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# STUDENT HANDBOOK FOR GRADES 6 THRU 12

## FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. The handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects. The handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2022. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2022, the language in the most current policy or administrative guideline prevails.

## EQUAL EDUCATION OPPORTUNITY (STATEMENT OF COMPLIANCE)

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Rachal Gustafson, Coordinator

Title IV, Title IX, Section 504, Liaison for Homeless Children and Youth  
Civil Rights & Freedom of Information  
Rapid River Public Schools  
10070 Highway US 2  
Rapid River, MI 49878  
(906) 474-6411

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information equal access to educational opportunity.

## ATTENDANCE POLICY

The Board of Education as an agency of the State is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for students to excel. Attendance shall be required of all District students, except those exempted by provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which she/he has been assigned. While the school recognizes that there are times when students cannot be in school, it is our belief that students who have better than an 85% attendance rate will be much more likely to complete the requirements for a high school diploma and to maintain a positive career path.

### **Student Responsibility**

Good attendance is the responsibility of every student. Excessive absences for either excused or unexcused reasons are disruptive to the educational process and usually result in substandard class performance. The school cannot teach students who are not present. Regular attendance and punctuality contribute not only to the probability of academic success, but also to the development of attitudes of consistent performance that will carry into adult life. Accordingly, class attendance and punctuality are relevant objective criterion by which a student's course grade may be determined. Therefore, the purpose of the attendance policy is to help students develop responsibility and to maintain academic standards for earning credit.

### **Parent/Guardian Responsibility**

Parents will be expected to notify the school by telephone on the day the student is absent from class. Absences will be excused if a parent/guardian calls the school within 48 hours of the absence. Teachers are NOT required to give make-up work after the 48-hour period. Notes for exemption will only be accepted under special circumstances, with approval by the building principal. Examples of exempt absences are prolonged medical illness, funeral attendance, religious obligation, doctor's appointment, etc.

**Prolonged illness or disability-** To help the school keep a student current in his/her classes, a parent/guardian must contact the principal, assistant principal, or HS administrative assistant to make appropriate arrangements for the student's continuing education. In certain circumstances, alternative educational programs may be arranged. A doctor's statement may be required at the time of the illness. Any medical documentation must be on letterhead from the prescribing doctor and be specific to the date, time, illness, and how the illness specifically affects the student's attendance. For prolonged illnesses, updated documentation may be required.

All absences, excused or unexcused, will be recorded in both the teacher PowerGrade book and the attendance office.

### Attendance Requirements:

**Rapid River High School's attendance policy allows for (10) absences (excused, unexcused, or any combination thereof) per semester per class. Any student exceeding 10 absences in a class each semester may not earn credit for the class unless hours are made up.**

Absence: An absence occurs whenever a student misses more than 10 minutes of the class period.

### Absences – Procedures

Attendance is taken daily in each class. Students that miss more than 10 minutes from the regular class period will be considered as having an unexcused absence.

School related absences (field trips, extra-curricular activities) and school imposed suspensions are considered exempt absences and do not count toward the term total.

Pre-arranged absences, including college visitations and family vacations, must have prior approval and make-up work arranged between the student and the teacher. A family vacation exemption can be used one time each academic year for up to a 5-day absence. Family vacations must be pre-arranged at least a week ahead of time, the student must be accompanied by a parent/guardian, and arrangements for completing missed coursework must be made in advance. Arrangements for college visitations must be made with the High School office.

Professional appointments, which cannot be made after school (e.g. dentist, doctor, court appointments), need to be verified by parental authorization and with specific documentation, such as an appointment card or letter, from the referring clinic.

#### Types of Absences:

Absences for reasons not expressly identified as “excused absences” are considered to be “unexcused absences.” Unexcused absences will be recorded whenever a student is absent without the knowledge or permission of a parent/guardian or school official. Leaving school without proper authorization will result in an unexcused absence. A later call by a parent/guardian will NOT excuse the absence.

Students must “check in” at the office when arriving late to school or from an appointment for an admit slip to class and they must “check out” with a school official or at the office before leaving school so that their attendance can be recorded as excused.

#### Consequences:

1. Absences that are exempt will not result in a penalty
2. Absences that are unexcused will result in an immediate loss of credit for the coursework missed during the student’s absence. (i.e. make up work will not be given for unexcused absences).
3. Absences that are excused will not result in a penalty IF the coursework is successfully made up as prescribed by the teacher AND the number of excused absences does not exceed 10 per semester.
4. Excessive excused absences are defined as those beyond the 10<sup>th</sup> absence in each semester. A student who goes beyond ten (10) absences (excused, unexcused, or any combination thereof) in any one course will not be eligible to earn credit in that course for the semester without attending a makeup session(s) that is offered after school on Wednesdays from 3:00-4: 00 p.m. Make up time will not be available during the school day.
5. For any absences, it is the student’s, not the teacher’s, responsibility to collect/finish missed assignments within 24 hours of the absence.
6. It is the parent’s and student’s responsibility to monitor attendance through a variety of ways (Power School, teacher, office). Extended illness or other extenuating circumstances will be dealt with on an individual basis by the Principal or Assistant Principal

#### **Make-Up Sessions:**

Each 1 hour make-up session after school will replace one hour of a missed classroom experience. These makeup sessions will be coded as TM in Powerschool to denote a makeup hour has been logged by the student. A student must makeup all missed time OVER 10 absences prior to the end of the semester in order to earn credit for the semester. NO CELL PHONES will be permitted while time is made up.

