have permission from the teacher to be excused.

LIBRARY GUIDELINES-GENERAL

The library should be conducive to studying. A quiet, orderly atmosphere shall be maintained. This is not the "social club" of the school. No inappropriate behavior will be tolerated.

LIBRARY GUIDELINES FOR STUDENTS

The library is available for student use at the beginning of the day (once the school doors open to students) and after school hours unless there is a prior engagement scheduled for the facility. The times will be set at the beginning of the school year by the administration.

Audiovisual equipment may not be used in the library without the librarian's approval of its use and purpose for a classroom assignment. Violations of the above rules will mean loss of library privileges.

LIBRARY GUIDELINES—USE OF MATERIALS

Books may be checked out for a three (3) week period. They may be renewed unless someone else requests them. Reference books may be kept overnight and may be checked out anytime during the day.

Books should be returned as soon as the student is finished with them. Other students may need the materials.

If a book is lost, the student must pay the replacement cost before a new marking period begins.

If the book is damaged, the student will pay a fee.

Failure to be "all clear" with the library at the end of the year will result in report card/ transcript/diploma being withheld.

LOCKERS

Lockers are issued to students at the beginning of the year. **Your locker should be kept locked at all times.** Students are cautioned against giving their combinations to each other or they cannot expect their property to be safe. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Students are cautioned not to keep money or other valuables in their lockers.

Students can purchase locks from the school. The purchase price for locks is \$5.00.

Here are some worthwhile tips to follow:

- **DO NOT SHARE YOUR COMBINATION WITH ANYONE.** Too many times things are stolen. Unfortunately, everyone cannot be trusted. You, as the student, are responsible for what is found in your locker.
- **Keep your locker locked.** There should not be an excuse for leaving it unlocked or rigged!
- Clean and rearrange things in locker frequently.
- Treat lockers with care. The doors, although metal, have limits to their use. Periodic inspection of lockers by school officials will take place unannounced.
- Any expense in cleaning or repairing a locker will be the responsibility of the individual to whom it has been assigned. The unreasonable abuse of a locker will result in the denial of use of the locker.

Non-compliance results as follows:

Students may face up to 2-days minimum suspension

- Students are to stay in the locker they are assigned at the beginning of the year. A change can be made with the principal's permission only. Disciplinary action will result with anyone who does not follow this rule.
- Lockers may have pictures hung inside. However, no advertisements for alcoholic beverages, tobacco products or illegal substances, or pictures of inappropriately dressed people. Items displayed in lockers and materials should be in good taste.

Searches of Lockers and Students

- Searches of lockers and students shall be conducted in accordance with the rules adopted by the Board. No law enforcement officer may search any locker without a search warrant unless he has the consent of the building principal and is accompanied by the principal or designated representative.
- The School District retains continuing ownership of, and jurisdiction over, school property assigned to a specific student. Searches of such property and a student's person may be conducted and seizures made when the school administrative personnel conducting the search have a reasonable suspicion that the property contains, or that the student is in possession of items; the possession of which constitutes a violation of state or federal law, local ordinance or a rule or policy of the school or which presents a threat to the security or safety of others or may be used to disrupt the educational process. All searches may be conducted with or without a

student's consent.

- In order to protect the health, safety or welfare of students under school jurisdiction, building principals or designated representatives are authorized to search students. Strip-searches shall not be conducted by school authorities.
- All searches shall be carried out in the presence of an adult witness.

LOST AND FOUND

When a student loses something at school, he/she should check with the office. Lost items have also been found on buses, in the student's locker and in classes. Those places should be searched also.

LUNCH

We have a closed lunch period. This means that no students are allowed to leave school property by any means. Students in the building are restricted to the C-Wing.

NEW STUDENTS

To assure appropriate placement and class schedule, the parents or guardian must accompany new students. A student will be denied admittance if not accompanied by parent or legal guardian. Scholarship information is available in the Guidance Office. Please call the Student Services Office for an appointment.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the River Valley School District that no person shall on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status or any other legally protected characteristic be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment.

ORGANIZATIONAL/CLASSROOM PARTIES

Parties in the classroom may be held from time to time with the following provisions:

- The classroom teacher must approve and notify the principal or his designee of the party at least three days in advance.
- Students are responsible for holding the noise to a reasonable level so that other classes are not disturbed.
- Students are responsible for cleaning the room after the party.

