



**River Rouge High School
School District of the City of River Rouge**

**Student Handbook
2017-2018**

**Dr. Willie L. White, Principal
Derrick R. Coleman, Superintendent**

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The School District of the City of River Rouge Board of Education

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Our Board of Education consists of seven members. They are responsible for determining educational standards, approving curriculum, establishing policies for the operation of schools, maintaining fiscal responsibility, and representing the view of the community in matters affecting the education of our students.

River Rouge High School Spirit Information

Mascot: Panthers

Colors: Maroon and White

School Song

Joyous and ever loyal,
Let us boost for our old high,
Let every heart sing,
Let every voice ring,
There's no time to grieve or sigh.
It's ever onward
Our course pursuing
May defeat ne'er our ardor cool
But united we will boost for
River Rouge High School.

School Spirit Song

Cheer, cheer, for River Rouge High
Panthers will win, for victory's our quest.
We are all behind our school
We want to win-will be our rule.
We never falter, our team is best,
Better than _____, and all the rest
As our loyal Panthers go on for victory!!!!

River Rouge High School

A Message from the Principal

Dear Parents/Guardians,

I would like to take this time to welcome back all of our returning students and parents and greet our new students and families to River Rouge High School where we are "Defying the Odds". My name is Dr. Willie White and I am the principal of River Rouge High School. I am looking forward to the 2016-2017 school year with great anticipation and excitement. Our instructional staff has worked very diligently this summer in a series of professional development sessions to ensure that our students receive the best educational experience possible.

There have been some new and exciting changes at River Rouge High School to improve educational quality for our young people. Here at River Rouge High, we seek to embrace the rich history and legacy of our past while at the same time setting a culture of high expectations and outcomes, data driven instruction with a student-centered focus, rigorous and relevant curriculum and standards, multiple student learning opportunities, and additional instructional and learning time. All of these facets are to ensure academic accountability in our continuous effort to increase and improve student achievement for **all** of our students.

As your principal, I will set a culture of high expectations for student achievement in our school and a high level of rigorous instructional delivery from our staff. We want every student at River Rouge High School to meet their highest level of excellence and achievement and reach their greatest potential. In order to create a climate of high achievement and student success, it is essential that all students follow a standard code of conduct. For the parents and the guardians of our students, we are asking for your full cooperation in reviewing the material contained in this handbook with your child and to support us in their growth and development. It is our expectation that you remind your child about the focus and mission of their education and that you assist us by ensuring that they come to school, eager, on time, and prepared to learn.

At River Rouge High School we have a common vision, mission, goal, as well as the audacious belief that **ALL** children can learn. There will be a high standard of expectation, excellence, and accountability in all things in our school for everyone. As your principal, I promise you that all decisions will be made in the best interest of **our** children; when they win, we all win!

Educationally Yours,

Dr. Willie L. White II
Principal, River Rouge High School

River Rouge High School Vision and Mission

Vision

River Rouge High School strives to be a facility where students will acquire the knowledge, skills, and values necessary for success in the 21st century.

Mission

The mission of River Rouge High School is to do “whatever it takes” to prepare students to become successful members of society.

Beliefs

1. Children come first.
2. Educating each student is the responsibility of everyone.
3. Parents are our partners.
4. Classroom time is sacred.
5. Leadership and accountability are the keys to our success.
6. It takes the entire community to ensure the success of its public schools.
7. Trust, respect and responsibility are the pillars of our institution.

GRADUATION REQUIREMENTS

One-half credit is earned each semester per class.

Math	4 credits
Algebra I	
Algebra II	
Geometry	
One additional Math course	
English	4 credits
English Language Arts 9	
English Language Arts 10	
English Language Arts 11	
English Language Arts 12	
Science	3 credits
Biology	
Physics or Chemistry	
One additional science credit	
Social Studies	3 credits
.5 Civics (Government)	
.5 credit Economics	
U.S. History and Geography	
World History and Geography	
Physical Education & Health	1 credit
Visual, Performing and Applied Arts	1 credit
Electives	5 credits
Online Learning Experience	
Course, Learning or Integrated Learning Experience	
World Language	2 credits
	Total: 23 credits

***All students are required to complete the state's standardized test (M-STEP/SAT) as a requirement for graduation.**

Grade Point Equivalencies

A	4.00	B-	2.67	D+	1.33
A-	3.66	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.67
B	3.00	C-	1.67	E	0.00

Testing

The following grade level testing will occur each year during the Spring:

In-Class Assessments- all grades

9 th grade	EXPLORE Test
10 th grade	PLAN Test
11 th grade	MSTEP, SAT
12 th grade	MSTEP, SAT – Retake *

GRADE PROMOTIONS

A High School student must have the following credits to be in:

10 th grade = 5
11 th grade = 11
12 th grade = 16

Credits for students transferring from other districts will be computed on an individual basis.

Mid-year changes to grade level are made by the Counseling Department.

COURSE GRADING CRITERIA AND WEIGHTS

Each teacher/department will determine grading criteria/weights and provide students with the scale for each class. It is suggested that tests will not weighted at more than 50 percent of a student's quarter grade.

Each semester grade will be an average of both quarter grades and the midterm/final exam grade. The midterm/final exam will count as 20 percent of the final semester grade.

Quarter 1 (40%) + Quarter 2 (40%) + Midterm Exam (20%) = 1st Semester Final Grade

Quarter 2 (40%) + Quarter 3 (40%) + Final Exam (20%) = 2nd Semester Final Grade

GRADING SCALE

All courses will use the following percentage grading scale:

94 - 100	A
90 - 93	A-
87 - 89	B+
83 - 86	B

80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
67 - 69	D+
63 - 66	D
60 - 62	D-
Below 60	F

HOMework POLICY

Homework is any assignment to be completed during a period of supervised study in class or unsupervised study outside class or at home. It is an extension of the learning process, which allows the learner to enhance his classroom experiences. River Rouge High School teachers will continue to make meaningful, relevant homework assignments. These assignments will be monitored and evaluated by the teachers and will be reflected in quarter grades. **Students are expected to do their homework.**

MAKE-UP WORK

Upon a student's return to school, it is **the responsibility of the student to contact each teacher** immediately and arrange to make up missed work. A student will have as many days to make up the work as the number of days he/she was absent from school. For example: One day absent allows one day to make up work; four days absent allows four days to make up work. All work missed during absences should be made up for credit. Assignments should also be completed during out-of-school suspension to keep the student current in the class.

PARENT TEACHER CONFERENCE DAYS

A required Parent-Teacher Conference will be held in the Fall and Spring. Students, parents and teachers will be able to plan for the successful completion of each semester.

2017-2018

1st Quarter Parent-Teacher Conference- **October 20 1pm-4pm, 5pm-7pm**

3rd Quarter Parent-Teacher Conference- **March 9 1pm-4pm, 5pm-7pm**

REPORT CARDS AND PROGRESS REPORTS

A major purpose of the report card is to let you and your parent(s) know how well you are progressing in the areas of academics and citizenship. Report cards are issued quarterly. Academic Distress Audits are ran every five weeks to identify students in need of additional support. School staff members contact and meet with students and parents to avoid failing grades on quarterly and semester card markings. Parents may request the current grade of their student(s) at anytime, and also have free access to Parent Portal, which allows parents to check grades online at any time.

SEMESTER EXAMINATION

All students are required to take semester final examinations. The examinations are valued at one-fifth the semester's final grade. Any student found cheating on a semester exam will fail the examination and be removed from the class for the remainder of the exam. The parent will be notified and a parent conference may be requested.

TRANSFERRING SCHOOLS

A student must pick up a **Request for Transfer Form** from the office when leaving River Rouge High School and have it signed by their teachers.

Failure to return textbooks and supplies will result in a debt charged to the students. This debt becomes part of the cumulative record. No transcript will be sent while there is an outstanding debt.

COLLEGE AND CAREER COUNSELING

Each of our students meets with our counselor to review his/her transcript, graduation requirements and career goals. The counselor provides help to students with college applications, scholarships and financial aid. In addition to academic advising, our counselor is available for career and college counseling and crisis intervention. Some of our in-class workshops for juniors and seniors include filling out college applications, preparing for the ACT, Financial Aid and Career Search.

Counselors assist in course selection, scheduling problems, as well as school and personal problems. School Social Workers are also available to assist students with problems. Counseling and wraparound services will also be available to students and parents after school hours.

ATHLETICS

Available in Grades 9 - 12

Fall Sports

Cheerleading
Cross Country
Football
Volleyball

Winter Sports

Boys Basketball
Girls Basketball

Spring Sports

Baseball
Softball
Track & Field
Soccer

Athletic and Extra-Curricular Eligibility

River Rouge High School follows the guidelines set forth by the **Michigan High School Athletic Association** for eligibility of student-athletes. River Rouge students are required to maintain a minimum grade point average of 2.0 to be eligible to play. Coaches have the ability to usurp that policy as long as the standard that they set goes higher than the above standard. Copies of the MHSAA eligibility rules are available upon request in the office.

Transfer Policy of Student Athletes-Violations of a School's Student/Athletic Code

River Rouge High School will enforce upon a transfer student any period of ineligibility to which that student would have been subject as a result of a student or athletic code violation(s) at that student's most recent previously attended school. A student who transfers to River Rouge High School after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at River Rouge High School for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more of the exceptions to the transfer regulation of River Rouge High School and the Michigan High School Athletic Association (Regulation I, Section 9), and even if the act which

caused the student's ineligibility at the previous school would not be a violation or cause the same period of ineligibility at River Rouge High School. That student was subject to the rules and penalties of the previous school and shall not be allowed to escape the consequences of his/her conduct and, in doing so, displace students of River Rouge High School from teams, positions, events and awards at least until the full period of ineligibility has been served.

STUDENT CLUBS/CLASS ACTIVITIES

Class Sponsored Activities

All students are expected to participate in their class activities. Each class has its own sponsor. The purpose of the class organization is to encourage social activities, to handle class decisions and to raise funds for class activities. Each class encourages all of its members to participate.

Clubs

RRHS will provide after school clubs. Requests may be submitted to potential club sponsors or to the principal/director for additional clubs. The following clubs is a list of potential club offerings:

Performing Arts Academy
Latino Student Association
Digital Media Team
National Honor Society
"WORD" Literary Club (Writing Our Realities Down)
Robotics Club
SADD
Student Council
STAT (Student Technology Assistance Team)
United Nations Club

National Honor Society

The National Honor Society is organization based on excellence in scholarship, leadership, character and service. Students with an overall 3.0 or above grade point average (GPA) are invited to be part of the selection process in the fall of their sophomore year. In addition to demonstrating excellence in Academics (Scholarship), students must also exhibit excellence in Character, Leadership and Service. Qualifications for each candidate are reviewed by a faculty committee. Upon induction, students must maintain the standards of excellence for membership set forth by both the National and local charters.

