

**Reese Public Schools**  
**2025-2026 Student Handbook**



Hello, Reese Public School Students, Families, and Staff,

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

## **DISTRICT MISSION STATEMENT**

We lead all students to achieve their maximum potential!

## **DISTRICT VISION STATEMENT**

Empowered students are reaching their full potential and positively contributing to society.

## **DISTRICT BELIEF STATEMENTS**

We believe:

- \* Students come first
- \* Staff are valued and appreciated
- \* Schools provide a safe and compassionate atmosphere

## **MIDDLE HIGH SCHOOL MISSION STATEMENT**

The mission of Reese Middle High School is to help all students achieve their maximum potential and to instill in them a desire for lifelong learning. We are committed to addressing the unique needs of each learner by providing a safe, supportive environment that fosters intellectual, emotional, and social growth.

## **ELEMENTARY SCHOOL MISSION STATEMENT**

The mission of the Reese Elementary School family is to provide a positive educational experience for all children. Working as a team, we achieve the greatest outcome by allowing for individual differences, building on strengths, and developing self-expression. This fosters independent learners and creative thinkers in a safe, caring, and progressive environment in which all children can learn.

**DISTRICT MASCOT: Rocket**

**COLORS: Maroon and Gold**

**REESE PUBLIC SCHOOL SONG – LOYALTY**

We're loyal to you o' Reese High, we'll back you to win, lose or tie

We'll back you to stand; you are the best in the land

We're loyal to you Reese High, RAH! RAH!

We're loyal to you o' Reese High, we'll back you to win, lose or tie

You are our educator, you are our alma mater

We're loyal to you Reese High,

REESE HIGH!

**REESE HIGH SCHOOL FIGHT SONG**

We're gonna send our team across the field and show you the Rockets are here!

We're gonna send the earth reverberating with that Rocket cheer RAH! RAH! RAH!

Hit them hard and see how they fall, Reese High Rockets win overall!

Hail! Hail! The gang's all here as we march on to victory!

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## IMPORTANT INFORMATION

**District Website:** [www.reese.k12.mi.us](http://www.reese.k12.mi.us)

**Board Policies:** <https://reesepublicsdmi.sites.thrillshare.com>

### Addresses

Reese Elementary School  
9535 Center St.  
PO Box 389  
Reese, MI 48757

Reese Middle High School  
1696 S. Van Buren Rd.  
PO Box 389  
Reese, MI 48757

### Contact Information

Central Office: (989) 868-9864  
Fax: (989) 868-9570  
Middle High School Office: (989) 868-4191  
Fax: (989) 868-4091  
Elementary School Office: (989) 868-4561  
Fax: (989) 868-4446  
Food Service: (989) 868-9864; [foodservice@reese.k12.mi.us](mailto:foodservice@reese.k12.mi.us)  
Special Education: (989) 868-9864; [kdemeray@tuscolaisd.org](mailto:kdemeray@tuscolaisd.org)  
Transportation: (989) 868-9864; [lkrauseneck@reese.k12.mi.us](mailto:lkrauseneck@reese.k12.mi.us)  
Athletics: (989) 868-9864; [reeseathletics@reese.k12.mi.us](mailto:reeseathletics@reese.k12.mi.us)

### Board of Education

Joseph Hess	President	<a href="mailto:hessboardofed@gmail.com">hessboardofed@gmail.com</a>
David Radka	Vice President	<a href="mailto:dwradka@gmail.com">dwradka@gmail.com</a>
Lori Karst	Secretary	<a href="mailto:lorikarst@ATT.net">lorikarst@ATT.net</a>
Daniel Palm	Treasurer	<a href="mailto:dpalm9573@gmail.com">dpalm9573@gmail.com</a>
Sarah Costello	Trustee	<a href="mailto:costelloboardofed@gmail.com">costelloboardofed@gmail.com</a>
Aimie Goodrow	Trustee	<a href="mailto:Good12128@yahoo.com">Good12128@yahoo.com</a>
Craig Histed	Trustee	<a href="mailto:craighistedreeseschoolboard@gmail.com">craighistedreeseschoolboard@gmail.com</a>

### Administration

Superintendent: Jordan Ackerman  
Special Education Director: Karen Demeray  
Athletic Director: TBD  
Transportation Director: Lynn Krauseneck  
Middle High School Principal: Jamie Strauss  
Middle High School Asst. Principal: Kristine Krieger  
Dean of Students/Academic Advisor: Kevin Seeger  
Elementary School Principal: Jenna O'Driscoll

## DISTRICT CALENDAR



# REESE PUBLIC SCHOOLS

## 2025-2026 SCHOOL CALENDAR



S	M	T	W	T	F	S
August 2025						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	PD	PD	PD	21	22	23
24	25	26	27	28	NS	30
31						

S	M	T	W	T	F	S
September 2025						
	NS	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	1/2	25	26	27
28	29	30				

S	M	T	W	T	F	S
October 2025						
			1	2	3	4
5	6	7	1/2	9	10	11
12	NS	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1/2	

S	M	T	W	T	F	S
November 2025						
						1
2	3	4	5	6	7	8
9	10	11	1/2	13	14	15
16	17	18	19	20	21	22
23	24	25	NS	NS	NS	29
30						

S	M	T	W	T	F	S
December 2025						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	1/2	1/2	20
21	NS	NS	NS	NS	NS	27
28	NS	NS	NS			

LEGEND	
NS	No School
1/2	1/2 Day
PD	Professional Development

CALENDAR OF EVENTS	
August 18	Teacher PD Day (Building)
August 19	Teacher PD Day (District)
August 20	AM Welcome Back/PM Work Day
August 25	First Day of School
August 29 & September 1	No School - Labor Day Break
September 10	Student 1/2 Day A.M./ P.M. Staff PD
September 24	Student 1/2 Day A.M./ P.M. Staff PD
October 1	Count Day
October 8	Student 1/2 Day A.M./ P.M. Staff PD
October 13	No School
October 24	1st Marking Period Ends
October 31	1/2 Day
November 3 & November 5	Conferences
November 12	Student 1/2 Day A.M./ P.M. Staff PD
November 26	Conference Release Day
November 27 & 28	Thanksgiving Holiday
December 18	Student 1/2 Day A.M./ P.M. Staff PD
December 19	1/2 Day
December 22 - January 4	Christmas Holiday
January 15 & 16	1/2 Day Exams - Semester Ends/Teacher work day
January 16	End of 1st Semester
January 19	No School - MLK Day
February 4	Student 1/2 Day A.M./ P.M. Staff PD
February 11	Count Day
February 18	Student 1/2 Day A.M./ P.M. Staff PD
February 16	No School
March 11	Student 1/2 Day A.M./ P.M. Staff PD
March 13	Marking Period 3 Ends
March 25	Student 1/2 Day A.M./ P.M. Staff PD
March 30 - April 5	Spring Break
April 6	No School - Snow Day Make-Up If Needed
April 29	Student 1/2 Day A.M./ P.M. Staff PD
May 15	Seniors Last Day
May 21	Graduation
May 25	No School - Memorial Day
June 4 & 5	1/2 Day Exams - Semester Ends/Teacher work day
June 5	Last Day of School

REESE ELEMENTARY SCHOOL SCHEDULE	
Regular Schedule	7:55 a.m. - 3:02 p.m.
1/2 Day Schedule	7:55 a.m. - 11:37 a.m.

REESE MIDDLE/HIGH SCHOOL SCHEDULE	
Regular Schedule	8:00 a.m. - 2:51 p.m.
1/2 Day Schedule	8:00 a.m. - 11:26 a.m.

S	M	T	W	T	F	S
January 2026						
				NS	NS	3
4	5	6	7	8	9	10
11	12	13	14	1/2	1/2	17
18	NS	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
February 2026						
1	2	3	1/2	5	6	7
8	9	10	11	12	13	14
15	NS	17	1/2	19	20	21
22	23	24	25	26	27	28

S	M	T	W	T	F	S
March 2026						
1	2	3	4	5	6	7
8	9	10	1/2	12	13	14
15	16	17	18	19	20	21
22	23	24	1/2	26	27	28
29	NS	NS				

S	M	T	W	T	F	S
April 2026						
			NS	NS	NS	4
5	NS	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1/2	30		

S	M	T	W	T	F	S
May 2026						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	NS	26	27	28	29	30
31						

S	M	T	W	T	F	S
June 2026						
	1	2	3	1/2	1/2	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

\*Dates are subject to change

## 2025-2026 DAILY SCHEDULE

School staff will supervise students on school grounds before school beginning at 7:40 am and after school until 3:10 pm. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

### ELEMENTARY SCHOOL HOURS

7:50 am      Students Allowed to Enter the Building  
 7:55 am      School Begins  
 3:02 pm      Dismissal

### MIDDLE/HIGH SCHOOL HOURS

Reese Middle/High School 2025 - 26 Bell Schedule		
Zero Period	7:05 – 7:55	50 minutes
Passing Period	7:55 – 8:00	5 minutes
1 <sup>st</sup> Period	8:00 – 8:53	53 minutes
Passing Period	8:53-8:58	5 minutes
2 <sup>nd</sup> Period	8:58-9:48	50 minutes
Passing Period	9:48-9:52	4 minutes
3 <sup>rd</sup> Period	9:52-10:42	50 minutes
Passing Period	10:42-10:47	5 minutes
4 <sup>th</sup> Period	10:47-11:37	50 minutes
Lunch A (HS)	11:37-12:07	30 minutes
Passing Period (HS)	12:07-12:11	4 minutes
5 <sup>th</sup> Period (HS)	12:11-1:01	50 minutes
Passing Period (MS)	11:37-11:41	4 minutes
5 <sup>th</sup> Period (MS)	11:41-12:31	50 minutes
Lunch B (MS)	12:31-1:01	30 minutes
Passing Period	1:01-1:05	4 minutes
6 <sup>th</sup> Period	1:05-1:55	50 minutes
Passing Period	1:55-1:59	4 minutes
7 <sup>th</sup> Period	1:59-2:51	52 minutes
2:51 – Dismiss		

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

- School Messenger system (it is imperative that the primary phone number given to the school be updated)
- Skyward Email
- Facebook Page
- Local TV stations: WNEM TV5; WJRT TV12; WEYI TV 25

## NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator  
Jordan Ackerman, Superintendent  
1696 S. Van Buren Rd.  
Reese, MI 48757  
(989) 868-9864  
[jackerman@reese.k12.mi.us](mailto:jackerman@reese.k12.mi.us)

Designated Section 504 Coordinator  
Kristine Krieger, 6-12 Asst. Principal & Virtual Director  
1696 S. Van Buren Rd.  
Reese, MI 48757  
(989) 868-4191  
[kkrieger@reese.k12.mi.us](mailto:kkrieger@reese.k12.mi.us)

Designated Civil Rights Coordinator/Employment Compliance Officer  
Jordan Ackerman, Superintendent  
1696 S. Van Buren Rd.  
Reese, MI 48757  
(989) 868-9864  
[jackerman@reese.k12.mi.us](mailto:jackerman@reese.k12.mi.us)

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures are available at <https://reesepublicsdmi.sites.thrillshare.com>.

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may

also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

### **Examples of Unlawful Harassment**

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment. Policy 3115 is attached to this handbook as Appendix A.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct. Policy 3115 is attached to this handbook as Appendix A.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3118, attached to this handbook as Appendix A.

## **SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES**

### **Attendance**

#### **5301 Compulsory Attendance, Absenteeism, and Truancy**

##### **A. Required Attendance**

Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan's compulsory attendance requirements.

##### **B. Mandatory Attendance Age**

A child who is or will turn 6 years old before December 1 of the current school year and who has not turned 18 years old is of mandatory attendance age.

##### **C. Exceptions**

A parent/guardian of a child who is at least 16 years old may provide the District with written notice that the child has permission to stop attending school. Upon receipt of the written notice, the child will be exempt from this Policy.

##### **D. Excused Absences**

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations.

##### **E. Excessive Absenteeism and Truancy**

When a student has 10 unexcused absences in any term or semester the building principal or designee will provide written notice to the student's parent/guardian encouraging the student's regular daily attendance and explaining the truancy process.

If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's parent/guardian have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the parent/guardian requiring the parent/guardian to meet with District personnel to discuss the matter.

When a student is absent more than 20 days per school year and at least 10 of those days are not excused, the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law.

The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the building attendance secretary. If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or 18 years old with the proper paperwork on file.

At the elementary school, students who arrive between 7:55 am and 8:55 am are considered tardy. Students who arrive between 8:55 am and 11:50 am are considered absent for the morning. Students who leave before 2:15 pm are considered absent for the afternoon.

At the middle/high school, students who are less than 10 minutes late per class period are considered tardy.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Parents have access to all attendance information via Skyward. Parents are encouraged to keep track of your child's attendance with this program.

### **Absences due to illness**

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness has one day for each day of absence to complete missed assignments.

### **Planned absences**

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours. Any planned



absence three (3) or more days in length must be documented with a Planned Absence Form, available through the building secretary or on the school website.