Make-up of test or other school work- Students may make up the missed classes by:

- (1) Working with their teacher an amount of time equal to the time necessary to comply with the policy
- (2) Completing prearranged subject work in Makeup Sessions
- (3) Completing subject work via an independent assignment prepared and approved by their teacher

Work shall be completed as prescribed by each teacher. Failure to complete the work in a timely manner will result in the student’s grade being calculated with zeros for the missing assignments unless other arrangements have

been worked out with the teacher. Makeup work due to detention/suspension, field trips, sports and club activities, etc must be completed and turned in upon return to class. If a student misses a test for an excusable reason, he/she shall make arrangements with the teacher to take the test. The test does not have to be the same test previously administered to the class but shall essentially cover the same subject material. If the student is serving an in school suspension or detention, he/she shall be required to take that test that day. The test may be administered with the rest of the class, another teacher, or with other school personnel. If a student misses a test as a result of a suspension the student shall make up the test within 2 days at the end

### **Tardiness to Class**

(Offenses accumulated by individual class per term)

\*The accumulation of three tardies, whether excused or unexcused, in any one class will constitute a single absence which will then be subject to the attendance policy. Tardies will also be subject to discipline as deemed appropriate by the Principal or Assistant Principal.

\*Students that miss more than 10 minutes from the regular class period will be considered as having an unexcused absence (that 10 minutes could be at the beginning of the hour, during class, or at the end of the hour). Teachers are responsible for setting standards and guidelines for tardiness within their classroom. The expectation is for students to be to class on time and consequences will be stated in the teacher's syllabus.

### **Excessive absences could result in the following:**

**Truancy** - Students under 16 years of age and attending less than five classes because of truancy, he/she will be referred to Juvenile Diversion or Juvenile Court. Before a truancy petition is filed, the school will make every effort to work with the student and his/her family to correct the poor attendance pattern.

**Dropped for nonattendance** – If a student is 16 or more years of age and attending less than five classes because of truancy, he/she may be dropped from school for the remainder of the semester. If a student is dropped for nonattendance, he/she must reapply at the next semester. Every effort will be made to help the student and his/her family to correct the poor attendance pattern before he/she is dropped from school.

**Closed campus policy** - Classes are in session from 8:00 a.m. – 2:54 p.m. Rapid River Public Schools enforces a closed campus policy; therefore, students are not to leave the building without first checking out with the office. A closed campus is defined as all areas outside the doors of the building structure including all parking lots. Students will not be permitted to access the parking lots and vehicles without first checking out with the office. Failure to do so will result in an unexcused absence and one (1) after school detention.

## **ATHLETICS:**

A \$25 athletic fee should be paid to the high school office at the beginning of the year for any student planning on participating in sports. The fee is paid per athlete, not sport

### **Academic Eligibility**

Eligibility will be reported on a three week basis, including progress reports, quarter grades, and semester grades. Semester grades will apply to eligibility in accordance with the requirements of the Michigan High School Athletic Association (MHSAA). Under Regulation I, Section 7 of the MHSAA Handbook, a student must have earned 20 credit hours of work for the previous semester to be eligible. (A student entering 9<sup>th</sup> grade for the first time may compete without reference to his/her record in the 8<sup>th</sup> grade.)

Students must be passing a minimum of five (5) classes at the time of all eligibility checks to be eligible to participate in competition. Any student who is not passing five classes will be declared ineligible for the following week from Monday through Sunday. Passing for athletic eligibility will be defined as the accumulated grade a student is earning at that point in the semester.

On Monday following the week of ineligibility, a check of the student's progress will be made to determine if the student is passing the minimum of five (5) classes. If the student is deemed to be passing five (5) classes, he/she will become eligible and remain eligible until the next eligibility check. If the student is not passing five (5) classes, he/she will remain ineligible with the process of checking the student's progress continuing each successive Friday until eligibility is restored.

A student who is declared academically ineligible will be allowed to practice during the period of ineligibility, but will not be allowed to dress or compete in athletic contests.

A booklet explaining athletic eligibility rules can be secured from the Athletic Director. All student athletes are to familiarize themselves with the training rules and ask their respective coaches any questions they may have. Being responsible in this matter may eliminate eligibility problems before they occur.

### **Physicals**

Students participating in interscholastic athletics must have a physical examination per MHSAA rules. The exam forms can be picked up from the High School Office, Athletic Director, School Nurse, coach, or directly from the physician's office. Any sports physicals scheduled after April 15 are valid for the following year. These forms must be returned to the high school office prior to practicing sports.

## **ANNOUNCEMENTS:**

Each day a bulletin of information pertaining to student and school activities will be announced in the morning. All announcements must be initialed by a teacher or administrator. Students are responsible to listen to the announcements each day. Important information is given at this time.

## **ASSEMBLIES**

At all times the student's behavior should be refined and courteous. Unacceptable behavior would include whistling, uncalled for clapping, boisterousness, and talking during a program. This type of behavior could lead to suspension or being banned from further events or both.

## **BUILDING HOURS**

Students should not arrive at school earlier than necessary. **Any student or group of students remaining in the building after 2:54 p.m. or on a weekend must be supervised by an adult, preferably a member of the faculty. Maintenance staff are not to assume this responsibility.** All activities during the week are to be completed by 11:00 p.m. for grades 9-12. Junior High activities are to be completed by 9:00 p.m. Bring necessary books to the locker room prior to practice. The rest of the building is off limits.

## **CAFETERIA**

Any throwing of food or unacceptable behavior will be treated as it is in a regular classroom. All students must report to the lunchroom supervisor for permission to go to the library, leaving early to the DSISD, or anywhere else in the building.

## CARS, TRUCKS, OTHER MOTORIZED VEHICLES

Students driving to school must register their license plate and registration with the office. Students are to park in the student parking lot on the west side of the building. **No student vehicles are to be parked elsewhere.** Bicycles are to be parked in the bicycle rack. Students are not to go to their cars or any other vehicle during the day unless they have permission. **Please use caution; young children are in the area.** Students must be licensed drivers to drive on school property. Any speeding, reckless driving or other unsafe activities associated with driving and/or riding in or on vehicles may cause loss of driving privileges on school property. **A school liaison officer as well as school administration will monitor the parking lots.**

Identification stickers are to be purchased from the office. Unauthorized vehicles and those without a sticker may be towed away at the owner's expense. **Cost of the sticker is \$4.00. It is also valid to park at the ISD in their designated area.** All vehicles must be registered each year with the office.