SADD

Students Against Destructive Decisions is an organization open to all students, grades 9-12. Other requirements set forth by the organization may include regular attendance of meetings and participation.

Planning/Organizing Clubs/Class Functions

At least two weeks in advance, present in WRITING to sponsor: date, time and place of function. Sponsor must approve all functions showing signature prior to administrative approval.

Present written approval of function from sponsor to the Principal for administrative approval. Upon Administrative approval, fill out a Building Request Form and submit to sponsor for signature and Administrator's approval (to be placed on school calendar). Building request forms must be approved at least one week prior to the function. Submit to sponsor a written agenda or function showing details or entire function (including start/finish time, subjects to be discussed, speakers, activities, equipment needed, rooms to be used, etc.).

Campaigning Procedures

All campaigning procedures must be approved by the Sponsor and a high school administrator. Procedures may include:

1. P.A. Announcement
 - a. written by student
 - b. signed approval of sponsor
2. Posters/Flyers
 - a. written/designed/provided by student
 - b. signed approval of sponsor
 - c. signed approval of Principal
3. Distribution of any/all campaign information
 - a. written by student
 - b. signed approval of sponsor
 - c. signed approval of Principal

Campaign will be limited to two (2) weeks prior to election. Student Council and Class Officer Elections should take place during the second (2nd) week of May.

Criteria for Elected Positions

Students who desire to run for elective office in either Student Council, Club, Homecoming Court, Prom King and Queen and Class Officers shall be required to submit a completed petition which contains the following information:

1. Counselor's signature
2. Class Sponsor's signature
3. Signature of parent or guardian
4. Five teacher recommendations
5. Verification of no more than two 3's in citizenship form the past September through present
6. Maintain minimum of 2.0 GPA
7. No out of school suspension for at least one year
8. Students must obtain thirty (30) signatures of classmates
9. Ninth through eleventh graders must have participated in at least two class activities

Students who fail to meet established criteria are not eligible to run for office/elected position. In order to run for an elected position, all class dues must be paid in full, without any outstanding debts. Students elected to these positions are expected to maintain the minimum standards to maintain their

positions. It will be the responsibility of the sponsor to monitor officers maintaining the above mentioned standards. If the standards are not maintained, students will be removed from office. **Elected officers should be re-certified every card marking.**

Note: Petition for election and student signature forms can be obtained for class or club sponsors.

Voting Procedures

1. Students must be present in school on the day of election with the exception of school business.
2. Student signs name on Master list.
3. Given ballot and vote.
4. Ballot placed in official ballot box.
5. All ballots will be counted and certified by SPONSOR. Results will be submitted to administration.
6. Ballots will be kept for five school days after election then destroyed.

Dance Guest Passes

Students may secure a student guest pass for school dances. **The staff sponsor of the dance will approve all guest passes.** The following applies:

1. Students may receive one (1) student guest pass.
2. The guest pass must be obtained prior to the dance.
3. The student must arrive with their guest.
4. The student is responsible for the behavior of their guest.
5. Student guest must be 20 years of age or younger. Student guest must show identification.

GENERAL POLICY STATEMENT

River Rouge High School values individual responsibility, respect, and trust. One of the clearest ways to demonstrate this is working within the boundaries of behavior set by the staff and student governance body at our school. Our school will implement systems, which encourage students and their parents to support these values.

These policies have been written to inform all concerned what is expected of them. Our goal is to create an orderly, safe environment that is conducive to learning for all students. This goal requires open communication between parents and the school.

ATTENDANCE POLICY

River Rouge High School, like many professional organizations, values individual responsibility and self-management. Success in school is directly impacted by regular attendance. Therefore, our school will create an environment that encourages students and their parents to support these values. Attendance audits are ran each week to insure that the school responds to disrupted attendance quickly.

REGULATIONS

CONSECUTIVE ABSENCES

<i>3rd Consecutive</i>	<i>4th Consecutive</i>	<i>5th Consecutive</i>
1. Teacher Contacts Parent/Guardian 2. Teacher enters communication into MiSTAR	1. Teacher emails Attendance Officer 2. Attendance Officer Contacts Parent/Guardian	1. Attendance Officer Conducts Home Visit 2. Parent/Guardian Receives: - Home Visit Letter - Compulsory Attendance Law

MONTHLY ABSENCES

<i>3rd Non-Consecutive</i>	<i>5th Non-Consecutive</i>	<i>7th Non-Consecutive</i>
1. Teacher Contacts Parent/Guardian 2. Teacher enters communication into MiSTAR	1. Attendance Officer Contacts Parent/Guardian	1. Formal Hearing with Administration

SEMESTER

<i>Review</i>
1. Student Attendance 2. Revocation of ODS Hearing

Tardiness

It is imperative that students get to school on time and are in class when the tardy bell rings. Students who arrive to school after the tardy bell, must enter the building at the main entrance. STUDENTS WHO ENTER THE BUILDING AFTER 8:15 a.m. MUST REPORT TO THE CAFETERIA WHERE THEY WILL REMAIN UNTIL 2nd HOUR.

If a student comes in after 10:00 am, they must provide verification that their parent is aware that they just arrived.

Students leaving under any circumstance, without authorization from ONLY the principal, will be considered truant and will receive administrative consequences. RRHS is a closed campus.

School Suspensions

Suspensions will be considered **excused** absences. These suspension days will not be counted toward the attendance grade. An S will be entered in attendance records for each suspension day. If a student does not return to school when the suspension ends the additional days missed will be counted as absences.

Waiver of Absences

A student who exceeds the attendance thresholds above may appeal to the High School Administration for a waiver of these days for extenuating or special circumstances. Extenuating or special circumstances are limited to the following:

Funerals: A reasonable number of days will be waived for funerals for **immediate family members**. Immediate family members include parents, grandparents, siblings and others living in your household. Only the day of the funeral will be waived for family members not considered to be in the immediate family. **In all cases there needs to be documentation from the funeral home in order for the waiver to be granted.**

Serious medical conditions or procedures: Absences caused by serious medical procedures, such as surgeries, may be waived. Absences caused by medical conditions that are contagious (such as pink eye), require a lengthy absence (such as pregnancies), or require continual treatment (such as dialysis) may also be waived. **In all cases there needs to be documentation from your doctor in order for the waiver to be granted.**

Days missed because of minor illnesses, such as colds or the flu will not be waived. Office visits to dentists and doctors will not be waived unless they are because of a serious medical condition or procedure. Every effort should be made to schedule dentist or doctor visits after school.

All documentation for a request of waiver along with sufficient documentation must be submitted to the principal's office upon return to school.

DRESS CODE POLICY

Ideally, students will dress each day as though they are going to work in a professional environment or to a job interview. Below are the minimum dress standards for students at our school.

The school has the authority to set reasonable standards for student's dress. Safety, general health, hygiene, and appearance are factors to be considered. Although rules may change with fashion styles, some limitations remain constant. Examples of appropriate dress are shirts/blouses with slacks/shirts.

Some examples of **inappropriate/banned clothing** are tight and form-fitting clothes, tattered or overly frayed clothing, tank tops and vests without shirts, see-through clothing or bare midriff blouses and shirts, shorts (skirts or dresses) shorter than six inches above the knee in length, stretch pants,

sleepwear, Spandex clothing, outside coats, hair rollers, house shoes/slippers, head wear and heavy neck chains, rings, beads, or belts which could be harmful. Also banned are clothes that promote drugs, alcohol, tobacco, gangs, and use of vulgar or profane language. Any and all saggy pants are banned. No money may be attached to clothing for any reason. Flip flops are permitted if they cover the bridge of the toes and socks are worn, and young ladies are expected to wear shoes that cover their toes and heels. Excessive jewelry is not permitted. Sunglasses or eyewear that does not contain corrective lenses is not permitted. No leggings are to be worn without shorts or a skirt over them.

No hats, sweatbands, or head covers are to be worn in the building by either male or female students without authorization from school administration.

Recognizing that different areas of the building have different room temperatures, students may wear a hooded sweatshirt but the hood must not be worn on or over the head at any time.

The school administrators may declare spirit days and allow students to wear clothing appropriate to the occasion.

The school administrators will make the final decision as to the appropriateness of clothing.

1st Occurrence – Immediate removal and/or change of clothes or one day in-school suspension, parent contact.

2nd Occurrence – Removal and/or change of clothes or one day in-school suspension, community service project, parent contact, advisor contact.

3rd Occurrence – One day out of school suspension, parent contact, advisor contact.

Professional Environment Standard – expected for all student presentations

Appropriate Clothing:

Dresses or tops (with a 1" or wider shoulder strap, covering back, midriff and chest area)

Skirts (to knee or longer)

Slacks

Collared shirts

Sweaters

Button-down shirts/with or without a tie

Appropriate Footwear (no flip flops or house shoes)

MOBILITY WITHIN THE BUILDING AND ON CAMPUS

In order to maintain and promote a professional atmosphere at our school, students are to pass through the halls in an orderly manner.

Students are expected to remain in their classrooms for the entire period. However, students who leave the classroom must have a hall pass that states their name, room of origination, destination, time leaving and teacher/staff signature.

Acceptable Reasons to Leave Classroom

- Restroom visit (please sign out and sign in once returning; no permission will be granted last five minutes of class)
- Illness (student receives pass to Oakwood Teen Health Center)
- Call slip to somewhere else
- Pre-approved appointment with a valid off-grounds pass
- A drink of water from the water fountain

TECHNOLOGY POLICIES

User's Rights and Responsibilities

Students and staff are expected to maintain a professional approach to all actions performed in the classroom and while using the information system/network. The following serves as general guidelines and should **not** be considered all-inclusive. It's our expectation that students will make good choices while using the information systems at New Tech High School. All students will be required to sign a Technology Usage Agreement which will be kept on file.

General Guidelines

Workstations, network infrastructure, software and academy equipment are provided and to be used for educational purposes.

- Treat school property with respect
- Report any system problems or misuse to Technology Department
- If you are not sure about the acceptability of a use, ask a staff member or the Network Administrator.
- All technology equipment is to remain where it was placed and connected as found.