**Students are expected to:**

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

The Reese Board of Education and the school Administration believe that regular attendance at school is very important. To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Class attendance is necessary for learning and academic achievement as well as developing the habits of punctuality, dependability and self-discipline to prepare for the world of work.

Irregular attendance disrupts the teaching process and creates problems for the student as well as other students in class and the teacher. The purpose of this attendance policy is to help students develop these responsibilities and to maintain academic standards for earning credit.

According to Section 380.1561 of the General School Laws of the State of Michigan, every parent/guardian or other person in this state having control and charge of a child shall send that child to the public schools during the entire school year fixed by the school district in which the child is enrolled.

The Reese Board of Education strongly supports a policy of utilizing every resource available to involve students in an ongoing educational program on the basis of regular attendance. It is the obligation of the school to set minimum standards of attendance to obtain credit for courses taken. The school will keep the parents informed of student absenteeism.

**DEFINITIONS:**

1. Excused/Unexcused: Both excused and unexcused absences are charged.

a. If the absence is excused, a student may make up all work for full credit. An excused absence will be given for sickness, vacations, non-verified doctor and dental appointments, or other legitimate absences with a note consisting of the date of the absence, the reason for the absence, and the parent's signature or a phone call from parent or guardian.

b. If the absence is unexcused, the student will not have the privilege of make-up work for credit. The student will be given an unexcused absence when returning to school without a note or phone call from parent or guardian, or for any non-legitimate absence as determined by the Principal.

The following rules will apply:

1. Students are responsible for knowing all the attendance regulations.
2. Any student leaving class without permission before the end of the class period will be charged with an absence for the entire period.
3. Upon a parent request, the office will secure homework for any student who has missed three (3) or more consecutive days. Students may email individual staff members on a day-to-day basis.
4. In case of hospital confinement or home confinement under the care of a doctor, parents should notify the school and arrangements will be made by the school for the students to receive assignments or have a teacher visit him/her at home or in the hospital.
5. In case of repeated absences, the principal shall have the authority to require a doctor's statement with specific dates for absences before granting an excused absence. The principal shall refer all cases of irregular attendance to the county attendance officer for students under the age of 16.
6. Written notes from home and medical excuses are to be turned in to the school office between 7:30 a.m. and 8:00 a.m. daily or by 3:00 p.m. the following day.
7. 18 Year Old–Adult/Student Contract: Any student who has reached the age of 18 and is living with a parent or guardian shall be required to have all absences excused by the parent or guardian. If an 18 year old signs an adult/student contract (and can show to be independent of his/her parents or guardian as defined by United States Internal Revenue Service Code), he/she will be responsible for all absences as set down in the contract and all graduation requirements.
8. Periodic phone calls will be made to parents at home and work to verify student absences.

### **Authority of the School Board**

In accordance with the laws of the State of Michigan, the Board of Education has the authority to make reasonable rules and regulations relative to anything necessary for the proper establishment, management, and carrying on of the public schools. This includes conduct of pupils while attending school or en route to or from school.

“A school district shall develop and implement a code of student conduct and shall enforce its provisions with regard to pupil misconduct in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.” Michigan School Code Section 1312(8).

The Board of Education has approved the policies, rules and regulations contained in this publication and such others that may be duly developed (including but not limited to individual building handbooks). Changes in these policies, rules, and regulations may be made throughout the year by the Board of Education. Notification of such changes will be made through the district website and student announcements.

## **Blood Borne Pathogens**

Proper handling of situations in which blood is present will greatly reduce the possibility of any transmission of a blood-borne pathogen. Administration, teachers, coaches, trainers, and student athletes must observe the following precautions any time there is blood present and treat it with respect regarding its ability to transmit infectious disease.

1. Before competing, a student athlete must cover any open body wound. This will reduce the risk of transmission of a blood-borne pathogen from the open wound to an open wound or mucous membrane of another person or vice versa.
2. A student athlete should render personal first aid and cover open wounds themselves whenever possible. This reduces the risk of transmission of a blood-borne pathogen from one person to another.
3. When rendering first aid to others, an individual will wear protective gloves (such as rubber surgical gloves) whenever blood, open wounds, or mucous membranes are involved. The individual will wear clean gloves for each student/athlete treated or when treating the same student/athlete more than one time.
4. If an individual gets someone else's blood on his/her skin, protective gloves will be worn to wipe the blood off with a disposable towel using a disinfectant such as isopropyl alcohol (rubbing alcohol).
5. During a game or practice, if uniforms or other clothing become contaminated with blood, or other body fluids containing visible blood, to the extent the blood could be transferred from one person to another by touch, this clothing should be wiped off with soap and water or an antiseptic.
6. An individual who has treated an injury where blood is present or has cleaned a potentially contaminated surface will wash his/her hands with soap and hot water even though protective gloves are worn.
7. All Reese Public School staff have been trained on blood borne pathogens.

## **Books and Supplies**

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of recommended materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

## **Bulletin Boards**

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

## **Bullying**

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

## **Cell Phone Use**

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, including AI-generated visual media, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

### **Cell Phone Rules for the Elementary School**

1. Students should not use their cell phones during class time, unless the teacher has given specific instruction to use cell phones for the purpose of learning.
2. Cell phones should be stored in the student's locker when in the classroom, unless the teacher has given specific instruction to use cell phones for the purpose of learning.
3. Cell phones are prohibited on the playground.
4. If a student is found to have his/her cell phone on them while in class, the student will be subject to discipline.

### **Cell Phone Rules for the Middle/High School**

1. Students should not use their cell phones during class time, unless the teacher has given specific instruction to use cell phones for the purpose of learning.
2. Cell phones should be stored in the cell phone pocket organizer (parking lot) when in the classroom, unless the teacher has given specific instruction to use cell phones for the purpose of learning.

3. If a student is found to have his/her cell phone on them while in class, the student will be subject to discipline.

Teachers may also develop classroom rules for use of cell phones and other electronic devices.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form, including unauthorized use of artificial intelligence (AI). Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence (AI) to assist or complete an assignment or test without teacher authorization.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

### **Children's Protective Services Investigations**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

## Classroom Behavior

Teachers will establish classroom conduct rules that students must follow. This list will include grading procedures, course requirements, acceptable and unacceptable classroom behavior, etc. These rules and procedures will have been approved by the principal and students are expected to adhere to them.

Efforts shall be made by the staff to solve disciplinary problems within the school setting. The following actions by teachers are suggested for dealing with behavioral problems short of exclusion from school. This list does not preclude the use of other methods or approaches which are reasonable and purposeful, nor must these steps be followed as numbered for serious classroom offenses.

1. Warning—a verbal or written notice
2. Parent contact
3. Student conference
4. Restorative Practice
5. Teacher assigned detention period after or before school
6. Parent conference
7. Behavioral contract
8. Referral to social worker, principal, etc.

In addition, both buildings will utilize the PBIS/PSC Expectation Matrix.

## Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action. Once students arrive on school grounds, they are to remain on school grounds for the entire day. Students are not allowed in the parking areas or to leave school grounds during the school day for any reason without permission from the office. Students may not leave the premises for lunch or to pick up items for lunch unless accompanied by a parent/guardian. Students may not have food delivered from a restaurant or via delivery service. Closed campus applies to all students regardless of age. **Students who leave school grounds without permission from the office will be considered truant from school.**

## Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

### Communication Process

<b>Reese Public Schools Communication Process Flowchart</b>					
Please follow the contact flowchart below. To promote a quickened resolution, start with level one, as that individual is most familiar with the situation. Please recognize that as a district, we operate with openness, collaboration and the shared best interest for every student. Families that have not followed the "Communication Process Flowchart" will be directed to the appropriate level based on the circumstances.					
	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>	<b>LEVEL 5</b>
<b>504</b>	Classroom Teacher	Principal	504 Coordinator	Superintendent	School Board
<b>Athletics</b>	Level Coach (ex. JV Coach, MS Coach, etc.)	Program Head Coach (ex. Varsity Coach)	Athletic Director	Superintendent	School Board
<b>Classroom Questions or Concerns</b>	Classroom Teacher	Principal	Superintendent	School Board	
<b>Community Building Use</b>	School Office	Central Office			
<b>Discipline/Student Behavior</b>	Classroom Teacher	Principal	Superintendent	School Board	
<b>English Learner Program</b>	Classroom Teacher	Title I Director/Dean of Students	Principal	Superintendent	School Board
<b>Extracurricular Activities</b>	Program Advisor	Principal	Superintendent		
<b>Food Services (menu, special dietary needs, lunch fees)</b>	Director of Food Services	Superintendent	School Board		
<b>Special Education</b>	Classroom Teacher/ Special Education Teacher	Principal	Special Education Director/Supervisor	Superintendent	School Board
<b>Student Absence</b>	School Office	Principal	Superintendent		
<b>Student Concerns (social-emotional wellness)</b>	Classroom Teacher	Behavior Interventionist, Dean of Students, Caring for Students Provider, Pathways to Potential	Principal	Superintendent	School Board
<b>Transportation</b>	Director of Transportation	Principal	Superintendent	School Board	

## Concussion Protocol

Each coach, employee, volunteer, and other adult who works with student athletes in an athletic activity sponsored or operated by the District must complete the concussion awareness training program required by the Michigan Public Health Code at least once every 3 years.

Before allowing a student athlete to participate in any athletic activity, the District will annually:

A. provide the MHSAA- or state-approved educational materials on concussion awareness to each student athlete and to the student athlete's parent/guardian; and

B. obtain a statement signed by each student athlete and respective parent/guardian acknowledging receipt of the MHSAA- or state-approved concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

A student athlete must be removed from any practice or game when the student athlete is reasonably suspected of sustaining a concussion during a practice or game. The student athlete will not be permitted to participate in any school athletic activities involving physical exertion, including practices or games, until the student has:

A. been evaluated by a licensed physician, physician's assistant, or nurse practitioner;

B. received written and signed clearance to resume participation in athletic activities from a licensed physician, physician's assistant, or nurse practitioner; and

C. submitted to the school the written and signed clearance to resume participation in athletic activities, accompanied by written permission from the student's parent/guardian to resume participation.

District officials are not required to verify the qualifications of the physician, physician's assistant, or nurse practitioner who provides the clearance.

A student who has sustained a concussion may need accommodations, supports, and monitoring until the student is fully recovered. Nothing in this Policy automatically entitles a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act. Staff should refer a student who has sustained a concussion for evaluation if they suspect the student may have a disability, consistent with Policies 5601 and 5603.

## Crisis Procedures

Emergency procedures for the rapid and safe evacuation of all students and school personnel have been established and will be reviewed periodically. To help all students become familiar with these procedures, maps designating evacuation routes and instructions for tornado drills are posted in each classroom.

**ATTENTION AND IMMEDIATE COMPLIANCE WITH INSTRUCTIONS MUST BE OBSERVED BY ALL STUDENTS IN ANY DRILL OR SITUATION REQUIRING EMERGENCY PROCEDURES.**



## **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be subject to discipline or required to pay to replace or restore the property.

## **Dress and Grooming**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code, Policy 5204; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

## **Dress Code**

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

## **Driving and Parking Personal Vehicles**

Student driving and parking on District property is a privilege, not a right, which may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. The student must obtain, properly complete, and return a Student Parking Permit Application to the front office.
5. All automobiles parked on the school grounds must be registered with the school and must display the current decal on the front windshield.
6. If a student is driving a vehicle not regularly driven to school, he/she must register the vehicle on a daily basis in the front office.
7. Parking is strictly limited to the student parking area; vehicles must be properly parked.
8. Students are not permitted to drive to or from the Tech. Center unless the appropriate permission slip from the Tech. Center is completed properly.
9. Bicyclists are to follow appropriate safety regulations. Bicycles are to be placed in the bike rack at the northeast side of the school.
10. Vehicles driven to school must abide by village ordinances.

## **Drug Prevention**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school will strive to prevent drug abuse and help drug abusers by educational means. Drugs include dangerous controlled substances prohibited by Michigan statute, all chemicals which release toxic vapors, all alcoholic beverages, any prescription or patent drug except those for which permission to use in school has been granted pursuant to board policy, look-alikes, anabolic steroids, and any other illegal substance so designated and prohibited by law. Reese Public Schools has been designated as a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property in which it is prohibited to use, possess, conceal, deliver, or distribute any drug or paraphernalia. Disciplinary actions imposed can include expulsion and referral for prosecution. Compliance with these standards is mandatory for all students and community members who are on Reese Public School property.

## **Emergency Contact Information**

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

## **Fees**

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

## **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

## **First Aid, Illness, or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

## **Food Services**

The Reese Public Schools will receive and use federal funds and United States Department of Agriculture donated foods. No person because of race, color, national

origin, sex, age, or handicap shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in our United States Department of Agriculture donated food and child nutrition program. Any person who believes he/she has been discriminated against should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

### **Charge Policy for Meals**

Meals are free for all, however in order to purchase ala carte they must have cash or money in their account. In order to minimize unpaid accounts, we ask that all students be provided with, in a timely manner, money for their lunch accounts to purchase additional meals or ala carte items. Students will be allowed to charge reimbursable meals only and are given this meal based on the honor system to return payment due on the next day. If a students' lunch account becomes negative in an excess of \$20.00 a letter will go home with the student asking for prompt payment. Students can ask for their balances at the register. Also, low balance emails will be sent through an automated email program. All charges not paid before the end of the school year will be carried forward into the next year.