Students may not ride in any car or moving vehicle between 8:00 a.m. and 2:54 p.m. unless the principal grants permission. Any violation will result in loss of driving privileges.

Three-wheelers, all terrain vehicles, motorcycles, go-carts, etc., will not be allowed on school property except on the paved areas used by automobiles. Driving around the school building on the grass or practice field is not permitted.

Those students wishing to drive their ATV, motorcycle, snowmobile, etc. must register their vehicle with the office and purchase a parking sticker. These vehicles **MUST** park behind the bus garage. The Principal or Assistant Principal are available to answer questions in regard to parking these types of vehicles.

## CELLULAR TELECOMMUNICATIONS, OTHER ELECTRONIC DEVICES AND HEADPHONES

Students may possess cellular radio telecommunication devices, including but not limited to cellular telephones or other such devices on school property. Even though a student may possess these devices during school hours, use is restricted and they must adhere to the following conditions:

- a. Use is prohibited during class, except with prior approval of the teacher.
- b. All students will be required to turn off all devices during class and place them in the appropriate area when entering the classroom (phone holders).
- c. Students may use such devices before or after school hours, during passing time and at lunch.
- d. It is disruptive to individual students and other classmates/staff when parents try to contact their students directly during class time. Please be respectful of all students and contact the office to relay messages or if you must, text or call individual students before or after school or during their lunch periods.

Possession/use of a cellular telephone or other telecommunication device is a privilege which will be forfeited by anyone who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. All students will be required to turn off all devices during class times. If a parent/guardian must contact the student, please call the office.

### **1<sup>st</sup> Offense**

Students using electronic devices during class without permission will have them taken away by **any staff member**. If the student is courteous and/or cooperative with the staff member who asks for the device the student may pick up the device from the Principal or Assistant Principal at the end of the day. **If a student is not courteous and/or co-operative, it will be considered a 2<sup>nd</sup> Offense and a parent/guardian must meet with the Principal or Assistant Principal in order to have them returned.**



### **2<sup>nd</sup> Offense**

Students using electronic devices during class without prior permission will have them taken away and parents must meet with the Principal or Assistant Principal in order to have them returned.

### **3<sup>rd</sup> Offense**

Subsequent inappropriate use of these devices could result in other disciplinary measures.

Failure to comply with this policy will result in disciplinary action and/or confiscation of the device(s) in accordance with the District's disciplinary policy. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or pagers, iPods, MP3 players or other such devices brought on school property.

## **CHANGE OF ADDRESS**

Please inform the office if you have a change of address or phone number in order to help in addressing mailings and in case of emergency.

## **COMPUTER USE**

Students working in computer or tech labs will be advised by their instructor of the rules and guidelines. Students, and their parents, will be asked to sign an agreement with the school for Network and Internet access. The student's parent(s) will reimburse the District for any fees, expenses or damages incurred because of their child's use or misuse of the Network or equipment. Students may also lose computer privileges for any or all of the school year depending on the severity of the problem.

## **COURSE SELECTION**

Parents and guardians are strongly encouraged to discuss the choice of courses with their student. In the spring of the year each student will have to make a choice of courses, which is to be approved by the parents/guardians and the Principal. New students in grades 9-12 will follow the same procedure on the day of registration.

## **CRISIS MANAGEMENT PLAN**

A crisis management plan for Rapid River Public Schools is in place. The district administration will contact the media to notify the parents/guardians of any scheduling changes.

## **DANCE/ ACTIVITIES GUIDELINES**

Any class or group requesting a dance must have four (4) chaperones, and at least one of the chaperones must be a school employee. The group is responsible for:

- Preparation of the dance.
- Thorough clean-up.
- Locking of all doors and windows.
- Shutting off lights.

All dances and activities must have the approval of the principal at least one (1) week in advance. One guest is allowed per student. The name of the guest and the school they are from must be in the office three days prior to the dance. The guest list will be given to the chaperones. Dance advisors must check chaperones list and notify chaperones when they must arrive and their assigned duties. All school activities are governed by the school disciplinary guidelines. Consequences will be enforced. Any student leaving the building may not return to the dance. Parents are expected to pick up their student(s) promptly at the end of the dance or activity. All junior high dances must end at 9:00 p.m. and the high school dances at 11:00 p.m. unless prior arrangements have been made with the principal.

Periodic checks of the outside of the building shall be made reporting any unusual behavior. All students and guest should practice appropriate behavior at all times. The chaperones will make the final determination on any questionable behavior. If a problem arises, the students will be placed on report to the principal and either asked to leave the premises or have their parents pick them up immediately.

## **DEER HUNTING**

The approved school calendar will designate the day(s) school is not in session for hunting. Attendance is expected on all other school days.

## **DIRECTORY INFORMATION**

Each year the superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information”: a student’s name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships, and telephone numbers only for inclusion in school or Pro directories. Parents and eligible students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District within ten (10) days after receipt of the District’s public notice.

The school communicates by various means including sending emails, text messages, and phone calls for emergency purpose using the information you provide to us. Unless otherwise noted, you agree that this information can be used for other important and relevant notifications pertaining to your student(s) including but not limited to: attendance, grades, school news, events, and lunch balances. Your contact preference can be updated any time by logging in to the “Parent Portal” of PowerSchool at <https://ttsps.dsisd.net/public/>

## **DISCIPLINE GUIDELINES**

It is the school’s responsibility to provide a positive climate that is conducive to a learning environment. Discipline is an essential part of the educational process in which students, staff, and parents all must work together. Discipline guidelines create a framework to assist students toward self-discipline, self-control, and self-responsibility. It is understood that there is no uniform recipe for controlling behavior. Each individual and situation must be dealt with based on its own merit. Therefore, established guidelines include consequences which allow for a degree of flexibility in assigning consequences. Guidelines afford for consistency, and equal treatment while allowing for individual differences.

