



**ROMEIO  
COMMUNITY  
SCHOOLS**

**STUDENT-PARENT HANDBOOK  
STUDENT CODE OF CONDUCT**



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**2023-2024**

# WELCOME

## A MESSAGE FROM YOUR SUPERINTENDENT

Dear Parents and Students,

On behalf of the many dedicated school district employees that serve the families of this community, it is my pleasure to welcome you to the Romeo Community Schools! We are pleased to work closely with parents to ensure that each student receives the high quality education he or she deserves. I hope this Handbook will help establish a common set of expectations and procedures to support our common goals.

I encourage you to take a look at the contents of this handbook as the new school year is beginning and then continue to use it as a reference guide in the coming weeks and months. If at any time you have questions about the handbook, please do not hesitate to contact your child's principal or a member of the district's administration. We are happy to help provide any additional information you may need.

Parent involvement is a critical component to the overall success of our student's development on all levels. Getting to know this handbook is one way to help your child, but I hope you will also take advantage of the many opportunities to be involved in your child's school, keep the lines of communication open with teachers and ask questions when needed. We welcome you as partners in the educational process!

I look forward to another great year with you and your child, as we continue in the tradition of excellence for which Romeo Community Schools is known. Our RCS team is committed to success for all students and we are proud to be part of an outstanding community with outstanding schools. Thank you for choosing Romeo Community Schools and "Go Bulldogs!"

Respectfully Yours,

Mr. Todd R Robinson Ed.D.  
Superintendent

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Jodi Marshall	Transportation
Mark Nelson	Technology
Mary Selden	Special Services

## SCHOOL CONTACT INFORMATION

### AMANDA MOORE ELEMENTARY SCHOOL

Principal: Roger Bennett  
299 Dickenson St.  
Romeo, MI 48065  
Phone: (586) 752-0260  
Fax: (586) 752-0468  
Email: [roger.bennett@romeok12.org](mailto:roger.bennett@romeok12.org)

### HAMILTON-PARSONS ELEMENTARY SCHOOL

Principal: Rita van Staveren  
69875 Dequindre Rd.  
Leonard, MI 48367  
Phone: (586) 752-0280  
Fax: (586) 752-0421  
Email: [rita.vanstaveren@romeok12.org](mailto:rita.vanstaveren@romeok12.org)

### HEVEL ELEMENTARY SCHOOL

Principal: Paul Essian  
12700 29 Mile Rd.  
Washington, MI 48094  
Phone: (586) 752-5951  
Fax: (586) 752-6008  
Email: [paul.essian@romeok12.org](mailto:paul.essian@romeok12.org)

### INDIAN HILLS ELEMENTARY SCHOOL

Principal: Lisa Wujczyk  
8401 29 Mile Rd.  
Washington, MI 48095  
Phone: (586) 752-0290  
Fax: (586) 752-0467  
Email: [lisa.wujczyk@romeok12.org](mailto:lisa.wujczyk@romeok12.org)

### WASHINGTON ELEMENTARY SCHOOL

Principal: Dana Hepner  
58230 Van Dyke  
Washington, MI 48094  
Phone: (586) 781-5563  
Fax: (586) 752-0470  
Email: [dana.hepner@romeok12.org](mailto:dana.hepner@romeok12.org)

### ROMEO MIDDLE SCHOOL

Principal: Brad Martz  
11091 West 32 Mile Road  
Romeo, MI 48065  
Phone: (586) 752-0240  
Fax: (586) 752-0256  
Email: [brad.martz@romeok12.org](mailto:brad.martz@romeok12.org)

### ROMEO HIGH SCHOOL

Principal: Bernie Osebold  
62300 Jewell Road  
Washington, MI 48094  
Phone: (586) 752-0300  
Fax: (586) 752-0402  
Email: [bernie.osebold@romeok12.org](mailto:bernie.osebold@romeok12.org)

BEI Academy  
Academy Principal: Amber Fountain  
Phone: (586) 281-1023  
Fax: (586) 752-0402  
Email: [amber.fountain@romeok12.org](mailto:amber.fountain@romeok12.org)

DEM Academy  
Academy Principal: Erin Schwehofer  
Phone: (586) 281-1003  
Fax: (586) 752-0402  
Email: [erin.schweiher@romeok12.org](mailto:erin.schweiher@romeok12.org)

HHP Academy  
Academy Principal: Michael Jones  
Phone: (586) 281-1101  
Fax: (586) 752-0402  
Email: [michael.jones@romeok12.org](mailto:michael.jones@romeok12.org)

### ROMEO HIGH SCHOOL 9<sup>TH</sup> GRADE ACADEMY

9<sup>TH</sup> Grade Academy Principal: Melissa Arendts  
62100 Jewell Road  
Washington, MI 48094  
Phone: (586) 281-1106  
Fax: (586) 752-0401  
Email: [melissa.arendts@romeok12.org](mailto:melissa.arendts@romeok12.org)

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# SECTION 1: NOTICES AND GENERAL INFORMATION

## GENERAL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.romeok12.org](http://www.romeok12.org) or at the Board office located at 316 North Main Street, Romeo, MI 48065.

## VISITORS

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

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

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

## EQUAL OPPORTUNITY NONDISCRIMINATION

Romeo Community Schools does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity/expression, disability, age, or religion in its programs and activities. The Board of Education designates the following individuals to serve as the District's Compliance Officers.

Todd Robinson Ed.D  
Superintendent  
Romeo Community Schools  
316 N. Main St.  
Romeo, MI 48065  
Phone: (586) 752-0225  
Email: [todd.robinson@romeok12.org](mailto:todd.robinson@romeok12.org)

Jennifer McFarlane  
Assistant Superintendent  
Romeo Community Schools  
316 N. Main St.  
Romeo, MI 48065  
Phone: (586) 752-0231  
Email: [Jennifer.mcfarlane@romeok12.org](mailto:Jennifer.mcfarlane@romeok12.org)

The School District's complaint procedure may be obtained from the District's Compliance Officers or the District's website [www.romeok12.org](http://www.romeok12.org). For further information, you may also contact:

Office for Civil Rights  
U.S. Department of Education  
1350 Euclid Avenue, Suite 325  
Cleveland, OH 44115  
Telephone: (216) 522-4970  
Fax: (216) 522-2573  
TDD: (877) 521-2172  
Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **SCHOOL VOLUNTEERS**

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

In order to ensure the protection of children in the care of Romeo Community Schools, all persons wishing to provide a volunteer service at the school or for any function conducted by the school must complete a State of Michigan Internet Criminal History Access Tool (ICHAT) background check. You may contact the school building to receive and complete the Volunteer Release Form, which is required in order to perform the ICHAT background check. Any individual declining to complete the form will not be considered for volunteer service. A valid driver's license or state photo ID must also be shown with the ICHAT form. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **INVITATIONS AND GIFTS**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be distributed outside of school. The office is unable to release addresses and phone numbers of students.

## **TREATS AND SNACKS K-8**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. We strongly encourage you to select a treat or snack with nutritional value.

## **EMERGENCY SCHOOL CLOSINGS**

In case of bad weather and other local emergencies, please check the Romeo Community Schools website [www.romeok12.org](http://www.romeok12.org) or listen to any local radio or television station to be advised of school closings or early dismissals. Parents registered with the District's School Messenger system will also be notified by phone, email and/or text message of school closings. If bad weather or another emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

## **VIDEO MONITORING SYSTEM**

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

## **ACCOMMODATING PERSONS WITH DISABILITIES**

Persons with disabilities will be provided an opportunity to participate in all school sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school sponsored function, program, or meeting.

