

**Reed City Area Public Schools**

# **Reed City Middle School Student Handbook**



**233 W. Church Ave.  
Reed City, MI 49677  
[www.reedcityschools.org](http://www.reedcityschools.org)**

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**Leading the Pack!**

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## **Welcome Letter / Foreword from Principal**

Dear Student & Parent/Guardian:

I would like to welcome you to the 2023-2024 school year! At Reed City Middle School we work diligently to provide every student with a quality educational experience in which they can reach their greatest potential and prepare themselves for success, not only in school but in life beyond these walls. We believe that by creating an atmosphere conducive to learning and through the development of positive relationships all students can be successful. We believe that parent involvement is vital to success, and we want to have a strong school and parent partnership. For this reason, we will do our best to create opportunities for parents to be involved, and we will keep an open line of communication with parents.

This student handbook was developed to answer many commonly asked questions that you may have during the school year and to provide you some specific information about certain board policies and procedures. This handbook contains important information that you should know. Please note that the district website has further explanation on much of the content included in this handbook. Should you not see the answers you are looking for, please refer to the Reed City Area Public Schools website at [www.reedcityschools.org](http://www.reedcityschools.org).

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. It is effective immediately and supersedes any prior handbook and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails.

Proud to be a Coyote Leading the Pack,  
Stefanie Shoemaker  
Principal

## **Reed City Area Public Schools Mission Statement**

Providing a diverse education with equitable opportunities in a supportive environment.

## **Entry to School Grounds**

Persons wishing to visit the school are to make arrangements in advance through the school office. Any person who comes onto school property without registering at the office is trespassing and may be reported to the authorities.

No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student will not be permitted to leave the school with anyone who is not clearly identified as his/her parent/guardian or an appropriately-authorized person.

Students may not bring guests to the school unless permission to do so has been granted by the principal. No staff member is allowed to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

## **Section 1: A Day at School**

### **MS Daily Schedule- Policy 3112**

7:40 am - School Opens & Breakfast

7:55 am - Classes Begin

10:40 am -11:40 pm - Lunch

### **Classes**

**Core Classes** - Every middle school student will be enrolled in 4 core classes: English-Language Arts, Mathematics, Science and Social Studies.

**Rotations** - Throughout the school year students will have a period of time where they will rotate through band, art, physical education, and computer science. 5th grade students will also rotate through social emotional learning (SEL).

**Red/Black** - Students will explore other interests through red/black hour. These classes will occur every other day and will adjust each trimester. Identified students during this time will have academic success on red or black day, during this time students will improve upon skills that help them be successful in ELA or math.

**Homeroom** - Students will be enrolled in a homeroom period, where they will practice their reading skills and improve, they will be expected to read independently for 25 minutes while their teacher meets with individual students on their reading progress.

### **Meal Service**

All students are to stay at school for their lunch time. We also have a breakfast program for our families' convenience. Breakfast is served in the cafeteria from 7:40 a.m. – 7:55 a.m.

Reed City Area Public Schools provide students breakfast free of charge.

A monthly menu is available online at [www.reedcityschools.org](http://www.reedcityschools.org). You may pay per day or as far in advance as you would like. You may do this online at <https://reedcity.familyportal.cloud/>.

### **Free and Reduced Lunch Forms**

Registration forms are available in our office upon request as well as on our website ([www.reedcityschools.org](http://www.reedcityschools.org)). Please remember that families eligible for free/reduced lunch also receive the same benefit for breakfast. Please call the office at (231) 832-6174 if you have any questions about the program. A new form must be filled out every August.

### **Before and After School Expectations**

Students should not be on the Reed City Middle School grounds before 7:40 a.m. unless the student has a specific school sponsored activity the student must attend. Students need to be off school grounds by 3:25 p.m. unless the student has a specific activity they are attending. No students should be in any RCAPS building on weekends unless they are there for a specific activity with adult supervision.

## **Section 2: Attendance Policy & Philosophy-**

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

At Reed City Area Public Schools, one of the greatest determinants of student academic success is regular and punctual school attendance. With this in mind, we ask RCMS families to take school-starting time seriously. Students are expected to be in class, ready to begin the school day at that time. Remember, students arriving late have missed some education and inadvertently disrupt the education of others. **Students arriving any time after the start of school must stop in the office to sign-in and receive a tardy pass before going to class.**

### **Reporting**

If a student is to be absent from school, it is the responsibility of the parent to contact the school by 9:00 a.m. This confirms to school personnel that parents are aware of the absence. If the office is not notified by 9:00 a.m., the absence will be considered unexcused. An automated call will be generated for any student who is marked absent if notification of absence has not been received.

### **Pre-Arranged Absences for Appointments**

It is helpful for parents to schedule medical and dental appointments before or after school hours. If scheduling at these times is not possible, please send a note to the school office with your student or call the office. Parents should always come to the office when picking up a student during the school day and ensure their student is signed out before leaving.

### **Early Dismissal/Departures and Late Arrivals**

Students will only be released to adults listed as an emergency contact.

### **Absence & Tardy Policy**

Excused tardies include: late bus and professional appointments (when accompanied by a verification slip).

Excused absences include: illness, recovery from an accident, professional appointments, mandatory court attendance, death in the immediate family, personal family vacations and observance or celebration of a bona fide religious holiday. Other situations will be considered unexcused. Attendance at a funeral, wedding or graduation is also excused.

### **Unexcused Tardy Policy**

Students are considered tardy if they are not inside the classroom and seated when the class is scheduled to start. Because excessive tardiness interferes with the educational process, tardiness will count as part of attendance in class and the following disciplinary procedures will be used:

1. Students will be allowed 2 tardies for every class for the trimester. Upon receiving the 3rd tardy, they will be assigned a lunch reflection. For the 6th tardy and each subsequent tardy, students will receive an after school detention.
2. Once a student is more than 10 minutes late for a class, the tardy becomes an absence.
3. Excessive tardiness may result in suspension and/or a parent conference with administration.

### **Truancy- Policy 5301**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. The following steps will be taken regarding unexcused absences:

When a student is absent 10% of the school year, 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 10% of the school year the building principal or designee will notify the school liaison officer who has jurisdiction in the District. Once notified, the liaison 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.

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00 or imprisonment for not less than 2 nor more than 90 days or both.

### **Vacations during the School Year**

Parents are encouraged not to take their child out of school for vacations as it disrupts the planned course of education. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teachers to make the necessary arrangements. It may be possible for the student to receive certain assignments in advance to be completed during their absence.

### **Skiping Class**

Failure to attend class will result in a student/parent/administration communication and the student forfeits the opportunity for making up the work/credit during that period.

1. First offense = after school detention
2. Second offense = in school suspension
3. All other offenses = discretion of administration

## **Section 3: Health Information**

### **When to Keep Students at Home**

Ill children who come to school compromise the health of their classmates and school population as a whole. Because of this, we ask that you help decrease the spread of illness by adhering to the following:

- Children need to stay home at the beginning of an illness.
- A child should be fever free without medication, for at least 24 hours before returning to school

Watch for these signs of illness:

- |              |                     |
|--------------|---------------------|
| ● Vomiting   | ● Headaches         |
| ● Fever      | ● Red, itchy eyes   |
| ● Cough      | ● Skin eruption     |
| ● Runny nose | ● Unusual flushness |
| ● Chills     | ● Sore throat       |

### **Communicable Diseases - Policy 3404**

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.

### **Emergency Information**

Please keep the school posted of all current phone numbers (home and work). If you do not have a phone, it is very important that you give us the phone number of someone who could reach you in case of an accident or if your child becomes ill at school. Please provide more than one phone number. If a telephone number is changed or disconnected, please update your information with the school.

## **Health Screenings**

The Osceola County Health Department assists Reed City students by conducting vision screenings for our students at school. The purpose of the screening program is to aid in the early detection and resolution of any problems that could affect growth or the learning process. Screenings are not meant to diagnose. The health department will contact parents if there is a need for follow up at a free clinic or doctor's office. Results of the screenings are posted on the individual health cards at school. Referrals for additional screenings at any grade level by parents, students, or staff can be made to the school office.