Specific Restrictions and Guidelines Index

- Workstation
- Network
- Borrowing of Equipment
- E-Mail
- Discussion Databases
- Network Hacking/Cracking
- Internet
- Software
- Hardware
- Personal Gain
- Solicitation of Donation

Workstation Guidelines

Users are not allowed to do the following unless given permission by the network administrator

- Change the local configuration of the desktop including:
 - Wallpaper or color of the desktop
 - Screen Saver

- o Mouse Settings
- o Store and/or install files on local drive(s) including:
 - Freeware, shareware, public domain, or any other software
 - Music, video or games
- Personal Files
 - o Use unauthorized programs installed on the local workstation
 - o Play games at any time (including Java-based and web-based games)
 - o Play music CDs without headphones
 - o Use any logon and password other than your User Account
 - o Boot off a floppy disk, CD-ROM, or anything other than the computer's standard boot-device
 - o Send computer to computer or computer to network messages(i.e. net send, inappropriate Instant messaging)
 - o Use the command prompt
 - o Change configuration files

Network Guidelines

The following are examples of RRHS network violations:

- Printing personal documents
- Storing files of inappropriate content
- Storing executable files without permission from the Network Management
- Storing MP3s unrelated to school work, or without prior authorization
- Storing personal files on the Student Share
- Changing the folder options on the Student Server
- Changing permissions for network files
- Playing or streaming videos or music over the network or internet
- Intentionally bypassing the internet filter

E-mail

The following are RRHS network violations:

- Sending group email to more than 8 individuals (including through the use of groups and/or any other means), except for official school clubs
- Impersonating another user in any manner (Including using their account)
- Sending messages with inappropriate content, profanity, or malicious intent
- Inappropriate or unprofessional signatures or stationary in Lotus Notes personal configuration
- Using signatures containing graphics of any kind
- Size of e-mail database larger than **100 MB** (you will automatically be restricted from sending and receiving mail)
- Sending or forwarding impersonal messages(i.e. chain letters)
- The use of social media in the commission of any other violation of the Student Code of Conduct, including bullying or harassment

Discussion Database(s)

Guidelines

- Malicious comments are not permitted

- Offensive or inappropriate language is not permitted
- Content needs to be appropriate for an educational environment

Network-Hacking/Cracking

Participating in any of the following is prohibited

- Infiltrating computer system security for testing or troubleshooting without the Network Administrator's permission
- Accessing, modifying or tampering with information or files for which you do not have permission
- Intentional introducing and/or distributing virus programs to workstations or servers
- Remotely controlling another workstation or server, other than your own, without permission from the Network Management
- Possessing destructive or invasive programs

Internet

- Accessing inappropriate sites (i.e. pornographic content) or using proxies that allow access to these sites
- Accessing non-educational sites during class time
- Participating in Chat rooms for non-school related purposes
- Using internet connection to download files for personal use

Software

- Illegally copying software licensed to the school
- Installing software not licensed to the school

Hardware

- Connecting outside equipment (non-school owned) without prior permission from the Network Management (exceptions: USB mouse, flash drives)
- Bringing and using personal laptops without prior permission

Soliciting Equipment or Software for River Rouge High School

- Directly contacting vendors for supplies and/or equipment donations without permission

Personal Gain

- Using e-mail, website, network equipment, or any other resource belonging to the academy for personal commercial gain without staff approval

Network Management's Rights and Responsibilities

- Maintain centrally managed network and domain
- Maintain and improve system infrastructure and performance
- Respond promptly to technology issues
- Equally and fairly enforce Acceptable Use Policy

Considerations for Determining the Urgency of Acceptable Use Policy violations

- Does issue effect the health or safety of students and teachers?

- Does issue diminish student achievement?
- Does issue bottleneck the system?

Consequences for violation of Technology Use Policies

First Offense- Student will be referred to the policy regarding network/technology use on campus, loss of technology privileges, possible additional consequences.

Second Offense- Referral to principal. Teacher contact Parent, loss of privilege, possible additional consequences.

Third Offense- Meeting with principal and parent about appropriate behavior and possible additional consequences.

The following consequences may be invoked at any time that an infraction occurs:

E-mail and/or computer access restrictions, Network restrictions, Service hours, Suspension, Expulsion

Network restriction is an option that may be invoked for improper behavior regarding the technology systems at River Rouge High School. Access will be restricted at the discretion of the Principal and/or the Network Management. Severe infractions will be swiftly dealt with independently of the above consequences.

HEALTH RELATED POLICIES

Administration of Medications The administering of oral medications and student self-administered medications shall be in strict compliance with the rules and regulations of the board of education as carried out by district administrators. Students with Asthma must have a School-Based Asthma Management Plan on file in the office. **Students who have been prescribed medication must bring it to the office** and have a completed Permission Form for Prescribed Medication on file. **Teachers are not authorized to dispense or give medication to students.**

Chronic Health Problems Verification of chronic health problems should be submitted to the Principal's office no later than the second week of each semester or not later than one week after initial diagnosis. Documentation of a chronic health condition must be in written form from the attending physician.

Personal Hygiene Brushing and combing hair, applying make-up or lotions and other forms of personal grooming are not to be done in the classroom.

Substance Abuse Policy for Students The School District will not tolerate students who refuse to say "no" to alcohol and drugs. Students who unlawfully possesses, uses or distributes illicit drugs, alcohol, and look alike substances on school premises or at school sponsored activities or events will be subject to discipline up to and including expulsion and referral to police prosecution. Also, students who may be identified as displaying "at-risk" behavior or signs of drug abuse will be referred to our SAP (Students Assistance Program) for evaluation and possible referral to the appropriate licensed agencies for further evaluation and treatment. Students may be required to complete an appropriate rehabilitation program before re-entry to school is permitted.

The School District encourages students who are experiencing problems with alcohol and/or drug abuse to voluntarily seek assistance for such problems through treatment, counseling and/or rehabilitation programs. Opportunities for group and individual counseling are available during the school day through SAP.

All referrals for substance abuse are made only to licensed programs and/or individuals licensed by the state. Help is also available for students experiencing or are at high risk for other problems such as depression, suicide, incest, family violence, family problems, or health related issues. The following local agencies provide services for individuals and/or families in our area:

Downriver Guidance Center
13101 Allen Road
Southgate, Michigan 48185
734-785-7700

Walter White Community Resource Center
550 Eaton
River Rouge, MI 48218
313 -297-6276

Equal Rights Policy: The River Rouge Board of Education enforces the policy adopted 12/10/75 that: Students, parents, and employees shall not be discriminated against based on sex, race, creed, color, national origin, handicap, or religion in any educational programs, activities, or employment practices. Any inquiries should be directed to the Superintendent's Office.

Rights and Privacy Act 1074: Federal law gives parents and adult students the right to review any and all school records relating to them. Parents and adult students may request, through established procedures, a review of their school records. The policy outlining the procedure for a review is available in the Board of Education office for each school in the district. It is the policy of the District not to release information about a student without permission from the parent or adult student. Exceptions are when another school district legitimately requests records or when limited directory information is published such as school directories, athletic programs, honor rolls, and yearbooks.

GENERAL POLICIES AND PROCEDURES

Attendance at Assemblies: Students are required to sit with their class in their designated location at all assemblies. Failure to do so will constitute a failure to be where assigned and the student will be subject to the consequences of such action.

Behavior at Assemblies: Students are required to exhibit the proper behavior expected at such activities. Failure to do so will constitute disruptive behavior of a serious nature and the student will be subject to the consequences of such action.

Classroom/Hallway Contraband: In the hallways or in the classroom students are not to carry items, which create a distraction in the classroom or interfere with traffic in the halls. Examples of such contraband include, but are not limited to balloon bouquets, stuffed animals, large cards or posters.

Classroom Rules: Students shall be expected to follow the rules of the classroom set by each teacher. Rules may include the following:

1. Be in class before tardy bell sounds.
2. Come to class with necessary materials.
3. Raise hand and be recognized before speaking.
4. Keep hands, feet and other objects to yourself.
5. Be attentive and follow directions.
6. Demonstrate proper respect for school property and property of others.

Debts: Students are expected to pay for lost or damaged textbooks. Students' names will be placed on a debt list if a textbook is lost or damaged or if another item is owed. Charges for lost or damaged books will be determined by the classroom teacher following school guidelines.

Debts will be imposed for the following reasons: lost or damaged library books, magazines, late fines, damages to school property (including lockers), breakage of science department materials, class or club fundraising activities, equipment of the Athletic Department and Career and MJROTC equipment and materials, and gym uniforms.

A Late Fee of \$10.00 will be imposed for every item that is returned after the end of the season/semester/school year. These items include: books, locks, uniforms and equipment. A \$10.00 locker clean out fee will be imposed on students who fail to clean out their locker at the end of the year.

Fundraising debts must be paid to the class or club sponsor.

Elevators: Only those students with serious health problems are allowed to use the elevator. Students must bring a written note from a doctor with a description of the injury and the period for which using the elevator will be necessary. A pass will be issued by the office permitting only that person to use the elevator. Students who are caught using the elevator without permission will be granted community service hours to complete. Continued use will be considered insubordination.

Emergency Cards: Emergency cards on file in the school office provide valuable information needed in the event a parent must be contacted at home or work. Every student is required to have a completed emergency card on file in the school office. It is imperative that parents/guardians communicate with school personnel when there are address and phone number changes. In case of an emergency, the school will not be responsible for your failure to update/change personal information.

Hall Passes: Students are to use a hall pass written by a staff member only for the purpose for which it was intended. Students may not stop at lockers, restrooms or any other location unless specified on the hall pass. Students must take the shortest route to the location on the pass. **Students should never be in the hall without a pass.**

Hall Sweeps: From time to time hall sweeps occur after the tardy bell. Any students caught in a hall sweep will receive a warning on the first offence and an in-school suspension on subsequent offences.

Identification: All students will have their pictures taken at the beginning of the year and added to the school database. Students will not be required to carry ID cards for the 2015-2016 school year.

Lockers: Lockers are school property. They are assigned in the fall without cost. It is the student's responsibility to keep the locker locked at all times. **Sharing of lockers is prohibited. Students are responsible for all items in their locker.** The purpose of the locker is to store school supplies, clothes, and other items essential to you daily while attending school. Lockers that are issued to students by the Physical Education Department must not be used to store classroom supplies during the regular school day. They should be used for gym purposes only. **The school is not responsible for lost or stolen property.**

Lost and Found: Students should return all lost and found items to the second floor office. It is essential that students exercise good judgment in the care of their personal belongings. **The school is not responsible for lost or stolen items.**

Lunch/Cafeteria: Students are assigned to a lunch period (see time schedule). **There is a closed campus and students are not permitted to leave the school grounds for lunch. There will be no lunch passes. Any cafeteria rules that are violated may result in a suspension.**

- **Cafeteria Rules:** Courteous behavior is the only acceptable conduct allowed in the high school cafeteria. Students are expected to:
 - Stand in line and wait their turn.
 - Keep the table areas clean
 - Place trays at the tray return and all garbage in trash receptacles
 - Use good table and eating manners
 - Put chairs back in place.
 - Talk, but not scream or yell, while dining.
 - Remain in the cafeteria the entire lunch period.
 - Not receive fast food deliveries from anyone at anytime. If a student forgets a bag lunch, it is to be dropped off for the student in the office.
 - Sit eight or less at a table.
 - Treat all lunchroom workers with respect.
 - Inappropriate behavior will result in exclusion from the lunchroom.