## **STUDENT FUNDRAISING**

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

# SECTION 2: ATTENDANCE, PROMOTION AND GRADUATION

## ATTENDANCE

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

Michigan law includes the following exceptions to the mandatory school attendance requirement:

1. The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
2. The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools.
3. The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
4. The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
5. The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
6. The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

The Romeo Community Schools Board of Education recognizes that there is a direct relationship between good attendance and school success and believes that attendance is a cooperative effort between parents, students and the school staff.

### Parent Responsibility

1. Students should be in school every day possible. If a parent or guardian chooses to take their child out of school, they must also be responsible for the absence(s). At the end of each grading period, students are evaluated, and days missed from school have a negative impact on the education process.
2. Parents should provide an attitude that supports regular attendance.
3. Parents should cooperate with the school to correct any attendance problems.
4. Parents should provide a written note when their child returns to school, stating the reason for his or her absence. Students should present that note to the main office within two days of returning to school. This note only verifies a student's absence; it does not excuse it. If a parent provides written authorization from a physician's office or from a funeral home, then absences for medical appointments or for bereavement purposes shall be excused.
5. Parents should call the school attendance office the morning of a student's absence to inform the school of their child's non-attendance.

## **Student Responsibility**

1. Students should be in school, on time, every day possible.
2. Students should set good examples for others, encouraging them to have good attendance habits is a necessary and important part of school.
3. Students are responsible for making up missed work due to absences. If a student knows of an absence in advance, he/she is encouraged to notify his or her teacher and to make suitable arrangements for work, tests, and quizzes.

## **School Responsibility**

Romeo Community Schools recognizes that there is a direct relationship between good attendance and classroom success. Students who have consistent attendance generally achieve better grades, enjoy school more, and are more employable after leaving high school.

1. Administration will investigate instances of repeated absences and tardiness.
2. The school will notify parents of the consequences of excessive absence or tardiness.
3. The school will obey all legal requirements of students' rights, and provide due process in enforcing the attendance policy.
4. The school will recognize regular attendance as a worthy achievement.

## **STUDENT ABSENCES**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent or guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a parent will be contacted by a school official or by the automatic attendance dialer. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

For attendance concerns, the school will issue a letter when a student reaches ten absences. In the rare instance that an attendance concern continues to twenty absences, parents will again be notified by letter and the case may be referred to an attendance enforcement officer.

At the elementary level, a student who is picked up one to 30 minutes prior to dismissal will be issued a tardy for that part of the day. A student who is picked up 31 or more minutes prior to dismissal will be marked absent for that part of the day.

## **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE**

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

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

## **MAKE-UP WORK**

Students who are absent shall be given appropriate opportunities to make up work. Make-up work will be completed in a timely fashion under the direction of the classroom teacher. The student will be permitted the same number of days as he or she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his or her teachers.

## **TRUANCY**

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

## **GRADING AND PROMOTION**

Of the many forms of communication between school and home, grades are one of the most important. They are used to communicate a student's progress, to help diagnose weaknesses in learning that need improvement, and to assist in planning for future education and careers. Consequently, our district is committed to constantly improving grading and reporting practices. The District has developed a comprehensive set of Grading Standards for Grades 6-12, which is available on our website at [www.romeok12.org](http://www.romeok12.org) on the Grading page found under the Academics main menu. In addition, this webpage contains important information for parents of students in grades K-5 on Standards Based Grading practices used by the Romeo Community Schools

Grades are reported at the high school by semesters; middle school grades and K-5 grades are reported three times a year. For questions regarding grades, please contact the classroom teacher.

## **PLACEMENT**

To the extent permitted by law, the Superintendent and building administrators, in consultation with parents, are responsible for placing students in schools, grades, and courses consistent with the School District's core function of preparing students to become productive and responsible citizen and adults. Where agreement cannot be reached, following consultation, placement decisions may be made notwithstanding parental objection. The Superintendent will promulgate administrative regulations necessary to implement this policy.

## **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. The Board of Education has developed the following guidelines related to homework:

1. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
2. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the student's sense of responsibility by providing an opportunity

for the exercise of independent work and judgment.

4. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities that make a legitimate claim on the student's time.
5. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
6. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities
7. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

## **DUAL ENROLLMENT**

Dual enrollment is a process by which high school students may enroll in college courses for high school and college credit. The Post-Secondary Enrollment Option Act (PA 160 of 1996) establishes the opportunity for Michigan high school students to dual enroll in college courses at Michigan postsecondary institutions when certain criteria are met. High school students need to be continually challenged in order to maintain their academic interests and such challenges must include rigorous academic pursuits. Providing a wider variety of options to students by encouraging and enabling them to dual enroll assures new and exciting academic challenges. For students wishing to pursue a dual enrollment option, it is important to consult the Postsecondary Dual Enrollment Handbook available on the Romeo Community Schools website at [www.romeok12.org](http://www.romeok12.org) on the Dual Enrollment page under the Academics main menu.

## **CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS**

Students should not assume that the credit opportunities described below will always result in earned credit towards graduation or course prerequisites. Students should first discuss the matter with a guidance counselor or administrator.

### **Middle School Course Credit**

The Romeo Community Schools Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District. Any middle school student who takes any course at the middle school that uses the same content and assessments as the high school courses (i.e., Algebra 1, German 1, or Spanish 1) can receive high school credit for passing that course as defined in the grading policy. This credit for a course may be used to fulfill a course or course sequence requirement, and shall be counted toward the required number of credits needed for graduation. The grade received in the middle school course will count toward the high school grade point average.

### **Online Learning**

The State of Michigan, under section 21f of the State School Aid Act, has created the option for parents to request that their student, in grades 6-12, be enrolled in no more than two online courses in place of currently scheduled courses. Romeo Community Schools supports online learning. We encourage parents to consider carefully if a 100% online course is ideal for their child given the fact that they will be forfeiting face to face teacher classroom instruction and support.

Procedures related to online learning can be found in the 21f Online Learning Handbook available on the Romeo Community Schools website at [www.romeok12.org](http://www.romeok12.org) on the Online Learning page under the Academics main menu.

### **Exchange Programs**

An exchange student will be granted an honorary diploma.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

### **Summer School and Independent Study**

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in grades 9-12 in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal. Students are limited to two independent study courses.

## **Dual Enrollment Courses**

A student who successfully completes a dual enrollment course may receive credit at both the college and high school level. For students wishing to pursue a dual enrollment option, it is important to consult the Postsecondary Dual Enrollment Handbook available on the Romeo Community Schools website at [www.romeok12.org](http://www.romeok12.org) on the Dual Enrollment page under the Academics main menu.

## **World Language**

A student demonstrating proficiency in a world language outside of a public or private high school curriculum shall be granted credit. Proficiency may be demonstrated by a competency test or other established criteria. The amount of credit will be based on foreign language proficiency achieved.

## **HOMEBOUND INSTRUCTIONAL SERVICES**

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound services.

For information on homebound services, contact the Academic Services Department at (586) 752--0231.

## **EARLY GRADUATION**

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Permission to graduate early is subject to approval of the principal. The Early Completion of High School form must be submitted to the principal two semesters prior to the desired graduation date. If an unusual circumstance or opportunity should arise after the deadline, the principal will consider an extended deadline on a case by case basis.

Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e., announcements, cap and gown rental, graduation practices).

Any student enrolled in an off campus course to fulfill graduation requirements must show documentation of such course by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

## **TESTING OUT**

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined.

The student will be granted high school credit by attaining a grade of not less than C+ in the final examination in the course. A final examination is a comprehensive examination, which addresses all components of the course curriculum. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course. A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.