### **Cafeteria Rules**

1. Students must stay in the proper lines without cutting in front of other students.
2. Throwing and/or other unsanitary use of food will not be tolerated.
3. Students are responsible for cleaning up after themselves.
4. Students will show proper respect to all lunchroom staff.

### **Handbook Changes**

Changes in school policy may be made throughout the school year. Students and parents will be informed of changes through the daily student announcements and social media outlets.

### **Hazing**

Students, teachers, and school district staff are prohibited from hazing. District staff shall not allow hazing to occur. Incidents of hazing must be reported to the principal.

### **Head Lice, Nits, and Bed Bugs**

#### **A. Lice and Nits**

A student with nits within ¼ inch of the scalp or live lice may remain at school. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent/guardian and provide educational materials on head lice prevention and treatment.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's

parents/guardians, teacher, social workers, or administrators to determine the best approach to resolve the issue.

## **B. Bed Bugs**

If a District official suspects that a student's clothing or belongings contain bed bugs, the school nurse or other District official may visually inspect the student's clothing or belongings. Any bugs found should be removed and collected for identification. If a live bed bug is discovered, the District will notify the student's parent/guardian and provide educational materials on bed bug prevention and treatment.

No student will be excluded from school because of bed bugs unless efforts to remedy an infestation have been unsuccessful.

If bed bugs are found in a classroom or elsewhere in the school building, the building principal or designee will notify the parents/guardians of all students in the affected building and will provide information on bed bug prevention and treatment. The school building will not be closed due to bed bug presence. If pest management is necessary, it will be provided to affected areas of the school building consistent with Policy 3406.

## **Homeless Children and Youth**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Children and youth experiencing homelessness will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent experiencing homelessness who requires assistance should contact the District's homeless liaison:

Kristine Krieger, MS/HS Asst. Principal  
1696 Van Buren Rd. Reese, MI 48757  
(989) 868-4191  
[kkrieger@reese.k12.mi.us](mailto:kkrieger@reese.k12.mi.us)

For detailed information about Homeless Children and Youth, see Policy 5307.

## **Homeschooling**

In recognizing its responsibility to uphold the minimum educational standards of the State of Michigan, the Board of Education establishes the following policy and criteria regarding the acceptance of credits from state-approved, non-public homeschooling.

In order for credit or coursework to be accepted for courses taken in a state-approved, non-public home school, there must be verification that:

1. The course was taught by a certified teacher

2. The course met at least one hundred and twenty (120) hours per year for instruction in a regular academic course, or the total hours per year as set forth in the State Minimum Standards, if other than a regular academic course.
3. The course content is comparable to district established courses of study.

All students, grades 1 through 12, entering from a state-approved, non-public home school may be given an individual achievement test which will be used as an aid in placing these students. Recognition of credits or coursework from state-approved, non-public homeschooling shall be granted when the above-stated criteria are satisfied and upon completion of the first year of transfer, if the student demonstrates through successful performance in the regular classroom that she/he has mastered the previous courses. Recognition of the coursework will result in credit being issued. No letter grade will be issued.

### **Immunizations**

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

### **Inspection of Instructional Materials**

Parents have the right to inspect any instructional materials used as part of the educational curriculum for the student. Instructional material includes instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include tests or academic assessments. To review materials, please contact the building principal.

### **Law Enforcement Interviews**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

### **Library – Elementary Only**

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

### **Locker Use**

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Middle and high school students will be assigned a locker with a combination lock. The lock combination should never be shared with other students; locks should never be "set" for easy opening; and lockers should remain locked at all times. Lockers should not be shared with other students.

### **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**

### **Lost and Found**

All lost and found items are to be taken to the building's designated area. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Medication**

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.

- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

### **Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers**

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

### **Parent Involvement in Education**

A copy of the District's Parent Involvement in Education policy, Policy 5401, is attached as Appendix C.

### **Parties**

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

### **Pesticide Application**

Annually, parents will have the option to receive notification prior to any pesticide application. Posted information will be on the buildings and on the application area. The information sent to parents will include the type of pesticide and its potential side effects, the location of the application, and the date of the application.

### **Playground/Recess Rules**

Students must follow these rules during recess or while using the playground:

Reese Elementary School will utilize the PBIS Expectation Matrix, which can be found in the PBIS Student/Parent Handbook. Recess is an important part of each day. Children are expected to participate and need to dress appropriately for the weather.



Children who are too ill to play outdoors normally should be kept at home to receive the proper rest and care. Students will go outside for recess as long as the wind chill temperature is above ten (10) degrees Fahrenheit.

Reese Middle School students are allowed to go outside during their lunch period. Students should not be in the following areas: the woods, the dugouts, or on the track mats. Students are welcome to use the track to walk or run, the outside basketball court, or hang out on the picnic tables.

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

### **Protection of Pupil Rights**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix D.

### **Public Display of Affection**

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

### **Rights of Custodial and Non-Custodial Parents**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

### **School Social Emotional Support**

The health and safety of our students is our top priority and we want to partner with you

to ensure that our students are successful. We know that many factors influence a student's success and we also understand and value that you know your child best and serve as their best advocate. When students are struggling, our goal is to work together to identify what is going on and determine the best strategies to meet their needs.

We are able to help identify needs of students and/or families that may be impacting academic success and overall well-being and help students and families get connected to resources. Our school offers several different types of assistance, including the Caring For Students program, to ensure that students are safe, healthy, challenged, supported and engaged. These behavioral health supports may include:

- Screening to identify signs of emotional or mental health concerns, substance abuse, or other barriers to learning
- Help in identifying social and/or health needs that may be impacting attendance and academic success
- Meeting with parents/caregivers, teachers and/or other school staff to identify strategies and develop a plan to address concerns
- Support in navigating systems and connecting you and/or your child to community resources to meet needs
- Individual encounters for brief/crisis intervention

If further support is deemed necessary, you will be contacted for additional parental consent.

**If you do not want your child to access these additional supports, you may opt out by signing the opt out form available on the district's website and/or in the school office. This must be updated annually.**

### **Search and Seizure**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

## **Sex Education**

A written notification will be sent out to parents/guardians in advance of any reproductive health and HIV education classes. The Michigan School Code requires HIV education, and provides parents/guardians the option to excuse their child from any or all reproductive and HIV classes. Parents also will be given an opportunity to review the materials and methods prior to instruction. Please contact the building principal with any questions.

## **Student Education Records**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

### **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

## **Directory Information**

The District designates the following information as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the

student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix E. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

### **Address Confidentiality Program**

The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

### **Technology**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Policy attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Policy may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

### **Acceptable Use of AI**

Students may use artificial intelligence (AI) in the school setting and for school-related tasks in compliance with Board Policy, including, but not limited to, academic integrity, technology and acceptable use, unlawful harassment, non-discrimination, anti-bullying, and the Student Code of Conduct.

Students may only use AI to assist with or complete coursework when expressly authorized by their teacher. Students should be aware that AI may generate inaccurate or biased information. Any AI-generated material used must be cited or otherwise acknowledged and thoroughly reviewed to ensure appropriateness and accuracy.

Students should not share personally identifiable or sensitive information on an AI tool, including any application, data system, software, or hardware that operates in whole or in part using AI.

Students who use AI in violation of law, Board Policy, or this Handbook may be subject to discipline.

### **Threat Assessment and Response**

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

### **Transportation Services**

#### **School Vehicle Rules**

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting on school property for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

10. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
16. Students who are regular bus route riders must ride on their assigned bus.
17. Students who are not regular bus route riders may not ride the bus with a friend.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

### **School Vehicle Misconduct Consequences**

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, restorative practices, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

### **Video Surveillance and Photographs**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event

unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

### **Visitors**

All visitors including parents, former students, etc. must check in at the main office and follow building procedures. Visitors need to be clear about their purpose for visiting, who they wish to visit, and for how long.

The superintendent or the principal has the authority to prohibit the entry of any person to a school of this district or to dismiss any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

### **Withdrawal From School**

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal via an Intent to Withdraw form, which can be picked up in the office or found on the school website.

## **SECTION II: ACADEMICS**

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via Skyward.

To register for Skyward, contact Kerry Messing at [kmessing@reese.k12.mi.us](mailto:kmessing@reese.k12.mi.us) to request a username and password.

### **Academic Awards**

#### **High School Academic Recognition**

At the end of each school year (based on the first three marking period grades), students who have earned a 3.0–3.49 grade point average (and have been at RHS for at least 100 days) will receive a certificate. Those who have earned a 3.5 or higher grade point average will receive:

First Year: Academic Certificate

Second year: Academic Pin

Third Year: Academic Medal

Fourth year: Academic Stoll

#### **High School Graduation Honors**

To be valedictorian or salutatorian or a member of the Top Ten at Reese High School, a student must have a minimum of one and one-half years' attendance and grades at Reese High School at the time of graduation. (This would require at least one year of work earned at Reese High School before students are ranked at the end of first semester of the senior year).

To graduate with honors at Reese High School, a student must have a minimum of one year's attendance and grades at Reese High School at the time of graduation.

Because weighted grades are not used at Reese, weighted grades from other schools will not be used in calculating the G.P.A. A straight 4.00 ("A" or "A+" equals 4.00) system will be used to calculate transfer honor points onto the Reese transcript.

To determine the valedictorian, salutatorian, and members of the Top Ten at Reese High School, Reese Public Schools will use a formula for selecting students for academic honors known as Senior Scholars based on grade point average (GPA) and students SAT/ACT scores. (It is the responsibility of students to have their ACT scores and additional SAT scores reported to the high school office by end of first semester their senior year.) At the end of the first semester of the senior year, RPS will calculate for Senior Scholars.



Formula:

GPA (rounded to 3 decimals) x 250 = \_\_\_\_

Combined SAT or ACT score (choose one only)

SAT divided by 1.6 = \_\_\_\_

or

ACT score multiplied by 27.778 = \_\_\_\_

Total score of (GPA and ACT) or (GPA and SAT) = \_\_\_\_

Scores will be less than 2000

**Student example:**

GPA = 3.983 ACT = 30

$3.983 \times 250 = 995.750$

$30 \times 27.778 = 833.340$

**Total = 1829.090**

**Student example:**

GPA = 3.983 SAT = 1420

$3.983 \times 250 = 995.750$

$1420 \div 1.6 = 887.5$

**Total = 1883.25**

If a student takes both tests, we will use the test score that gives them the higher number of points. Seniors that achieve a minimum cut score of 1650 points will be recognized as Senior Scholars and receive a double cord at Academic Awards and Graduation. The Senior Scholar point system would not change a student's rank on their transcript. Single honor cords represent a 3.0 GPA and above at Academic Awards and Graduation.

### Advanced Placement (AP) Courses

Reese High School currently offers two (2) Advanced Placement (AP) courses: AP Psychology and AP World History. These courses are available to students beginning their sophomore year. Students can register for these courses in the spring. Students electing to take an AP Exam while enrolled in our AP course will be responsible for half the cost of the exam, due in January.

### Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

### Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma.

1. Total credits required for graduation:  
Class of 2026 = 22 credits  
Class of 2027 = 23 credits  
Class of 2028 and beyond = 24 credits
2. Each course meeting five days per week will be given  $\frac{1}{2}$  credit per semester.
3. The **required** courses and units of credit for the classes are:

English	8 semesters	2 semesters of English I 2 semesters of English II 2 semesters of English III 2 semesters of either English IV, Advanced Writing, or Advanced Literature
Math	8 semesters	2 semesters of Algebra I 2 semesters of Geometry 2 Semesters of Algebra II or Algebra II Essentials 2 semesters of an elective math credit to be taken during their fourth year (Stats, Financial Math, Physics, Pre-Calculus, or other math courses offered in a particular year)
Science	6 semesters	2 semesters of Biology or Agricultural Biology 2 semesters of Physical Science or Sustainable Agriculture 2 semesters Chemistry or Physics (if not taking Physics as a 4 <sup>th</sup> year math credit)
Social Studies	6 semesters	2 semesters of US History 2 semesters of World History 1 semester of Government 1 semester of Economics/Financial Literacy (for the Class of 2028 and beyond)
World Language (language other than English)	4 semesters	One credit can be substituted with the completion of a career and technical education program OR an additional fine arts course
Physical Education	1 semester	
Health	1 semester	
Fine Arts	2 semesters	This includes art, choir, band, or robotics

4. All students are required to attend eight semesters of high school.
5. Electives are those subjects which the student may choose for him/herself.
6. Each student must be enrolled in seven classes per semester. A waiver of this requirement may be granted if the student is participating in an approved program through the Tuscola Technology Center or is participating in dual enrollment.
7. Online computer classes for graduation credit will only be used:
  - 1) for supplementing the current Reese Curriculum. Duplicate courses will only be allowed to be taken if the student has failed the regular education course offered by the school district;
  - 2) when the course is not offered by the Reese Public Schools; and
  - 3) when all scheduling options have been exhausted and a conflict appears in a student's schedule that cannot be resolved.
8. Students will:
  - 1) only be allowed to take coursework after securing permission from the administration and parents;
  - 2) complete the coursework during the school day in a monitored location; and
  - 3) courses are to be used for high school credit. The transfer of on-line coursework for graduation must be from a board-approved provider. Student who receive a C- or lower in his/her online course will be prohibited from taking an online course the following semester. Administration will reassess for the next academic year.