Classroom parties are not to be held the day before a vacation, the last week of school, or on Halloween.

PERSONAL DIGITAL ASSISTANTS (PDA's)

Students may possess and use PDA's on school premises. To the extent they can be used as cellular phones or communication devices, PDA's are subject to the rules governed by phones. Notwithstanding the general rule permitting the possession and use of PDA's on school premises, classroom teachers may, in their discretion, prohibit the use and possession of PDA's in their classrooms in particular circumstances, such as exams, demonstrations, or presentations.

PLAGIARISM

Please refer to the Academic Honesty Guideline section

QUESTIONS or PROBLEMS

We believe that direct communication when issues arise is the best mode of communication. Should questions or problems arise in your child's classroom and you would like to resolve the issue, please observe the following procedure:

- 1st: Contact and talk to the teacher (if not resolved then);
- 2nd: Contact the principal or his designee with the teacher: A conference with the parent/guardian, teacher, and principal or his designee will be scheduled (if not resolved then);
- 3rd: Contact the principal: A conference with the parent/guardian, and principal or his designee will be scheduled (if not resolved then);
- 4th: Parent may contact the superintendent or designee. The building administrator will facilitate this conference.

RADIOS/ELECTRONICS

Please refer to Cell Phones/Electronic Devices—Page 32

REPORT CARDS

Grades A, B, C, D, and F are given for achievement. An incomplete is given only if a student has a long period of absence during the marking period. The incomplete is removed at the discretion of the teacher during the next marking period, or the work is automatically declared failing and a grade of "F" may be recorded.

Report cards are mailed home. End-of-the-year report cards may be withheld pending student obligations.

SCHOOL CLOSING

Closing of school due to weather—severe weather conditions sometimes makes it necessary for school officials to close school. Such decisions are made early in the morning, and the information is quickly given to all local radio stations. Students should not call the school or school officials to ask if school will or will not be in session on a particular day. These telephone lines need to be kept open, and students are asked to listen to their radios for a report of school closings.

The following radio stations will be notified: WHFB-AM, FM Benton Harbor; WNIL Niles; WSBT South Bend; and WIMS Michigan City.

**NOTE: INCLEMENT WEATHER/SCHOOL CLOSING
INFORMATION FOR SCHOOL OF CHOICE STUDENTS**

Bus transportation will NOT be provided to or from the River Valley Schools on days that your district of residence closes due to existing weather conditions. For example, if the school district where you reside closes due to existing weather conditions, River Valley buses will NOT be crossing the district boundary into that district to pick up or drop off students.

If your district of residence calls a “school delay” due to existing weather conditions, transportation will NOT be provided to the River Valley Schools. However, transportation will be provided home at the end of the school day if the “school delay” has been cancelled. The safety of all our children is the rationale for following these guidelines.

SEARCH AND SEIZURE

The School District retains continuing ownership of, and jurisdiction over, school property assigned to a specific student. Searches of such property and a student’s person may be conducted and seizures made when the school administrative personnel conducting the search have a reasonable suspicion that the property contains, or that the student is in possession of items; the possession of which constitutes a violation of state or federal law, local ordinance or a rule or policy of the school or which presents a threat to the security or safety of others or may be used to disrupt the educational process. All searches may be conducted with or without a student’s consent.

No strip searches will be conducted by any administrator or employee, but may be conducted, if warranted, by law enforcement officials. Any items found in the course of a search that may be evidence of school rules, state or federal law may be taken, held, or turned over to the authorities. The school reserves the right not to return items, which have been confiscated.

Furthermore, as part of our Zero Tolerance Policy we at River Valley Middle/High school conduct canine sniff searches. During these searches our hallways, lockers, and parking lots are accessed by the trained search law enforcement officials.

STUDENT SERVICES

River Valley Middle/High School provides an extensive program of counseling, advising, and other student personal services. Any student or parent who has questions regarding personal, social or emotional concerns, developing educational goals or career planning should contact the guidance counselor.

STUDENT WELL BEING

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

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

TALENT OR VARIETY SHOWS

Once or twice a year, talent or variety shows are held during the school day.