It is impossible to develop a comprehensive set of rules that will address all situations which may arise. Discipline guidelines are created in order to establish acceptable standards and expectations for student behavior. Disciplinary actions are in compliance with Board of Education Policies, State of Michigan School Code/laws, and Federal regulations. Consequences are not limited to those listed and will provide for the administration of progressive discipline.

## **GLOSSARY OF TERMS:**

### **DETENTION:**

Keeping a student after regular school hours in a supervised setting commencing at 2:55 p.m. and ending at 4:00 p.m. By design, detentions are to deter inappropriate behavior, discouraging those actions that disrupt the positive educational environment. Students will be required to complete schoolwork and adhere to detention rules. Detention will be scheduled based upon availability and necessity with an effort to accommodate parents or guardians. However, students are responsible to attend detention to fulfill their obligation and responsibility for their actions.

### **IN-SCHOOL SUSPENSION:**

A temporary exclusion from classes to an isolated environment where the student will have an opportunity to accomplish assigned classroom work. ISS is not a suspension, it requires the student to attend school and complete their regular daily assignments as well as other appropriate tasks. Students are expected to adhere to established ISS rules and must successfully complete all work prior to returning to their normal schedule.

### **SATURDAY SCHOOL:**

Saturday School will be assigned to students by the Principal or Assistant Principal as a consequence for inappropriate actions or behavior. It will also be used with students when "In-School Suspension" and detention has been unsuccessful. Saturday School times will be scheduled for students when it is assigned. Students who are assigned and miss Saturday School, or do not adhere to the rules will face a **3- day** suspension from school and all school activities during the suspension.

### **OUT-OF-SCHOOL SUSPENSION:**

A temporary exclusion of a student from school including all school activities not to exceed ten (10) school days. Any student who is on suspension is to be under the supervision of their parents or guardians and cannot be on school property or attend school activities.

### **EXPULSION:**

The exclusion of a student from school for a period of time greater than ten (10) days resulting from action by the Board of Education. A student expelled from school cannot be on school property or attend any school functions.

### **DUE PROCESS:**

The procedure specifying the steps necessary to assure the protection of individual rights.

#### **DUE PROCESS FOR A SUSPENSION – ten (10) days or less:**

- The student shall be informed of the specific reason for the disciplinary action.
- The student will have an opportunity to present to the school administrator any relevant information to support their case.

-If the student is suspended the school administrator will notify the parents in writing as soon as possible of the suspension, the reason for it, and the steps necessary to effectuate the student's return.  
-If the parents or guardian are dissatisfied with this action they may submit a written appeal to the Superintendent. Once reviewed, the Superintendent's decision will be final.

#### **DUE PROCESS FOR EXPULSION – ten (10) days or more:**

Written notice of charges against the student shall be supplied to the student and his/her parents/guardians including the date, time, and place for a hearing before the Board of Education. Such time shall be reasonable for the parties involved. At the student's request, the hearing may be private, but the Board must act publicly. The student and his/her parents/guardians will be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of facts to which the witnesses will testify.

The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing. Both parties have the right to be represented by legal counsel.

The Board shall notify in writing the student and his/her parents/guardians within a reasonable time after the hearing of its decision as to expulsion.

The Board shall act on appeals in accordance with District Policy 5610 and/or 5610.01 and related State of Michigan laws. Appeals must be submitted in writing.

### **TRUANCY**

#### **(Offenses accumulated by individual class per semester)**

Truancy is being absent without valid cause for a school day or any portion of a school day. A student is considered truant if a parent or guardian does not notify the school within 48 hours of a valid cause for absence. See Attendance Policy for disciplinary actions.

### **TARDINESS TO CLASS**

#### **(Offenses accumulated by individual class per semester)**

**The accumulation of three tardies, whether excused or unexcused, in any one class will constitute a single absence which will then be subject to the attendance policy. Tardies will also be subject to discipline as deemed appropriate by the Principal or Assistant Principal.**

Teachers are responsible for setting standards and guidelines for tardiness within their classroom. Students that miss more than **10 minutes** from the regular class period will be considered as having an unexcused absence. See Attendance Policy for disciplinary actions.

### **INSUBORDINATION/DISRUPTIVE BEHAVIOR**

Refusal to obey a school rule, regulations or request of a teacher or staff member; behavior that interferes with the educational process. In the event that school property is damaged as a result of inappropriate behavior the student will be held accountable for repair/restitution.

1<sup>st</sup> Offense – 1 to 3 hours of detention.

2<sup>nd</sup> Offense – 3 to 5 hours of detention or In-School suspension.

3<sup>rd</sup> Offense – 1 to 3 days of In-School suspension.

4<sup>th</sup> and Subsequent Offenses – 1 to 3 days out –of school suspension and parent conference.

## **VERBAL ABUSE AND/OR THREATS (ASSUALT)**

Any statement or act, oral or written, which can reasonably be expected to induce in another person a fear of danger of bodily injury or harm.

Student to Student      1<sup>st</sup> Offense – 1 to 5 hours of detention.  
2<sup>nd</sup> Offense – 3 to 5 hours of detention or In-School suspension.

### Student to Staff

1<sup>st</sup> Offense – 1 to 3 days out-of-school suspension.  
2<sup>nd</sup> Offense – 3 to 5 days out-of-school suspension.  
Subsequent Offenses – 10 days out-of-school suspension and possible recommendation for expulsion.

## **FIGHTING**

Students who engage in any type of physical altercation including but not limited to pushing, punching, and/or wrestling which may result in bodily harm.

1<sup>st</sup> Offense – 1 to 3 days out-of-school suspension.  
2<sup>nd</sup> Offense – 3 to 5 days out-of-school suspension.  
Subsequent Offenses – Up to 10 days out-of-school suspension and/or possible recommendation for expulsion.

## **PHYSICAL ASSAULT**

### Student to Student

1<sup>st</sup> Offense – Up to 10 days of out-of-school suspension, referral to law enforcement officials, and possible recommendation for expulsion.  
Subsequent Offenses – 10 days out-of-school suspension, referral to law enforcement officials, and recommendation for expulsion.