## **Injury & Illness- Policy 5702**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

The law requires the school to send home a child who is ill. When your child shows signs of illness, it is important for parents to cooperate with their school and pick their children up in a timely manner.

## **When a student requires prescription or over-the-counter medication at school, the following procedures apply: Policy 5703**

1. The student's parent/guardian must annually submit a written request and consent form as required by the District.
2. A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.

## **When a student requires District-administered medication, the following procedures apply:**

1. The student's parent/guardian must annually submit a healthcare professional's written instructions that include student name, medication name, medication dosage, and method and time of administration. A parent/guardian must promptly communicate any changes to the healthcare professional's written instructions to the building principal or designee. A "healthcare professional" means a licensed physician, certified nurse practitioner, or physician assistant.
2. Medication must be administered by a school administrator, teacher, or other appropriately designated school employee in the presence of a second adult, unless the medication is administered by a licensed registered professional nurse employed by the District or there is an emergency that threatens the student's life or health.
3. District employees may only administer medication to a student according to the written instructions from a healthcare professional.
4. Medication must be stored in a container that identifies the student's name, medication name, dosage, and frequency of administration.
5. Incorrectly administered medication must be reported to the building principal and the student's parent/guardian. A written report identifying the error must be documented in the student's file.
6. The District will administer medication to students as necessary on school sponsored field trips or school-related activities consistent with this Policy. The building administrator will designate the person responsible for administering the medication. The designee will transport the medication in its original container and record its administration on the medication administration log pursuant to this Policy.
7. Each school must maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness (if required) will complete and sign the log. The medication administration log must be placed in the student's file and kept until at least 1 year after the student's expected graduation date.
8. A parent/guardian will retrieve unused medication after its expiration date, after the District is notified that the medication has been discontinued, or at the end of the school year, whichever is earliest. The District will provide the parent/guardian notice to retrieve the medication. If the parent/guardian does not promptly retrieve the

medication, the District will appropriately dispose of the medication. The building principal or designee must check the expiration dates on prescription medications, epinephrine auto-injectors, and inhalers at least twice each school year.

9. The Superintendent or designee will ensure that all staff responsible for administering medication are appropriately trained.

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider. A minor student must also have written permission from the student's parent/guardian. The required documentation must be submitted to the building principal.

## **Section 4: Academic Information**

### **Philosophy**

The faculty and administration of Reed City Middle School believe that all students can learn and achieve personal success. The school's mission is to provide educational opportunities to challenge and motivate students to perform at high academic levels while fostering positive growth in social/emotional behaviors. There is a commitment to prepare each student for the responsibilities of life and to function within an ever-changing global society.

### **Admission / Enrolling in the School- Policy 5301**

In general, Michigan state law requires students to enroll in the school district in which their parent or legal guardian resides. By law, children between 6 and 18 must attend school.

The following grading system is used:- **Policy 5418**

#### **Grading Scale**

- 90 - 100 = A - Excellent achievement
- 80 - 90 = B - Good achievement
- 70 - 80 = C - Satisfactory achievement
- 60 - 70 = D - Minimum-Acceptable achievement
- 59 - 0 = E - Unsatisfactory level of achievement

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school office will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state, and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

### **Homework- Policy 5417**

At Reed City Middle School we believe that students should work hard during the school day and have evenings reserved for family and fun. The maximum amount of time you can expect is approximately 50 minutes of homework for 5th grade, 60 minutes for 6<sup>th</sup> grade, 70 minutes for 7<sup>th</sup> grade, and 80 minutes for 8<sup>th</sup> grade on some evenings. Homework will not be used for disciplinary reasons but only to enhance the student's learning. Most students who use their class time wisely experience little to no homework at R.C.M.S.



## Report Cards- Policy 5402

To keep parents informed on student progress, grades are posted each term (12 weeks in length). Trimester Grades are given at the end of each trimester (November, March, and then end of the year.). **The Trimester Grades determine a student's Grade Point Average, Pass/Failure determination, and are clearly the most important grades on record.** A student who's Grade Point Averages is 3.0 or better is recognized on the Reed City Middle School Honor Roll. The Honor Roll is published in our local paper.

## State & Local Assessments

All students must take the state approved assessments - M-STEP 5th - 8th grades and PSAT for the 8th graders. Students under a current Individualized Education Plan (IEP) may be approved for accommodations, appropriate to the students' needs or take the MI-Access test if specified in the IEP. Testing takes place in the spring trimester.

Students will take the NWEA Measure of Academic Progress (MAP) test three (3) times a year -- in the fall, winter and spring trimesters -- in the areas of reading, language usage and mathematics. Data for the tests are used to show academic growth as well as to help inform teacher instruction.

Below is a chart of grade level proficiency for NWEA by the end of the year:

Grade	Reading	Language Usage	Mathematics	Science
5th	210.98	210.19	218.75	n/a
6th	215.36	214.19	222.88	208.47
7th	218.36	216.47	226.73	210.61
8th	221.66	218.74	230.30	213.44

## Goal Setting Sheet

	Spring Score	Fall Goal	Fall Score	Winter Goal	Winter Score	Spring Goal	Spring Score
Math							
Reading							
Language Usage							
Science							

## Academic Progress Report

Progress reports are available at any time through skyward or upon request. Students receive notification of their progress weekly.

## Academic Integrity

Academic integrity asks that we hold each other to high standards of personal achievement, ethical conduct, and academic honesty. It creates an academic environment in which a student's search for knowledge is a true and honest reflection of that effort. Any student that engages in academic dishonesty, which includes plagiarism or submitting work

that is not owned by the student, will be subject to disciplinary action. Disciplinary action may include a “zero” grade on the assessment/assignment, and/or other consequences.

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

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. 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 to assist or complete an assignment or test.
- 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.

## **Section 5: Discipline Policy**

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

This Student Code of Conduct is intended to be consistent with Michigan law, the Policies of the Board of Education, and Administrative Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations.

### **Student Code of Conduct- Policy 5205**

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

**Policy 5206-** 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
7. whether a lesser intervention would properly address the behavior.

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.

### **Range of Discipline**

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

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

### **Applicability**

- The prohibited acts and penalties listed below are applicable when a student:
- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle, including one being used for a school-related purpose;
- Engages in a prohibited act at a school-related activity, function, or event; Engages in a prohibited act en route to or from school;
- Engages in a prohibited act involving another student who is en route to or from school;
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

### **Definitions of Discipline**

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

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

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

### **Prohibited Acts**

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

### Alcohol, Marijuana, and Chemical Substances

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

### Arson

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

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

### Arson Prohibited by Law

A student shall not commit an act of arson, prohibited by MCL 750.71 through MCL 750.80. This section is supplemental to, and does not limit or supersede, paragraphs 2, 12, 22, and 35.

### Bullying and Hazing

Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy 5207 and a policy on hazing as part of Policy 5203.

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

### Coercion, Extortion, and Blackmail

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

### Copyrighted Material

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

### Criminal Acts

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

### Criminal Sexual Conduct

*Description* -- A student shall not commit criminal sexual conduct, as defined by MCL 750.520b-e and g.

*Penalty* -- Administrative intervention to permanent expulsion, in accordance with MCL 380.1311.

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

### Discriminatory Harassment

A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.) as outlined in Board Policy 5202.

### Disruption of School

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

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

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

### Damage of Property or Theft/Possession

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

### Dangerous Weapons

A student shall not possess a dangerous weapon in a weapon free school zone. This section is supplemental to, and does not limit or supersede, paragraph 35.

### Dress

A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process. (See page 29 for guidelines)

### Drugs, Narcotic Drugs, and Counterfeit Substances

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

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

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

### Electronic Communication Devices and Laser Pointers

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

Students are expected to use good judgment when using or possessing active electronic communication devices while participating in extracurricular activities. Students may not use or possess active electronic communication devices without explicit staff permission in class or hallways.