Parking: Students are allowed to use the parking lot in the rear of the RRHS campus only. Students may not park in visitor parking in the front. Students are expected to promptly leave campus after completing class and not loiter in the lot. Any student who violates this standard will have their permission to use the lot revoked. RRHS staff is not responsible for lost or stolen items from vehicles, so students are reminded to observe security and safety standards for their vehicles.

Permission to Leave the Building: Students who must leave the building before the end of the day must follow strict safety standards to leave the wardship of school staff. An administrator or designee

must discuss the desire to leave with the parent. The parent will be required to verify information to grant permission. If the student is being picked up, the parent is required to come to the high school office and sign the student out of the building. Parents may be required to show ID. Parents may not pick up students that they are not an emergency contact for without verification from the family of the student.

Search and Seizure: A student has the protection, as does every citizen, against unreasonable search and seizure of property. School officials have the right to search a student or his/her property or locker if the officials have reasonable suspicion that a student may be in possession of something that violates school rules or endangers others. Searches will be used when other techniques to remedy a situation have been exhausted or when there is an immediate danger to life and safety of the total school population.

Telephones (School Telephones): RRHS has phones in the overwhelming majority of spaces that students use. As phones are not allowed to be used in class for personal use, students are allowed to use the classroom phone to contact a parent regarding a personal matter. If confidentiality is a concern, the instructor or adult on-site may contact the office and send the student down to use the phone or to permit the student to step into the hallway and contact the parent on their own.

We request that all phone calls to students be directed through our school phones in order to be consistent with our cell phone policy. Please call the building at (313) 297-9603 and you will be able to instantly communicate with your child.

Visitors: All visitors must register at the front door upon entry, and receive a pass to be worn while in the building. Those desiring to visit a classroom may receive permission through the office only.

Vending Machines: The vending machines are not to be used during school hours. During after-school hours food and drink are restricted to the gym-area hallway.

DISCIPLINE POLICIES

After School Staff Detention: An after school detention may be assigned by staff members for violating classroom rules. Staff must contact a parent/guardian when assigning an after school detention. Failure to serve detention will result in a parental conference and a one day in-school suspension.

Appeals Process for Suspension: The purpose of the appeals procedure is to guarantee the right of dissent to provide for an orderly method of resolving disagreements and to protect the individuals' right to due process.

As a general rule, prior to any suspension of the student, a building administrator shall investigate the alleged violation of the Student Code of Conduct and provide the student with the following due process:

1. A student shall be fully informed of the charges brought against him/her. This shall include the rationale for the action and conditions of the suspension. The student shall be provided an opportunity to explain to the administrator his/her version of the facts.
2. An attempt will be made to notify parent by telephone or personal contact if a student is to be suspended from school.
3. The personal contact to parents will be followed by a written communication given to the student stating the charges, reasons and conditions of the suspension. A copy of the letter shall also be placed in the student's file.

When an individual has been suspended, he/she may appeal to the principal in writing. Appeal forms are available in the administrator's office.

Assaults Committed Against Other Students: The Board shall expel a student in grade 6 or above for up to 180 days if the student commits a physical assault as defined as "intentionally causing or attempting to cause physical harm, through force or violence" against another student(s) on school property, on a school bus or other school related vehicle, or at a school-sponsored activity event. The Board may modify the expulsion period on a case-by-case basis. The parent or legal guardian of a permanently expelled student, or an emancipated permanently expelled student may petition the board for reinstatement. The board shall provide all due process rights to reinstatement as outlined in state law. The policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Assaults committed Against School Personnel: The Board shall permanently expel a student in grade 6 or above if the student commits a physical assault as defined as "intentionally causing or attempting to cause physical harm, through force or violence," against a district employee or against a person engaged as a volunteer, or contractor for the district on school property, on a school bus or other related vehicle, or at a school sponsored activity or event. If an individual is expelled pursuant to this section it is the responsibility of his or her parent or legal guardian to locate a suitable education program to enroll the individual in such a program during the expulsion. Any student in grade 6 or above who commits a verbal assault on school property on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis. For the purpose of this policy, "verbal assault" shall

be defined as any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

Chronic Behavior Problems: Students with chronic behavior problems (repeated referrals or suspensions) will be referred to counselors, social worker and/or outside agencies for counseling.

Progressive Discipline: It is understood that if consequences for infractions are progressive. The severity of each consequence will increase with each additional occurrence of an infraction. (See Code of Conduct).

Any student suspended from the same class, subject, or activity for ten accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board Policy for suspension of ten days or more.

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education program and service.

CODE OF CONDUCT – DEFINITIONS AND CONSEQUENCES

Code of Conduct - Behavioral Policies

Code of Conduct: Students are expected to conduct themselves in a manner that will create a positive learning environment. Discipline is a process; it is neither a product nor a punishment. Through discipline, students learn to conduct themselves in a socially acceptable manner and to accept the responsibilities and consequences of their behavior.

“The authority of the Board of Education to make reasonable rules and regulations regarding discipline and to authorize suspension or expulsion for gross misdemeanors, persistent disobedience, or habits or bodily conditions which are detrimental to the schools is granted by the Michigan School Code.”

Administrators, teachers and other school employees are to be respected at all times. If you have reason to question a request or directive of an administrator, teacher or school employee, first do as you are told, then at a convenient and more appropriate time, discuss the matter with the person involved, your teacher, counselor or one of the administrators.

Infractions - Definitions and Consequences:

1. Academic Dishonesty/Cheating

Plagiarism is the act of appropriating the ideas, language, or work of another, and passing them off as one's own product. As used here, it includes the act of “cheating,” when a student obtains or assists others in obtaining credit for work that is not his/her own. Some examples of academic dishonesty are (but are not limited to):

Submitting another's work as your own.

Presenting/including materials taken from sources, such as books, periodicals, newspaper, or the Internet without appropriate documentation.

Downloading an essay, or part of an essay, from an Internet source and submitting it as one's own.

Copying from another student's tests or helping another student during a test/providing or accepting information regarding specific test content.

Copying another student's homework, test, quiz, book report, assignment, or take-home test.

Allowing another student to copy a test, homework, quiz, project, book report, assignment, or take-home test.

Using programmable calculations in a manner not specified by the teacher.

Intentionally copying another student's work (class work, homework, etc.) and trying to receive credit for it.

Forgery – signing a document with a signature other than your own.

Using notes or other materials not specified by the teacher on a test or assignment.

1st Occurrence – Think Sheet, no credit for the assignment, parent contact.

2nd Occurrence – Think Sheet, no credit for the assignment, parent contact, advisor contact.

3rd Occurrence – Think Sheet, no credit for the assignment, Formal Building Conference with student, parent, administrator, teacher and counselor/social worker – Behavior Contract

2. Arson: Shall be defined as willfully setting a fire. **(Any occurrence will result in discretionary administrative action up to and including expulsion.)**

3. Bomb Threat: Shall be defined as any type of bomb threat made to the River Rouge School District. **(Any occurrence will result in discretionary administrative action up to and including expulsion).**

4. Bullying/Harassment/Threats: Shall be defined as one who is cruel, domineering, or forces others into compliance by use of threats or force. A student shall not intimidate others by threatening infliction of physical, verbal, written, electronically transmitted, or psychological abuse, or through attacks on the property of another.

Bullying/harassment may include verbal taunts, name-calling and put-downs, ethnically-based or gender-based verbal put-downs, extortion of money or possessions, and threatened or intentional exclusion from peer groups within school.

Threats, instigating and antagonizing are also considered types of harassment.

(See Anti-Bullying Policy)

1st Occurrence: Think Sheet, Community Service Project, Parent Contact, referral to Counselor, one day in school suspension

2nd Occurrence: Formal Building Conference consisting of parent, student, administrator, counselor/social worker – Behavior Contract
Further Occurrences: will result in discretionary administrative action up to and including expulsion.

5. Contraband Violations: Shall be defined as bringing to school or class **any materials** deemed inappropriate by the administration. In order to maintain and promote a professional atmosphere, and protect the equipment and facilities, there is to be NO food and/or drink in hallways, the main office or **classrooms**. Food and drink may be consumed during celebrations or as part of a class lesson at the discretion of the teacher. (ie laser pointers, balloons, stuffed animals, FOOD/DRINK etc.)

1st Occurrence: Think Sheet, Item confiscated, warning.

2nd Occurrence: Think Sheet, Item confiscated, community service project, parent contact.

3rd Occurrence: Think Sheet, Item confiscated, one day in-school suspension, parent contact.

Further Occurrence: Formal Building Conference consisting of parent, student, administrator, counselor/social worker – Behavior Contact

6. Criminal Sexual Conduct: Violation as described in Michigan Penal Code. **(Any occurrence will result in administrative action up to and including expulsion).**

7. Demonstrations/Unauthorized Assemblies: Shall be defined as participating in any type of protest or demonstration that disrupts the educational process, endangers others or diminishes the safety of students, staff or facilities.

1st Occurrence: Think Sheet, One Day Out of School Suspension

Further Occurrences: will result in administrative action up to and including expulsion.

8. Disrespect/Verbal Abuse to a School Employee: shall be defined as rudeness, lack of courtesy, or verbal abuse including profanity toward school personnel.

1st Occurrence: Think Sheet, Community Service Project, Parent Contact

2nd Occurrence: Think Sheet, Community Service Project, One day in-school suspension, Parent Contact, Advisory

3rd Occurrence: Formal Building Conference consisting of parent, student, administrator, counselor/social worker – Behavior Contract

4th Occurrence: any further occurrence will result in discretionary administrative action up to and including five day out of school suspension.

9. Distribution and/or Sale of Unauthorized Materials or Substances: Shall be defined as selling or distributing unauthorized materials, products or substances inside the school or on school property. (ie. Candy, chips, juice boxes etc)

1st Occurrence: Think Sheet, Items confiscated, parent contact.

2nd Occurrence: Think Sheet, Items confiscated, parent contact, advisor contact, one day in school suspension.

3rd Occurrence: Think Sheet, Items confiscated, Formal Building Conference consisting of student, parent, administrator, counselor/social worker – Behavior Contract.