## **ALCOHOL/DRUGS**

The possession, use, sale and/or distribution of alcohol or drugs (illegal, unauthorized prescription, or look-alike).

1<sup>st</sup> Offense – Up to 10 days out-of-school suspension, referral to law enforcement officials, and possible recommendation for expulsion.  
Subsequent Offenses – 10 days out-of-school suspension, referral to law enforcement officials, and possible recommendation for expulsion.

## **TOBACCO**

The possession or use of all forms of tobacco including paraphernalia (cigarettes, cigars, chewing, pipe, vaping, etc.).

1<sup>st</sup> Offense – 1 to 3 days In-School/Out of school suspension.  
2<sup>nd</sup> and Subsequent Offenses – 2 to 5 days out-of-school suspension, and referral to law enforcement officials.

## **VANDALISM**

Destruction or defacement of school property.

1<sup>st</sup> Offense – Up to 5 days out-of-school suspension, repair or restitution, and referral to law enforcement officials.  
Subsequent Offenses – 10 days out-of-school suspension, repair or restitution, referral to law enforcement officials, and possible recommendation for expulsion.

## **THEFT**

1<sup>st</sup> Offense – 1 to 3 days out-of-school suspension, referral to law enforcement officials.

Subsequent Offenses – 10 days out-of-school suspension, referral to law enforcement officials, and possible recommendation for expulsion.

## **POSSESSION OF STOLEN PROPERTY**

1<sup>st</sup> Offense – 1 to 3 days out-of-school suspension, referral to law enforcement officials.

2<sup>nd</sup> Offense – 3 to 5 days out-of-school suspension, referral to law enforcement officials.

Subsequent Offenses – 5 to 10 days out-of-school suspension, referral to law enforcement officials, and possible recommendation for expulsion.

## **FORGERY**

Forged signature of parent, teacher, or other with the intent to deceive school staff.

1<sup>st</sup> Offense – Notify parent and possible 1 to 3 hours of detention.

2<sup>nd</sup> offense – Notify parent and 3 to 5 hours of detention

Subsequent Offenses – Notify parent and 1 to 3 days of In-School suspension.

## **FALSE FIRE ALARM**

1<sup>ST</sup> Offense – 5 to 10 days out-of-school suspension, referral to law enforcement officials, and possible recommendation for expulsion.

Subsequent Offenses – 10 days out-of-school suspension, referral to law enforcement officials, and recommendation for expulsion.

IN ACCORDANCE WITH SCHOOL SAFETY LEGISLATION, MICHIGAN LAW MANDATES LOCAL SCHOOL DISTRICTS TO **EXPEL** STUDENTS FOR THE FOLLOWING OFFENSES:

1. Physical Assault – Student to Staff
2. Possession of a Weapon
3. Arson
4. Criminal Sexual Conduct
5. Bomb Threat

In all cases involving the above offenses students will be suspended out-of-school for 10 days, referred to law enforcement officials, and recommended for expulsion.

## **DISPLAYS OF AFFECTION**

There is a proper time and place for expressing affection. The school day and school grounds are not considered the proper time or place. Students are asked to avoid embarrassment to themselves and to others by avoiding displays of affection such as kissing and embracing during the school day and at school activities. Displays of affection will be considered disruptive behavior in accordance with the discipline guidelines.

## DRESS (APPROPRIATE)

We believe that it is the student's and parent's responsibility to promote the highest level of student behavior in all areas including dress. To this end, it is requested that:

- Students should avoid inappropriate extremes and dress in good taste while attending school and school sponsored activities.
- Health and safety standards must be maintained at all times.
- If dress is unhealthy, unsafe, or curtails the education process, the student will be excluded from school classes until dress is corrected.
- Clothing alluding to drinking, drugs, or sex is not acceptable nor is clothing that inappropriately exposes bare skin such as low-cut tops, low-rise pants, or shorts that do not properly cover the student.
- Heads are to remain uncovered when students are in the classroom, unless the classroom teacher gives permission. In addition, to comply with school safety rules, students should not wear hoods in school. Failure to comply with school and classroom policies will be subject to our school discipline policy.
- Bottoms (pants, skirts, shorts, etc.) and tops (shirts, blouses, etc.) must overlap at ALL times. Pants and tops must provide adequate covering and no undergarments may be exposed or visible. This includes clothing with rips and tears that reveal undergarments.
- Inappropriate attire may include, but is not limited to: tube tops, halter tops, muscle shirts and tops with spaghetti straps, unless appropriately covered. No see-through apparel. Clothing should reflect modesty and pride.

## DRUG FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related events. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy will be considered subject to disciplinary action, in accordance with due process and as specified in the student handbooks up to and including expulsion from school. When required by State Law, the district will notify law enforcement officers. Students and their parents should contact their school official or counseling office whenever such help is needed.

## DSISD COURSE OFFERINGS

Juniors and seniors are able to participate in courses offered at the Career Technical Center at the Delta-Schoolcraft Intermediate School District (DSISD). Students enrolled in this program are expected to behave in the same manner as they would if still attending classes at the high school building. Anything less than good behavior will result in similar disciplinary consequences.

A bus is provided by the school district to provide transportation to classes at the DSISD. All students are encouraged to ride the bus rather than drive their own vehicles.

If a student does have a legitimate reason to drive to the DSISD, permission must be obtained **in advance** from the principal. Driving is a privilege, not mandatory, and the principal as a disciplinary procedure can revoke this privilege.