*Failure to Comply with Directions of School Personnel*

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

*Failure to Cooperate*

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

*False Alarms*

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

*False Allegations*

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

*Falsification of Records*

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

*Fighting, Assault, and Battery on Another Person*

A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone, or other person (e.g., fighting).

*Fireworks, Explosives, and Chemical Substances*

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

*Gang Insignia/Activity*

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

*Improper Communications*

A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members,

chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

#### Indecency

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

#### Lookalike Weapons

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

#### Misconduct Prior to Enrollment

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

#### Personal Protection Devices

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

#### Trespassing, Loitering

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

#### Scholastic Dishonesty

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

#### Smoking/Tobacco/Vape

A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in the student's possession or under the student's control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor. Students in possession of any such items will be referred to local law enforcement. Students in possession will also be required to complete screening/counseling in order to return to school.

#### Suspended Student on School Property or Attending School Activities

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

In the event that a suspended student violates the terms of the suspension, the student will be required to re-serve the suspension period for each instance in which a violation occurred.

#### Violation of Acceptable Use Policy

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

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

#### Violations of Building's Rules and Regulations

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

#### Weapons and Dangerous Instruments

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

#### **Police Investigations & Arrests- Policy 5201**

The School District cooperates with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question their student in school. The timing of parental notification will depend on the circumstances, taken as a whole. The School District will report the following crimes/events to local law enforcement:

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

#### **Due Process- Policy 5026A**

The District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect student due process rights. If a District administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement or take other measures to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this Policy.

#### **A. Building Administrator – 10 or Fewer School Days**

Before suspending a student for 10 or fewer school days, an administrator must:

1. provide the student verbal notice of the offense the student is suspected to have committed, and;
2. provide the student an informal opportunity to 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.

#### **B. Superintendent or Designee – 11 to 59 School Days**

Before suspending a student for more than 10 school days but less than 60 school days, the Superintendent or designee must provide the parent/guardian 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/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian 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.

A parent/guardian or student may appeal the Superintendent 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, which is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session. The Board's decision is final. The student's suspension will run while the appeal is pending.

### **C. Board Suspension or Expulsion - 60+ School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent/guardian 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/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian 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 this Policy and that suspension or expulsion is the appropriate consequence. The Board's decision is final.

### **Disciplinary Levels**

The following behaviors may be grounds for disciplinary action any time the student is under the jurisdiction of the school. Infractions are divided into (5) disciplinary levels. These offenses result in disciplinary action ranging from lunch reflection to suspension/expulsion from school.

Administration has the authority to vary the above rules and consequences when "special circumstances" exist and restorative practices will be considered when appropriate. Infractions not included in the levels listed below will be dealt with on an individual basis. The list below is not exclusive. The administration reserves the right to determine if behavior is appropriate and may act upon cases not specifically mentioned.

\* In the event that an administered consequence does not change the behavior of a student and the student incurs repeated offenses, the student may be subject to receiving a consequence at the next level.

#### **Level 1 (1 point) Lunch Reflection (one lunch period spent in designated classroom or office)**

**\*\*3** Lunch Reflections result in an after school detention. After the 6th lunch reflection during the same trimester, all of these infractions will result in a consequence greater than a lunch reflection.

- Cell phone violation (first offense) -- lunch reflection, phone will be confiscated and turned into the office; the phone will be returned to the student at the end of the day. \*Students are allowed to have phones in school provided they are turned off and stored in their lockers. The use of cell phones in bathrooms or hallways is prohibited between the hours of 7:55 a.m. and 3:05 p.m.
- Disruptive behavior -- causing minor disruption

- Dress code violation (or students will change into clothing that is compliant with dress code see page #29 for detailed dress code)
- Gambling -- all forms of gambling are prohibited on school property
- Hall pass misuse/abuse
- Hat/hood on in the building (students should remove hats/hoods upon entering building)
- Horseplay -- physical interaction that could lead to minor injury
- Littering -- not placing trash in a proper receptacle
- Loitering -- defined as being in the bathroom and not using the facilities for which they are intended, as well as standing or sitting in the hallway without permission during class time
- Mean towards others
- Not prepared for class
- Possession of classroom accessories that are not permitted -- backpacks, bags, coats, and purses are not permitted in the classroom. Electronic devices, such as airpods and smartwatches that receive texts, are not permitted in class. Food and drinks are not allowed unless permission has been given by the classroom teacher. (Classroom Rule Violation)
- Profanity (not directed at an individual)
- Public display of affection -- first offense
- Refusal to participate in class
- Sleeping in class
- Tardiness - third tardy in class period for the trimester.

**Level 2 (2 points) After School Detention (one hour after school [3:05 pm -4:05 pm] in designated classroom -- served on Tuesdays and Thursdays)**

- Bullying/harassment -- level will increase to possible removal from school, including expulsion, based on severity of bullying/harassment
- Cell phone violation (second offense) -- phone will be confiscated and turned into the office; parents will be required to come to the school office to claim the phone.
- Cell phone violation (third offense) -- phone will be confiscated and turned in to the office; parents will be required to come to the school office to claim the phone; the student will lose all cell phone privileges at school.
- Disrespectful/rude/discourteous behavior
- Disruptive behavior -- causing major disruption
- Horseplay -- physical interaction that could lead to major injury
- Leaving class without permission
- Misuse of school property
- Profanity/Vulgarity/Obscenity -- inappropriate language, gestures, pictures, etc. (level may be increased based on severity)
- Public display of affection -- second offense
- Refusing to follow a reasonable request/directive
- Skipping lunch detention/reflection
- Skipping on school grounds/Missing class without valid authorization (first offense)
- Tardiness - tardy six or more times in class period for the trimester

**Level 3 (3 points) In School Suspension (day/s spent in designated area)**

- Destruction of school property (level may be increased based on severity)
- Falsifying times, dates, grades, addresses, or other data used by the school. Forgery -- fraudulently using the written name of another person
- Impersonating or having someone else impersonate an adult for any reason.
- Instigating -- using words or actions that could possibly, or do, lead to physical altercation
- Insubordination -- defiance of school personnel (level may be increased depending on situation)
- Possession or use of a lighter
- Providing false information to administration

- Skipping -- leaving school without signing out/permission
- Skipping after school detention
- Skipping on school grounds/Missing class without valid authorization (other than first offense)
- Threaten/Intimidate/Incite violence
- Unlawful use of copyrighted material (level may be increased based on severity)

\*Students who are assigned an ISS will not be allowed to participate in any after school activities -- including practices, games, and dances -- on the date/s of the suspension.

#### **Level 4 (4 points) Out of School Suspension (up to 10 days off campus suspension from school)**

- Coercion, Extortion, and Blackmail
- Displaying forms of gang indicia-- symbols, graffiti, clothing, etc.
- Disrespect or defiance of school administration
- Failure to cooperate with administration
- False alarms -- issuing, by word or act, a false or misleading report of fire or other danger
- Fighting -- participating in a physical altercation that does not result in bodily harm
- Gross misbehavior or persistent disobedience -- conduct that is deliberate or detrimental to the normal function of a program or activity
  - recurrent use of profane or obscene language
  - persistent skipping of classes
  - continual disruptive conduct in the classroom, library, cafeteria, or other area of school building/grounds
- Personally offensive behavior -- using language or behavior which reduces the work or dignity of another person in a discriminatory or negative manner. This includes bullying, cyberbullying, harassment (sexual or other), hazing, and racism.
- Physical assault against another student - participating in a physical confrontation by inflicting or attempting to inflict bodily harm, regardless of instigator
- Possession of/or use of alcohol or marijuana (including dab pen)
- Possession of/or use of tobacco or vape.
- Possession or distribution of pornographic material
- Possession or use of a weapon (not otherwise considered a "dangerous weapon" -- pocket knives with blades less than three inches in length that do not open with a mechanical device, razor blades, chemical agents (including but not limited to pepper spray, mace, stun gun, electric shock device, etc.)
- Sexual misconduct/harassment
- Theft -- stealing or dishonestly acquiring the property of others
- Threats of violence to students or school personnel
- Trespassing
- Unethical or illegal use of computers, computer networks, or telecommunications
- Vandalism
- Verbal assault -- using derogatory or inflammatory language to insult another
- Videotaping, recording, or taking pictures with any electronic device (including cell phones) in areas where cell phones are not permitted (classrooms, bathrooms, locker rooms, etc.).
  - Any recording or photographing of a student during school hours or at a school event, including but not limited to:
    - a student committing an act subject to discipline,
    - without the subject's permission

\*Taking/sharing/posting a video/photo of another student may be considered harassment and may be dealt with under harassment guidelines.