### **Dropping or Adding a Class**

No changes will be made in a student's schedule after the first five (5) school days of each semester without the principal and/or designee consulting with the teacher, and the parent giving written permission.

### **Dual Enrollment**

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

By March 1 of each year, the District will provide general information to all students in grades 8 or above about postsecondary enrollment options. In addition, the District will provide detailed information to all high-school students about postsecondary enrollment options. That information will include all of the following:

- enrollment eligibility;
- the institutions and types of courses in which students may enroll;
- the District's decision-making process for granting academic credits;
- an explanation of the costs that the District will pay and financial arrangements for paying costs not paid by the District;
- an explanation that the District will pay the eligible postsecondary institution directly upon being billed by the postsecondary institution for those charges that

are the District's responsibility and that the student will be responsible for additional costs not paid by the District;

- available support services provided by the District;
- the need to arrange an appropriate schedule;
- consequences to the student for failing or not completing an eligible course, including being required to repay the District for money paid by the District on the student's behalf to the postsecondary institution;
- the effect of enrolling in an eligible postsecondary course on the eligible student's ability to complete the required high-school graduation requirements; and
- the academic and social responsibilities that must be assumed by the eligible student and his or her parent.

The District will, to the extent possible, offer counseling services to a student and his or her parent before the student enrolls in an eligible postsecondary course to ensure that the student and his or her parents are fully aware of the benefits, risks, and possible consequences of enrolling in an eligible course. The District will also encourage eligible students and their parents to use available counseling services from the postsecondary institution.

Dual Enrollment (DE) is a category of Reese High School's academic program for selected high school juniors and seniors who have needs and/or desire for a course or courses not offered in our current program. This program is offered in conjunction with local public university or local public college course offerings during each of their semesters. Private colleges/universities do not qualify. Additional information and requirements are in the High School Handbook.

### **Admission Requirements**

1. The student must have taken the PSAT, SAT or ACT and have at least one [qualifying score](#).
2. The dual enrollment application must have been turned into the academic advising office by the due date and endorsed by your academic advisor or administration.
3. The student must be on track for meeting all of Reese High School's graduation requirements.
4. A student must carry seven classes between high school classes and Dual Enrollment classes per semester.
5. The district must not offer the college courses for which state school aid funds are used, and must be an academic course and be a requirement towards a certificate or degree program. Courses that are activity, recreation, or religious in nature will not be approved.
6. Students are no longer eligible if they are no longer on track for meeting all of Reese High School's graduation requirements.
7. Students may elect to take the college classes for either college credit only OR college and high school credit.\*

\*Grades will be computed for high school GPA and class rank may be impacted.

8. Reese Public Schools will pay tuition, mandatory course fees, materials fees (including textbooks required for a course), and registration fees up to the allowed amount per credit, which varies each year. Students are responsible for all expenses not eligible for reimbursement, as well as eligible items over and above the school funding amount.
9. Dual enrollment course eligibility is subject to changes made by the Michigan Department of Education Per Pupil Funding requirements and are subject to change. We cannot override the rules governing funding reimbursement for dual enrollment courses.

## Procedure

1. Review the Dual Enrollment section for [Delta](#) or [SVSU](#)
2. Complete a dual enrollment college application - [Delta College](#) or [SVSU](#).
3. Return your dual enrollment application with full course title and college label such as: PSY 211 General Psychology. For Delta College, this is the [Tuition Authorization Form at Delta](#) or the [High School Dual Enrollment Agreement at SVSU](#), to your academic advisor for approval. Acceptable course work must meet the following criteria:
  - a. Course(s) not offered at Reese High School or Tuscola Technology Center.
  - b. Course(s) not available to a student because of scheduling conflict which fall under the requirements of the Michigan Merit Curriculum.
  - c. The dual enrollment course must be academic in nature and be a requirement for a certificate or degree program; the district is not responsible for tuition of activity courses.
4. Once accepted, you will need to create an online student account, take an entrance exam if required, and complete an online orientation, if required.
5. Register for courses online. You need to find the Academic Calendar of the college to know the registration dates, course start/end dates and drop/add dates. These will be different than RHS calendar.
6. If you are not eligible for district paid tuition and fees, be sure to pay all tuition and fees on time.
7. Purchase any books and required supplies by presenting your course schedule to the college bookstore before the course start date. Students are responsible for the costs of books and supplies and may request reimbursement of required materials if they have not exhausted the allotted school funding amount.
8. If you withdraw or stop attending the course(s), you must do so in writing to the college and give a copy to Reese Public School administration. Dates, fees, and costs of refunds are outlined on the college websites. Do not drop course(s) without speaking to school administration. If course(s) is dropped, be sure to verify through your account that course(s) is dropped. If a full refund is not received to the district from the college, payment to the district is the responsibility of the student. Students will be responsible for the registration fee paid by the district (not included in any refunds). Students who do not get a full refund after withdrawing from classes will be reviewed for future dual enrollment opportunities.

9. You must pass the course with a C or better in to continue taking any additional DE course.

### Exam Opt Out

Reese High School offers the opportunity to students to opt out of taking their final exam(s) at the end of each semester. We understand the importance of students taking exams, especially those who are college-bound, as they help demonstrate learning and practice the rigor involved with taking final exams at the collegiate level. However, we would like to offer this opportunity to students as an incentive for attending school regularly and doing well in class throughout the semester. This would be determined on a class by class basis. Students may qualify in all seven of their classes (with some exceptions such as online, dual enrollment, and tech classes), but we are limiting the number of exams students can opt out of to three. Parent/guardian consent is also needed. The requirements are as follows:

- 6 or fewer excused absences per class, per semester - **no unexcused absences**
  - Per board policy and the district handbook, the following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:
    - the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness)
    - severe weather
    - medical appointments for the student
    - death or serious illness of the student's family member
    - attendance at a funeral, wedding, or graduation
    - appearance at court or for other legal matters
    - observance of religious holidays of the student's own faith
    - college planning visits
    - personal or family vacations
  - Parents or guardians should call in to excuse their child either the day of the absence or by 3:00 pm the next school day after the absence - **Excuses cannot be given after this time**
  - Documentation (doctor's note, court papers, funeral card, etc.) should be turned in, when available, by 3:00 pm the day after an absence
  - Attendance can be checked through Skyward at any time - It is encouraged that parents and students utilize Skyward to check attendance regularly
- Students must carry a "B" in the class each marking period
  - This is not a semester average, but a "B" each marking period
  - This demonstrates the student has learned the material necessary to pass the class
- Students may choose to take the final exam, even if they qualify for the exemption, in order to improve their overall grade or for practice
  - Should the exam lower their grade, that exam should not be calculated into their final semester grade

- Semester grades are typically calculated as follows: 40% of the marking period one grade, 40% of the marking period two grade, and 20% of the semester exam grade
- In the case of a student qualifying to opt-out, the semester grade would be calculated as follows: 50% of the marking period one grade and 50% of the marking period two grade
- Dates for Opt Out for the 2025-26 school year will be as follows:
  - Semester One
    - Qualifying day for absences and grades December 19, 2025
    - Signed sheets due back to office January 9, 2026
  - Semester Two
    - Seniors
      - Qualifying day for absences and grades April 24, 2026
      - Signed sheets due back to office May 1, 2026
    - 9th - 11th grade students
      - Qualifying day for absences and grades May 22, 2025
      - Signed sheets due back to office May 29, 2026

## Grades

### Incompletes

In the event a student is issued an incomplete, they have five (5) school days (Monday-Friday) to make up whatever work they are missing. A request for an extension must be approved by the principal. Incompletes not made up within 5 calendar days Monday-Friday will result in the student's grade being computed using a score of zero or a grade of E for the missing work.

### Middle/High School Grading Scale

Regular Courses			Adv. Placement (AP)	11 Point Scale
Grade	High Value	Low Value	Grade	Points
A	100.00	92.50		11
A-	92.49	89.50		10
B+	89.49	86.50		9
B	86.49	82.50	A	8
B-	82.49	79.50	A-	7
C+	79.49	76.50	B+	6
C	76.49	72.50	B	5
C-	72.49	69.50	B-	4
D+	69.49	66.50	C+	3
D	66.49	62.50	C	2
D-	62.49	59.50	C-	1
E	59.49	56.50	D+	0
E	56.49	52.50	D	
E	52.49	48.50	D-	
E	48.49	00.00		

## **High School Semester Grading Procedures**

School Board policy specifies that each marking period grade will count as 40 percent of the final semester grade and the final exam will count as 20 percent. All high school teachers will use the eleven-point scale for determining semester grades. In the final computation, the grade is to be rounded up if the result ends in a .5 or higher. All three parts (marking period grade, marking period grade, and final exam) will be used in determining the final semester grade.

### **Homework**

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

### **Personal Curriculum**

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9<sup>th</sup> grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact Kevin Seeger at [kseeger@reese.k12.mi.us](mailto:kseeger@reese.k12.mi.us) or (989) 868-4191.

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

### **Placement**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

### **Students with Disabilities**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.



A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact: for Special Education, Karen Demeray at [kdemeray@tuscolaisd.org](mailto:kdemeray@tuscolaisd.org); for 504, Kristine Krieger at [kkrieger@reese.k12.mi.us](mailto:kkrieger@reese.k12.mi.us).

### **Testing Out**

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with the Academic Advisor/Dean of Students. Any high school student who wishes to test out of a course in which s/he is not enrolled may do so by taking the final examinations for the course and receiving a grade of at least C+ (78%+) on each. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement but may not be used to determine the student's GPA.

### **Work Permits**

Information about work permits is available at the rack outside the high school office. They can be signed by the principal, assistant principal, or central office administrative assistant.

### **SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS**

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

For the 2025-2026 school year, the District offers the following student clubs, activities, and athletics:

#### **Middle School**

**Clubs and Activities:** Reese Middle School Out-of-Doors Club, ROVE, Student Council, Peer to Peer, Pompon, Equestrian

**Fall Sports:** Cross Country (grades 6-8), Football (grades 7-8), Volleyball (grades 7-8)

**Winter Sports:** Boys and Girls Basketball (grades 7-8)

**Spring Sports:** Track and Field (grades 6-8)

#### **High School**

**Clubs and Activities:** Reese Out-of-Doors Club, Trap Team, ROVE, Student Council, Nerd Herd, National Honor Society, Peer to Peer, FFA, Equestrian

**Fall Sports:** Cross Country, Football, Pompon, Volleyball

**Winter Sports:** Basketball, Pompon, Bowling, Gymnastics, Hockey

**Spring Sports:** Baseball, Softball, Track and Field

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

#### **Extracurricular Activities**

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see Policy 5507.

### **Student-Initiated Non-Curricular Clubs**

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

### **Transportation To/From Extracurricular Activities**

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

## **SECTION IV: DISCIPLINE AND CODE OF CONDUCT**

### **Discipline Generally**

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

### **Forms of School Discipline & Applicable Due Process**

#### **After-School Detention**

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

#### **Saturday School**

The building administrator may require a student to attend Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

#### **In-School Suspension**

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except

for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

### **Snap Suspension - Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- Intentionally disrupted the class, subject, or activity;
- Jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- Was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

### **Removal for 10 or Fewer School Days**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

### **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

### **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

### **Student Code of Conduct**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. The student's age;
2. The student's disciplinary history;

3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices will be used to address the behavior; and
7. Whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
<b>Illegal Substances or Paraphernalia, including Alcohol:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<b>Tobacco/Nicotine:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<b>Disruptive Behavior or Insubordination:</b> disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<b>Dangerous Weapon Possession:</b> firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public schools</li> <li>• Police Referral</li> </ul>
<b>Other Weapons and Look-Alike Weapons Possession:</b> an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>

<b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public schools</li> <li>• Police Referral</li> </ul>
<b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion up to 180 school days</li> <li>• Police Referral</li> </ul>
<b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public schools</li> <li>• Police Referral</li> </ul>
<b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement that constitutes a threat against a student, employee, other person, or school property.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others' work, or unauthorized use of AI.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Credit Loss or Grade Reduction</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>



<p><b>Criminal Sexual Conduct:</b> commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public schools</li> <li>• Police Referral</li> </ul>
<p><b>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b></p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff, including AI-generated videos or photographs.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Misuse of District Technology:</b> violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>

## SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES

### ELEMENTARY SCHOOL

#### Parent Pick-Up & Drop-Off Procedures

##### Morning Drop-Off

- Kindergarten through fifth grade parents will use the circle drive (enter at the East Street entrance). Preschool parents are required to walk their child to their teacher to sign-in (*enter at Center Street entrance*).
- Pull up as far as you can. If you are in the “loading/unloading zone” your child can exit from the **passenger side only**.
- Once your child has exited the vehicle, continue through the loop and exit at East Street.
- Doors open at 7:50 AM. Please do not drop off your child prior to 7:40 AM as there will not be supervision.
- The gym doors will be shut and locked at 7:55 AM. If you arrive after 7:55 AM, a parent must sign their child in at the main office and they will be marked tardy.