## DUAL ENROLLMENT (DE)

The Board of Education recognizes the value to students to participate in courses offered by accredited colleges. High school juniors and seniors who meet the criteria to enroll in an approved post secondary program may receive secondary or college credit or both for completing any of these courses. The school district is responsible for approved tuition/fees as defined by state requirements. Materials, such as textbooks, are the responsibility of the student and his/her family. A student may enroll in a college or university prior to graduating from high school under the State of Michigan's Dual Enrollment (DE) legislation. To take courses as part of DE, a student must have taken the SAT/ACT/MME/PSAT or the appropriate Bay College placement test and met the requirements for the individual class. The student may take courses not offered by the home school or those that cannot be taken due to a scheduling conflict beyond the student's control. Any student who takes college courses in a DE program may do so as part of their schedule for that semester. Any student who intends to dual enroll must complete DE forms prior to taking any courses and have the application approved by the principal.

## EDUCATIONAL MATERIALS

In accordance with school policy, parents have the right to inspect any educational materials.

## EXAM EXEMPTIONS (grades 9 -12)

In recognition of positive academic performance students may be exempted from specific final exams based upon the following criteria:

1. Earned a 3.5 GPA for the previous quarter
2. Must have an "A" average in the class to be exempted
3. Cannot have exempted from the course the previous semester in the same school year (**relates to 2<sup>nd</sup> semester exemptions**)
4. Freshman/Sophomores – one course per semester
5. Juniors/Seniors – two classes per semester
6. Teachers and parents must sign exemption form to qualify
7. The grade earned in the class at the time of choice to exempt will be the final semester grade for the student.

## EXTENDED ABSENCES

Extended absences from school should be **pre-arranged** through the principal and proper notification given to the student's teachers.

## FIRE/TORNADO DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential when the first signal is given; everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are to remain outside the building until a signal is given to return inside. Any violation or horseplay which includes pulling the fire alarm as a joke is a Federal Fire-Marshall offense.



## GRADING OF REPORT CARDS

Each teacher will explain their grading policy to the students at the beginning of the school year. Students are reminded that because of a passing grade one quarter, they are not guaranteed a passing grade for the semester. For example, a C and an E does not guarantee a D. **Any questions with regards to grades must be addressed to the individual teacher. Grading scales will be part of PowerSchool.**

## GRADUATION HONORS

The selection of the top ten senior students will be based on the cumulative grade point on a four-point scale to the nearest 100<sup>th</sup> of a point, through the 7<sup>th</sup> semester of their high school career. The senior class rank for scholarships and top ten students will be determined at this time. Graduation diplomas are available in the high school office at the end of the school year (during the week that report cards are available).

## GRADUATION REQUIREMENTS

**Twenty-two (22) units of credit are needed for graduation. Must meet the current Michigan Merit Curriculum graduation requirements:**

English	4.0 credits (9, 10, 11, and 12)
Mathematics	4.0 credits (3.0 credits of Algebra I, Geometry, Algebra II, and one credit must be taken in the Senior year. The 4 <sup>th</sup> credit could be Personal Finance, FST, or with approval, an online course or Dual Enrollment.)
Science	3.0 credits (Physical Science, Biology, and Chemistry or Physics)
Social Studies	3.0 credits (Civics/Economics, U.S. History/Geography, and World History/Geography)
Visual/Performing and Applied Arts	1.0 credit
Physical Education and Health	1.0 credit
On-line experience	no credit
Electives	6.0 credits
Foreign Language	2.0 credits (or equivalence in accordance to the MDE and Principal approval)

When circumstances arise beyond the student's or school's control, the principal may approve a deviation from established requirements.

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants (Rapid River School Board Policy #5460.)

Students who do not meet the requirements for graduation will not be allowed to participate in any activities designed for seniors, for example, the senior trip or all-night party.

## (STUDENT) HARASSMENT

Harassment by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State

law. All such reports are to be investigated by the Superintendent promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action. For further information, please refer to **Board Policy number 5517 “Harassment of Students”**. It should be noted that updated Board Policy includes harassment by means of electronic devices, such as the Internet, e-mail, cell phone, telephone, etc.

## (STUDENT) HEALTH

It is important that students get proper rest and nourishment to assure a good academic outcome. This means that an established bedtime is extremely important. If parents have specific health concerns regarding their student they are encouraged to make an appointment to meet with the school nurse and/or Principal.

## HOMELESS

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students of the District and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on a lack of proof of residency.

## HONOR ROLL

Grades are computerized: a 4-point system will be utilized. “Highest Honors” students need to attain a 3.70 – 4.00 GPA, “High Honors” students need to attain a 3.30 – 3.69 GPA, “Honors” students need to attain a 3.00 – 3.29 GPA.

## ILLNESS OR INJURY DURING SCHOOL

A student who is too ill to remain in class is to report to the main office. Parents must be notified before a student may leave the school grounds. Prescribed medication may only be given by the school nurse or a staff member in his/her absence. (Aspirin is considered a medication.)

## LOCKERS (HALLWAY)

A lock and locker will be assigned at the beginning of each school year. **Other locks cannot be used and will be removed.** Students who lose an assigned lock will be assessed **the replacement cost of \$5.00.** The school is not responsible for lost, stolen, or damaged property. If lockers are not cleaned before leaving the remainder of the school year or summer vacation, a \$4.00 assessment will be made. Damage will be assessed according to repair value. Students are not to change lockers without permission from the principal’s office. The office will not release locker combinations of other students. If students wish to protect their property they should not share their locker combinations with others and they should keep their locker locked. This applies to students using the locker rooms for P.E. and for athletics.

## LUNCH – FOOD SERVICE – Hot Lunch and Breakfast

Our school provides a hot lunch and breakfast program. Breakfast and Lunch are FREE FOR ALL STUDENTS for the 2023-2024 school year. Those who have qualified in the past or feel they would qualify based on financial guidelines, we ask that you still fill out the free/reduced applications, as we receive additional funding based on income. An adult lunch is

\$4.75. For those who carry a bag lunch or would like additional milk with their hot lunch, milk costs \$0.50. We would appreciate it if you would pay for milk by the week. Money is not taken in the lunch line and meals need to be paid for ahead of time. Money should be brought to the high school office.