10. Dress Code Violations: Shall be defined as wearing items deemed inappropriate by the school administration. See Dress Code Policy on page 12 for details. Some examples of **inappropriate/banned clothing** are tight and form-fitting clothes, tattered or overly frayed clothing, tank tops and vests without shirts, see-through clothing or bare midriff blouses and shirts, sunglasses, shorts (skirts or dresses) shorter than six inches above the knee in length, stretch pants, sleepwear, Spandex clothing, outside coats, hair rollers, house shoes/slippers, head wear, durags and heavy neck chains, rings, beads, or belts which could be harmful. Also banned are clothes or accessories that promote drugs, alcohol, tobacco, gangs, and use of vulgar or profane language. Any and all saggy pants are banned. No money may be attached to clothing for any reason. Flip flops or sandals must have a strap around the heel. No leggings may be worn without shorts or a skirt over them.

No hats, sweatbands, or head covers are to be worn in the building by either male or female students.

1st Occurrence – Think Sheet, Immediate removal and/or change of clothes or one day in-school suspension, parent contact.

2nd Occurrence – Think Sheet, removal and/or change of clothes or one day in-school suspension, community service project, parent contact, advisor contact.

3rd Occurrence – Think Sheet, one day out of school suspension, parent contact, advisor contact.

11. Drugs, alcohol, illegal substances, including tobacco products and prescription drugs, or their look-a-likes: Shall be defined as using, being under the influence of, possessing, or selling the above.

1st Occurrence – Think Sheet, Materials confiscated, three days out of school suspension, referral to counselor/social worker, Parent conference with administration before student may return to school.

2nd Occurrence – Think Sheet, materials confiscated, five days out of school suspension, referral to counselor/social worker, Formal Building Conference consisting of parent, student, administrator, counselor/social worker – Behavior Contract.

3rd Occurrence – Think Sheet, materials confiscated, ten days out of school suspension, Board Hearing with possibility of expulsion.

A. 12. Electronic Devices/Cell Phones: Mobile Electronic Device Policy

The administration of RRHS recognizes the proliferation of mobile devices in society as a tool of communication. However, we have also determined that the inappropriate use of mobile phones constitutes a substantial threat to student engagement, school culture, and school safety.

Our viewpoint of mobile devices is as follows:

1. Although cell phones may potentially be used as a classroom tool for instruction, this concept must have appropriate norms and routines in place or they can cause disruption and conflict. All classrooms are defaulted as “yellow” areas and cell phones may not be used in class without the explicit permission of the instructor for instructional purposes. Students will be considered

- "in-class" once the bell rings. Should a student have their electronic device, the student will be subject to the consequence of the classroom teacher for that period as designated in this policy.
2. Students are more than welcome to utilize cell phones in the hallway during transition and in the lunchroom. That use, however, will not be accepted as a reasonable excuse for tardiness.
 3. Mobile phones are also discouraged to being an option for classes that have earned "free time" or the like. Students should be engaged from bell to bell in academic or socially impactful activity.
 4. Students will be reminded to have phones on silent or vibrate at all times.
 5. Staff members are discouraged from allowing students to charge their phones during class. If students have concerns regarding their batteries, they should turn the phone off when not in use.
 6. Violations of the above statutes will result in the following:
 1. **1st occurrence- Documented warning from teacher with explicit directions from teacher to put away; failure to do so constitutes insubordination and resulting consequences**
 2. **2nd occurrence- Documented insubordination and corresponding consequences, including parent contact, community service, or ISS.**
 3. **3rd occurrence- Student will be considered insubordinate and will sign off on an agreement with their parents that includes the receipt of the following interventions:**
 1. **Student will submit phone to the office at the beginning of each day for a predetermined length of time.**
 2. **The student's teachers will be alerted to their status and alert admin if they are seen in class with a cell phone.**
 3. **Student will complete an assignment related to proper cell phone use.**
 4. **All further instances are suspendable offenses for continued insubordination.**

The use of social media in the commission of any other violation of the Student Code of Conduct can make the consequence of the violation more severe. This includes threats, photos, streaming of live events without permission of school administration or staff, sexting, plagiarism, cheating, bullying, copyright violation, etc. Students will be given information regarding the legality in the use of social media in the commission of these violations upon receiving their consequence documents.

Parents will receive frequent reminders to contact the school in an instance where they need to contact their student. All rooms are equipped with phones that are able to receive directed calls from the office.

During fire drills, emergency situations or when adults are addressing them, students are expected to refrain from use.

Students will be allowed to use their electronic devices during passing time and lunch. Students will understand that students in class during their lunch period are restricted to their use based on the classroom standards listed above.

Electronic devices are the responsibility of the student. It is in the student's best interest to treat their belongings with respect and protect them to prevent theft or damage. River Rouge High School is hereby not responsible for lost or stolen electronic devices and situations involving theft will be at the discretion

of school staff for investigation. We strongly discourage the sharing of devices or accessories among students.

Electronic devices, especially cell phones must be used cautiously in emergency situations so as not to cause panic or distribute incorrect information.

Lastly, all staff members are expected to model this expectation for students. Staff members may not engage in the use of cell phones during class unless it is directly related to school business.

Audio devices (cd players, ipods, mp3 players, headphones, earbuds etc.) are also not to be used or to be visible in the classroom.

1st Occurrence – Think Sheet, Device is confiscated and held until the end of the school day.

2nd Occurrence - Think Sheet, Device is confiscated and returned to parent/guardian.

3rd Occurrence – Think Sheet, Device is confiscated and returned to parent/guardian, community service project.

Further Occurrence: Formal Building Conference consisting of student, parent, administrator, counselor/social worker – Behavior Contract

13. Failure or Refusal to Identify Self to School Personnel/No Identification: Shall be defined as refusing to wear/show/present a valid school identification card and/or give correct name when requested to do so by school personnel.

1st Occurrence: Think Sheet, Warning, parent contact, community service project, temporary pass.

2nd Occurrence: Think Sheet, parent contact, temporary pass, community service project, advisor contact or in-school suspension

3rd Occurrence: Think Sheet, parent contact, advisor contact, one day in-school suspension.

Further Occurrence: Formal Building Hearing with administrator, parent, student, counselor/social worker – Behavior Contract.

14. Failure to Serve School Discipline: Shall be defined as failing or refusing to serve school discipline, failing to report to school discipline, walking out of discipline personnel office when receiving or discussing discipline, misbehaving during discipline. Student may be required to serve the original consequence in addition to further consequences.

1st Occurrence: Think Sheet, discipline advance to next consequence under initial infraction, must also serve also serve original discipline, parent contact, advisor contact

2nd Occurrence: Formal Building Hearing consisting of student, parent, administrator, counselor/social worker

15. False Fire or Emergency Alarm: The acts of initiating an emergency alarm or initiating a “911” call without just cause. **(Any occurrence will result in administrative discretion up to and including expulsion.)**

16. Firecrackers, smoke bombs, stink bombs, incendiary devices, mace, pepper spray, etc.: Shall be defined as possession, use, or, or sale of with the purpose of creating a large scale disruption.

1st Occurrence – Think Sheet, parent contact, one day out of school of school suspension, advisor contact.

2nd Occurrence – Think Sheet, Formal Building Conference consisting of student, parent, administrator, counselor/social worker – Behavior Contract

17. Gambling: Shall be defined as the act of betting money or other consideration on the outcome of a game, contest, or other event.

1st Occurrence – Think Sheet, materials/money will be confiscated, one day in-school suspension, parent contact, advisor contact.

2nd Occurrence – Think Sheet, materials/money will be confiscated, two days in-school suspension, parent contact, advisor contact.

3rd Occurrence – Think Sheet, materials/money will be confiscated, one day of out of school suspension

4th Occurrence – Formal Building Conference consisting of student, parent, administrator, counselor/social worker – Behavior Contract, referral to outside counseling service.

18. Habitual or Persistent Misconduct: Shall be defined as repeatedly and/or blatantly refusing to comply with school rules and the code of conduct. **(Consequence: increased severity of consequences per occurrence, referral to support services, Board hearing, criminal charges if applicable)**

19. Inappropriate Sexual Behavior/Sexual Harassment: Shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student or staff member. Moreover, sexual harassment will include, but not limited to, touching, feeling, fondling, and exposing parts of the anatomy, which are suggestive or sensitive to sexual stimulation. See Sexual Harassment Policy on page 32.

1st Occurrence – Think Sheet, three day out of school suspension, parent contact, advisor contact.

2nd Occurrence – Think Sheet, five day out of school suspension, Formal Building Conference consisting of student, parent, administrator, counselor/social worker.

3rd Occurrence - Think Sheet, ten day out of school suspension, Formal Building Conference consisting of student, parent, administrator, counselor/social worker.

Further Occurrence – long term suspension, Board Hearing.

20. Insubordination: Shall be defined as defiance or refusal to comply with the reasonable request by school employees.

1st Occurrence – Think Sheet, One Day In-School Suspension, Parent Contact

2nd Occurrence – Think Sheet, Parent Contact, Adviser Contact, Two Days In-School Suspension

3rd Occurrence – Think Sheet, One Day out of School Suspension, Formal Building Conference consisting of student, parent, administration, counselor/social worker – Behavior Contract

21. Littering: Shall be defined as carelessly or purposely discarding trash in any area other than a trash receptacle.

1st Occurrence – Warning

2nd Occurrence – Think Sheet, Community Service Project, Adviser Contact, Parent Contact

3rd Occurrence – Think Sheet, Parent Contact, Community Service Project, Behavior Contract

22. Loitering: Shall be defined as a deliberate delay, hanging around, lagging behind, or aimless idling in getting to an assigned destination or being in an unauthorized area **including the lunchroom** without a pass.

1st Occurrence – Think Sheet, Community Service Project, Parent Contact

2nd Occurrence – Think Sheet, One day In-School Suspension, Parent Contact, Adviser Contact

3rd Occurrence – Think Sheet, Formal Building Hearing with student, parent, administrator, counselor/social worker – Behavior Contract

23. Lunchroom Disturbance

Low Level: Low level disturbance including but not limited to running, standing around tables, shouting in the cafeteria.

1st Occurrence – Warning, Parent Contact

2nd Occurrence – Think Sheet, Community Service Project, Parent Contact

3rd Occurrence – Think Sheet, One Day In-School Suspension, Parent Contact, Adviser Contact

High Level: Throwing food/beverages or excessive disruptive behavior in the cafeteria.

1st Occurrence – Think Sheet, Parent contact, Two Day Out of School Suspension

2nd Occurrence – Think sheet, Parent Contact, Two Days Out of School Suspension, Formal Building Conference consisting of student, parent, administration, counselor/social worker – Behavior Contract

24. Physical Contact (high level)/Fighting: Shall be defined as physical contact of a vicious or malicious nature including but not limited to punching, hitting, scratching, biting, kicking, choking, using objects or gestures to inflict or suggest violence, spitting. Fights in which a participant continually ignores a staff member's efforts to break it up will result in additional consequences possible including police notification. When an aggressor has been determined, stronger consequences will be assigned.