- Vulgarity -- obscene or vulgar acts by pupils in verbal or written form, pictures, gestures, or caricatures

\*Legal infractions -- all other acts prohibited by law will incur up to 10 days OSS or recommendation for expulsion (based on severity) and parents, as well as law enforcement agency will be notified

\*Students who are assigned an OSS will not be allowed to participate in any after school activities -- including practices, games, and dances -- on the date(s) of the suspension.

#### **Level 5 (5 points) Removal & Law Enforcement Agency Notification (long term removal from school)**

- Arson -- purposely setting fire on school property
- Bomb threat
- Criminal Sexual Conduct
- Distribution/sale of vapes or dab pens
- Possession, use, or distribution/sale of illicit drugs, narcotic drugs, and counterfeit substances.
- Physical assault against a school employee, volunteer, or contractor
- Possession or use of explosives
- Possession, use, or sale of a dangerous weapon
  - The term “dangerous weapon” means a firearm (any weapon, including a starter gun) which will or is designed or may readily be converted to expel a projective by the action of an explosive; frame or receiver of such weapon; any firearm muffler or firearm silencer; or any destructive device), dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles.

THE PRINCIPAL HAS THE AUTHORITY TO VARY THE ABOVE RULES AND CONSEQUENCES WHEN “SPECIAL CIRCUMSTANCES” EXIST and RESTORATIVE PRACTICES WILL BE CONSIDERED WHEN APPROPRIATE.

#### **After School Detention**

Tuesdays and Thursdays from 3:05 pm – 4:05 pm Students that skip after school detentions as assigned, will be required to serve an In School Suspension the following day. (ISS = 3 points)

#### **Consequences for too many “General Misconduct” points are:**

- Students who accumulate under 5 points receive the appropriate consequence from the list above.
- Once 5 points have been accumulated students will be recommended to meet with teachers to discuss behavior and make a plan. This plan will be developed and documented.
- Once 10 points have been accumulated students will be recommended to meet with teachers, behavior interventionist, counselor, and/or administration. Plan #1 will be revised and documented.
- Once 15 points have been accumulated students will be recommended to meet with teachers, parents, behavior interventionist, counselor, and/or administration. Plan #2 will be revised and documented.
- Once 20 points have been accumulated students will be recommended to meet with teachers, parents, behavior interventionist, school-home liaison, counselor, and/or administration. Plan #3 will be revised and documented.
- Parents will be notified once students have accumulated 25 points.
- Once 30 points have been accumulated students may be recommended to our online schooling program, for the remainder of the school year.
- For parents and/or students refusing online schooling, RCAPS may recommend expulsion for that student.
- Note: These points will be prorated for students that move into our school during the year.

#### **Bullying & Cyber Bullying Policy- 5207**

The Reed City Board of Education believes that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the policy of the school district to provide a safe and nurturing environment for all students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

### Implementation

#### Responsible School Official

The Principal of each school building is primarily responsible for implementing this administrative regulation and its corresponding policy for the school to which the Principal is assigned.

#### Reporting

The Superintendent shall report to the Board of Education, on an annual basis, all verified incidents of bullying, and the resulting consequences that were imposed.

### Definitions

The following definitions apply for purposes of this administrative regulation and its corresponding policy:

*"Bullying"* means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more School District students, either directly or indirectly, by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits, or programs;
- (ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

*"At school"* means in a classroom, anywhere else on school premises, on a school bus or other school related vehicle, and at a school-sponsored activity or event, whether or not it is held on school premises.

*"At school"* includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the School District.

*"Cyberbullying"* means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits, or programs;
- (ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

### Accountability

Each student in the School District is accountable for their own behavior, based on age appropriate expectations. Respect for all students is part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of §1.0 Page 5 of 15 Model Student Code of Conduct friendships, group cooperation, social interaction, compromise, and acceptance of differences among other students and staff.

### Retaliation

Retaliation against a target of bullying, a witness, another person with reliable information about an act of bullying or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy independent of whether a complaint is found to have been substantiated. Suspected reprisal or retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

### Complaint Procedure

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

A student who believes they have been the victim of bullying or cyberbullying must immediately report the incident(s) to the building principal. A student's parent/guardian must also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally, such as through restorative practices. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based, in whole or in part, on the protected classifications of race, color, sex, national origin, or disability, the building principal will notify the School District's designated Compliance Officer or Coordinator pursuant to Board of Education Policy 5202.

#### *Step 1: Formal Investigation*

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

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

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

#### *Step 2: Decision*

##### Complaint Found Valid

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

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

##### Complaint Found Not Valid

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

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

Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three (3) years.

## **Unlawful Harassment-Policy 5202**

### Types of Unlawful Harassment

“Unlawful harassment “ is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student’s race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose of effect of:

1. creating an intimidating, hostile, or offensive environment; or
2. unreasonably interfering with the student’s ability to benefit from the District’s educational programs or activities.

### Race, color, and national origin harassment

Is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student’s actual or perceived race, color or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.

### Disability harassment

Is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on the student’s actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

### Sex-based harassment

Is prohibited by Title IX of the Educational Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sex-based harassment prohibited by the Policy includes harassment based on gender identity or sexual orientation. This Policy also prohibits harassment of a sexual nature that does not rise to the level of Title IX sexual harassment

### Sexual Harassment

This behavior is characterized by the making of unwelcome and inappropriate remarks or sexual advances, requests for sexual favors or pictures, verbal or physical conduct of a sexual nature -- where such conduct has the purpose or effect of unreasonably interfering with an individual’s educational performance or creating an intimidating and hostile educational environment.

Any complaint brought to a school employee or administrator will be forwarded to the Title IX Coordinator for investigation as outlined in Board Policy 5202.

The Title IX Coordinators for Reed City Area Public Schools are:

Stefanie Shoemaker  
Title IX Coordinator/RCMS Principal  
233 W. Church Ave.  
Reed City, MI 49677  
(231) 832-6174 ext. 3000  
[sshoemaker@reedcityschools.org](mailto:sshoemaker@reedcityschools.org)

Dave Carlson  
Title IX Coordinator/RCHS Principal  
225 W. Church Ave.  
Reed City, MI 49677  
(231) 832-2224 ext. 2000  
[dcarlson@reedcityschool.org](mailto:dcarlson@reedcityschool.org)

All complaints, interviews, and investigations will be treated with the strictest confidentiality and utmost discretion. Only those employees or students whose participation in the investigation of a complaint who are essential to its resolution will be informed of it.

### **Search and Seizure- Policy 5103**

School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death. A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction. School officials are not required to have reasonable suspicion to search lockers or other District property.

The District may use detection dogs to search for contraband on District property.

A breath alcohol test is a search and may be administered upon reasonable suspicion that a student has consumed or is under the influence of alcohol. For voluntary, non curricular school activities (e.g., school dances), suspicionless breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice.

Strip searches are prohibited.

The building principal or designee will turn over to law enforcement illegal items and dangerous weapons, and may store in a secure place any other contraband or evidence seized from a search until a disciplinary hearing. This Policy does not apply to any outside entity that may require drug or breath alcohol testing as a condition of participation.

### **Dress Code- Policy 5204**

The style and manner in which a student dresses while attending school and school-related functions is largely the responsibility of the student and the student's parents. The School District, however, maintains the right to impose reasonable restrictions on dress and grooming, where the style of dress or grooming is reasonably considered disruptive or detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom the student attends school may be grounds for remedial or disciplinary action.