All students will be issued food service cards that must be used for breakfast and lunch. **Students will be charged \$3.00 for replacement of lost or destroyed cards. Money for replacement of card will be taken out of your account. Please take advantage of the free and reduced lunch forms. This is intended to help families and at the same time it helps our school. If you have any questions, please feel free to talk with Mrs. Lisa Boudreau, Business Manager.**

## MAKE-UP WORK

For every day of an excused absence a student will have the same number of days to make up that work and turn the assignment in. Credit for make-up work will only be allowed if the absence is excused. Make-up tests will only be given for an excused absence. It is the responsibility of the student to inquire about any makeup work.

## MEDICATION

School personnel cannot give oral medicine of any kind to students. This includes aspirin, antibiotics, or cough syrup. If it is necessary for a student to take prescription drugs during school hours, the following procedures must be followed:

- The student must obtain a “permission to dispense drugs” form from the office. This must be completed by the parents and doctor and returned to school before drugs can be administered.
- The original drug containers are to be brought in and kept in the office. They must be clearly marked with the child’s name and the proper dosage.
- Medication shall be brought to school in one or two week amounts. Daily carrying of medication is to be avoided.
- Any changes in medications must be accompanied by an updated physician’s order.

Parents will be notified if additional health services are required as indicated by Board policy.

**Note: Students should be kept home from school if they have had a temperature over 100, diarrhea, or vomiting within the last 24 hours.**

### **Head Lice**

If your child is diagnosed with head lice, the child must be properly treated and nit free before returning to school. Otherwise, parents will be called and children will be sent home.

## NATIONAL HONOR SOCIETY

The National Honor Society is a prestigious voluntary organization a student may be invited to join during their sophomore, junior, or senior year. The selection process is based on the criteria established by the national organization and is available to students and parents through the high school office.

## POWERSCHOOL

PowerSchool is a web-based student information system (SIS) that is available to students, parents, and teachers during the school year in grades K-12. The information available to students and parents is “real time”. This means that grades and attendance are available immediately after they have been entered in the system over the Internet. Administrators get the most accurate information to make more effective decisions. Teachers gain time saving administrative tools, parents gain immediate access to their children’s grades, and students can track their own progress. School news is

posted on PowerSchool under “Daily Bulletin”. Please take the time to view this for reminders about meetings and other school activities you and your child may be interested in.

On PowerSchool, each teacher is responsible for providing students with a course syllabus at the beginning of the school year as part of the course information. Course changes may need to be adjusted during the marking period or semester. Any adjustments should be minor and students will be given ample time to adjust to the change(s) in the syllabus. Please check PowerSchool for any updates on weekly assignments and grades. Contact information will also be provided – e-mail, phone number, with prep time(s) noted. Teachers can be contacted via email or phone. Parents are encouraged to access PowerSchool regularly and maintain good communication with their child’s teacher(s). This helps to ensure a successful partnership between home and school and leads to academic success and good attendance.

**Reminder:** It is important to keep your student’s password in a safe place and not to share it with others. If your child does not receive a password at the beginning of the school year, please call high school office to obtain it. Also, parents who do not have Internet access are welcome to use a computer in our school library that is dedicated to parents and students in order to check PowerSchool for attendance, grades, class work, and hot lunch information.

## PROCEDURE FOR HANDLING COMPLAINTS

Any person having a complaint against an employee of the Rapid River Public Schools should contact that employee and attempt to resolve the problem.

If this fails, they should contact the immediate supervisor of the employee involved and he/she shall attempt to find a solution. The immediate supervisor will NOT hold a conference without the employee present.

If the complaint is not resolved, the complaint should be brought to the Superintendent of Schools. If the Superintendent is unable to find a satisfactory solution, the person with the complaint may request to be placed on the agenda and make a presentation to the school board. The Board of Education will not consider cases that have not followed this appropriate procedure.

## REPORT CARDS

There are four (4) marking periods during the school year. A Parent-Teacher Conference will be held at the end of the first quarter. Students will bring report cards home at the end of the second and third quarters. If a student does not want to pick up his/her report card at the end of the school year, the report card will be held until the school re-opens in the fall. **Fines (such as lost locks, library fines, unpaid lunch balance, damaged books, etc.) will be tagged on report cards and must be paid before the student may receive his/her report card.**

## REPORTS OF STUDENT PROGRESS

Parents are encouraged to check PowerSchool on a regular basis to track their student’s academic progress and attendance. The principal will make every effort to inform students and parents when the student is in danger of failing one or more classes. However, ultimately it is the responsibility of the student and the parent(s) to maintain good communication with each teacher in order to ensure that the student is successful. Teachers may be reached during the school day during their preparation period either by telephone or by e-mailing the teacher directly using PowerSchool. Parents are asked to put their student’s name in the space marked “subject” and to keep the message brief and to be

specific as possible. Paper copies of progress reports will no longer be sent home, unless requested in writing by a parent/guardian.

**Reminder: Parents who do not have Internet access are welcome to use a computer in our school library that is dedicated to parents and students to check PowerSchool for attendance, grades, class work, and hot lunch information.**

## REQUIRED COURSES – (CREDIT RECOVERY)

Any student who has failed a course required for graduation has the responsibility of signing up for the course during the spring scheduling. If the student is a senior and knows the course has not been made up, he/she should contact the principal and/or assistant principal immediately. Students who need credit recovery will work with the principal and/or assistant principal to complete courses to meet their graduation requirements.

## RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for the care of all school property. Students who damage property accidentally are responsible for paying for the damage. Damage of malicious nature will be considered a very serious matter, resulting in suspension or expulsion.

## RETENTION POLICY & REQUIREMENTS (MIDDLE SCHOOL)

In order for a junior high student to be promoted to the next grade (6<sup>th</sup>-8<sup>th</sup>) he/she must have passed 4 out of 6 subjects for the year. If at the end of the first marking period, a student is failing 2 or more academic classes, the student's parents should contact the teachers in whose class the student received failures. At the end of the first semester, if a student has failed 2 or more academic classes, he/she will be informed of the retention Policy. Parents will be contacted and a meeting will be arranged with the student's teachers and the principal. At the end of the year, if the student has not passed 4 out of 6 classes he/she may not be promoted to the next grade. Parents will be informed of the possible retention.