1st Occurrence – Think Sheet, three day out of school suspension, parent contact, advisor contact.

2nd Occurrence – Think Sheet, five day out of school suspension, Formal Building Conference consisting of student, parent, administrator, counselor/social worker.

3rd Occurrence - Think Sheet, ten day out of school suspension, Formal Building Conference consisting of student, parent, administrator, counselor/social worker.

Further Occurrence – long term suspension, Board Hearing.

25. Physical Contact/Disturbance (low level): Shall be defined as grabbing, pushing, bumping, horseplay, throwing objects.

1st Occurrence – Think Sheet, Community Service Project, Parent Contact

2nd Occurrence – Think Sheet, one day in school suspension, Parent Contact, Adviser Contact

3rd Occurrence – Think Sheet, two days in school suspension, Parent Contact, Adviser Contact

Further Occurrence – Think Sheet, Formal Building Conference consisting of student, parent, administrator, counselor/social worker – Behavior Contract

26. Physical Contact/Threat Toward School Employee: Shall be defined as aggressive behavior that results in physical contact, verbal or non-verbal behavior which expresses vicious or malicious intentions to make physical contact to do bodily harm to a school employee.

1st Occurrence – Think Sheet, ten day suspension, Formal Building Conference consisting of student, parent, teacher, administrator, counselor/social worker

Further Occurrence - Any occurrence will result in discretionary administrative action up to and including expulsion

27. Profane or Vulgar Language: Shall be defined as the use of vulgar words or phrases, which are offensive and socially unacceptable in the school environment.

1st Occurrence – Think Sheet, Community Service Project, Parent Contact

2nd Occurrence – Think Sheet, One Day In-School Suspension, Parent Contact, Adviser Contact

3rd Occurrence – Think Sheet, One Day In-School Suspension, Formal Conference with Parent – Behavior Contract

28. School Bus Conduct Violations: Shall be defined as violation of prescribed rules and regulations for student conduct on buses including but not limited to profanity, horseplay, gambling.

1st Occurrence – Parent Contact, Conference with Student & Bus Aide

2nd Occurrence – Parent Contact, Conference with Student & Bus Aide, One Week from Bus.

3rd Occurrence – Formal Building Conference with student, bus aide, administrator, parent, counselor/social worker, Removal from bus for at least 30 day up to the remainder of the year.

29. Skipping School/Not Being Where Assigned: Shall be defined as leaving without permission or not being in attendance where assigned.

1st Occurrence – Think Sheet, Parent Contact, Adviser Contact, Two Page Paper on the importance of being in class or where assigned (If paper is not completed or submitted in one day, a one day in-school suspension will be assigned.)

2nd Occurrence - Think Sheet, Parent Contact, Advisor Contact, Referral to counselor/social worker – Behavior Contract

3rd Occurrence – Think Sheet, Formal Building Hearing consisting of student, parent, administrator, counselor/social worker.

30. Theft: Shall be defined as taking or having in one's possession articles, which belong to others without their permission.

Petty Theft: under \$100

1st Offense – Think Sheet, one day out of school suspension, parent contact, advisor contact, restitution

2nd Offense – Think Sheet, two days of out school suspension, referral to counselor/social worker, restitution

3rd Offense – Think Sheet, restitution Formal Building Conference consisting of student, parent, administrator, counselor/social worker

Larceny: over \$100

1st Occurrence - Think Sheet, Three Day Out of School Suspension, Parent contact, advisor contact, restitution, Formal Building Conference consisting of student, parent, administration, counselor/social worker

2nd Occurrence – Think Sheet, Five Day Out of School Suspension, Parent contact, advisor contact, restitution, Formal Building Conference consisting of student, parent, administration, counselor/social worker

3rd Occurrence – Think Sheet, 10 day Out of School suspension, Formal Building Conference consisting of student, parent, administration, counselor/social worker with possible recommendation for expulsion

31. Tardiness: Shall be defined as arriving to class after the official time without written or verbal authorization.

1) Written authorization is a pass from a staff member.

2) Verbal authorization is a phone call or spoken word from a staff member.

1st Occurrence – Warning

2nd Occurrence – Parent Contact

**3rd Occurrence – Parent Contact, Advisor Contact, third tardy equals one absence
(See also attendance policy)**

32. Truancy: Shall be defined as excessive tardiness or absence from school and classes.

After 5 consecutive days absent, Truant/Attendance Officer will be notified, Parent Contact, Adviser Contact

Further excessive absences may include referral to support services and/or contact with Juvenile Court

(See also Attendance Policy)

33. Unauthorized Use and/or Misuse of School Materials and Equipment: Shall be defined as use or misuse of school materials and/or equipment without the official approval of an administrator or authorized school personnel.

1st Occurrence – Think Sheet, Community Service Project, Parent Contact

2nd Occurrence – Think Sheet, One Day In-School Suspension, Parent Contact, Adviser Contact

34. Vandalism/Defacement: Shall be defined as the defacing or destroying of school property. In addition to school penalties for the student, parents will be responsible for damages.

1st Occurrence – Think Sheet, Parent Contact, Community Service Project, Student/parent financially responsible for damages

2nd Occurrence – Think Sheet, one day in-school suspension, community service project, Student/Parent financially responsible for damages

3rd Occurrence - Think Sheet, one day out of school suspension, Formal Building Conference with parent, student, administrator, counselor/social worker – Behavior Contract, Community Service Project, Parent/Student financially responsible for damages

35. Weapons or their look-a-likes: Shall be defined as any instrument used for bodily harm. Students possessing, transmitting or concealing weapons/instruments capable of bodily harm will be reported to the River Rouge Police Department and the River Rouge Board of Education. **(Any occurrence will result in discretionary administrative action up to and including expulsion.)**

SCHOOL SAFETY

The issue of school safety has become one of the main focal points of State Legislatures, School Boards and School Administrations across the country. The Legislature of the State of Michigan and the Governor have enacted Public Acts 102, 103 and 104 to aid schools across the state in dealing with issues of school safety. In order to comply with the recently passed school safety acts, the River Rouge Board of Education has adopted the following language in the hopes that the River Rouge Schools will continue to be a safe place for all students and staff. The following language along with the Student Code of Conduct and the Rules and Regulations found in each individual school's handbook will be used to address all issues concerning school safety.

**State of Michigan
School District of the City of River Rouge
Dangerous Conduct Prohibited**

Section 1 - Exclusion from School: It is hereby declared to be the School District of the City of River that any student found to be violating the provisions of this policy relative to prohibited conduct shall be excluded from attendance at the school district for a period of not less than one (1) year.

Section 2 – “Student” defined: For purpose of this policy, the term student shall refer to any student attending the School District of the City of River Rouge regardless of the period of duration of such attendance; and shall apply to all students attending educational classes, school related functions, or otherwise being present on school property.

Section 3 - Possession of Firearm or Other Dangerous Weapon Prohibited: No student attending school in the School District of the City of River Rouge or student of the school district attending a school related function or otherwise on school district property, shall have in his/her possession a firearm or other dangerous weapon, unless otherwise permitted by specific statutory enactment.

Section 4 - Arson Prohibited: No student covered by this policy shall commit arson upon school district premises, regardless of ownership.

Section 5 - Rape/Criminal Sexual Conduct Prohibited: No student covered by this policy shall commit the act of rape or engage in criminal sexual conduct on school district property as set forth in this policy. It is the specific intention of the district that this policy shall supplement the districts policy relative to sexual harassment.

Section 6 - Authority of Superintendent to Exclude: For purpose of the implementation of this policy, the Board of Education does hereby delegate to the Superintendent of Schools the absolute right to exclude any student from school who is violating the provisions of this policy. Any student, or his/her lawful representative who believes that the student has been aggrieved by the terms of this policy, shall have the right to appeal the Superintendent's decision to the Board of Education. The Superintendent shall notify the Board of Education and the student's parent or legal guardian of the suspension. It shall be the duty of the Superintendent of Schools to consider each case on an individual basis, and in the appropriate case modify the penalties provided for in this policy, if authorized by law, if no person has been injured by the conduct, and if the conduct is not disruptive of the educational policies of the school district.

Section 7 - Re-admission to School: The Board of Education shall not consider the re-admission of the excluded student, until the student has been off from school for one (1) complete school year. Each case shall be considered on a case by case basis. Great weight will be given to evidence which indicates the student has a sincere desire to excel in his academic program, that the student will no longer engage in the conduct which resulted in the exclusion, and that the student expresses a genuine remorse for the conduct which resulted in the exclusion. The school district administration shall have the authority to make a recommendation concerning the re-admission of the student to the education program. In the event that the Board of Education believes it to be appropriate, it may hold a hearing on the issue of re-admission of the student to school.

Section 8- Interpretation: It is the specific intention of this policy to comply with provision of 1994 PL 103.227, 103.382 and MCL 380.1311. This policy shall be interpreted in a manner consistent with the intentions of this legislation, while considering the educational goals of the district.

Policy adopted: December 14, 1994

School District of the City of River Rouge
River Rouge, Michigan

Student Expulsion for Weapons, Arson or Rape

Subject: Student expulsion for possession of a gun or a weapon or commission of arson or rape in a district building, on district grounds, or at district-sponsored events Source: Weapon free school zone act, MCL 380.1311, section 1311 of the school code of 1976, as amended.

I. Purpose

The purpose of this Administrative Regulation is to set forth the procedure which will be followed when a student is found to have possessed a gun or other weapon, a replica or look-alike of a gun or other weapon, or any other object which appears to be or which may be used as a weapon, or who commits arson or rape, all occurring in a district building, on district grounds or at district-sponsored events.

II. General

A. If a student:

1. possesses in a district building, on district grounds or at district-sponsored events a gun or other weapon as defined by applicable state and federal statutes, or
2. commits arson in a district building on district grounds or at district-sponsored events, or
3. rapes someone in a district building, on district grounds, or at district-sponsored events, the School Board or an individual designed by the School Board will, except in certain circumstances set forth below in Section III. B., permanently expel the student from the School District subject to possible reinstatement depending on the circumstances.

III. Procedure

A. If a student possesses a gun or other weapon in a district building, on district grounds or at district-sponsored events, including an object which is a replica of or look-alike of a gun or other weapon, or any other object which appears to be or which may be used as a weapon, commits arson in a district building, on district grounds or at district-sponsored events, the School Board or a person designated by the Board shall except in certain circumstance set forth in Section B below, expel the student permanently subject to possible reinstatement as set forth in this policy.

B. A student who engages in the conduct set forth in Section A will not be expelled if the student establishes in a clear and convincing manner at least one of the following:

1. the object or instrument possessed by the student was not possessed by him or her for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
2. the object or instrument was not knowingly possessed by the student.
3. the student did not know or have reason to know that the object or instrument possessed by him or her constituted a weapon.
4. the object or instrument was possessed by the student at the suggestion, request, or direction, or with the express permission of school or police authorities.