##### Afternoon Pick-Up

- Kindergarten through fifth grade parents will use the circle drive (enter at the East Street entrance).
- If you are not using the circle drive (*Preschool families*) you must exit your vehicle and walk up to pick up your child. We will not dismiss students to the parking lot without an adult. Preschool parents are required to pick up their child and sign-out with the teacher.  
**IMPORTANT:** please exit through the circle drive and not the Center Street entrance.
- If using the circle drive, a staff member with a radio will ask for your family name. Families will be called to the front and a staff member will load them into the passenger side of the vehicle.
- Once a group of cars is loaded and has exited, pull up to the very front of the line for the next group to load.
- Students will be outside at 2:55 PM and will stand with their grade. All students need to be picked up by 3:05 PM.

### MIDDLE/HIGH SCHOOL

#### Academic Plan

It is the responsibility of each student to confer with the Academic Advisor/Dean of Students to plan a high school program which will prepare the student to reach post-graduate goal(s) and, if the student is interested in participating in athletics in college, it is the student's responsibility to confer with the Academic Advisor/Dean of Students regarding the academic requirements of the NCAA.

## **Adult Students**

Adult students (age 18 or older) are expected to follow all school rules. Upon attaining the age of 18, a student may request in writing, on a form provided by the school's principal, that all rights conferred by the federal Family Educational Rights and Privacy Act (FERPA) be transferred to him or her as an eligible student under that act. An eligible student may provide his or her own absence excuses and sign in and out following all school rules, as well as receive his or her report card and test data. However, this does not give the student any other privileges beyond those of any other students in the school district. The student may not sign out or excuse absences unless the reasons for doing so conform to those allowed for parents to excuse minor students. FERPA regulations state that as long as an eligible student qualifies as a dependent under Section 152 of the Internal Revenue Code, the student's parent(s)/guardian(s) also have access to the student's educational records. Thus, the eligible student's parent(s)/guardian(s) will continue to have access to his or her school records (attendance, discipline, grades, or any other written or verbal information concerning school progress) as long as they can claim the student on their federal tax return. Copies of all educational records will continue to be communicated to the student's parent(s)/guardian(s) unless there is a request in writing on the form provided that the school not do so, either because they do not want such communication or because the student no longer qualifies as a dependent under IRS regulations.

## **Conferences with Teachers**

Teachers will be available for conferences during their preparation periods, before school (7:50–8:00 am), and after school (2:50-3:05 pm). However, all conferences with teachers should take place at times that do not take teachers away from assigned teaching duties, and arrangements for a conference must be made in advance with the teacher. Parents wishing to observe classrooms must have approval of the administrator.

## **Class Officers**

Each high school class will elect a president, vice-president, secretary and treasurer. Their function is to organize class activities to benefit the members of their class. The president and vice-president from each class are members of the Student Council. Election of class officers and student council representatives shall be conducted in the spring for the following school year. Freshman class officers and Student Council representatives must be elected within two weeks of the school year's beginning.

## **Earning HS Credit in MS**

Middle school students in the eighth grade have the opportunity to earn credits toward high school graduation by taking Spanish I. Space is limited in this class, as it is a high school class. Students will be selected based on their grades, attendance, and behavior. Students must take and pass the semester exam in order to earn credit. They do not qualify for the Exam Opt Out. This class will NOT count toward their high school GPA, but will count toward the credits they need to earn in order to fulfill the state requirements.

## Fines

Fines should be paid on a yearly basis. If any fines remain on account when a student is a senior, the fine will need to be paid off before the diploma is issued.

## Phone Messages

Phone messages to the school to be delivered to staff and students will only be done when the message will not interrupt the educational process. **Messages will only be taken in the case of an emergency and even then there will not be a guarantee the message can be delivered due to changing of classes and students being unavailable.** We strongly encourage that all issues relating to students be taken care of prior to the students leaving for school as this will simplify any issues or conflicts that may occur. Students may check for cell phone message between classes.

## Progress Reports and Report Cards

Reese Public Schools have transitioned to a fully digital system for sharing student academic progress. Report cards and progress reports will no longer be mailed home. Instead, families can conveniently access these documents anytime through Skyward Family Access.

Progress reports are shared midway through each marking period, and report cards are available at the end of each quarter. If you need assistance logging into Skyward or would like a printed copy, please contact the school office—we're happy to help!

## Rules Governing Activities

Any school dances, parties or activities, etc. outside of school hours must be scheduled in advance and must be approved by the faculty sponsor and principal. To obtain permission for any such activity, the sponsoring organization must secure an activity permit, complete the form, including proper signatures, and return it to the principal at least two weeks before the event. At least two staff members must be present as chaperones. School parties, dances, etc. are for Reese Public Schools students and their invited guests. If a high school student wishes to invite a guest from another school, prior arrangements must be made with the advisor (using a guest slip, sign-up sheet in the office, etc.) **Middle school students cannot invite guests.** The following procedures will govern all school social functions:

1. School parties, dances, etc. are not open to the public.
2. Students are under school guidelines during all school activities.
3. Guests must be under the age of 21 and have guest form completed before day of dance.
4. Normal school dress is acceptable at all school functions unless the dress is specified for a certain activity.
5. Students who leave the building will not be allowed to return.
6. Students are not to be in school at night or during the weekend unless under the direct supervision of a faculty member, class advisor, coach, etc. Likewise, students participating in athletic and other extracurricular activities may not be in

the building or using school equipment unless under the direct supervision of a coach, class advisor, etc.

### **Virtual Learner Programming – Middle High School Only**

We believe that most students learn best from in-person participation. However, some families may want to consider a virtual learning program due to extenuating circumstances. For information on the application process, contact Mrs. Kristine Krieger, Director of Virtual Learning, at [kkrieger@reese.k12.mi.us](mailto:kkrieger@reese.k12.mi.us). Reese Public Schools will review all requests for virtual learning programs on a case-by-case basis and in consultation with each family.

Link to Edmentum Course Catalog:

<https://www.edmentum.com/curricula-catalog/?refinementList%5Bproduct%5D%5B0%5D=Courseware>

We ensure all students meet the requirements outlined in the Michigan Merit Curriculum (MMC) through a variety of course offerings and learning experiences.

### **Eligibility/Academics**

A student who wishes to participate in extracurricular activities, who meets all other MHSAA standards and qualifications, may for this school year be participating in virtual classes, hybrid schedule, or full time face to face learning and remain eligible for extracurricular activities. The educational program the student is participating in must be based on Reese Public Schools approved curriculum and on a seven period school day. All other academic eligibility rules apply to all students that are taking off campus classes and those receiving face to face learning.

**APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION  
(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)**

**3115 Nondiscrimination and Retaliation**

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.

B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.

C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.

D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.

E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.

F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.

G. Reserved

H. Training and Notice: For more information about training requirements and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements and Policy Notice.

### **3118 Title IX Sexual Harassment**

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations. This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of Unlawful Discrimination and Unlawful Harassment (e.g., race, age, disability) Complaints that include allegations of Title IX sexual harassment may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance Procedure under Policies 3115-3115H. Investigating other forms of discrimination, including harassment and retaliation, pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 3115-3115H, 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and Informal Resolution Facilitator cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or Informal Resolution Facilitator must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions

For purposes of this Policy only, the below terms are defined as follows:

1. “Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

- a. A District employee conditioning the provision of a District aid, benefit, or service on a person’s participation in unwelcome sexual conduct;
- b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
- c. “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8), or “stalking” as defined in 34 USC 12291(a)(30).

- i. “Sexual assault” is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent.

- A) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- B) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- C) Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- D) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- E) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein



marriage is prohibited by law.

F) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.

iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.

3. "Appeals Officer" is the person designated by the District to decide appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.

5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

6. "Day," unless otherwise indicated, means a day that the District's central

office is open for business.

7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.

8. “Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.

9. “Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.

10. “Grievance Process” is the process by which the District investigates and determines responsibility for Formal Complaints.

11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator has a conflict of interest or bias.

12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).

13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. “Supportive Measures” are non-disciplinary, non-punitive, individualized supports offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.

15. “Title IX Coordinator” is the person(s) designated by the District to coordinate the District’s Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on any matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

B. Posting Requirement: The Title IX Coordinator’s contact information (name or title, office address, electronic mail address, and telephone number), along with the District’s Title IX nondiscrimination statement, must be prominently posted on the

District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator: All Coordinators, including the Title IX Coordinator, are identified in Policy 3115B.

D. Reporting Title IX Sexual Harassment: A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of possible sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

#### E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference: Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment: Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a

#### Formal Complaint.

3. Formal Complaint Filed: Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using a designated Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment: The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping: The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes. The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures: After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party. Supportive measures are offered without charge and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

#### 7. Respondent Removal

a. Emergency Removal (Student): The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities

Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee): The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement: In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701. The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay. If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

#### F. Grievance Process

1. Generally: The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process. Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent. The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness. Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct. At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include, but is not limited to, absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action. Any disciplinary action resulting from the Grievance

Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts. After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations: Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
  - b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
  - c. A statement that the Respondent is presumed not responsible for the alleged conduct;
  - d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
  - e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
  - f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during an investigation or the disciplinary process, a citation to that portion of the Code of Conduct. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in the initial notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution: During the Grievance Process, after a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process. Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process. Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student. A party is not required to participate in an informal resolution process. When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
  - b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
  - c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to a final resolution; and
  - d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or that could be disclosed.
4. Investigation: The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.
- a. Investigation Process: The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding the privilege has waived the privilege in writing. The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process. The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence. Parties may be accompanied by an advisor of their choice, including an attorney, during the Grievance Procedure. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Investigator or Title IX Coordinator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses). The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate. As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited. The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence

obtained from any source. Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report: The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker. At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker. The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility: The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process. Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions. The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
  - i. Notification to the parties;
  - ii. Party and witness interviews;
  - iii. Site visits;
  - iv. Methods used to collect evidence; and
  - v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct,



policy, law, or rule to the facts;

e. A statement of, and rationale for, the result as to each allegation, including:

i. A determination of responsibility;

ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and

iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.

f. Appeal rights.

6. Appeals: Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights. Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

a. A procedural irregularity that affected the outcome.

b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.

c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision. Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision. The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days. The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually. The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

#### G. Dismissal

1. Mandatory Dismissals: The Title IX Coordinator must dismiss a Formal Complaint if:

a. The Formal Complaint's allegations, even if substantiated, would not constitute sexual harassment as defined in this Policy;

b. The Formal Complaint's allegations did not occur in the District's programs or activities; or

c. The Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals: The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy. Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

H. Consolidation of Complaints: The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

I. Remedies and Disciplinary Sanctions: The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations.

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

J. False Statements: Any person who knowingly makes a materially false statement in bad faith during a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

K. Confidentiality: The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

L. Retaliation: Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section. When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX. Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

M. Training: All District employees must be trained on how to identify and report sexual harassment. Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as

outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance. Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant. Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

N. Record Keeping: The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures. The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

O. Office for Civil Rights: Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights

1350 Euclid Avenue, Suite 325

Cleveland, Ohio 44115

Phone: (216) 522-4970

[E-mail U.S. Department of Education Office for Civil Rights](#)

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

## **APPENDIX B: ANTI-BULLYING**

### **5207 Anti-Bullying Policy**

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

#### **A. Prohibited Conduct**

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- a. substantially interfering with a student's educational opportunities, benefits, or programs;
- b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident: If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation: All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will

conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian: If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. Annual Reports: At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board. The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official: The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy: The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications. The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

#### H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. "Telecommunications access device" means any of the following:

a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided

by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications service provider" means any of the following:
- a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
  - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
  - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

## **APPENDIX C: PARENT INVOLVEMENT IN EDUCATION**

A. Parent/Guardian Involvement: The District will take the following steps to encourage parent/guardian involvement in their student's education:

1. Parents/guardians will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.

a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.

b. Parents/guardians may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.

2. Parents/guardians will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present. Parents/guardians must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a parent/guardian observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents/guardians who want to observe instructional activities also must adhere to Policy 3105.

Parents/guardians are not permitted to observe testing.

3. Parents/guardians may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.

4. At the beginning of the school year, the District will notify parents/guardians of students attending Title I schools of the right to request a copy of this Policy. The District will provide a copy of this Policy to a requesting parent/guardian in a timely manner.