If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance,

paper, project, or presentation. The course teacher and department chairperson will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.

Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

# HIGH SCHOOL GRADUATION REQUIREMENTS

1. Students must complete eight (8) semesters of high school and complete all District graduation requirements. Please refer to the RHS Curriculum Guide.
2. Successfully complete all of the following credit requirements of the Michigan Merit Curriculum, which includes:
  - a. At least 4 credits in English language arts that are aligned with state subject area content expectations.
  - b. At least 3 credits in science that are aligned with state subject area content expectations, including completion of at least biology and one of the following: chemistry, physics, anatomy, agricultural science, or a program or curriculum that are aligned with state subject area content expectations for chemistry and physics.
  - c. At least 4 credits in mathematics that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a retake of algebra II, a course in financial literacy.
    - i. A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded
    - ii. A student also may partially or fully fulfill the algebra II requirement by completing an approved formal career and technical education program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy.
    - iii. Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.
  - d. At least 3 credits in social science that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics or 1/2 credit in personal economics, and a civics course.
  - e. At least 1 credit in subject matter that includes both health and physical education aligned with state guidelines. Students may substitute a 1/2 credit of district approved participation in either extracurricular athletics or other extracurricular physical activities.
  - f. At least 1 credit in visual arts, performing arts, or applied arts aligned with state guidelines.
  - g. At least 2 credits in a language other than English, based on state guidelines. Students may fully or partially fulfill up to 1 credit of this requirement by completing an approved formal career and technical education program or an additional visual or performing arts course.
3. Students and/or a student's parent/legal guardian(s) are entitled to request a personal curriculum that modifies certain of the Michigan Merit Standard requirements. Personal curricula are subject to school approval, as provided in state law. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his or her personal

curriculum even if it does not meet the requirements of the Michigan Merit Curriculum. All of the following apply to a personal curriculum:

- a. The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/legal guardian, a teacher or the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist will be included in this group. The teacher included in the group developing the personal curriculum will be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in the subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group. This group does not have to meet in person.
- b. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Curriculum as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.
- c. Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his or her designee.
- d. The student's parent/legal guardian shall be in communication with each of the student's teachers to monitor the student's progress toward the goals contained in the student's personal curriculum.
- e. Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.
- f. The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum.
- g. The mathematics credit requirements may be modified as part of a personal curriculum if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school, including algebra I and geometry. The student must successfully complete at least 1 math credit during his or her final two years of high school enrollment. The algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:
  - i. Has successfully completed the same content as 1 semester of algebra II.
  - ii. Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content.
  - iii. Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as the algebra II benchmarks assessed on the state 11th grade assessment.
  - iv. Successfully completes 1 semester of statistics, functions and data analysis, or technical mathematics.
- h. The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:
  - i. The student has successfully completed 2 credits of the social science credits,

including the civics course.

- ii. The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- i. The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- j. The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- k. If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

## **SECTION 3: STUDENT FEES AND MEAL COSTS**

### **FEES, CHARGES, AND FINES**

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

### **WAIVER OF FEES**

A student whose parent or guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. The building principal will notify the parent or guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

# SECTION 4: TRANSPORTATION AND PARKING

## BUS TRANSPORTATION

The district provides bus transportation to and from school for students living outside the walking zone. A list of bus stops will be published at the beginning of the school year before student registration. Parents or guardians must, at the beginning of each school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation director and/or building administrator.

Parents will be informed if their student is engaged in inappropriate behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.

16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct. Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Romeo Community Schools Transportation Department at (586) 752-0267.

## **PARKING**

### **Visitor Parking**

Visitor parking is available at each school. Those dropping off and picking up children should follow the posted instructions. Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

### **Student Parking**

Students may park their vehicles in the designated lot. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

Lots designated for school staff, personnel, visitors and others may not be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

# SECTION 5: HEALTH AND SAFETY

## IMMUNIZATIONS

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. A student enrolling in the District for the first time or enrolling in grade 7 for the first time shall submit one of the following:

1. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
2. The State of Michigan non-medical waiver form (dated January 1, 2023) from the local health department. In December, 2014, the Joint Committee on Administrative Rules approved a new educational requirement for Michigan parents wishing to opt their children out of getting vaccinated before entering school. The new rule allows parents/guardians to have the opportunity to speak with a health educator from their local health department about their concerns and questions regarding immunizations prior to the non-medical waiver being signed. Any parent or guardian who wants to claim a non-medical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified non-medical waiver form through the local health department.

## STUDENT MEDICATION

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

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

No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school related function. A student may possess an epinephrine auto injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent or guardian has completed and signed an Authorization for Student Self Medication Form.

## GUIDANCE AND COUNSELING

Romeo Community Schools provides a guidance and counseling program for students in grades 6-12. The school's counselors are available to those students who require additional assistance. Parents of students in grades K-5 should contact the building principal for available counseling resources and referrals.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

## **SAFETY DRILL PROCEDURES AND CONDUCT**

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

## **COMMUNICABLE DISEASES**

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent or guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent.
3. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **HEAD LICE**

The school will observe the following protocols regarding head lice.

1. The student's parent or guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent or guardian.
3. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school until it is determined by school officials he or she is free of head lice.

## **EMERGENCY MEDICAL AUTHORIZATION**

The student's parent or guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician).

## **CARE OF STUDENTS WITH DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school, a Diabetes Care Plan should be developed with the school principal. Parents/guardians should:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care

Plan on file with the school for their child.

2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of healthcare providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he or she can access educational programs and services. For further information, please contact the building principal.

### **STUDENTS WITH SEVERE FOOD ALLERGIES OR CHRONIC ILLNESS**

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he or she can access educational programs and services. For further information, please contact the building principal.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our District also may be able to appropriately meet a student's needs through other means.

# SECTION 6: DISCIPLINE AND CONDUCT

## Introduction

The School District must balance the interests of students and the community in a safe and conducive educational environment with its duty to provide educational services to student who engage in misconduct or behaviors that interfere with the safety and the delivery of educational services. Board of Education **policy 2006** and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the School District's lawful authority.

## Interscholastic Activities

Student participation in interscholastic athletics is a privilege, not a right. Student athletes are subject to the Student Code of Conduct at all times, as well as the additional disciplinary rules that govern participants who represent the School District as members of an athletic team. These additional rules may be set forth in an Athletic Code of Conduct, an Extracurricular Code of Conduct, or other School District documents.

## Transportation

**Student Drivers** A student driver must be licensed and receive permission from the School District in order to park his/her vehicle on School District property or use his or her vehicle during the school day. A student driver must register with his/her school and park only in designated areas.

**School Transportation** A student who is transported by the School District or transported to a School District-related event must abide by the driver's direction, the Student Code of Conduct, and, if applicable, the School District's Athletic Code of Conduct, Extracurricular Code of Conduct, or similar documents. Violators face the loss of transportation privileges and possible disciplinary action. Examples of misconduct that may lead to temporary or permanent suspension of transportation privileges or other possible disciplinary action include, but are not limited to: insubordination, smoking, fighting, profane or foul language, and destruction of property.

## Student Dress and Appearance

The style and manner in which a student dresses while he/she attends school and school-related functions is largely the responsibility of the student and his/her parents.<sup>1</sup> The School District, however, maintains the right to impose reasonable restrictions on dress and grooming, where the style of dress or grooming is reasonably considered disruptive or detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom he/she attends school.

## Police Investigations and Arrests

The School District cooperates with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question their student in school. The timing of parental notification will depend on the circumstances, taken as a whole. Except as required by law, the School District retains discretion to report crimes/events, including, but not limited to the following, to local law enforcement:

- Armed student or hostage or suspected armed student;
- Arson;

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<sup>1</sup> The word "parents," when used in this Student Code of Conduct, includes legal guardians and, where required by law, those acting in the place of parents.