C. If a student is expelled pursuant to Section III. A., the District will enter onto the student's educational record that he or she has been expelled pursuant to this policy. Except for admission into the District's

advantage academy at the District's discretion, the District will not allow an expelled individual to enroll in the School District after expulsion unless reinstated according to this policy.

D. The School Board shall ensure within three (3) days after the expulsion that the student is referred to the appropriate County of Social Services or County Mental Health Agency and will notify the student's parent or legal guardian or the student if at least age eighteen (18) or an emancipated minor.

E. The parent or legal guardian of an expelled student or an individual who is at least eighteen (18) years of age or an emancipated minor may prepare and submit a petition to the School Board for reinstatement to the District. If denied, the individual may petition another school board for reinstatement into another school district under the following conditions:

I. Individual in grade 5 or below at time of expulsion

a. Petition for reinstatement may be filed at any time after expiration of sixty (60) school days following expulsion;

b. Such individual may not be reinstated before the expiration of ninety (90) school days after the date of expulsion.

2. Individual in grade 6 or above at time of expulsion

a. Petition for reinstatement may be filed at any time after expiration of one hundred fifty (150) school days following expulsion;

b. Such student shall not be reinstated before one hundred eighty (180) school days after the date of expulsion.

F. Not later than ten (10) days after receiving a petition for reinstatement, the Board shall appoint a committee consisting of two school board members, one school administrator, one teacher and one parent to review the petition and supporting information. During this time, the superintendent may prepare and submit information to the committee concerning the expulsion and any factors in support of or against reinstatement.

G. Not later than ten (10) days after all members of the committee are appointed, the committee shall review petition and any supporting information and shall submit a recommendation to the Board on the issue of reinstatement. The recommendation shall be:

1. for unconditional reinstatement;
2. for conditional reinstatement;
3. against reinstatement.

H. The recommendation shall set forth reasons and shall be based on all of the following factors:

1. the extent to which reinstatement of the student would create a risk of harm to other students or school personnel.
2. the extent to which reinstatement of the student would create a risk to the School District or individual liability for the School Board or School District personnel.
3. the age and maturity of the student.

4. the student's school record before the incident that caused the expulsion.
5. the student's attitude concerning the incident that caused the expulsion.
6. the student's behavior since the expulsion and the prospects for remediation of the student.
7. if the petition for reinstatement was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by the parent or legal guardian and that can be expected if the student is reinstated, including but not limited to receptiveness toward possible conditions placed on the reinstatement.

I. Not later than the next regularly scheduled board meeting after receiving the Committee's recommendation, the Board shall make a decision as to the:

1. unconditional reinstatement of the student;
2. conditional reinstatement of the student;
3. denial of reinstatement to the student.

J. The decision of the School Board is final.

K. The School Board may require the individual and/or the parent or legal guardian to agree in writing to specific conditions for reinstatement before reinstating the individual. These conditions may include:

1. agreement to a behavior contract, which may involve the individual, parent or legal guardian, and an outside agency;
2. participation in or completion of an anger management program or other appropriate counseling;
3. periodic progress reports;
4. specified immediate consequences for failure to abide by the conditions.

L. The petitioning party may include proposed conditions in the petition for reinstatement which is submitted.

As of the date of adoption of this Policy, other inconsistent policies are repealed.

Rule approved: December 14, 1994

School District of the City of River Rouge
River Rouge, Michigan

Section 8000 -- Students

8260 Bullying (Cf. 8018)

8260

Bullying Prohibited

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

The Superintendent shall develop administrative regulations and programs that will increase awareness of the problem of bullying, and train teachers and other staff to intervene effectively if bullying is witnessed in their presence or brought to their attention. In designing administrative regulations and anti-bullying programs or strategies, the Superintendent should consult with the greater school community, including students.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law.

Approved: August 8, 2007

LEGAL REF: "Policies on Bullying," Michigan State Board of Education, 7-19-01; Tinker v Des Moines Independent School District, 393 US 503(1969). See also: Saxe v State College Area School District, 240 F3d 200(CA 3, 2001)

River Rouge School District

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Sexual Harassment Policy:

I. The Policy

A. It is the policy of the School District of the City of River Rouge to maintain a learning and working environment that is free from sexual harassment.

B. It shall be a violation of this policy for any member of the School District of the City of River Rouge staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II.

C. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

II. Definition

A. Sexual harassment shall consist of unwelcome sexual advance, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by a member of the school staff to another staff member or student or made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individuals employment or education, or when:
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
3. Such conduct has the purpose or effect of substantially interfering with an individuals academic or professional performance or creating an intimidating, hostile or offensive employment or education environment.

B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following:

- verbal harassment or abuse
- written harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning ones grades, job, etc.

III. Procedures

- A. Any staff person who alleges sexual harassment by another staff member may complain directly to her or his immediate supervisor or building principal.
- B. Any student who alleges sexual harassment by a staff member or another student may complain directly to her or his building principal.
- C. Any allegations brought to the school district's attention shall be reported to the superintendent or her/his designee. The School District shall investigate all allegations reported to it and shall take appropriate remedial action where necessary.
- D. The Board of Education for the School District of the City of River Rouge directs the Superintendent to develop procedures consistent with this policy and to establish and publicize processes by which allegations of sexual harassment may be filed, investigated and adjudicated.
- E. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- F. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- G. Complaining to the school district is not an exercise of any other civil or criminal remedies that may be available to a complainant.

IV. Sanctions

- A. A substantial charge against a staff member in the school district shall subject such staff member to disciplinary action which may include discharge consistent with collective bargaining agreements or work rules or procedures established by the district.
- B. A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student code of conduct.
- C. Sexual harassment is illegal under both state and federal law. It may also result in criminal and/or civil charges being brought against the alleged harasser.

V. Notifications

It is the intent of the Board of Education for the School District of the City of River Rouge that this policy receive wide distribution and shall be:

- A. Circulated to all schools and departments and to all counselors of the School District on an annual basis and shall be incorporated in staff and student handbooks.
- B. Publicized in district and building newsletters.
- C. Distributed to all organizations in the community having cooperative

agreements with the School District. Failure to comply with this policy may result in termination of the cooperative agreement.

The Board also directs that affirmative programs be initiated so that employment practices and work conditions/educational practices and the educational environment will be free from sexual harassment.

NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the records they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. They should write the School principal or appropriate official, clearly identify the part of the records they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent of officials to another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parents or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that River Rouge School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, River Rouge School District may disclose appropriately designed "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation program; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary or Secondary Education Act of 1965 (ESEA)¹ to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their students information disclosed without their prior written consent.

If you do not want River Rouge School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15, 2011. River Rouge School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the

¹

National Defense Authorization Act for Fiscal Year 2002 (P.L. 107 – 107), the legislation that provides funding for the Nation’s armed forces.

School District of the City of River Rouge Parental Involvement Vision Statement

In order to improve academic achievement, every student in River Rouge School District will have a parent or parent substitute who is empowered to participate actively in all aspects of his or her education.

All River Rouge Schools will actively solicit and welcome parental participation and advocacy in all aspects of the educational process.

Parent/Guardian Involvement and School Partnership

The Board strongly encourages and welcomes the involvement of parent(s)/guardian(s) in all of the District's educational programs. It is recognized a parent's involvement in a child's education is a critical component in that child's academic success. The Board further appreciates and respects parents/guardians as the "first teachers" of their children, and believes the interest and involvement of parents in the education of their children should not diminish once children enter the schools of the District. An effective school/parent partnership focused on students' educational success must exist, which involves all district staff and parent(s)/guardian(s), for the District's educational goals to be achieved.

Accordingly, the Board directs, by the adoption of this policy, that the administration shall design a program/plan that will encourage and foster a partnership between families and the schools for increased/parent(s)/guardian(s) involvement in children's education.

The plan may include, but not be limited to:

- Establishment of welcoming school environments
- Communication to and from parents and school
- Parents as volunteers
- Supportive home learning environments
- Schools as a parent resource center
- Parents as decision makers

Included in these areas may be surveying parents as to their ideas and needs related to parent involvement, communicating in languages understood by district families, the development and review of instructional materials and district procedures, review of individual school environments, input on the ways that the District may better communicate with parent(s)/guardians(s) about information and resources they may need (e.g., current laws, regulations, instructional programs; and community resources), educational programs to assist parents(s)/guardian(s) in their support of academic achievement, increasing parents opportunities to be involved in building decisions, as well as district staff development looking at staff attitudes and effective parent involvement programs.

Pursuant to state law, the Superintendent shall provide a copy of the District's Parent Involvement Plan to all parents.¹ The effective-implementation of the plan should be reviewed and evaluated by the district and parents on a regular basis with Superintendent recommendations to the Board as to related policy and budgetary needs.

¹MCL 380.1294 (1) Not later than January 1, 2005, the board of a school district or intermediate school district or the board of directors of a public school academy shall adopt and implement a parent involvement plan designed to encourage parents participation. (2) The board or board of directors shall provide a copy of the parent involvement plan to the parent or legal guardian of each pupil. The board or board of directors may provide the copy of the policy by including the policy in its student handbook or a similar publication that is distributed to all pupils and parents. (3) The board or board of directors shall provide a copy of the Parent Involvement Plan to the department upon request by the department.

Title I Programs

In accordance with the requirement of the No Child Left Behind Act, the River Rouge Board of Education encourages parent(s)/guardian(s) participation in Title I programs. Parent(s)/guardian(s) shall be offered substantial and meaningful opportunities to participate in the education of their children by this policy.

The Board directs that the following actions be implemented by the administration to insure compliance with federal law and to invite parents to become involved highly in the education of their children:

Parent(s)/Guardian(s) Involvement Policy (Cf.7170)

The involvement of parent(s)/guardian(s) in the planning, implementation, evaluation, and improvement of Title I programs/services through participation on building School Improvement Teams;

- Invitations to parent(s)/guardian(s) to attend at least one annual meeting for Title I parents, with additional meeting opportunities being available as needed, designed to provide Title I information and program services, and to solicit parent(s)/guardian(s) suggestions on program development, planning, evaluation and operation;
- Assistance to parent(s)/guardian(s) in understanding Title I, including the providing of information in a language understandable to the parent(s)/guardian(s) if practicable;
- Parent(s)/Guardian(s) notification of Title I student selection and criteria for selection;
- Information regarding child's achievement and progress;
- A provision for input by Title I staff at regularly scheduled parent/guardian-teacher conferences and any additional communication as requested by the Title I staff or parent(s)/guardian(s);
- Opportunities to enhance parent(s)/guardian(s) capacity to work with children in the home on school learning;
- Professional development opportunities for teachers and staff to enhance their understanding of effective parent(s)/guardian(s) involvement strategies;
- Ongoing communication between school and parent(s)/guardian(s); and
- Other appropriate activities (i.e. Family Math Nights, parent(s)/guardian(s) sessions, science, theatre, etc).