5. The Superintendent is directed to develop and implement parental involvement contracts with parents/guardians. These contracts must be voluntary and must include the following:

a. the parent/guardian will:

i. review homework and offer assistance when needed;

ii. ensure the student arrives at school each day on time and ready to learn;

iii. attend school functions and support the student's school activities; and,

iv. make every effort to attend parent-/guardian-teacher conferences.

b. The student will:

i. participate in class discussions;

ii. complete assignments in an accurate, neat, and timely manner;

iii. come to school each day on time;

iv. pay attention in class and complete assigned lessons;



- v. obey applicable rules and codes of conduct; and vi. respect teachers, school administrators, and other students
- c. The teacher will:
  - i. set high standards for quality instruction that promote grade appropriate academic skills;
  - ii. keep accurate attendance records;
  - iii. teach students how to study;
  - iv. review basic concepts taught in class;
  - v. maintain a welcoming atmosphere; and
  - vi. provide flexible scheduling for parent/guardian visits and participation.
- d. Ways for the parent/guardian to explain any obstacles that prevent compliance with the contract.

If a parental involvement contract identifies obstacles to participation, the Superintendent will consider accessing possible resources to help overcome those obstacles.

#### B. Assessments and Surveys

1. State assessments: Pursuant to state law, the District will not approve parent/guardian requests to opt students out of state assessments.
2. National Assessment of Educational Progress: As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary. The District will notify parents/guardians of students eligible to take the NAEP before the assessment is administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the District in writing at least 3 school days before the assessment date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.
3. Surveys: Parents/guardians will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.

## APPENDIX D: PROTECTION OF PUPIL RIGHTS

### PPRA Notice and Consent/Opt-Out

The Protection of Pupil Rights Amendment (PPRA) requires that the District notify you and obtain your consent, or allow you to opt your student out of, participating in any school survey, analysis, or evaluation that involves one or more of the following 8 subjects (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parents; or
8. Income, other than as required by law to determine program eligibility.

The notification and opt-out requirement also applies to the collection, disclosure, or use of a student’s personal information for marketing purposes (“marketing surveys”) and certain physical exams and screenings.

Below is a list of the protected information or marketing surveys that require parental notice and consent or opt-out for the upcoming school year. You have the right to review a protected information or marketing survey before it is given to your student to determine whether you want your student to participate. If you want to review materials that will be used in a protected information or marketing survey please submit your request to Reese Public Schools Superintendent at 1696 Van Buren Rd. Reese, MI 48757. The Reese Public Schools Superintendent will let you know where and when you may review those materials.

If the District schedules a protected information or marketing survey after the school year starts, the District will notify you within a reasonable amount of time and give you an opportunity to consent or opt your student out. The District also will give you an opportunity to review the newly scheduled surveys or instructional materials.

### Sample disclosure list of surveys/activities

#### Surveys/Analyses/Evaluations funded by the U.S. Department of Education

- *Provide approximate dates, grades of students affected, summary of survey/activity*
- *Parents/guardians must be notified of survey/analysis/evaluation and must consent in writing*

I [Parent/Guardian Name] allow my student, [Student's Name], to take the [Insert name and description of survey] on or about [date].

\_\_\_\_\_  
Parent/Guardian signature

Please return this form no later than [insert date] to the following school official:

Jordan Ackerman, Superintendent 1696 S. Van Buren Rd. Reese, MI 48757

#### Surveys not funded by the U.S. Department of Education

- *Provide approximate dates, grades of students affected, and summary of survey/activity.*
- *Parents must be notified of survey/analysis/evaluation and have right to opt out.*

Contact Jordan Ackerman at 989-868-9864 no later than [insert date] if you do not want your student to participate in this survey/activity.

#### Activities involving collection/disclosure/use of student directory information for marketing

- *Provide approximate dates, grades of students affected, and summary of survey/activity.*
- *Parents must be notified of survey/analysis/evaluation and have right to opt out.*

Contact Jordan Ackerman at 989-868-9864 no later than [insert date] if you do not want your student to participate in this survey/activity.

#### Non-emergency, invasive physical exam or screening (administered by school but not necessary to protect immediate health or safety of student)

- *Provide approximate dates, grades of students affected, and summary of activity.*
- *Parents must be notified of activity and have right to opt out.*

Contact Jordan Ackerman at 989-868-9864 no later than [insert date] if you do not want your student to participate in this activity.

## APPENDIX E: DIRECTORY INFORMATION AND OPT OUT FORM

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) requires that Reese Public Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by October 1, 2025.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

**Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.**

Reese Public Schools *may not* disclose my student's directory information for the following purposes:

- ☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- ☐ For School or District auto-dialer system to communicate School or District information.
- ☐ To news media outside the School or District.
- ☐ To the School PTO or District parent organization.
- ☐ To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- ☐ On official school-related websites or social media accounts.
- ☐ On school employees' personal classroom websites or social media accounts.

#### **Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters**

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- ☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- ☐ Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

\_\_\_\_\_  
Parent/Guardian/Eligible Student Signature

\_\_\_\_\_  
Date

## **APPENDIX F: ACCEPTABLE USE AGREEMENT**

### **Reese Public Schools**

### **Middle School/High School**

**September 1, 2024 – August 31, 2028**

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This Agreement is entered into on: \_\_\_\_\_

This Agreement is between \_\_\_\_\_ (“Student” or “User”)

and \_\_\_\_\_ Reese Public Schools \_\_\_\_\_ (“school”).

The purpose of this Agreement is to grant access to and define acceptable use of the school’s technology resources (“Technology Resources”).

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the school’s Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the school’s Technology Resources is a privilege that may be revoked by the school at any time and for any reason.
- B. You have no expectation of privacy when using the school’s Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the

Technology Resources to contact or communicate with public officials provided you follow all other rules.

- D. The school's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person's account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.
- E. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely, to harm one or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school's student code of conduct.

- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the

genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement.
4. Bullying and cyberbullying (as defined in paragraph E).
5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.
8. Unauthorized copying or use of licenses or copyrighted software.
9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
14. Misusing equipment or altering system software without permission.
15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.



16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.
17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school's codes of conduct, or student handbooks.
- G. You must promptly disclose to your Parent or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.
- H. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of the school to prohibit its minor students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the school to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.
- J. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- K. The school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- L. You will return all Technology Resources to the school in good working order immediately on request.
- M. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the school monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

---

Student Signature

---

Date

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, or documents that identify another student by name, voice, or likeness.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Acceptable Use Agreement and agree to its terms.

---

Parent Signature

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Date

***cc: Parent, student file***

## Grades GSRP – 5

September 1, 2024 – August 31, 2028

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Student Name (Please print)

I understand that I may be permitted to use the school's computers, electronic devices, and Internet at school and at home under the following school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for schoolwork.
- I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I should not look at, I will tell my Parent or teacher right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my Parent or teacher right away.
- I will not use the school's computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my Parent or teacher right away.
- I will not damage the school's computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will give the school's computers and other electronic devices back to the school at the school's request.
- I will not use the school's computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school's computers, electronic devices, or Internet and pretend that it is my own work.
- I will keep my password secret from everyone except my Parent.
- I understand that the school can see everything that I do on the school's computers, electronic devices, and Internet.
- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school's computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

---

Student Signature

---

Date

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include: (1) internal and external network

infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I have read this Agreement and agree to its terms.

---

Parent Signature

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Date

***cc: Parent, student file***

## **APPENDIX G: ATHLETIC CODE OF CONDUCT**

### **ATHLETIC PHILOSOPHY**

The goal of Reese Public Schools athletic department is to enhance the educational experience of student athletes. We strive to help young people develop physically, emotionally, intellectually and socially by participating in our sports programs. Through the participation of school athletics, we believe that students can achieve desirable outcomes that include the development of not only physical skills but of sportsmanship, teamwork, self-discipline, loyalty, tolerance and perseverance.

Athletes contribute to their school in a special way. They can either be a credit to athletics and to the school they represent or they can be a discredit. Proper conduct on the part of athletes is therefore of the utmost importance.

Athletes are very visible within the school and community. They are in a unique position to serve as positive examples to other students. Therefore, every athlete must conduct herself/himself in such a manner as to be an asset to her/his parents, the school, the community and to themselves. This standard should be upheld both on and off the field.

Participation in athletics is a privilege, not a right. This privilege must be earned.

#### **Communication Protocol**

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

#### **Concussion Protocol**

The District will comply with the concussion protocol in Policy 5712.

#### **Athletic Code of Conduct**

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.

3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

### **PROGRAMS AVAILABLE**

Reese Public Schools athletic teams participate in the Big Thumb Conference Black Division for football and the Big Thumb White Division for all other sports.

The boys' program consists of the following sports:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
JV Football	Fr. Basketball	JV Baseball
Vars. Football	JV Basketball	Vars. Baseball
Cross Country	Vars. Basketball	Track
MS Football	Bowling	MS Track
MS Cross Country	Hockey	
	MS Basketball	

The girls' program consists of the following sports:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Fr. Volleyball	Fr. Basketball	JV Softball
JV Volleyball	JV Basketball	Vars. Softball
Vars. Volleyball	Vars. Basketball	Track
Cross Country	Bowling	MS Track
Pompon	Pompon	
MS Volleyball	Gymnastics	
MS Cross Country	MS Basketball	

## **DUAL SPORT PARTICIPATION**

Student athletes at Reese High School are allowed to participate in two sports during the same seasons. The coaches of the two sports must agree to allow the athlete to participate in both sports. The student must pick a primary sport that will take priority when a conflict in schedules occurs. The athlete must complete the dual sport participation form in which they will indicate which sport they will play when a conflict occurs. This form and a meeting between the coaches, athlete's parents and athletic director must be completed before the first practice.

## **ADMINISTRATIVE FEE**

An Administrative fee will be collected for all levels for the following sports: Baseball, Basketball, Cross Country, Football, Fall & Winter Poms, Softball, Track, and Volleyball. A payment form must be submitted to the main office before the first practice or a preset date. Students that qualify for free or reduced lunch may request a waiver for the Administrative Fee. Students that have other extenuating circumstances may request a waiver that will be reviewed by the Athletic Director.

## **POMPON SQUADS**

The Pompon squads are considered part of our interscholastic athletic program. As such, members are subject to the same eligibility rules and function under the same Athletic Code as do other athletes. Pompon will be selected according to a policy determined by the Pompon coach and administration. The team will be selected in the spring for participation the following year during the fall and winter sports seasons.

## **NCAA CORE CURRICULUM REQUIREMENTS**

Students planning on participating in sports at the college level must meet NCAA Core Curriculum Requirements, which can be found at the NCAA **Eligibility** website: <http://www.ncaa.org/student-athletes/future/eligibility-center>

The guidance counselor and athletic director should be consulted **before** your junior year in order to make sure these NCAA requirements are being met.



## **SCHOLASTIC ELIGIBILITY**

### **MHSAA ELIGIBILITY RULES from the MHSAA HANDBOOK**

Please note the following material is taken directly from the MHSAA and is updated in late July/early August. For reference you may view the 25-26 update at the following link:

<https://www.mhsaa.com/sites/default/files/Administrators/eligibility-summary.pdf?time=1723226839713>

#### **Enrollment**

The first rule of school sports is that a student may only play for the school they are enrolled in. Enrolled means the student is: 1) on the school records receiving active credit (courses awaiting grades for credit toward graduation or a certificate of completion) for at least 66% of full credit load potential for a full time student (50% for JRH/MS) and 2) in attendance (in person or online as defined previously) for one or more classes – or participation in a scrimmage or contest. Eligible students must be enrolled in a school – any school – for the purposes of this rule – by the 4th Friday after Labor Day and the 4th Friday of February.

#### **Age**

Students must be under 19 years old to play school sports except that if students turn 19 on or after Sept. 1 of a current school year, they can finish that school year. 6th graders must be under 13 years of age; 7th-graders must be under 14 years of age, and 8th-graders must be under 15 years old. Those who turn this age on or after Sept. 1 can finish that year. For students who may be too old for their senior year an accommodation is provided called an Eligibility Advancement Application that allows these students to begin high school sports in the 7th or 8th grade and have four years of high school sports. Eligibility advancement may also extend to 6th graders seeking two years of middle school eligibility.

#### **Physical Exams**

Prior to participation in a tryout or practice every student must submit a statement from an MD, DO, Nurse Practitioner or Physician's Assistant that they are physically able to compete in athletic tryouts, practices and contests. Parents and students must also sign an assumption of risk and acknowledgment to receiving concussion awareness material. The physical form also includes consent to disclosure of information otherwise prohibited by HIPAA and FERPA laws. These statements must be on file in the appropriate school office and must be for the current school year, not necessarily in conjunction with the insurance year. The earliest date that a physical can be dated for use in the coming school year is the previous April 15.

#### **Maximum Enrollment and Maximum Competition**

Once a student begins the 9th grade, they are allowed eight semesters, or 12 trimesters of enrollment regardless of any participation in athletics (definition above). In addition they are allowed four first semesters and four second semesters, or in trimester

schools, four first, four second and four third trimesters. The 7th and 8th semesters or the 10th, 11th and 12th trimesters must be consecutive – no breaks in enrollment. For the purposes of this rule, an academic term “counts” if the student participated in a game or scrimmage or if the student continued to be enrolled after a “4th Friday.” The rule does not apply to 7th and 8th-graders.