- Bomb threat;
- Death or homicide;
- Drive-by shooting;
- Explosion;
- Illegal drug use, overdose, possession, or sale;
- Intruders;
- Larceny;
- Minor in possession of alcohol/tobacco products;
- Physical assault (i.e., fights);
- Robbery or extortion;
- Sexual assault;
- Suicide attempt or threat of suicide;
- Unauthorized removal of Students;
- Vandalism/destruction of property; and
- Weapons on School District property.

### **Search and Seizure**

From time to time, school property, such as lockers, desks, and technology devices, is assigned to a student. Students do not acquire a reasonable expectation of privacy in such property. The School District reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student or his/her parents. The privacy rights of students will be respected regarding any items found during a search that are not illegal or otherwise against School District policy or administrative regulations.

The School District makes parking available to students who are licensed drivers. This privilege is conditioned on the student's consent, in advance, to the search of their vehicles by School District personnel at any time, for any reason, with or without notice to the student.

School District personnel may, to the full extent permitted by law, search and seize students and their property. Illegal items and items inappropriate in the educational environment may be confiscated by School District personnel and, when appropriate, delivered to police authorities or parents.

### **Student Bullying and Cyberbullying**

The Board of Education has adopted a policy on bullying and cyberbullying, **Policy 2006**. The Policy is intended to protect students from bullying, including cyberbullying, regardless of the subject matter or motivation for the behavior.

**Complaint Procedure** In order to implement the bullying policy, the School District has developed the following complaint procedure:

A student who believes that he/she has been the victim of bullying or cyberbullying must immediately report

the incident(s) to the building principal. A student's parent must also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally, such as through restorative practices. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based, in whole or in part, on the protected classifications of race, color, sex (including orientation, identity and expression), national origin, or disability, the building principal will notify the School District's designated Coordinator pursuant to Board of Education **Policy 2006**.

**Step 1: Formal Investigation.** The investigator will interview the complainant and document the interview. Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending.

The investigator will interview the accused and document the interview. Generally, the accused will be asked to reduce their response to writing and to produce any documents or other things supporting their response. The investigator should not disclose the identity of the complainant unless this is necessary to enable the accused student to respond to the allegations. The accused will be directed not to contact the complainant, if the complainant's identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses.

In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

#### **Step 2: Decision.**

*Complaint Found Valid.* If the investigator concludes that the complaint is valid (i.e., bullying or cyberbullying in violation of School District policy has occurred), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The results of the investigation will be reported to the Superintendent;<sup>2</sup>
- The Superintendent will consider whether restorative practices may be appropriate and, if so, invite the complainant and the accused to participate in a restorative practices team meeting;
- The Superintendent will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in accordance with the Student Code of Conduct; and
- The Superintendent will determine whether relief to the complainant is feasible and available.

*Complaint Found Not Valid.* If the investigator concludes that the complaint is not valid (i.e., no bullying or cyberbullying in violation of School District Policy has occurred or can be substantiated), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The complainant and the accused will be reminded the School District prohibits retaliation or threats of retaliatory action;

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<sup>2</sup> Unless otherwise noted, all references to the Superintendent are also a reference to his/her designee.

- The results of the investigation will be reported to the Superintendent; and
- Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three years.

**Annual Report** The Superintendent will prepare an annual written report to the Board, including all verified incidents of bullying or cyberbullying and the resulting consequences that were imposed.

### **Introduction to Disciplinary Actions and Prohibited Acts**

**Introduction** This Student Code of Conduct balances the School District's obligation to maintain safety and a conducive educational environment with the School District's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior.

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

**Attendance and Tardiness Policies** The Student Code of Conduct does not include the School District's attendance and tardiness policies, the School District's requirements for credit and graduation, or the School District's authority to regulate the participation of students in extracurricular and athletic activities.

**Range of Discipline** Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The School District will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student:

- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle, including one being used for a school-related purpose;
- Engages in a prohibited act at a school-related activity, function, or event;
- Engages in a prohibited act en route to or from school;
- Engages in a prohibited act involving another student who is en route to or from school;
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or

- Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

## Presumption Against Long-Term Suspension or Expulsion and Consideration of Individual Factors

**Rebuttable Presumption** Consistent with Michigan law, the School District adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., more than 60 school days) unless the School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

- The student's age;
- The student's disciplinary history;
- Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
- The seriousness of the student's misconduct or behavior;
- Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
- Whether restorative practices will be used to address the student's misconduct or behavior; and
- Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all long-term suspensions and expulsions, the School District administrator implementing the discipline will consider and document consideration of the seven factors listed above.

**Restorative Practices** Consistent with Michigan law and in every case, the School District will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the School District community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in [Section 1310c\(2\) of the Revised School Code](#) or in a different manner, depending on the circumstances as a whole.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, bullying, and cyberbullying.

## Definitions of Discipline

**Administrative Intervention** Disciplinary action that does not result in a student being suspended from school and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

**Snap Suspension** Exclusion of a student from a class, subject, or activity by a teacher for one full school day if the student engages in conduct which unquestionably interferes with the education of him/herself or other students, or a teacher has good reason to believe a student has engaged in conduct which poses a clear and present danger to him/herself or other students.

**Suspension** Exclusion of a student from school for fewer than 60 school days or exclusion of a student from school which exclusion will terminate upon the fulfillment of a specific set of conditions.

**Expulsion** Exclusion of the student from the School District for 60 school days or more or permanent expulsion.

## Prohibited Acts

### 1. Alcohol, Marijuana, and Chemical Substances

A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

### 2. Arson

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property.

This section is supplemental to, and does not limit or supersede, paragraphs 3, 12, 22, and 35.

### 3. Arson Prohibited by Law

A student shall not commit an act of arson, prohibited by [MCL 750.71 through MCL 750.80](#).

This section is supplemental to, and does not limit or supersede, paragraphs 2, 12, 22, and 35.

### 4. Bullying and Hazing

Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy 2006. A corresponding administrative regulation has been developed to implement the policy

"Hazing," for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort

### 5. Coercion, Extortion, and Blackmail

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

### 6. Copyrighted Material

A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

### 7. Criminal Acts

A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

## **8. Criminal Sexual Conduct**

A student shall not commit criminal sexual conduct, as defined by [MCL 750.520b-e and g](#).

This section is supplemental to, and does not limit, paragraphs 9, 10, 14, 24, 25, and 34.

## **9. Discriminatory Harassment**

A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

## **10. Disruption of School**

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

## **11. Damage of Property or Theft/Possession**

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

## **12. Dangerous Weapons**

A student shall not possess a dangerous weapon in a weapon free school zone, including brass knuckles or a dagger, dirk, firearm, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, or stiletto.

This section is supplemental to, and does not limit or supersede, paragraph 36.

**13. Dress**

A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others, disruptive to the educational process, or contrary to the school's mission.

**14. Drugs, Narcotic Drugs, and Counterfeit Substances**

A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

**15. Electronic Communication Devices and Laser Pointers**

Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

- *High School.* Students are expected to use good judgment when using or possessing active electronic communication devices in hallways during passing time, in the parking lot, cafeteria during lunch, and extracurricular activities. Students may not use or possess active electronic communication devices without explicit staff permission in class or on buses.
- *Middle and Elementary School.* Students may not use or possess active electronic communication devices without staff permission.

**16. Failure to Comply with Directions of School Personnel**

A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

**17. Failure to Cooperate**

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

**18. False Alarms**

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

**19. False Allegations**

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

**20. Falsification of Records**

A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

**21. Fighting, Assault, and Battery on Another Person**

A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to another person.