- Student dress and appearance must be clean, neat, in good taste and not considered distracting to the educational process.
- No underwear or skin showing between shirt & pants (shorts, skirt, etc.) when standing or sitting. At no point should undergarments be visible.
- Clothing with suggestive solicitation of profanity, tobacco, alcohol, illegal substances, vulgar suggestions or anything else deemed offensive are not permissible.
- Clothing that is poorly fitting, showing excessive skin and/or exposes undergarments may not be worn at school.
- Slippers, sleepwear, and blankets are not permissible.
- Footwear must be worn at all times.
- Hats, sunglasses, and coats and/or jackets will be removed upon entering the building and placed in lockers.
- Hats and hoodies are not to cover the head anywhere in the building during school hours. Hats, sunglasses, and coats and/or jackets will be removed upon entering the building and placed in lockers. Hats are allowed on Fridays or the last school day of the week.
- No clothing that may directly or indirectly be interpreted as gang affiliation. This includes, but not limited to baseball caps, bandanas, saggy pants, or anything that would indicate gang identifiers.

## **Section 6: General School Information**



**Agreement for Acceptable Use of Technology- Policy 4215**

Acceptable use policies can be found on our schools website: <https://rcms.reedcityschools.org/o/rcms> Under the student tab, there are 2 separate policies that cover middle school students: a K-6 policy and a 7-12 policy. During the enrollment procedure these documents will be reviewed and signed by parents and students.

**Accidents**

All accidents shall be reported to the staff member in charge and he/she will fill out a written report to keep on file in the middle school office. If/when students require medical attention, contact will be made with the parents/guardians.

**Assemblies**

Assemblies are an integral part of the school program and the educational experience. They are viewed as an extension of the classroom; therefore, appropriate conduct is expected at all assemblies. Throughout the year, assemblies will be scheduled as circumstances allow.

**Backpacks/Bags**

All backpacks/bags/cases are expected to be placed in the assigned locker. No backpacks, cases or large bags of any type may be carried to/from classes or to the cafeteria during the school day. Small purses may be carried but may not exceed a size which would allow textbooks and other large items to fit into. All materials such as coats, bags, books, blankets and extra clothing are required to be in the locker issued to each student. Backpacks may be allowed if the student is on crutches.

**Cellular Devices/Smartwatches- Policy 5209**

Cell phones are allowed in school provided they are turned off and stored in student lockers. However, students are permitted to use their cell phones under the following circumstances:

- in the office with permission
- with teacher discretion
- with permission from a school administrator

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.

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 this 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/guardian to discuss the rule violation before returning the cell phone or electronic device.

IPods and other portable electronics with earbuds or headphones are not allowed to be used from the start of school to the end of school unless authorized by a teacher. At no time should earbuds or headphones be in/on during passing times. Smartwatches will be treated as cell phones if students are using them during school hours as communication devices.

**Children's Protective Services Investigations- Policy 5701**

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.

**Closed Campus- Policy 5801**

Reed City Area Public Schools operate on a closed campus arrangement. Once a student arrives at school, he/she is not allowed to leave the immediate area of the school unless he/she is properly signed out through the office. To leave the school during the day, the student must be signed out by his/her parent/guardian. If a student drives to school and needs to sign out, a parent/guardian must provide written permission (note/email) to release the student.

**Clubs and Activities- Policy 5510**

All clubs/activities must be approved by the assistant principal or the principal before being implemented. Approval must be before the school year begins. All clubs/activities must have a Reed City Area Public School employee/staff member as the advisor.

**Communication to Parents**

In a cost saving measure to keep parents informed, Reed City Middle School sends out periodic emails detailing upcoming activities, academic and behavioral recognition, and any other information deemed necessary by school administration.

**Computer & Technology Use Expectations**

Before any student may take advantage of the School's computer network and the Internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct, as well as possible referral to law enforcement authorities. Copies of the School District's Rights and Responsibilities Declaration form are to be signed prior to accessing Reed City Area Public Schools technologies.

**Counseling**

The middle school has a full-time counselor to serve the needs of the students and/or parents. Counselors help with problems, scheduling, study habits and student decision-making. Our counselor is a valuable resource.

**Distribution of Non-School Materials- Policy 3308**

Students will not be allowed to post or distribute written or illustrative materials in the school or on school property without first obtaining permission from the administration. Solicitation is not allowed by anyone except for approved school sponsored groups.

**Emergency Closing- Policy 3401**

In case of inclement weather, the following guidelines explain the steps taken in making a determination to close school:

1. At 5:00 a.m. the director of transportation travels the district's more difficult roads.
2. In consultation with the director of transportation, the superintendent reaches a decision by 6:00 a.m. to hold classes, schedule a delay, or cancel classes.
3. If there is a delay or cancellation of classes, the district will utilize the school website ([www.reedcityschools.org](http://www.reedcityschools.org)), school app and Skyward to notify families to alert them of the delay/cancellation.

You may also check the following media outlets for delays and cancellations:

TV  
WPBM 7 & 4

WWTV 9 & 10  
WZZM 13

If we dismiss early for an emergency, all after-school functions are automatically canceled.

**Field Trip Guidelines- Policy 5506**

Students are scheduled to attend field trips throughout the school year that are of educational and/or incentive based. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Some trips may be used strictly as incentives. Permission slips are required. Attending field trips is a privilege and participation is dependent on a student's behavior and citizenship. If your student will not be attending the trip, they are not allowed to be in school on trip day. Please make alternate arrangements to keep them home. Virtual students are not to attend dances, E.G.G., or class trips.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Less than a 2.00 GPA;
- Behavioral or safety concerns;
- 24 Behavior points or more;
- Denial of permission from administration;
- Other reasons as determined by the school.

During registration parents are asked to complete a Parent Notification and Consent Form for 5 mile Radius Field Trips. Field trips over the 5 mile radius will have separate consent forms sent home with the student.

#### **Food, Candy, Beverages, etc.**

Students are not allowed to consume these items in class unless there is a special event in their classroom that has been approved by the principal. The school provides beverage and snack machines for student use after school. These machines turn off during the school day to encourage students to eat healthy lunches. **Opened beverage containers of any type are not allowed in lockers or hallways.** Factory sealed containers of pop, juice, water, etc. may be stored in lockers as long as they have not been opened and are to be completely consumed in the cafeteria or disposed of once opened. Energy drinks of any type are NOT allowed in school.

#### **Guidance Services**

Guidance services are available for every student. These services include; assistance with educational planning, interpretation of test scores, occupational and career planning, and personal problems and whatever else the student wishes to discuss.

#### **Hall Passes**

No student is to appear in the hall during class time without a hall pass by the teacher who is responsible for that student. A student may not leave the building without obtaining office approval and signing out and back into the office. Failure to do so may be considered a "skip". Abuse of pass privileges may result in loss of those privileges.

#### **Halloween Dress-Up**

Students are not allowed to wear costumes to school to celebrate Halloween. We will have a Dance/Activity Night dedicated to Halloween where dress-up is encouraged. Face painting is not allowed in school except on spirit activity days. Face painting is NOT allowed in school except on spirit days.

#### **Handbook/Planners**

The Reed City Middle School Staff is committed to help our students become organized. We have purchased a daily planner for each student. We expect each student to carry their planner to each period. The planner contains hall passes. Students must have their planner to be awarded a hall pass. Students must pay a fee to replace their planner.

## **Law Enforcement Interviews- Policy 5201**

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.

## **Insurance for Students- Policy 5704**

The school district shall provide minimal general student insurance for all school-related activities including school-sponsored athletics. The level of insurance coverage will be established yearly by the Board of Education or its designee. Parents are encouraged to provide their own insurance coverage. The school counselor has applications and information about insurance coverage for all children in the State of Michigan. The district insurance coverage shall be considered excess coverage. Any additional medical expense not covered by the school district insurance coverage is the responsibility of the parents.

## **Lockers- 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 against Board Policy. The Board directs the Superintendent to include this Policy in the student code of conduct and to distribute it to parents/guardians.

Guidelines for locker use are as follows:

- One student per locker.
- No locker changes without office permission.
- Combinations must be confidential, given out only to the person assigned to that locker.
- Lockers should be locked at all times.
- No personal locks may be used to secure the locker.
- All lockers must be returned to their original condition at the conclusion of the school year.