### **Undergraduate Standing**

Students who have graduated from high school are not eligible for sports. Students who have enough credits to graduate may continue to play sports provided they are still taking the minimum number of academic classes (66% of full credit load potential for a full time student) and have not yet received their diplomas. A graduate is a student who has accepted a diploma or a certificate of completion, including a GED or a diploma from a foreign country and is not eligible regardless of age or academic term.

### **Previous Academic Credit Record**

A student must have received credit for at least 66% of full credit load potential for a full time student in the previous academic term (either a semester or trimester) in which they were enrolled (e.g. four of five or six classes, five of seven classes) (50% for JRH/MS). Many schools add to the MHSAA minimum eligibility requirement by increasing the number of classes a student must pass or also require a certain GPA to be eligible. In addition to setting the minimum standard, the MHSAA also sets the period of ineligibility: a trimester, or for students not in trimester schools, 60 scheduled school days. Students returning to eligibility under this rule must be passing 66% of credits on the 60th scheduled school day to become eligible. A student’s reinstatement would be when the new credits are posted to the transcript, or if the student is sitting, then on the first day that classes are held in the new trimester or on the 61st scheduled school day provided the student is passing. Students whose eligibility is reinstated for fall sports (either through making up the deficiency or having sat out) would become eligible on the first day of practices for the start of the school year.

### **Current Academic Credit Record**

The same minimum standard, passing 66% of full credit load potential for a full time student (50% for JRH/MS) must be checked periodically by the school before the end of the semester or trimester. Current academic credit checks must occur at least once in 10 weeks for a semester school and once in 7 weeks for a trimester school. Most schools check weekly, biweekly or at the time of their progress reports. When a student is not passing the minimum 66% of full credit load potential for a full time student (or a higher standard which the school may set) the student is not eligible for at least the next Monday through Sunday and so on until the student is passing 66% of classes from the start of the semester or trimester through the most recent eligibility check.

### **Sport Specific Transfer Regulation**

This rule states that the sports a student played in the most recent previous high school year (any level) determines eligibility in the coming school year should the student transfer and not meet one of the 15 stated exceptions (more detail follows). Participation means actually entering a scrimmage against another school or entering a game or

meet for any amount of time (not just practicing). However, a transfer student would be eligible in sports NOT played in the previous school year. A student who does meet one of the 15 stated exceptions would be eligible in sports played in the previous year. The transfer rule does not apply to 6th, 7th and 8th-graders or first time incoming 9th graders. A student who transfers schools during a season would be ineligible for the remainder of that season and the entire season the next school year. Also, students who transfer later in a season and may meet an exception or who are eligible in a sport not played previously will not be eligible for MHSAA tournaments unless their enrollment is prior to Oct. 1 for fall sports, Feb. 1 for winter sports or May 1 for spring sports. Please see the note regarding the eligibility for International Students (including incoming 9th graders) present in the US on a J-1 or F-1 visa.

The 14 Exceptions break down as follows: 7 are residency exceptions which must be full and complete (a very specific definition by interpretation), 5 have to do with the status of the school – school closing, new school opening, and 2 involve the status of the student such as an incoming 9th-grader. In addition, a full and complete residential change which would grant immediate eligibility in any sport played previously, must be from one public school district to another district – regardless of the type of school attended before. When students do change schools and residency under the regulation, they are eligible in a sport played in the previous year only at the school of residence or the closest non-public or charter school to their new residence. Multi school districts like Detroit and Lansing treat each school attendance area like its own school district.

Because family situations have become more complicated, so has the transfer rule. A coach should never play a student new to the school whose eligibility is not clearly determined by school administrators and often verified in writing by the MHSAA via a written interpretation. Four of the more common exceptions all involving some form of residential change which grants immediate eligibility in a previously played sport are summarized below. Again get clarification from school administrators before changing schools and before participating in athletics.

Exception 1 – A student makes a full and complete residential change with all the people they lived with – the family unit - during the previous academic term. The previous residence must be either vacant or sold or rented to non-family and not occupied for any residential purpose by the student, his parents or siblings. More is required to establish a full and complete residential change.

Exception 2 – A student was not living exclusively with either parent and moves to reside with the “parents, single parent if divorced, or only living parent” who already reside in that district. Eligibility is allowed one time under this exception.

Exception 8 – A student whose parents are divorced (not separated) and the student moves with or to one of the divorced parents is eligible only at the public school of residence or the closest non-public or charter school. Under this exception a student must have completed an Educational Transfer Form (ETF) signed by both principals and the MHSAA prior to participation. See ETF Note at end of Exception 12. Eligibility is allowed one time under this exception. This may also apply for students whose parents never married.

Exception 12 – A student who turns 18 and moves unaccompanied by his parents and both principals and the MHSAA complete the Educational Transfer Form (ETF). See ETF Note. Eligibility is allowed one time under this exception. ETF Note: An Educational Transfer Form is signed only when the transfer is not significantly related to or motivated by athletics and no recruiting is involved.

There are many common situations that are not exceptions to the transfer rule and a student is not eligible in a previous year's sport. Some situations which are not an exception to the transfer rule: School of choice, returning from a "bad" school of choice to my school of residence, financial or transportation hardships, guardianship (ward of the court is an exception however), or moving in with an aunt or uncle or grandparent (students must move with the people they lived with).

### **International Students**

F-1 or J-1 visa students including incoming 9th-graders, are only eligible if they meet a residency exception or if they are placed by an Approved International Student Program (AISP). AISP students are eligible immediately for one year and then wait one year (play one, wait one—no eligibility at any level). International students who are not from an AISP program may be eligible at the sub-varsity level after sitting out 90 scheduled school days without any special approval if the school desires. Otherwise, international students are not eligible for varsity sports for up to 8 semesters or 12 trimesters.

### **Undue Influence**

Also known as the anti-recruiting regulation. This rule renders a student who is recruited by a person directly or indirectly associated with a school or athletic program ineligible for up to four years. The offending person could also be suspended from coaching and the school required to disconnect from that person for up to four years. It is against the anti-recruiting rules for any person directly or indirectly associated with a student or school to secure or encourage attendance because of athletics. Coaches have no role in the enrollment of new students and should refer all inquiries to the administration (Int. 105).

### **Amateur Status and Awards**

Participation in school sports is limited to students who are amateurs – to those who have not received money or valuable consideration for involvement with one of the sports that the MHSAA sponsors a tournament in. Amateurs can't sign a pro hockey contract and then play high school baseball. Amateurs can't receive cash, gift certificates, scholarships to camp, or discounts (including those from sporting goods companies). Amateurs can't receive uniforms or equipment for participation in high school sports, nor keep school issued items (they can purchase at season's end for fair/current market value). The amateur's family can't accept these prohibited items in their place. Amateurs can't pose in school uniform to endorse a commercial product. The rule allows for meals, travel, and lodging to be accepted if in kind, not cash to buy food, but the actual meal is OK. The awards provision has a \$40 cap for symbolic awards not including engraving which is often confused with a cash limit of \$40. Never

can a student-athlete receive cash, merchandise or gift certificates for participation in an MHSAA sponsored sport.

Anything done for an athlete that is not done in the same fashion for non-athletes in the school is likely a violation of amateur status. Championship rings, special discounts for equipment, prizes for selling the most items in a fund raiser are all things that must be open to all students not just athletes so as to comply with the Amateur Status and Awards regulations.

### **Limited Team Membership**

There are three parts to this rule. Part A, also known as the Loyalty Rule, states that in MHSAA sports, a student can only compete for the school team once the season starts. So in team sports, once practice (including tryouts) begins, a student can only play for the school team in that sport until the season ends. All JH/MS sports except football, ice hockey, and individual sports don't activate the rule until participation by the student in the first contest. In individual sports and all JH/MS sports except football, students are allowed two non-school events after the first contest during the season. An event held on not more than three consecutive calendar days is considered one event under this rule (i.e. a three day non-school tournament). In skiing the rule is activated once the team participates in a scrimmage or meet. In tennis, the rule activates on the first day of allowed competition regardless of when the team begins practice or a player joins the team. Once discovered a student is ineligible for, at minimum, the next 3 dates of high school competition, 2 dates for junior high/middle school to a maximum of the entire season. An individual may not knowingly violate the regulations. To be in the MHSAA tournament in golf, ski, hockey or soccer a student must have been a participating team member in that sport in at least four contests with his/her school team against an MHSAA school. Part B indicates that students would be ineligible for one school year if after participating in an MHSAA sport they compete in any event which is or purports to be a National High School Championships or All Star Event. A 12th-grade student may participate (with 30 days advance request from the principal or AD) in one all-star event after his or her season and not lose eligibility in upcoming sports. Part C involves participation in U.S. Olympic Development Programs and National Governing Body teams which both involve special advance allowances that involve school administration.

Middle school students fall into the above listed criteria. However, at the middle school level additional exceptions may be available.

## **ATHLETIC POLICIES**

The following policies as adopted apply to all athletes, whether male or female, participating in athletics in the Reese Public Schools.

- A. The rules are in effect throughout the school year beginning the first day of practice. The exception to this rule is any actions taken by Law Enforcement agencies at any point of the year. The Reese athletic department will address Law Enforcement issues at the point they become aware of the issue.

- B. The rules are in effect during the sports season, starting with 7<sup>th</sup> grade until the athlete finishes all athletic competition under the authority of the Reese Public Schools as a senior.
- C. The rules are in effect at all times day or night, in school or out of school, home or away, in town or out of town.
- D. Teachers, administrators, coaches, or law enforcement personnel reporting to have seen an athlete in the act of breaking any of the following rules shall notify the athletic director or the athlete's current coach. The administration has the right to investigate all information or rumors that are reported regarding athletes breaking training or athletic rules. If the athlete is found in violation of any of the rules, he/she will be disciplined accordingly.

### **ATHLETIC RULES**

- A. No drinking, smoking, stealing, or use of illegal drugs or being in the vicinity of minors using the aforementioned items.
- B. The coach may suspend an athlete from the sport if he/she acts in an unsportsmanlike manner or is detrimental to team morale.
- C. Other training rules applying to a specific sport will be furnished by the coach. These individual sport rules are to be in writing and distributed to all participants along with verbal explanation on the first day of practice. These training rules are to be submitted to the athletic director prior to the beginning of the season. Violations of these individual sport training rules will be dealt with within the limit of the individual sport.
- D. The athlete must have had a physical exam prior to the beginning of practice. One physical exam is valid for the remainder of the school year. Physical cards are available from the coach or front office. Current physicals are dated after April 15 of the previous school year per MHSAA requirements.
- E. The athlete must have medical insurance—this may be provided either through the parent's health coverage or by purchasing insurance. Insurance information is available from the coach or in the front office. Parents are responsible for the athlete's insurance and all medical costs (including ambulance fees) due to injuries.
- F. The athlete must return or pay for all athletic equipment.
- G. In the event that an athlete is injured and an ambulance is called, the parents of the athlete will assume the financial responsibility of said ambulance.
- H. Athletes are permitted to remove themselves from a team at any point of the season. This should be done in an orderly manner and should be done in conjunction with a meeting with the coach. Any type of mass protest may result in disciplinary action, including exclusion from further participation in future athletic teams.

## **ATHLETIC SOCIAL MEDIA USAGE**

Social media has become engrained in today's society. The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Social media technologies such as Twitter, Facebook, Internet forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking and others have many benefits in our world; however, they can also be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

Reese Public Schools recognizes and supports its student-athletes' rights to freedom of speech, expression and association, including the use of social networks. However, freedom of speech does not necessarily call for a freedom of consequences. In this context, each student-athlete must remember that participating and competing for the Reese Public Schools is a privilege, not a right. The student-athlete represents his or her school and the Reese District, and therefore, they are expected to portray themselves, their teams, and their school in a positive manner at all times. Any online postings must be consistent with federal and state laws, as well as team, school, school division and Reese District rules and regulations (including those listed below).

Specifically prohibited behaviors include but are not limited to:

- Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.
- Derogatory language regarding school personnel or other students.
- Comments designed to harass or bully students or school personnel.
- Nude, sexually-oriented, or indecent photos, images or altered pictures.

## **PENALTIES**

It is the philosophy of the Reese Public Schools that penalties and discipline should be harsh enough to encourage the correction of undesirable behavior, yet not as strong as to be unenforceable or stifling to a student's future growth in athletics. We subscribe to the philosophy that all penalties should be issued for behavioral modification and not participant elimination. Our objective is to produce as many fine athletes with good sportsmanship as possible. Much the same as the youth in the home is given a symbolic discipline and then a chance to develop and formulate positive behavior, athletes at Reese demonstrating undesirable behavior will be disciplined according to the following guidelines:

The administration has the right to investigate all information or rumors that are reported regarding athletes breaking training or athletic rules. If the athlete is found in violation of any of the rules, he/she will be disciplined accordingly. The athletic director, principal, and coach involved will serve as a judge and jury of whole in determining what penalty will fit each major violation. Consideration will be given to prior offenses, the severity of the offense, and demonstrated behavior, and attitude of the student in the sport. In order for action to be taken, all incidents must be substantiated by one (1) of the following: student admission, compelling visual or documented evidence as

determined by the Athletic Director and/or Principal, or information from Law Enforcements Agencies.