**22. Fireworks, Explosives, and Chemical Substances**

A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

**23. Gang Insignia/Activity**

A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

**24. Improper Communications**

A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

**25. Indecency**

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

**26. Look-A-Like Weapons**

A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

**27. Misconduct Prior to Enrollment**

An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

**28. Personal Protection Devices**

A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

**29. Recording**

A student shall not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e., audio) or images (i.e. photographs or videos) of any person while at school or school-related events, unless the student is given express consent by that person.

**30. Trespassing, Loitering**

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

**31. Scholastic Dishonesty**

A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

**32. Smoking/Tobacco**

A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in the student's possession or under the student's control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

**33. Suspended Student on School Property or Attending School Activities**

A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator.

A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

**34. Violation of Acceptable Use Policy**

A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems.

Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

### **35. Violations of Building's Rules and Regulations**

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

### **36. Weapons and Dangerous Instruments**

A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, blackjack, baton, martial arts device, paint ball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

## **Due Process- Procedures for Discipline**

**Introduction** These procedures govern the suspension, expulsion, or permanent expulsion of a student from the School District's regular educational program.

If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision by a School District administrator, the reinstatement does not limit or prejudice the School District's right to suspend or expel the student following a decision by a superior administrator or the Board of Education.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct will be made by the building administrator.

### ***Short-Term Suspension (i.e., 10 School Days or Fewer)***

As a general rule, prior to any out-of-school suspension, the building administrator will:

- Inform the student of the misconduct or behavior for which discipline is being considered and, if the student denies the misconduct or behavior, an explanation of the evidence the administrator possesses;
- Provide the student an opportunity to explain his/her version of the facts; and
- Consider each of the seven individual factors listed on pages 5-6 of this Student Code of Conduct.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth above.

If, after following this procedure, the administrator determines that the student has engaged in a prohibited act under the Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

The principal, or designee, will inform (in person or by phone) the student's parents of the suspension and of the reasons and conditions of the suspension and, thereafter, in writing. A building administrator's decision to impose a penalty of up to ten (10) school days is final and not subject to further review or appeal.

### ***Long-Term Suspension (i.e., 11 School Days or More), Expulsion (60 School Days or More), and Permanent Expulsion***

**Step 1.** If the building administrator decides that a suspension for eleven (11) or more school days or

expulsion is warranted, the student and the parent shall be notified in writing of:

- The charges against the student;
- The recommended disciplinary action;
- The fact that a hearing will be held before the Superintendent or his/her designee; and
- The time, place, location, and procedures to be followed at the hearing.

The written notice will also document the building administrator's consideration of the individual factors listed on pages 26-27 of this Student Code of Conduct and consideration of restorative practices.

If the building administrator decides the student's presence in school would present a danger to the student, other students, school personnel, or the educational process, the student will be suspended pending the decision of the Superintendent. If the building administrator determines that the student would not present a danger as described above, the student may be returned to school pending the decision of the Superintendent. If the student is suspended pending a decision of the Superintendent or designee, the hearing will commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the Superintendent, then the Superintendent or designee will schedule the hearing to be held within fifteen (15) school days following the completion of the building principal's investigation of the charges. The timelines for commencement of the hearing may be enlarged upon the request of the administrator, student, or parent.

**Step 2.** A hearing before the Superintendent will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are found to be true, the consideration of the individual factors listed on pages 26-27 of this Student Code of Conduct, the consideration of restorative practices, and the appropriate disciplinary measures to be imposed.

The student and/or the student's parents may notify the School District that they waive their right to a hearing. In such cases, the principal's recommended disciplinary penalty will ordinarily be imposed, provided, however, that if the recommended penalty is expulsion or permanent expulsion, the Superintendent will nevertheless make the final decision.

The Superintendent may amend the principal's charges upon motion of the building administrator, student, or parent, or amend the charges upon the Superintendent's own motion to conform to the evidence presented at the hearing. Additionally, the Superintendent may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

**Step 3.** The Superintendent's decision shall be given orally to the student and parent not later than five (5) school days after the close of the hearing. A written decision will be mailed at that same time. These timelines, however, may be enlarged by the Superintendent due to extenuating circumstances.

**Step 4.** A decision by the Superintendent to permanently expel a student may be appealed to the Board of Education by filing a written notice with the Superintendent within five (5) school days of the decision. The appeal will be heard in open or closed session, as elected by the parent.

An appeal to the Board of Education will not involve further testimony or new evidence. During the appeal hearing, the Superintendent will share the results of the hearing at the Superintendent's level and make a recommendation to the Board of Education. The student, parent or a legal representative will have an opportunity to address the Board of Education. The Board of Education may ask questions of the Superintendent, the parent, or the student and will render a written decision on the appeal within fifteen (15) school days.

### **Inconsistency with Law, Board Policy, or Administrative Regulation**

This Student Code of Conduct is intended to be consistent with Michigan law the Policies of the Board of Education and Administrative Regulations promulgated by the Superintendent. If there are any

inconsistencies, they should be resolved with the understanding Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations

# SECTION 7: INTERNET, TECHNOLOGY AND PUBLICATIONS

## INTERNET ACCEPTABLE USE

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### Acceptable Use

Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

### Privileges

The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.

### Unacceptable Use

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his or her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;

13. Using the network while access privileges are suspended or revoked; or
14. Cyberbullying.

### **Network Etiquette**

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

### **No Warranties**

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Indemnification**

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

### **Security**

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

### **Vandalism**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of viruses.

### **Telephone Charges**

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.

## **Copyright Web Publishing Rules**

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

## **Use of Email**

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides email to aid students as an education tool.

1. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the user. Unauthorized access by any student to an email account is prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet Based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

## **Guidelines for Student Distribution of Non-School-Sponsored Materials**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students at school or a school related activity must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent

disruption, congestion, or the perception that the material is school endorsed.

4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language or images, or is otherwise harmful to minors; or
  - d. Is reasonably viewed as promoting the use of illegal substances.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at the designated times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with the above guidelines.

The distribution of non-school sponsored materials must comply with the above guidelines and must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

## **STUDENT USE OF ELECTRONIC DEVICES**

Electronic devices are permitted only when authorized by school personnel. A student at the high school level may possess or use a cellular telephone and/or other electronic communication devices (including netbooks) in school, on school property (including school buses), at after school activities and/or at school-related functions; however, use of a cellular telephone and/or other electronic communication device is prohibited while in the classroom or engaged in a learning environment such as a field trip or assembly unless the use is instructed by instructional staff.

Possession of a cell phone and/or other electronic communication devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular telephone and/or other electronic communication devices.

The student who possesses a cellular telephone and/or other electronic communication devices shall assume responsibility for its/their care. At no time shall the District be responsible for preventing theft, loss or damage to cellular telephones and/or other electronic communication devices brought onto its property.

# SECTION 8: ATHLETIC CODE OF CONDUCT

## Introduction

Participation in athletic and co-curricular programs within the District is considered an honor and a privilege. This Athletic Code of Conduct is in effect year-round (12 months) and participants are expected to conduct themselves in an exemplary manner at all times, including at functions that occur off school premises and when school is not in session.

This Code has been developed and implemented to provide a common set of rules for all students participating in District athletics. The Code deals with specific violations that apply to every individual team, but is not intended to be all-inclusive. If an infraction occurs that is not included in the Code, a coach or advisor has the authority to determine the consequence.