## **Lost & Found**

Lost and found is located on the North East end of the cafeteria. Parents are encouraged to mark students' personal items, if they are to be brought to school. Personal items of value should NOT be brought to school.

## **Lunchtime Rules**

The cafeteria provides facilities for hot lunch, sack lunch, and breakfast. All students should fill out a hot lunch form during summer registration if they qualify. Students must have their ID card when eating hot lunch. Students must pay a fee to replace their ID card.

1. Daily students during their lunch break will attend the gym and the cafeteria.
2. No loitering in the hall or in the restroom.
3. Going to lockers is not allowed. (Other classes are in session.)
4. Tennis shoes are only allowed on the gym floor (socks are allowed.)
5. When outside, please stay away from the classroom windows and **stay in sight of the monitors at all times.**
6. Any potentially dangerous activities; such as, punching, kicking, play fighting, pushing, throwing snowballs, wrestling, tripping, or playing tackle football, is not allowed. Please play safe and be considerate of others.

## **Online Learning**

Students in 8th grade are able to earn high school credit through online courses. This option is extended to students who have demonstrated a willingness to assume responsibility and have shown an aptitude for advanced course work.

Courses can be taken through Michigan Virtual School or the Apex course providers. All online high school coursework must be approved by the principal. For more information, please contact the principal or guidance counselor.

### **Outside Agency Disclaimer**

In order for any Reed City Area Public School to distribute materials from outside agencies to students, the outside agency must attach or include this disclaimer: *This is **not a school sponsored activity** and RCAPS does not provide support or endorsement of this activity. RCAPS has neither reviewed nor approved this program/activity, personnel running the program/activity, or investigated in any way the program/activity described above. You should know that while all school employees have criminal background checks, we have no knowledge of similar requirements of outside agencies. RCAPS gives equal opportunities to outside agencies who request permission to distribute materials offering opportunities to students and/or their parents, but that permission to distribute materials must not be considered a recommendation or endorsement by the school district. NOTE – WHENEVER THE WORD “PRINCIPAL” IS USED IN THIS HANDBOOK IT IS UNDERSTOOD TO MEAN “PRINCIPAL OR DESIGNEE”*

### **Parent Teacher Conferences**

Parent Teacher Conferences are held three times a year, once for each trimester. Parents will be notified of dates and times of Parent Teacher Conferences through newsletters and in this handbook's calendar.

Teachers have conference time set aside daily to do a variety of school related work. A portion of this time is intended to be used to open the lines of communication with parents. We ask that parents call ahead to set up an appointment or call to talk to the teachers during their conference times. Parents are encouraged to call any time they are curious, don't wait for trouble. Parents can keep informed by logging onto our "Skyward" internet access and receive daily progress feedback. It has been proven that students, parents, and teachers communicating often and working together yield the most positive educational results.

### **Pesticide Advisory- Policy 3406**

Reed City Area Public Schools has adopted a policy to provide students and staff with an environment that is free of pests, pesticides, and harmful chemicals to the extent required by law. The Integrated Pest Management Program (IPM) includes routine inspections or surveys of all school facilities and various strategies to prevent pests from becoming a problem. Pesticides are used only as a last resort and parents will be notified prior to a pesticide application in a school building or on school grounds.

### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least three (3) calendar days before the student's anticipated absence(s).

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

### **Restricted Materials**

Anything that is disruptive or dangerous in the learning environment, as determined by the principal, is not allowed in school (Laser Pointers, Chains, Stink Bombs, Fireworks, etc.). Electronic toys, games, music players, or similar items are not allowed in classrooms but may be used during lunchtime in the cafeteria. The school is not responsible for lost or stolen items. Cell phones are NOT allowed at lunch. Phone calls of an emergency nature are to be made from the office phone.

### **Retention Policy and Process- Policy 5411**

Students who fail half of their core classes are subject to possible retention.

**Safety Drills -- Fire, Lockdown, and Tornado- Policy 3402**

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

**Student ID Cards**

The school provides each student with a student identification card (ID) at the beginning of the school year. Each student is required to carry this card when attending school or school-related functions. Students are required to show ID upon request of any staff person.

**Student Fines- Policy 5404**

The District may require students and their parents/guardians to reimburse the District for actual costs to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time. The District may pursue legal remedies to collect unpaid fines.

**Use of Media Center/Library**

The media center is a place for quiet group and individual study and research. The media center program is designed to help students find, generate, evaluate, and apply information that helps them function effectively as members of society. Students are expected to adhere to the following media center rules and regulations:

1. The media center is available for student use during the school day. Students may enter the media center during class time with a pass from a staff member.
2. No food or beverages are allowed in the media center.

**Use of School Phone**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. In cooperation with the office personnel, the staff will initiate all calls on behalf of a student seeking permission to leave school.

**Use of School Equipment & Facilities**

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

**Valuables**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

**Video and Audio Monitoring System- Policy 3104**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement agencies.

**Visitors- Policy 3105**

All visitors, including parents and siblings, are required to enter through the door #15 of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

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

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

#### **Volunteers- Policy 3105**

All school volunteers must complete the “Volunteer Background Check” (available in the school office) and be approved by the school principal before assisting at the school. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **Section 7: Bus Transportation**

#### **Policy 5802**

Bus transportation is provided as a convenience and a privilege to transport many of our students to and from school and for special trips such as athletic events, field trips, etc. As with most privileges, there are accompanying responsibilities which must be assumed by bus passengers. Failure to accept these responsibilities may result in the loss of riding privileges for a period of time.

Bear in mind that the bus is an extension of the classroom and similar conduct is expected. The bus driver assumes the same role on the bus that the teacher plays in the classroom. The bus driver may, at his/her discretion, assign seating and contact parents concerning improper conduct of student passengers.

Students may only ride on their assigned bus, boarding and getting off at the same point each day. Changes in student busing are allowed for long term changes only, and must be done through the transportation department (231) 832-4232.

Michigan Law states that “Students may take only those items on a bus that will fit on their own lap.” Anything larger is not to be brought on the bus. This does include instruments and sports equipment. Golf clubs, skateboards, hockey sticks, fishing poles, skis, and snowboards are not allowed on regular buses.

Reed City Area Public Schools buses are equipped with video equipment for the safety of our students. Any misconduct recorded on video can and will be used when reprimanding students for misconduct. The discipline philosophy, which has been accepted by the district, states that: “ We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation.” Parent reminder: State law requires school attendance even when suspended from bus privileges.

#### **Bus Rules and Regulations**

In addition to the School Code of Conduct, the following rules are also in effect for students while riding a Reed City Area Public school bus.

1. Follow the driver’s instructions the first time given.
2. Stay in your seat.
3. Keep your hands, feet, and all objects in the bus.
4. No pushing, shoving, or fighting at any time.
5. No shouting, whistling, inappropriate language/gestures, or name-calling at any time.

6. No eating, drinking, spitting or use of tobacco/e-cigarettes.
7. No pets or animals at any time.
8. Keep the bus neat and clean, aisles clear of feet and objects.
9. Do not damage personal property of others or cause damage to the bus.
10. No unsafe acts or displays of misbehavior at any time.
11. No student is allowed to walk over from the middle school/high school to GT Norman Elementary to board a bus unless he/she has written permission from an administrator.

#### Severity Clause

If any incident of misconduct is deemed to be very serious and/or hazardous to the safety of any and all passengers, a school Bus Conduct Form will be completed and will begin at the appropriate step. In emergency situations which threaten the health or safety of students, or when immediate removal from the bus is necessary to maintain the proper atmosphere, the Transportation supervisor or building administrator has the authority to suspend the student for up to 24 hours. The building administrator may skip any or all steps prior to step 4, depending on the severity of an incident. All attempts will be made to contact the parents/guardians as soon as possible.