TELEPHONES

Telephones in school offices are for school business and are not to be used by students except in case of emergency. Telephone calls for non-emergency situations will cost 25 cents.

TEXTBOOKS

New books are marked "A" and conditions may range from the "A" grade to "D" grade. It is expected that through normal usage, a book will drop one grade per year. If the book is misused and the condition drops two grades, then the student is expected to pay ¼ the price of the book as a fine. Should a new book, "A" grade, be lost or misused so badly that it cannot be used again; the student is expected to pay full replacement cost of the price of the book. Varying grade letters and degrees of misuse will be treated according to the above rule.

TORNADO/SEVERE WEATHER

The River Valley Middle/High School will have on file, practiced and provide the needed severe weather information and routes. A tornado severe weather alert will be the 6-bell alert. When staff hears this signal they are to take students single file to their designated areas. Everyone is to remain at the location until the "all-clear" word is heard from the building principal or designee.

In the event of an announcement of tornado watch or warning by the U.S. Weather Bureau, students shall be retained in school until the regular time for dismissal or until such time, in the judgment of the Superintendent of schools, students can be safely dismissed.

It is the responsibility of the Superintendent and his/her staff to develop and implement a plan for care of students in the buildings during those times when a tornado watch or warning has been announced, such plan

to pertain only to the regularly scheduled school day, and for the safe dismissal of students at the regularly scheduled dismissal time. In the event of other severe weather warnings or conditions, the Superintendent's office shall make a decision regarding the dismissal or retention of students.

If at the regular closing time a Tornado Warning is in effect for the immediate area, school will not be dismissed until the warning is lifted. Students may be picked up at the school by their parents if parents come to the school office to request their dismissal. No student will be released to a person other than the parent or guardian.

TORNADO/SEVERE WEATHER – Closings/PM Reopening

The Superintendent, or designee, after having canceled school activities during the morning may reconvene school activities for the afternoon and evening activities commencing at 3:00 p.m.

Scheduled Michigan High School Athletic Association events or school concerts/major student performances may be carried out at the direction of the Superintendent, or designee, in consultation with the Principal, Athletic Director, and the Supervisors of Transportation, Food Service, and Buildings and Grounds.

Scheduled regular or special Board of Education meetings may be carried out at the direction of the Board President, or designee, in consultation with the Superintendent.

Athletic practices, rehearsals, and other course content related to after school activities may be resumed, but students will attend on a volunteer basis only.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

VISITORS GENERAL

Doors are locked after 7:30 a.m. on school days. Students are not allowed to open them. All visitors must enter through the front doors and receive an identification tag from the high school office. The main entrance by the middle/high school office is designated as the only available entryway into the building.

VISITORS NON-RV STUDENTS

In some cases the school will allow a student visitor, but the purpose must be for an educational intent. Arrangements must be made two days in advance with the principal or designee. There can be no visitors either the day before or after a vacation nor during any testing session.

**RIVER VALLEY PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION HARRASMENT POLICY 5517**

Harassment of Students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the principal, or may report it directly to the Superintendent. Complaints will be investigated in accordance with Policy 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

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

Sexual harassment may include, but is not limited to:

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual demeaning implications;
- D. Unwelcome touching;
- E. Sexual jokes, posters, cartoons, etc.;
- F. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grade, safety job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.

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

- A. Threatened or actual physical harm;
- B. Unwelcome physical contact;
- C. Threatening or taunting verbal, written, or electronic communications;
- D. Taking or extorting money or property;
- E. Damaging or destroying property;
- F. Blocking or impeding student movement.

Hazing—any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. Illegal activity, such as drinking or drugs;
- B. Physical punishment or infliction of pain;
- C. Intentional humiliation or embarrassment;
- D. Dangerous activity;
- E. Activity likely to cause mental or psychological stress;
- F. Forced detention or kidnapping;
- G. Undressing or otherwise exposing initiatives

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

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

**TITLE IX, 504, EQUAL EDUCATION OPPORTUNITY
WRITTEN COMPLAINT FORM**

Building _____ Date _____ Time _____

Statement of Grievance

Signed – Signature Of Person Filing the Complaint: _____

Reported to _____ Principal or Supervisor

Disposition _____

Signed _____ Date _____

Complaint satisfactorily settled? Yes _____ No _____

Signed _____ Date _____