## Student Code of Conduct

All District students are governed by the Student Code of Conduct. A copy of the District's Student Code of Conduct may be found here: [www.RomeoAthletics.com](http://www.RomeoAthletics.com)

## Athletic Program Philosophy

The goal of education is to help young people to develop physically, emotionally and intellectually. The athletic program at Romeo Community Schools is meant to contribute to this goal by providing our student athletes with opportunities to participate as team members in interscholastic athletic competition. Desirable individual outcomes include the development, not only of physical skills, but of sportsmanship, teamwork, self-discipline, loyalty, tolerance and perseverance.

As an athlete, you are a highly visible representative of your team, your school and your community. You are expected to demonstrate high standards of conduct and sportsmanship as a member of the team. Whether on the court, on the sidelines or just wearing your colors, you will be commended for, or be held responsible for, your actions. Romeo Community Schools expects good sportsmanship, fair play and good citizenship at all times for athletes, coaches, fans and teams. Athletes not in compliance with the Romeo Community Schools Code of Conduct and the Student Athletic Code of Conduct during the Michigan High School Athletic Association (MHSAA) athletic school year of August through June, inclusive, will be disciplined under the Romeo Community Schools' Code of Conduct and the Student Athlete Code.

## Safety

Safety is the responsibility of all involved. Parents, players, coaches and the school should take an active role in assuring our athletic facilities and equipment are in safe condition. Please notify the Athletic Department immediately of any concerns you may have. Together we can maintain quality.

Participation in school athletics is purely voluntary; such activities involve physical exertion and contact and that there is inherent risk of personal injury associated with participation in such activities.

A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he or she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat concussions and receives written clearance to do so on the MHSAA required documentation. The student will also work with the RCS Athletic Trainer on a return to play procedure. Written medical clearance will then be maintained in the student's CA60 file until he or she is 18 years of age.

## Eligibility Requirements

Student-athletes are governed by rules and regulations promulgated by the District, the Michigan High School Athletic Association (MHSAA), and the National Federation of High School Sports (NFHS), as well as league- and team-specific rules. MHSAA regulations may be found at: <http://www.mhsaa.com> and NFHS regulations may be found at: <https://www.nfhs.org/>. The following comprises the District's eligibility requirements for student-athletes:

**Academic Eligibility** To be academically eligible to participate in athletics, a student must have successfully passed 6 out of 8 classes the previous semester, of which at least 6 classes must be a grade of C- or better. A student cannot have three negative grades. If the student is ineligible based on the previous semester final grades, the student will be ineligible for participation for the complete following semester.

In addition, for a student to maintain academic eligibility during a semester s/he must be successfully passing with a grade of C- or better in at least 6 of the classes. A student cannot have three negative grades. Academic eligibility will be determined each marking period. If a student does not meet the academic eligibility requirement during a marking period, the student will be ineligible for competition or participation until the requirement is met and no sooner than one calendar week after s/he is determined to be ineligible. The Athletic Director, coach, or sponsor reserves the right to review a student's grades throughout the semester but at a minimum of every five weeks. If a student is found to be at risk of failing, the Athletic Director, coach, or sponsor may impose restrictions or other interventions to ensure academic success. Academic deficiencies, including incompletes and failures from a previous semester, may be made up during a subsequent semester, summer session, or by tutoring. Eligibility may be reinstated when the school accepts the credit earned.

Not meeting the MHSAA Minimum standards of 6 out of 8 classes at the end of the semester will result in the student not being ineligible for the following entire semester. Not meeting the minimum standards of three negative grades at the end of the semester will result in the athlete's ineligibility to compete for the next 60 school days. The student can resume competition on the 61<sup>st</sup> day.

**Attendance** Students are expected to attend all scheduled classes during the school day but are required to attend a minimum of 4 hours if they plan to participate in athletics during the same day or evening. Exceptions must be approved by a building administrator.

Attendance at practice sessions is necessary to prepare students physically and mentally for competitions. Team members are expected to be at all practice sessions and scheduled competitions. In the event it is impossible for a participant to attend a practice session or competition, the participant should make prior arrangements with the coach or sponsor for an excused absence. Unexcused absences may result in the student being withheld from all interscholastic athletic contests for up to one week from the date of the unexcused absence.

Students dismissed early from school for an athletic contest are responsible for all missed work and should be in good academic standing. Students should inform teachers ahead of time when they will be dismissed from class.

**Dual Participation** Students wishing to participate in more than one sport or co-curricular program within the same season must make prior arrangements with the appropriate program sponsors, coaches and/or building Athletic Director to resolve any potential participation conflicts.

A student who has participated in any athletic contests as a member of a school team cannot participate in the same sport in the same season in any athletic competition outside of and not sponsored by the school. The exception to this rule is individual sports athletes who may participate in 2 individual sports' meets or contests at any time in any sport season while not representing his or her school. A student may not compete in any "all-star" contests at any time in any sport not sponsored by the MHSAA during the school year unless

it has been approved by the Athletic Department via the MHSAA. A student violating rules in this section will be ineligible to participate in athletic contests and scrimmages for a period from a minimum of the next three contests to a maximum of one school year, depending on the violation.

Past experiences have shown that it is difficult for students to participate *simultaneously* in both a school sport and an out-of-school season sport, such as AAU. However, if a student elects to participate in a school sport and an out-of-season sport, the following terms and conditions should apply:

1. School Sports take priority.
2. Complete attendance at all school practices and contests is required.
3. Cannot participate on the same sport during the same season.

**Summer and Off-Season Programs** A wide variety of sports, clinics, and training programs are offered to students during the summer months and off-season by colleges, organizations, or individual coaches. Since these programs are held in the summer and off season and are voluntary, students will not be required to enroll in these programs as a condition for membership or placement on the athletic team for the succeeding school year or sport season.

The first full week in July (exact dates are set by the Athletic Department by March 1<sup>st</sup> of each year) is a dead period. There can be no contact between athletes and coaches. This means no practices, conditioning, games, scrimmages, fundraisers, camps or clinics are to be held.

## Conduct Expectations

The health and safety of our students is of primary importance. Enforcement of this section will take place year-round and shall include violations of this Code that occur outside of regular school functions. Each individual athletics program may establish and enforce additional rules and penalties. These rules must be in writing, approved by the Athletic Director and/or building principal, and shared with all participating students and parents.

**Substance Use** Students participating in athletic and co-curricular programs are prohibited from the use, possession, or transmittal of tobacco, vape, alcohol, illegal drugs, or any drug substance not prescribed to the student by a doctor.

**Conduct** Students are expected to demonstrate the highest level of conduct at all times. All students participating in athletic and co-curricular programs are to display sportsman-like control of their words and actions during practice, competition, and spectator conditions toward their teammates, opponents, coaches, officials, sponsors and other spectators.

**Consequences for Violating the Athletic Code of Conduct** Sanctions for violating the Athletic Code of Conduct are set forth below. In the event that the Code or other school policies do not cover unanticipated situations that arise, the administration reserves the right to establish such rules, conditions, and penalties to respond effectively to unanticipated or unique circumstances. A single violation may be deemed severe enough by the District to warrant the enforcement of a single violation as if it were a second or third violation. The District's Athletic Director or a building administrator and/or his/her designee may suspend or exclude a student from participation in any program. The following offenses will be an accumulation for their high school years.

**First Offense.** After confirmation of a violation (by the student, their parent/guardian, or a school official), the student will not be allowed to participate in practice, scrimmages, meetings or contests during the suspension for a minimum of 10 school days (or team meeting dates). The suspension will include a minimum of at least 1 game.

**Second Offense.** After confirmation of a second violation (by the student, their parent/guardian, or a school official), the student will not be allowed to participate in any practice, scrimmages, meetings or contests for the remainder of the current MHSAA calendar year for all athletic teams.