#### Consequences

Reed City Area Public School bus drivers use a variety of disciplinary techniques and methods to correct and prevent problems on their buses prior to enacting the steps of this policy. In all cases, the driver will inform the student that a Bus Conduct Form is being issued and tell the student the specific reason for the report. A copy of the report will be forwarded to the parents/guardians, the student's building administrator, and the transportation supervisor. If a student's behavior is repeatedly unacceptable, the following procedures will be initiated:

##### Step 1

The transportation supervisor will meet with the student and a warning or up to a three (3) day suspension from the bus will be issued.

##### Step 2

The building administrator and/or the transportation supervisor will meet with the student to discuss the problem, and three (3) to five (5) day suspension from the bus will result.

##### Step 3

The building administrator and/or the transportation supervisor will meet with the student to discuss the problem, and five (5) to ten (10) day suspension from the bus will result.

##### Step 4

The building administrator and or the transportation supervisor will arrange a meeting which may include the student, driver, transportation supervisor, building administrator, classroom teacher (if appropriate), parents/guardians, and director of operations to determine the appropriate discipline, which will be ninety 90 days up to one (1) year suspension from the bus. The parents/guardians may appeal this decision to the superintendent.

## **Section 8: Activities**

### **Dance/Activity Nights & Video Gamer Nights- Policy 5508**

A Dance/Activity or a Video Gamer Night is a privilege and reward for students who do their work in school and behave appropriately (See scheduled dates on the Calendar page). **Any student who has accumulated 1 point per week since the previous after school event cannot attend the next Dance /Activity Night or Video Gamer Night.** School rules and consequences apply at all dances and gamer nights. Students are not allowed to leave once the activity has started unless their parents come to the door and pick them up. Violation of any of these rules will exclude that student from future activity nights as determined by the Principal. **\*\* Students who owe school fines and/or fees are not eligible to participate in any after school activities. (Damaged books, non- returned library, etc.)**



## **Sportsmanship at Athletic Contests**

When we entertain visiting teams from other schools, or when we go to other schools, our school is judged by the manner in which we conduct ourselves.

### Please Do:

Accept the decisions of the officials  
Take part in your own school's cheering  
Be considerate of other people at the game

### Please Do Not:

Boo  
Disrupt other team's organized cheers  
Razz the players

## **Definition of Student-Athlete**

Student-Athlete: An individual is considered to be a student-athlete once he/she becomes a member of a Reed City Middle School team -- as manager or participant.

## **Eligibility Requirements**

Eligibility requirements will be modified, if necessary, to meet or exceed the minimum requirements mandated by the Michigan High School Athletic Association (MHSAA).

### Daily Eligibility -- Attendance

1. To attend practice or participate in a contest, the student-athlete must be in attendance in their regular classes the entire day of said practice/contest, unless the office is issued an advanced excuse or a note from a doctor. Exceptions may be made only under extenuating circumstances, such as emergencies, at the discretion of the athletic director and the principal/assistant principal.
2. The student-athlete is expected to be in school the entire day following a contest. Repeated absences, excused or otherwise, following a contest will be reviewed by the athletic director and the principal on a case-by-case basis and may subject the student-athlete to suspension(s).
3. Any student-athlete who is serving an in-school or out-of-school suspension will not participate in any meetings, practices or contests during the time of the suspension. This includes all weekend events if the student is suspended on a Friday prior to a weekend event. All student-athletes are students first and athletes second and are expected to act accordingly.

### Bi-Weekly Eligibility -- Academic and Citizenship

1. Academic eligibility will be based on the trimester cumulative grade (a student's overall grade in a class at the time of the posting of eligibility).
2. Respectful attention in the classroom, as well as proper respect for the faculty, other staff, students, and property is expected at all times.
3. All student-athletes must be attending school full-time and passing all classes to remain eligible.
4. Student-athletes who are not eligible to play due to previous trimester grades, disciplinary suspensions, or bi-weekly eligibility may not leave class early for a game. This policy includes team managers.

### Year-round Eligibility -- Athletic Code of Conduct

After the first occurrence of membership on an athletic team, a student-athlete will comply with the athletic code of conduct throughout the school entire year and until graduation to maintain his/her eligibility status.

## **Eligibility Administration**

1. Teachers are expected to post grades in Skyward for eligibility purposes.
2. The initial reporting date will be the second Wednesday of each trimester. Thereafter, eligibility will be required every other Wednesday. Eligibility reports will be accepted from students on "off" Fridays. Reporting periods are subject to change to comply with minimum MHSAA standards. A form for reporting grades on "off" Fridays can be obtained from the athletic office.

3. Academic ineligibility will take effect the Monday following reporting for a period not less than Monday through Sunday. Reinstatement of eligibility will take effect the Monday following the satisfactory report(s) that clears the individual for participation. The student-athlete will be notified by Monday if he/she is ineligible. He/she will be expected to practice, will not be allowed to dress in uniform during the contest, and will sit with his/her team during contests throughout the suspension period.
4. Student-athletes may submit a new eligibility report between the regularly bi-weekly reports. Upon correcting the situation, the student-athlete may request a report using a form the student obtains from the Athletic Director. All the student's teachers must report passing grades for the student-athlete to regain eligibility.

## **Disciplinary Actions**

### Major Offenses

A student-athlete may be charged with a major offense when the athletic director or the principal/assistant principal feel they have sufficient evidence that a major offense has occurred. Prosecution in a court of law is not required to move forward with imposing penalties under this section of the athletic code.

The following are considered major offenses of the Athletic Code of Conduct:

1. Any act that constitutes the commission of a crime may result in punishment as a major offense.
2. Alcohol, drugs, tobacco, vape/E-cigarettes are strictly prohibited. The possession, use, consumption, distribution, purchase, sale or manufacture of, or any other improper or unlawful involvement of any kind of description with illegal drugs, controlled substances, alcohol or alcoholic beverages, anabolic or androgenic steroids, tobacco, tobacco products, E-cigarettes, vapor pens (with or without nicotine), or facsimiles, "lookalike" drugs, drug paraphernalia, or substances or products that mask or tamper with any of these, is strictly prohibited. Also prohibited is the distribution, abuse or misuse of over the counter medications or prescription drugs, or other chemicals or substances.
  - a. Testing: The district believes that they have the responsibility to detect, deter, and prevent drug, alcohol, tobacco, and vape use. The district reserves the right to adopt a random testing program for district athletes.
  - b. Search: Students who voluntarily participate in the athletic program also agree to submit to random searches of their personal effects, and to searches, including but not limited to breathalyzer testing, based on individual suspicion for violation of these rules.
3. Gross misconduct is defined as cheating, fighting, or unfavorable notoriety, violation of a civil or criminal law, or any socially unacceptable behavior that brings discredit to the athlete, parents, team, or school. This includes any behavior on social media.

### Major Offense Penalties

A major offense will be dealt with in the following manner:

1. The athletic director and the principal/assistant principal will meet with the student to discuss the issue. If it is determined that a violation of the athletic code of conduct has occurred, the parents will be notified in writing. The notification will contain a summary of the penalty and the suspension that will be imposed.
2. If it has been determined that the student-athlete has committed a major offense, the penalties will be as follows:
  - a. 1st Offense - Immediate suspension of 25% of the scheduled number of contests in the current season.
  - b. 2nd Offense - Immediate suspension of the entire current athletic season.
  - c. 3rd Offense - One year suspension (365 day suspension) -- effective immediately.

\*The current season is defined as the season in progress at the date of the offense and applies from the first scheduled contest through state playoffs. If the suspension cannot be completely served within the current season, the suspension will be extended into the athlete's next season. The number of contests will be prorated on a percentage basis. The student-athlete will be required to remain a participant in good-standing until the completion of the sports season(s) for the suspension to be considered served.