## RIGHTS TO ACCESS AND PRIVACY RECORDS

All parents and guardians of students under 18 years of age and all students 19 years of age or over have the right, pursuant to the Family Educational Right and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. The procedure for such examination and challenge, including hearing on a challenge, is to submit to the administrator a written request. The request will be handled with 45 days. No records, files or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or of the parent or guardian of a student under 18, except:

1. The teachers and officials of this school district who have legitimate education interest in such information.
2. There has been a federal request for submission of student records concerning the student's application for financial aid. The student or parent will be notified if officials of a school, to which a student intends to enroll, desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

## SCHEDULE CHANGES

Based on careful planning and registration procedures, schedule changes will be kept to a minimum. The administration will only consider drops or additions based on an individual's academic needs. Any changes will be made within the **first 2 weeks of each semester**. The Principal may consider special circumstances.

## SCHOLARSHIPS AND AWARDS

The scholarship committee for selecting senior college scholarships will consist of the following individuals: (1) Superintendent, (2) Principal, (3) School Board Member, (4) 2- High School Teachers. A short questionnaire may be used to help determine the choice or choices.

Any student applying for a Rapid River Scholarship Award or grant must have a GPA of 2.5 or above, and/or be in the top third (1/3) of the class unless specific awards designate other criteria.

## SCHOOL DAY – MIDDLE/HIGH SCHOOL BELL SCHEDULE – 2023– 2024

### SCHOOL YEAR

<b>Period</b>	<b>Start</b>	<b>End</b>	<b>Duration</b>
1 <sup>st</sup> period	8:00	9:01	61 minutes
2 <sup>nd</sup> period	9:05	10:06	61 minutes
3 <sup>rd</sup> period	10:10	11:10	60 minutes
High School Lunch	11:10	11:40	30 minutes
High School 4 <sup>th</sup> period	11:45	12:45	60 minutes
Middle School 4th period	11:15	12:15	60 minutes
Middle School Lunch	12:15	12:45	30 minutes
5 <sup>th</sup> Hour	12:50	1:49	59 minutes
6 <sup>th</sup> Hour	1:54	2:54	60 minutes

## SEARCHES

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and wellbeing of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by the students or the person or property, including vehicles, of a student, in accordance with the school/district policy.

## SECOND SEMESTER SENIOR EXAMS

Second semester senior exams are at the discretion of the classroom teacher.

## SENIOR CLASS TRIP

There will be a Senior class trip to be arranged by the class advisor. The Board of Education and the principal will be informed and updated on plans, agendas, etc. **The Board must approve the senior class trip at a regular monthly meeting. Only students who are meeting or have met the criteria for graduation will be allowed to participate in the class trip. (Please see Board Policy #2340.01 Senior Class Trip.)**

## SEVERE WEATHER – SCHOOL CLOSING – DELAYED START

In case of severe weather, the official announcement for school closing will be sent via text or phone call using our PowerSchool notification system. It also may be heard over the local radio and TV stations. **Please do not call the school.** Delayed start information will be handled by the same procedure.

## SMOKE-FREE CAMPUS

Rapid River Public Schools is a smoke-free campus. Use of tobacco and vapes on school property is banned at all times for students and adults; this includes after school hours and weekends. Thank you for your support in creating a healthy environment for our students, staff, and community.

## STUDENT GOVERNMENT

For a student to serve in the capacity of a class officer or a student council member in grades 9-12, he/she must be in good academic standing maintaining at least a 2.0 grade point average. All elected class officers will be expected to also serve on student council.

## STUDENT BUS DISCIPLINE PRODECURE

Riding a school bus to school is a special service provided by the Rapid River Board of Education to those students who live beyond a reasonable walking distance as spelled out in the state code.

Safety is a major factor involved with the transporting of students to and from school. Consequently, every possible precaution must be taken to insure safety at all times. Both students and parents are requested to cooperate in this very important matter.

Students will adhere to the following policies when riding a school bus:

1. Students are to conduct themselves properly at all times when riding a school bus. A bus is an extension of the classroom.
2. When boarding a bus, students must remain on the curb or shoulder until the bus has stopped and all traffic has stopped. If the bus stops on the opposite side of the road from your home do not cross the road until the bus has stopped and all traffic has stopped. Cross in front of the bus. All students will board in an orderly manner.
3. Students should be seated immediately upon boarding the bus and remain seated.
4. When unloading, students will leave it in an orderly manner. Each student crossing the road will be signaled by the driver when it is safe to proceed.
5. There will positively be no roughhousing on school buses.
6. Students will do nothing to distract the bus driver.
7. All state mandated safety rules must be followed.

Rapid River's bussing is a privilege, not a right. Violations of bus rules can result in temporary and permanent bus suspension.

## SURVEY

Parents will be notified of any surveys, analyses, and evaluations and will have the right to an inspection upon request. Parents will also have the option of excluding their student from any of the above.

## TELEPHONES

Telephone calls may be made to the school office, 474-6411, between the hours of 7:30 AM and 3:30 PM. The office will not be open on Saturday, Sunday, or during holidays. Students will be called to the phone only in extreme emergencies: only messages of an urgent nature will be delivered to students by the office personnel. Students may use the office phone for emergencies or illness. Phones in the classrooms are for teachers only and not for student use unless permission has been given.

## TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Students will be assessed the full price for any lost books or books returned in unusable shape. A fine will be assessed for damaged and/or abused books.



## TRANSCRIPTS

A transcript of records may be obtained from the office. Former graduates and seniors will not be charged for transcripts.

## WEAPONS

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

## WITHDRAWALS AND TRANSFERS

Before leaving the school district, all books must be returned. The student’s locker must be emptied. All bills and fines must be paid and school uniforms and other materials/equipment must be returned before credits are transferred to another school district.