**Third Offense.** After confirmation of a third violation, the student will be dismissed from participating on all athletic teams for the remainder of his or her high school years

**Appeal Procedure** Appeals of any section of this Code must be in writing and initiated by a student or his/her parent. Appeals must first be directed to the District's Athletic Director.

- A request for an appeal shall be made in writing within three days of the assignment of the consequence. Written appeals must include the rationale(s) for appeal.
- The student and/or his/her parents/guardians and affected teachers, sponsors, or coaches have a right to be present at all appeals hearings and must be notified in advance of the time and place. Both the student and the administration have a right to present witnesses at all appeals.
- Based on review of the appeal, the District's Athletic Director will adjust, revoke, or sustain the action.
- The student is not eligible to participate in competition or activity during the appeal process.
- In cases where action was taken directly by the District's Athletic Director and/or cases where dissatisfaction exists with the results of the appeal hearing, a secondary appeal may be made, within three days of the conclusion of the first appeal, in writing to the principal. The secondary appeal must be held within three days of receipt of the appeal. This is the final level of appeals.
- The student and/or parent/guardian will be notified of the results of the secondary appeal within 24 hours. This decision is final.

## Physical

A student must have a valid physical examination by a physician certifying that the student is fully able to compete in athletics. This physical must take place on or after April 15<sup>th</sup> of the previous school year to be used for the current school year. The student shall not participate in any athletic event until the completed form has been turned into the athletic office.

## Pay to Participate (BOE suspended for 2023-2024 school year)

In order to maintain a full athletic program, the Board of Education has established an athletic participation fee. The per season rate for high school athletics is set at \$195 and the per season rate for middle school athletics is set at \$125.

Financial aid is available. Students qualifying for the Federal Child Nutrition Program or Free and Reduced Price School Meals are eligible. If the student qualifies for free meals, the participation fee is only 25% of the full rate, \$49 for high school students and \$31 for middle school students. If the student qualifies for reduced meals, the fee is set at 50% of the participation fee, \$98 for high school students and \$63 for middle school students. Information about a student's financial needs is strictly confidential. A student's family must sign a release and complete the Athletic Application form.

The Athletic Participation Fee is due five days after the team is selected. Once your athlete has been notified that he or she has made a team, the payment is due five working days later. For teams that do not cut players (football, cross country, wrestling, track, tennis and swim), the athlete must pay the athletic fee by the fifth day of scheduled practice. Payment not received in the Athletic Department Office by 2:30 p.m. on the fifth day will result in your child not being able to take part in any team activities (practices, scrimmages or games) until the fee is paid. High School Cheerleading and Dance Teams will be considered one season.

Students participating in self-funded sports (bowling, ice hockey, lacrosse, some Middle School teams) are not required to pay the RCS Athletic Participation Fee. Students in self-funded sports will be required to pay 100% of their assigned club participation fee once they are selected for the team. No refund will be given.

Coaches cannot accept applications and/or fee payments. Payment is only accepted online through PaySchools or arrangements can be made in the Athletic Office.

### ***Refunds of Participation Fee***

Refunds of the Athletic Participation Fee will not be given for the following reasons:

1. Voluntary withdrawal.
2. If the athlete is removed from a team for disciplinary reasons.
3. If an athlete becomes academically ineligible.
4. For contests that cannot be rescheduled.
5. If full allotment of games cannot be scheduled.
6. Violation of MHSAA, District, School, Athletic & team policies, rules, regulations & requirements.

Refunds of the Athletic Participation Fee will be given in the following cases:

1. If the student suffers a season-ending injury which precludes him or her from participating any further. A medical authorization letter from a physician must accompany such requests. A portion of the participation fee will be returned based on proration of the remaining season. The return portion cannot be less than one-half of \$195.
2. Cancellation of a team due to low enrollment.

Payment of participation fee does not give athletes or parents any control over any conditions of the team. Payment of the participation fee in no way guarantees any playing time of an athlete, except required time for middle school.

### **Transportation To And From Athletic Events**

When Romeo Community Schools can provide transportation to student athletes, the teams will be notified of the scheduled departure time. In that case, all student athletes are expected to ride the bus to and from the contest as scheduled unless they have a signed written note from a parent in the Athletic Department Office prior to the trip. In addition to the note, the parent will need to call the Athletic Department Office in advance in order to verify the note. Parents can also sign out their athlete with the coach after the contest.

On the majority of trips, teams will only be transported to the contest but not home from the contest. It will be the responsibility of the parents to arrange for their child's transportation home.

There will be many occasions that Romeo Community Schools will not be providing transportation to or from sports contests. In that event, it will be the parent's responsibility to arrange transportation to and from home or school at the time designated by the coach.

If Romeo Community Schools can provide transportation to and from a contest, parents may have their athlete ride home with another parent as long as they send a note to the Athletic Department followed by a phone call. The driving parent must sign out your child.

## **Dropping Out of A Sport**

Dropping out of a sport without a valid reason is always considered a serious matter. If an athlete wants to quit any sport, he or she should notify the coach and return all equipment. If an athlete does quit a sport, he or she will not be permitted to try out for another sport until the conclusion of that sport season. The exception would be if the athlete would get the approval of the Athletic Director. Consideration will only be given if it is very early in the season and games have not been played.

## **Hazing Or Team Initiation**

Soliciting, encouraging, aiding or engaging in “hazing” on or in any school property at any time, or in connection with activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

“Hazing” means any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation or rights, or that creates physical or mental discomfort and is directed against a student for the purpose of being initiated into, affiliated with holding office in, or maintaining membership in any organization, club or athletic team sponsored or supported by the District. Students who engage in any act of hazing are subject to disciplinary action, up to, and including, suspension or expulsion.

## **Criminal Conduct**

Athletes in the Romeo Community School system shall not engage in any criminal conduct. Such conduct is injurious to the proper operation and general welfare of the School District, its athletic program, students, property, staff, and our community that supports us. Criminal conduct is defined by state law, local ordinances and other regulations which have the force and effect of law. Violation of this section shall include:

1. Engaging in any activity that results in the athlete being charged with a criminal offense, whether a felony or misdemeanor, that occurs whether on or off campus.
2. Engaging in illegal activity or dangerous driving on school property, regardless of whether any criminal charges are filed or prosecuted.
3. Conviction of, or plea of guilty or no contest to, a criminal offense.
4. Serving a sentence or being placed on probation for a criminal offense.
5. Association or involvement with individuals during their commission of a criminal act.
6. Participation in, or pretending or attempting to participate in, a gang or gang-related activities.
7. Engaging in any of the following activities on school property or out in the community: acts of physical violence, illegal possession of a controlled substance or imitation controlled substance, performance enhancing substance or other intoxicant, trespassing, and property crimes including, but not limited to, theft and vandalism.

A violation of this section may result in suspension or expulsion from the athletic program. Alternative or additional restrictions may be imposed if, in the discretion of the administration, they are necessary or desirable for purposes of protecting the safety and welfare of other persons or school property. All court orders regarding bond conditions or no contact provisions must be followed, and the administration may impose rules to affect such orders.

## **Communication**

Research indicates that students involved in extracurricular activities have a greater chance for success

during adulthood. We believe Romeo High School's athletic program helps develop the character traits that promote successful living. Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of each other, providing greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program. If a situation arises which requires a conference between the coach and the parent, this is encouraged. It is important that both parties involved have a clear understanding of the other's position.