3. The school district maintains the right to remove any student-athlete from participation in athletics for involvement in or commission of an egregious act.
4. Student-athletes not participating in a sport during a first violation will receive a suspension for 25% of a season.
  - a. If a student-athlete is not participating in a sport when the first violation occurs, or the suspension cannot be completely served within a single season, the remaining suspension will be served during the student-athlete's next participation on an athletic team. If serving a suspension out the season the violation occurred, the student-athlete will be required to remain a participant in good-standing until the completion of that sports season for the suspension to be considered served.
  - b. Coaches are under no obligation to accept a student-athlete onto a team to allow a first suspension to be served. A first suspension is considered served if the student-athlete does not participate during the next occurrence of the same season in which the suspension was initiated or after one calendar year if the suspension was not served by participating on a team. Summer break shall be considered a part of the fall sports season.
  - c. All 8th grade students will be granted zero-offense eligibility status the day following the last contest of the spring middle school sports season. Any violations on or after that date will carry forward for the remainder of the student-athlete's career, including high school. Student-athletes granted advanced high school eligibility will regain a zero-offense status upon the granting of advanced eligibility. Granting zero-offense status will occur no more than one time per athlete and will not occur after entering the 9th grade.
  - d. An 8th grade student violating the athletic code who, due to the timing and circumstances of their participation, would not be suspended from any participation due to the granting of zero-offense eligibility will have his/her case reviewed as if it were a minor violation of the athletic code. The athletic director and the middle school principal will review the matter and may impose a suspension. An example would be an 8th grade student not participating in spring sports who violates the athletic code during the spring season.

#### Minor Offenses

1. A minor offense is a violation of the coach's list of written rules.
2. A minor offense is a violation of the Student Code of Conduct, not previously defined as a major offense.
3. A minor offense includes displaying or contributing to unsportsmanlike or other inappropriate behavior as determined by a majority consensus of the Athletic Director, Principal/Assistant Principal, and coach.

#### Minor Offense Penalties

A minor offense shall be dealt with in the following manner:

1. If it is a violation of the coaches written rules, the coach will meet with the student-athlete to discuss the issue, and then notify the Athletic Director and student-athlete's parent(s) or guardian(s) of the discipline.
2. If it is any other minor violation, the Athletic Director will meet with the coach and student-athlete to discuss the issue. The Athletic Director will notify the student-athlete's parent(s) or guardian(s) of the decision.
3. If the student-athlete is not participating in a sport when a minor violation occurs, the student will meet with the Athletic Director and the Principal/Assistant Principal to discuss the issue. The student-athlete's parent(s) or guardian(s) and next coach will be notified by the Athletic Director of the disciplinary decision.

#### **Appeal Process**

The student-athlete and/or parent/guardian will have ten (10) days from the mailing of a notice to submit a written request to the Athletic Director for a review by the Athletic Council of a major offense violation. Any suspension will remain in effect until overturned by appeal. If, after the decision of the Athletic Council, the student/parent/guardian still disagrees with the decision, they will have three (3) days to file an appeal to the Superintendent of Schools for the purpose of making a determination. The decision of the Superintendent will be final.

## **Athletic Council**

### Membership

One (1) Administrator

One (1) School Board Member

Two (2) Coaches

One (1) Parent

Athletic Director (non-voting member)

Chairperson - Athletic Director

Meeting - To be scheduled within five (5) school days

Decisions - Based on a majority vote

Duties - Rule on appeals concerning disciplinary suspensions for major violations

- May concur with the decision of the Athletic Director
- May overrule the decision of the Athletic Director

## **Equipment and Facilities**

Students are expected to maintain all equipment and facilities in good condition. Equipment handed out to athletes is their personal responsibility at all times. The school district is not responsible for the security of equipment, either on or off school property. Student-athletes must replace or pay for all equipment that is lost, stolen, or ruined. Failure to return equipment in good condition will result in suspension of that individual from all athletic and school related activities until the equipment is returned or replaced. Failure to return equipment within three (3) days after the coach's specified due date may result in suspension from future athletic contests, the number of which will be determined by the Athletic Director, Principal, and coach, unless the equipment is lost and ultimately replaced.

## **Section 9: Other Policies**

### **Family Educational Rights and Privacy Act (FERPA)- Policy 4204**

The federal law known as the Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1. The right to inspect and review the student's education records within 30 days after the day the School District receives a request for access.**

Parents or eligible students who wish to inspect their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2. The right to request the amendment of education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

Parents or eligible students who wish to ask the School District to amend their child's or their education record should submit a written request to the school principal, clearly identifying the part of the record they want changed and specifying why they believe it should be changed. If the School District decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student at the time they are notified of the right to a hearing.

- 3. The right to provide written consent before the School District discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A designated school official with a legitimate educational interest includes a person employed by the School District as an administrator, teacher, or other person designated by the Board of Education. A school official also includes a liaison officer who, while not employed by the School District, may be granted access to student educational records (including video footage) at the direction and supervision of a school administrator. A school official also may include a contractor or consultant who, while not employed by the School District, performs an institutional service or function (such as design and maintenance of the School District's security camera system) for which the school would otherwise use its own employees and who is under the direct control of the School District with respect to the use and maintenance of personally identifiable information from student education records.

4. **The right to refuse to allow the disclosure of "directory information."**

"Directory information" regarding a student may be released to any requesting person or party, in addition to the eligible student or the student's parent, without written consent. The Board of Education has defined "directory information" to include a student's:

- Name;
- Address and telephone number;
- Photograph;
- Birth date and place of birth;
- Participation in School District related programs and extracurricular activities;
- Academic awards and honors;
- Height and weight, if a member of an athletic team;
- Honors and awards; and
- Dates of attendance and date of graduation.

In the event inconsistency exists between the Board of Education policy defining "directory information" and this annual notification, the policy prevails.

**Eligible students and parents may refuse to allow the School District to disclose any or all of such directory information upon written notification to the School District within thirty (30) days after receipt of the School District's public notice. Parents may submit written notification to the building principal of their child's school and/or fill out a FERPA Opt-Out Form.**

5. The right to file a complaint with the United States Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington DC 20202-5280

### **McKinney-Vento Homeless Assistance Act- Policy 5307**

The School District, in accordance with the McKinney-Vento Homeless Assistance Act, will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and District-wide assessments and accountability systems. A student may be considered eligible for services if the student is presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement.

The Board of Education has designated the Homeless Liaison Officer as the School District's Coordinator under the Homeless Assistance Act. For questions or assistance, please contact (231) 832-5548.

### **Parental Inspection of Instructional Materials- Policy 5401**

Parents have the right to inspect, upon request, any instructional material used as part of the School District's educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

### **Special Education & Section 504- Policy 5601 and 5603**

The School District is required, by law, to locate, identify and evaluate all children with disabilities, including children with disabilities attending private schools located within the School District, as well as homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find.

Child find extends both to children who may be eligible for special education under the federal Individuals with Disabilities Education Act (IDEA) and those who may be eligible under Section 504 of the Rehabilitation Act of 1973 (Section 504).

If you believe your child may qualify under either the IDEA or Section 504, please contact the District's Director of Special Services.

### **Equal Opportunity/Nondiscrimination Statement**

#### **Policy 3118**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Dave Carlson, Title IX Coordinator  
 Reed City Area Public Schools  
 233 W. Church Ave.  
 Reed City, MI 49677  
 (231) 832-6174

For further information, you may also contact:

Office for Civil Rights  
 U.S. Department of Education  
 1350 Euclid Avenue, Suite 325

Cleveland, OH 44115  
Telephone: 216-522-4970  
FAX: 216-522-2573  
TDD: 877-521-2172  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

**Parent/Student Signature Sheet**  
**Reed City Middle School 2023-24**

Dear Students and Parent(s)/Guardian(s):

The handbook was created to ensure a smooth running school. We think that it is important that you and your child know the expectations of our school. Therefore, we ask that you read this handbook and return this page to us as an indication that you are aware of our policies and procedures. This form is part of the student registration process at Reed City Middle School and must be returned within the first week of enrollment.

I will read and understand the contents of this handbook.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Date

**Reed City Area Public Schools**  
**Coyote Network Registration Contract**

Using Reed City Area Public Schools technology is a privilege, which requires all users to take responsibility for their action. We have read the Coyote Network Acceptable User Agreement and recognize it is impossible for the Reed City Area Public Schools to restrict access to all controversial materials. I will not hold them responsible for materials acquired on the internet.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date