A. First Degree Offenses – Violation of coach’s rules. Penalty according to coach’s rules.

B. Second Degree Offenses – Stealing, and use or possession of tobacco products, drugs, alcoholic beverages, or misuse of social media. Second degree offenses accrue over time and do not reset by season. An infraction of this rule, if reported by a coach, administrator, teacher, or law enforcement official, will result in the following disciplinary procedure:

1<sup>st</sup> Violation: Suspension for a minimum of 10% of the scheduled athletic contests remaining from the date of violation. The athlete must continue to practice, unless an agreement has been made with the coach.

2<sup>nd</sup> Violation: Suspension for a minimum of 50% of the scheduled athletic contests remaining from the date of violation. The athlete must continue to practice, unless an agreement has been made with the coach.

3<sup>rd</sup> Violation: Suspension from athletics for one calendar year from the date of violation.

4<sup>th</sup> Violation: Permanent suspension from athletics for the remainder of high school eligibility period.

### **APPEALS PROCEDURE**

A. The athlete may appeal to the athletic council within seven calendar days of notification of discipline if he/she wishes to do so. The athletic council members are the principal, athletic director, and coach. The athletic director is responsible for notifying the principal and coach immediately of such an appeal request.

B. The athletic director shall notify the athletic council members, the athlete, and the athlete’s parents regarding the appeals hearing. All members of the council, the athlete, and his/her parents must be present at the hearing.

C. The athletic council will make all decisions by secret ballot, and the final decision must be by a two-thirds majority of the council members.

### **REESE PUBLIC SCHOOLS ELIGIBILITY RULES**

To be eligible to participate in athletics at Reese, a student must meet the standards listed below:

1. Any athlete that did not pass 2/3 (66%) academic classes the previous semester will be ineligible from athletics for 60 scheduled school days (MHSAA rule). A grade of “no credit” counts as a failing grade. At the conclusion of 60 days a review of current grades will be made. If a student is passing all current classes, they will be permitted to return to competition. If a student is not passing all classes, they will remain ineligible for the remainder of the semester.



2. Each athlete **must be passing 2/3 (66%) of academic classes** from the start of the marking period and maintain a **minimum 1.0 G.P.A.** through the most recent eligibility check during the current semester to be eligible.
3. An eligibility report will be done weekly during the sports season starting in the third week of the marking period. If a student is found to be ineligible, the student will be ineligible for a period of 7 calendar days, at which time that student's eligibility will be reevaluated. If the student meets the eligibility requirements, they may return to competition.
4. A student with special circumstances who does not meet the eligibility requirements will have his/her status reviewed by the principal, athletic directors, staff member and counselor.
5. An ineligible student may participate in practice and team events; they may travel with the team and be present with the team during contests **but may not be in uniform on the bench.**
6. Students that are taking a virtual class load will be monitored to make sure they are meeting target progress on a weekly basis. If student fails to meet the expected target, they will be considered failing that class.

### **TEAM RULES AND POLICIES**

If coaches have additional rules, they are required to issue a copy of those team rules to team members at the beginning of the sports season.

### **EXCUSING ATHLETES FROM CLASS**

1. Athletes will not be excused from class for practice without Athletic Director or Principal approval.
2. Athletes will be excused no earlier than fifteen minutes before the time the bus scheduled to leave for an away game, unless approved by the Athletic Director or Principal
3. **Athletes are required to be in school a minimum of 1/2 of all academic periods in a school day to be eligible for practices or games.** If the contest takes place on a weekend, the athlete must be in school the previous Friday. The only exceptions/excuses for being absent a full day are for funerals, doctors appointments, school business, etc. A call from a parent/guardian with an excused absence is not sufficient. Prior approval must be established from the Principal or Athletic Director. Do not assume you are excused for the day. Get permission first.

### **ATHLETIC ATTENDANCE POLICY**

#### **(Absences from games or practices)**

#### **Attendance**

Coaches are required to take daily attendance. Athletes are not allowed to have an unexplained or unauthorized absence from practice or a game. The athlete or his/her

parents must communicate to the Coach or Athletic Director why the athlete will not be at practice.

If a parent or guardian verifies the absence, the missed practice will not be considered as an unexplained or unauthorized absence. If an athlete is unexcused the following will take place:

1<sup>st</sup> offense: Coaches choice.

2<sup>nd</sup> offense: One game suspension

3<sup>rd</sup> offense: May result in dismissal from team. The coaching staff will review the situation with the Athletic Director and student athlete.

### **REINSTATEMENT PROCEDURES**

Athletes dropped from the team for unauthorized absences may petition in writing, within five school days, for reinstatement. The petition will be made to the head coach, who will refer it to the team for review. Coaches enjoy their associations with players; the team depends upon them. Because players who cut practice harm the team more than the coaches, the team will be involved with reinstatement conditions. If the head coach disagrees with conditions, the team can re-petition for coach's approval. If the coach agrees, reinstatement will occur. If the head coach disagrees, dismissal from the team will stand.

### **MEDICAL CONSENT FORMS**

Coaches must have a medical consent card for all athletes in their first aid kits. **Parents are required to fill this form out and return it to the coach by the second practice.**

### **TEAM MEMBERSHIP**

1. Once an athlete has decided upon a sport he/she wishes to try, he/she may not change to another sport without permission from the coach of the sport he/she is dropping.
2. If an athlete is dropped from a team for disciplinary reasons, he/she is not allowed to try out or participate in another sport during the same season.
3. Athletes must travel to and from away contests with the team. In the event a parent has a justifiable reason to have the athlete return with them, that parent must request this from the Coach prior to departure. The parent must pick up the athlete from the coach after the game and sign them out for the coach.
4. During Out of School Suspension (OSS), students are suspended from participation in all extra-curricular activities, including athletic practices and contests. Suspended students are not permitted on school grounds without permission from the Principal.
5. If a coach suspends an athlete from his/her team, the coach must notify the Athletic Director by the next morning stating the reasons for the action.

## **ATHLETES JOINING TEAMS AFTER THE FIRST OFFICIAL PRACTICE**

If a sport requires try-outs and uses cuts to make a final roster, an athlete is expected to be there for all days of try-outs unless they have an excused absence that is pre-approved by the head coach and athletic director. Athletes that are injured at the time of tryouts will be given an opportunity to make the team when healthy.

If an athlete moves into the district after the first practice they will be given an opportunity to make the team.

If it is a non-tryout sport or no cuts have been made – an athlete may join late with the approval of the head varsity coach and athletic director. These athletes will be required to complete all requirements (mandatory practice requirements prior to the first competition) as spelled out by the varsity coach and athletic director prior to competing in a game/competition.

## **ATHLETIC TEAM AWARDS**

Coaches shall set their own standards for the earning of an athletic team award in each sport. **Athletes should receive guidelines prior to the season.**

1. An athlete shall not receive more than one freshman, one sophomore, one junior, and one varsity letter award during his/her school career. The school reserves the right to recall, for just cause, any athletic award granted. It also reserves the right to request that students remove improperly worn letter awards.
2. The freshman athletic team award shall be numerals of graduation year (only once, even if in more than one sport), maroon in color.
3. The sophomore athletic team award shall be the triangular patch, white with a rocket on it (only once, even if in more than one sport).
4. The junior athletic team award shall be a circular patch with gold "R" on it (only once, even if in more than one sport).
5. The varsity athletic team award shall be a full block "R", six inches high, and maroon in color. Pins of the particular sport will be provided for each season on varsity
6. Designated captains for each sport will receive a Gold full block "R" (only once, even if in more than one sport).
7. Gold stars will be provided for each sport at which athlete was designated captain.
8. Conference champions will receive a patch signifying year and championship.
9. Coaches may give special awards.

## **VACATION POLICY**

Sports teams may hold practices during vacation. Athletes must provide written permission from parents to coaches stating their reason for not attending practices or games. Coaches are encouraged to keep practices to a minimum during vacation days. Playing time may be affected if a student misses practices or games during vacations.

## WEIGHT ROOM

This room is for the students and staff of Reese Public Schools. People who use this room must abide by the following rules or they will be dismissed. This room will be open only when supervision from a coach or staff member is available. Please use care when using this room and the equipment in it. The user assumes risk.

1. **Athletes are not permitted in the weight room without a coach.**
2. Coaches must supervise all activities.
3. Coaches and athletes are responsible for making sure the weight bars are cleared, weights are stacked, the weight room is clean, the stereo and lights are turned off and doors locked when leaving.
4. No tobacco, gum, glass, drinks or food is allowed in the weight room.
5. Shirts and athletic shoes must be worn at all times.
6. Spotters must be used for all lifts over the head and body.
7. Use weight belts for safety—especially those involving lifts with the lower back.
8. Anyone behaving in an inappropriate manner may be removed from the weight room and may have their privileges suspended.
9. Music played in school facilities must be appropriate for school. No obscene music is permitted.

## TRANSPORTATION

1. Reese Public Schools will provide for most transportation to away contests.
2. A departure schedule will be issued to each coach when one is provided.
3. Athletes will not board the bus at any time until the coach is present. Everyone will board the bus together. Coaches should verify before leaving that all athletes, coaches and managers are present.
4. All athletes must travel with the team to away contests. The Coach must approve athletes leaving with parents in extenuating circumstances. **Parents must sign their athlete out for the coach.**
5. **If a parent request that their athlete goes home with another parent**, this request must be made in writing before noon the day of the event. This must be approved by the Athletic Director or the Principal. A signed copy will therefore be given to the coach by the athlete.
6. No bus will leave unless the coach is on the bus.
7. When food is taken on the bus, it will be the responsibility of the coach and athlete to make sure all refuse is picked up and deposited in a container.

8. Athletes are to remain in their seats when on the bus. This means no walking around, standing up and banging on the ceiling, hanging out of the window, yelling out of the bus or making any obscene gestures from inside the bus to passersby.
9. Any athlete violating the transportation policy may be removed from the team.
10. All athletic equipment must be removed from the bus when the trip is completed. No storing athletic equipment on the bus.

## **SQUAD SELECTION PROCEDURE**

### **Philosophy**

In accordance with our overall athletic philosophy, and our desire to see as many student/athletes as possible participate in the athletic program while at RHS, we encourage our coaches to keep as many student/athletes as they can without unbalancing the integrity of their sport. Obviously, time, space facilities, personal preference and other factors will place limitations on the most effective squad size for any particular sport. Coaches, when developing individual sport policy should strive to maximize the opportunities for our student/athletes without diluting the quality of the program.

### **Limitation of Team Membership Policy**

The coaches of respective sports and the Athletic Director will determine minimum and maximum team membership limits. When the “Squad Reduction Policy” is utilized, the coach should keep the Athletic Director informed concerning the method and time of “cuts”.

### **Squad Reduction Policy**

#### **A. Responsibility**

1. Choosing the members of any athletic team is the sole responsibility of the coaches of those teams.
2. There is no such thing as a final team cut. The athlete’s membership on any team is always subject to proper behavior and the following of specified team guidelines.
3. Lower level coaches shall follow the policies as established by the head coach in that particular program when selecting team members.
4. Prior to try-outs, the coach shall provide the following information to all candidates for the team:
  - a. Extent of the try-out period
  - b. Criteria used to select team
  - c. Number to be selected
  - d. Practice commitment if they make the team

## B. Procedure

1. When a squad cut becomes necessary, the process should include these important elements:
  - a. Have completed a minimum number of practices.
  - b. Be allowed, when possible, to compete in a scrimmage situation.
  - c. Be informed by the coach of the cut and the reason for it.
2. Cut lists should not be posted.
3. Coaches should take the opportunity to discuss alternative possibilities for participation in the sport or other sports.
4. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the Athletic Director ahead of time.
5. Parents may set up a meeting with a coach to discuss why an athlete was cut and what the athlete can work on to improve his or her skills.

### **ACKNOWLEDGEMENT OF RISK**

Participation in athletic activities does open opportunities for injuries of many different varieties. By choosing to participate in athletic activity, both the parents and the students have assumed the responsibility of acknowledging that there is some risk involved with participating.

## APPENDIX H: CONCUSSION

### Educational Material for Parents and Students (Content from MDHHS Requirements)

Sources: Michigan Dept. of Health and Human Services. Created through a grant to the CDC Foundation from NOCSAE.

## UNDERSTANDING CONCUSSION

### Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess	Lost Consciousness	

### WHAT IS A CONCUSSION?

A **concussion** is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### IF YOU SUSPECT A CONCUSSION:

- SEEK MEDICAL ATTENTION RIGHT AWAY – DON'T HIDE IT, REPORT IT.** Playing or practicing with concussion symptoms is dangerous and can lead to a longer recovery. A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Ignoring symptoms and trying to "tough it out" often makes it worse.
- KEEP YOUR STUDENT OUT OF PLAY –** Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student, who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION –** Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he must be kept out of athletic activity the day of the injury. The student shall only return to activity (practice, scrimmage or competition) with written unconditional permission from an MD, DO, Physician's Assistant or Nurse Practitioner. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

Concussion Educ. Materials & Acknowledge Form (May 2016)