Parent(s)/Guardian(s) Involvement Policy (Cf.7170)

Written Plans/Policies

The River Rouge School District, as a recipient of Title I funds, hereby adopts the following policy statement regarding the development of a District-wide plan for parent(s)/guardian(s) involvement in the development of a Title I plan, and directs the administration to:

- Involve parent(s)/guardian(s) in the development of the plan;
- Develop a plan that provides for the involvement of parent(s)/guardian(s) in the Title I activities of the school;
- Provide the necessary technical, research, staff and administrative support to schools in the planning and implementing of effective parent(s)/guardian(s) involvement activities to improve student academic achievement and school performance;
- To integrate and coordinate the plans/policies for parent(s)/guardian(s) involvement in Title I programs with parent(s)/guardian(s) involvement in other programs, including but not limited to Head Start;
- To review and evaluate the District's plan annually and to share the results of that review and evaluation with the Board;
- To assure that the policy/plan contains a compact that outlines how parent(s)/guardian(s), the school staff, and students will share the responsibility of improved student achievement; and
- To distribute the District plan to parent(s)/guardian(s) of participating children and to the local community.

Migrant Education Program (MEP) Parent(s)/Guardian(s) Involvement

Parent(s)/guardian(s) of students in the MEP will be involved in, and regularly consulted, about the development, implementation, operation, and evaluation of the program.

Limited English Proficiency (LEP) Parent(s)/Guardian(s) Involvement

In accordance with federal law, parent(s)/guardian(s) of LEP students will be provided notice regarding their child's placement in and information about the District's LEP program. Parent(s)/guardian(s) will be notified about their rights regarding program content and participation including the right to choose among programs if alternatives are available. The notice must also include an explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion and graduation standards. The notice will also include an explanation of the right to remove the child from an LEP program and to place the child in the regular program. The notice must be in a format that families can comprehend and, if possible, in a language that is understood by the family. LEGAL REF: 20 USCA 6318 (No Child Left Behind Act); MCL 380.1294 (PA 107 of 2004)

River Rouge Parent Involvement Title I School Policy

The goal of River Rouge High School is to provide a high quality education to meet the challenging standard of serving ALL children. The purpose of the River Rouge High School Title I program is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency in meeting challenging State academic achievement standards and state academic assessments. We value the role parents play as their children's first teacher and the influences of their continued support to promote higher student academic achievement and school performance.

River Rouge High School envisions quality education for all by maintaining a positive, nurturing, and self-motivating environment. River Rouge High School promotes life-long learning to prepare its community to become contributing members of our ever-changing society.

The following outline is in compliance with the legal requirement of the No Child Left Behind Act of 2001 (PL 107-110, Section 1118). The document represents joint development with parents, teachers, and principal. The policy will be available to all parents in the district.

1. Parents will have an opportunity to assist in developing the building plan, review the program and make suggestions. To accomplish this:
 - All parents will be invited to an annual meeting offered at a variety of times before October 15 to maximize the opportunity for parents to participate and to inform them of the following: Title I Objectives; instructional methods; school wide objectives and instructional methods; the student selection process; test scores and how schools are identified for school improvement (section 1116); and that they, the parents, have the right to request to know the qualifications of teachers and paraprofessionals in their school (section 1119). The Parent Coordinator/Facilitator, with the assistance of the school wide facilitators, will schedule, notify parents and conduct meetings.
 - The school district will hold a minimum of four meetings/forums annually, which will be held for the purposes of consultation, advising, and evaluation. The participants will be parents, Parent Coordinator/Facilitator, school wide support staff, teachers, community representatives, and principal. These meetings/forums will be advertised and open to all parents. The Parent Coordinator/Facilitator will set the agenda and conduct the meetings.
2. Support will be provided to parents and teachers as they plan and implement effective parent involvement by page
 - Providing parent and parent/child workshops and activities based on the assessed needs and interests. The parent group with the Parent Coordinator/Facilitator's leadership will plan and conduct 4 workshops per year.
 - Developing a Parent/Teacher/Student Compact in cooperation with both parents and teachers and promoting its use for the betterment of the students. The

compact shall be presented in a way that attends to the literacy and language levels of parents. The compact will include an explanation of how it will be distributed, monitored and assessed.

- Providing a facility that will be a working site for parents to hold meetings/workshops, work on projects and obtain materials to encourage parents to support their child's learning. The maintenance of the active parent center will be undertaken to the extent possible.
 - Providing current, reputable parent literature/materials in a format that is understandable to parents.
3. In order to promote the school's and parents' capacity to form a strong partnership and work toward high student academic achievement, will:
- Assist parents in such areas as the State's academic content standards, State student academic achievement standards, State and local assessments, the requirements of this part and how to monitor a child's progress and work with educators to improve the academic achievement of their children as well as provide information on how parents can participate in decisions regarding the education of their children.
 - Encourage parents to visit their children's classroom during the school day through participation in side-by-side and daily classroom activities.
 - Inform parents of school activities through newsletters, phone calls, web sites, e-mail and other media.
 - Encourage staff to have regular two-way meaningful communication with parents through parent teacher conferences, progress reports, home visits, classroom newsletters, school web sites and providing opportunities for observation of classroom activities.
 - Cooperate with other agencies and resources to promote necessary training for parents. Parents will be provided with information as to ways to secure their GED through Adult Education Programs and by informing parents that the public library has literacy tutors.
 - Encourage the education of teachers, pupil service personnel, principals and other staff with the assistance of parents, in the value and utility of contributions parents can make as classroom volunteers, sharing skills and interests, assisting and coordinating workshops, helping in the parent center and encouraging other parents. The Parent Coordinator/Facilitator and parent group will provide staff development to inform teachers of the value of parental involvement in the school.
 - Develop partnerships with community based organizations and business sponsored programs, workshops and training, and having representation at school functions.
 - Develop appropriate roles for community-based organizations & businesses to work with parents and River Rouge High School, and encourage the formation of partnerships between River Rouge High School and local businesses that includes a role for parents.

- **Make information available, in a format and, to the extent possible, in the language parents can understand. Translating can be facilitated through the district's bilingual department, principal and bilingual instructors.**
 - **Provide materials and training to help parents work with their children to improve their children's academic achievement. Such training would include literacy training and using technology, as appropriate, to foster parental involvement.**
4. **River Rouge High School will encourage coordination of parent involvement activities with Head Start and other parent groups by sharing information, co-sponsoring workshops, and encouraging attendance and/or participating in activities that serve the needs of both groups.**
 5. **Parents will participate in the annual evaluation of the content and effect of the school parental involvement policy and practice. They will also consider:**
 - **Increasing parent involvement**
 - **Ways to overcome barriers which may limit participation for those who are economically disadvantaged, disabled, have limited literacy, have limited English proficiency or are of any racial/ethnic minority background**

The annual evaluation will be used to revise and/or design parent policy practices to better parental involvement and parental input.

8350 Student Suspension and Expulsion (Cf. 8080)

The Superintendent, building Principals, committee of certified employees, individual teachers (for up to one school day only - see "Suspensions by Teachers"; "Class, Subject or Activity Suspensions") or a Board appointed hearing officer may suspend, either for a short-term or long-term, or may make a recommendation to the Board regarding the permanent expulsion of a student guilty of any of the following:

- _____ * Willful violation and/or persistent disobedience of any published regulation for student conduct authorized, adopted or approved by the Board,
- _____ * Willful misconduct which substantially disrupts, impedes, or interferes with the operation of any school,
- _____ * Willful misconduct which substantially impinges upon or invades the rights of others, or
- _____ * Disobedience of an order of a teacher, police officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material impingement upon or invasion of the rights of others.

Suspensions

The Board authorizes the Superintendent to suspend or expel a student for up to 180 school days without Board action or approval. A suspension may be for a short-term not exceeding ten school days, or for a longer term, exceeding ten school days. Should a suspension be imposed for a number of days exceeding the remaining days in a semester, the days remaining on the suspension will commence with the beginning of the next semester unless otherwise determined by the Superintendent.

A short-term suspension may be imposed immediately upon a student without first affording the student or the parent (s)/guardian(s) a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

A long-term suspension shall not be imposed upon a student unless the student has first been suspended for a short-term and not until an opportunity for a formal hearing on the suspension has been afforded the student.

Suspensions by Teachers

Class, Subject or Activity Suspensions

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the class effectively, subject, or activity, or the student's behavior interferes with the ability of other students to learn.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.

Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education Policy and the school's Student Code of Conduct.

Any student suspended from the same class, subject, or activity for three accumulative days during the school year shall attend a conference with the teacher, parent/guardian and student to develop a behavior plan for the student. A copy of the plan will be submitted to the Principal.

Any student suspended from the same class, subject, or activity for five accumulative days during the school year shall attend a conference with the Principal, teacher, parent and student to meet and address the student's behavior. The report shall be submitted by the principal to the Superintendent of Schools.

River Rouge High School Student Behavior Contract

Student: _____ ID#: _____

Parent/Guardian: _____

The above student was found guilty at a building level suspension conference of the following:

In an effort to maintain accountability, this agreement clearly outlines the terms by which the student must conduct and govern himself/herself upon being readmitted to the regular school environment. The facts have been discussed and stipulations have been established and are clearly defined below. By signing this contract, the parent/guardian agrees to support the student as they agree to abide by the following conditions:

1. Follow all the rules established by the School District of the River Rouge as outlined in the Student Code of Conduct Manual.
2. Follow the directions of all staff; this includes administrators, teachers, staff assistants, custodial staff and Police Security.
3. Attend all classes and arrive at class on time.
4. Be prepared with books and other things needed to fully participate in the class.
5. Respect the rights of others.
6. Refrain from the use of profanity, alcohol, cigarettes or illegal drugs while on school property or at school activities.
7. Seek assistance from an administrator, counselor, teacher, etc, if a problem arises.
8. Keep emotions under control at all times and not create disruptive situations.
9. Dress appropriately as outlined in the dress code policy
10. Absolutely, NO FIGHTING.

Additional expectations (optional)

The student is expected to abide by the terms of this contractual agreement. If the student violates any or all of this agreement, he/she can be referred to the Board of Education for an Expulsion Review Hearing without the benefit of another building level suspension conference being held, which by signing this

contract is hereby waived. Unless otherwise stipulated, this contract remains in effect for the remainder of the entire school year.

Student Signature _____

Parent/Guardian Signature _____

Building Administrator Signature _____

Date _____