The following communication can be expected from the coach:

1. Philosophy of the coach;
2. Expectations the coach has for your child and other players on the squad;
3. Locations and times of all practices and contests;
4. Team requirements, i.e., fees, special equipment, off-season conditioning;
5. Procedure should your child be injured during participation; and
6. Discipline that results in the denial of your child's participation.

Coaches expect the following communication from parents:

1. As Romeo High School athletes become involved in the athletic program, they will experience some of the most rewarding moments of their lives. It is important to understand their wishes. At these times, discussion with the coach is encouraged;
2. Concerns expressed directly to the coach;
3. Notification of any schedule conflicts well in advance;
4. Specific concerns regarding a coach's philosophy and/or expectations; and
5. Athlete's health or medical conditions.

The following are appropriate concerns to discuss with coaches:

1. The treatment of your child, mentally and physically;
2. Ways to help your child improve; and
3. Concerns about your child's behavior.

Parents often find it difficult to accept limitations a coach may place on their child's playing time. Coaches are professionals. They make decisions based on what they believe to be best for all students involved. Issues not appropriate to discuss with coaches are:

1. Playing time;
2. Strategy;
3. Play calling; and
4. Other student athletes.

When parent-coach conferences are necessary, the following procedure should be followed to help reach a resolution to the issue of concern:

1. Call the high school at (586) 752-0300 to set up an appointment with the coach.
2. If the coach cannot be reached, call the Athletic Director at (586) 281-1145 to facilitate setting up a meeting.
3. Please do not attempt to confront a coach before or after a contest or practice
4. If the meeting with the coach does not provide a satisfactory resolution, a parent may call to set up an appointment with the Athletic Director at (586) 281-1145 to discuss the situation and determine appropriate next steps.

Athletes are encouraged to maintain open lines of communication with their coaches. Student athletes should ask what is expected of them and what they need to do to improve. Athletes are encouraged to talk to the Athletic Director on any problems or situations not satisfactorily covered by the coach.

# **SECTION 9: SPECIAL EDUCATION**

## **EDUCATION OF STUDENTS WITH DISABILITIES**

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

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

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

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

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

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

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

# SECTION 10: STUDENT RECORDS AND PRIVACY

## STUDENT PRIVACY PROTECTIONS

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

1. Consent before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - a. Political affiliations or beliefs of the student or the student's parent or guardian;
  - b. Mental or psychological problems of the student or the student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self incriminating, or demeaning behavior;
  - e. Critical appraisals of others with whom the students have close family relationships;
  - f. Legally recognized privileged relationships, such as those with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or the student's parent or guardian; or
  - h. Income, other than that required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of –
  - a. Any other protected information survey, regardless of funding;  

Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
  - b. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use-
  - a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum

Parents or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC  
20202-5920

**Instructional Material**

A student's parent or guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

## STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to: Family Policy and Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.
5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from the Superintendent's Office.
6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information, which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information:"
  - a. a student's name;
  - b. address;
  - c. telephone number;
  - d. date and place of birth;
  - e. major field of study;
  - f. participation in officially recognized activities and sports;

- g. height, if member of an athletic team;
  - h. weight, if member of an athletic team which requires disclosure to participate
  - i. dates of attendance;
  - j. date of graduation;
  - k. awards received;
  - l. honor rolls;
  - m. scholarships;
  - n. telephone numbers for inclusion in school or PTO directories;
  - o. school photographs or videos of students participating in school activities, events or programs;  
and
  - p. student email address.
7. You have 10 days from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to the building principal.

### **AGE OF MAJORITY**

Although 18 year old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access or control of their student records;
2. Represent themselves during disciplinary conferences and be the addressee for their grade reports;
3. May verify their own absences. NOTE: All attendance standards continue to apply;
4. Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

### **REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING**

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

# SECTION 11: PARENTAL RIGHTS NOTIFICATIONS

## TEACHER QUALIFICATIONS

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

1. Whether the teacher has met state certification requirements;
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. The teacher's college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
5. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

## STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades K-12 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

2. Enrolling the child in any school that non homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school district's designated homeless liaison is Chris Fadanelli in the Academic Services Department. You may reach her at (586) 752--0231.

## **SEX EDUCATION**

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, and is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his or her right to have the student excused from the class.

Upon the written request of a student or the student's parent or guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent or guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent or guardian submits a written authorization for that enrollment.

## **ENGLISH LANGUAGE LEARNERS**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be:

1. Given an opportunity to provide input to the program, and
2. Provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs

For questions related to this program or to express input in the school's English Language Learners program, contact the Academic Services Department at (586) 752--0231.

## **MANDATED REPORTERS**

Each professional staff member employed by the School District and all other persons employed by the School District who are mandatory reporters under the law and/or who have reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means, in a manner consistent with the law.

## **PARENTAL INVOLVEMENT (TITLE 1)**

The following schools have been designated to receive Title 1 funds: Amanda Moore Elementary and Washington Elementary.

The schools annually hold a meeting for all parents/guardians, which takes place in conjunction with Curriculum Night. At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting

as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides parents/guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the school office (586) 752-0231.

### **PESTICIDE APPLICATION ADVISORY TO PARENTS**

State of Michigan law requires that schools and daycare centers that may apply pesticides on school or daycare property must provide an annual advisory to parents or guardians of students attending the facility. Please be advised that the Romeo Community Schools District utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or daycare grounds or buildings during this school year. Please note that notification

is not given for the use of sanitizers, germicides, disinfectants or antimicrobial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notice of pesticide applications, other than a bait or gel formulation, will be given by at least two methods. The first method will be by posting at the main entrance to the school or daycare center. The second method will be by School Messenger email.

Please be advised that parents or guardians of children attending the school or daycare center are entitled to receive advance notice of a pesticide application, other than a bait or gel formulation by first class United States mail postmarked at least three days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please submit your request and contact information, including parent name, student name, street address, city, state, zip code, and telephone number to:

Chris Storm,  
Executive Director of Operations  
316 North Main Street  
Romeo, MI 480965  
Phone: (586) 752--0221

Please be advised that parents of guardians of children attending Romeo Community Schools may review the District's Integrated Pest Management program and records of any pesticide application upon request. If you have any questions, please contact Chris Storm, Executive Director of Operations, at (586) 752-0221.

### **ADMINISTRATIVE PROCEDURE FOR SCHOOL MEAL CHARGING**

The primary responsibility to provide or pay for student lunches belongs to the parent or guardian/student. Parents/guardians/students are encouraged to prepay for lunch using cash/personal checks or by using credit cards via [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com).

Elementary students who wish to purchase a lunch and do not have the adequate funds shall be allowed to charge up to two meals on their food service account and will be served the lunch entrée for the day. Elementary students whose food service account already has two (2) credits (negative balances) and are seeking another lunch without adequate funds, will be provided an alternative reimbursable lunch and charged appropriately. Secondary students who do not have adequate funds are unable to charge meals will be provided an alternative lunch to ensure they receive something to eat.

Only reimbursable lunches may be charged. A la carte or breakfast purchases may not be charged. Families may apply for free/reduced priced meals anytime during the school year. Applications are available at [www.lunchapp.com](http://www.lunchapp.com) or a paper application can be acquired from the school office.

The Food Services Department will notify parents periodically of negative account balances. Parents or guardians are expected to repay negative balances within five school days. Uncollected funds will be turned over to the Business Services Department at the end of the school year.

The Food Services Department is required to provide these guidelines to all households at the start of the school year and to new households that transfer to the District during the school year. The Food Services Department is also required to provide these guidelines to all food service staff that are collecting payments or negative balances and to other related staff.

Under no circumstances shall the student be embarrassed in front of his or her peers.

The District will write off bad debts for school lunches to the general fund annually.