

2019 – 2020

STUDENT HANDBOOK CODE OF CONDUCT



Live to Learn – Learn to Lead

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Welcome to our school. Our staff is pleased to have you here as a student and a parent/guardian. We will do our best to help you and make your experience here productive and successful.

This **Parent-Student Handbook** has pertinent information, rules and regulations. Therefore, it is important that **every** parent/guardian and student read and become familiar with its contents. This handbook is developed so we can have a safe and organized program and to create an understanding between students, parents/guardians and the school.

The administration and staff appreciate your support. We hope that your child's school year will not only be educational, but enjoyable.

The Richfield Public School Academy Board of Directors encourages students, staff, administration and parents/guardians to review this document and submit proposed modifications to the principal's office no later than March 1 of each school year. The principal will then compile all such recommendations and will provide for a review of the Parent-Student Handbook:

Adopted August, 2003 by the Board of Directors

Revised Edition Adopted August 2013 by the Board of Directors

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents/guardians may have during the course of the school year. Because the handbook also contains information about student rights and responsibilities, each student is accountable for knowing its contents. Please take time to become familiar with the following information and keep the handbook readily available for you and your parent/guardian's use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook contact your principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

MISSION OF SCHOOL

The mission of Richfield Public School Academy is to create a high standard of academic excellence where all students can grow and become lifelong learners.

STATEMENT OF PHILOSOPHY

The Richfield Public School Academy Board of Directors' beliefs:

- We believe each child will be taught at the level which he/she is ready to learn.
- We believe each child will move through academics at his/her own pace.
- We believe each child will master one level of learning before moving onto the next.
- We believe each child will receive a solid foundation in reading, phonics, and mathematics enabling him/her to succeed in other academic subjects.
- We believe each child will receive regular instruction in computer skills.
- We believe each child will be encouraged to reach or achieve his/her potential.
- We believe each child will refer to themselves as a leader.

LEADER IN ME

RPSA is a Leader In Me School. Students at RPSA are expected to exhibit the qualities of a leader. Students will be expected to adhere to the following seven habits:

- Be Proactive – You're in charge
- Begin with the end in mind – Have a plan
- Put first things first – Work first, Then play
- Think Win – Win – Everyone can win
- Seek first to understand, then to be understood – Listen before you talk
- Synergize – Together is better
- Sharpen the saw – Balance feels best

EQUAL EDUCATION OPPORTUNITY

It is the policy of this Academy to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, other protected characteristics, social, or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School's Principal.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. Under no circumstances will the Academy threaten or retaliate against anyone who raises or files a complaint.

SCHOOL DAY

The school day at Richfield Public School Academy (3-8) is 8:00 am to 3:00 p.m.

The school day at Richfield Early Learning Center is (K-2) is 8:10 a.m. to 2:50 p.m.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights of their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Students in the school system have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate in school programs on or off school property, students shall accept the responsibility to conduct themselves according to the rules and regulations and provisions governing the operation of these programs. The ideal of any educational experience is for the students to become self-disciplined.

The school's principals are responsible for establishing and enforcing procedures necessary to ensure that student rights are preserved and that accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming or showing responsibility. There is a right of appeal by students who believe their rights have been violated. An appeal process for suspension and expulsion is outlined in the appropriate section of the guidelines. It should be noted that the school's principal must use discretionary judgment in taking disciplinary action.

Parents have the right to know how their child is progressing in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

STUDENT WELL-BEING

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent/guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Parents of students with specific health care needs **MUST** submit those needs, in writing and with proper documentation by a physician, to the school office.

The School District retains the discretion to reject requests for administration of medicine (See Use of Medication section)

SECTION I – GENERAL INFORMATION

ENROLLING IN SCHOOL

Students that are new to Richfield Public School Academy are required to enroll with their parent/guardian. To enroll your child, parent/guardians are required to bring the following:

- A County Birth Certificate
- Proof of Residency
- Proof of Immunization
- Custody papers from the court, when appropriate
- Last Report Card, when appropriate
- Copy of Behavior Record

In some cases, a temporary enrollment may be permitted. If that is done, the parent/guardian will be told what records are needed to make the enrollment complete and the date by which such records must be provided.

SCHEDULING AND ASSIGNMENT

The PRINCIPAL will assign each student to the appropriate classroom and the program in which the student will participate. Any questions or concerns about assignment should be discussed with the PRINCIPAL.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a parent/guardian coming to the school office to request the release and sign the child out. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s) or name listed on the emergency card. Persons other than the parent will be required to show a photo identification card.

TRANSFER OUT OF DISTRICT

If a student plans to transfer from Richfield Public School Academy, the parent/guardian must notify the school. Transfer will be authorized only after the parent/guardian has completed the withdrawal form, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents/guardians are encouraged to contact the Academy Office for specific details.

IMMUNIZATION

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary immunization or waiver, the PRINCIPAL may remove the student from school and require compliance within a set deadline. This requirement is for the safety of all students and in accordance with State Law. Any student who due to medical reasons or religious beliefs has not received the required immunizations must have a signed waiver on file with Richfield Public School Academy. A child who has been exempted from a vaccination is considered susceptible to the disease or diseases for which the vaccination offers protection. That child will be subject to exclusion from school if an outbreak of a vaccine-preventable disease occurs. Any questions about immunization or waiver should be directed to the Academy Office.

IMMUNIZATION REQUIREMENTS:

Unless given a waiver; students must meet the following requirements:

- DIPHTHERIA: Four (4) or more doses of DPT or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- TETANUS: Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- PERTUSSUS: Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- POLIO: Three (3) doses of any appropriated polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- MEASLES: Two (2) doses of live measles virus after the first birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy this requirement.
- RUBELLA: Two (2) doses of live rubella virus vaccine after at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy this requirement.
- MUMPS: Two (2) doses of live mumps rubella virus vaccine after first birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy this requirement.
- HEPATITIS B: Three (3) does. This is a requirement for all children entering kindergarten or changing school districts.
Requirement: First Dose at age 2-3 months; Second Dose at age 4-14 months; Third Dose at age 15 months – 4 years of age.
- CHICKENPOX
(VARICELLA) One (1) dose or current lab immunity or reliable history of disease.

INJURY AND ILLNESS

All parents/guardians are required to supply **Address, Telephone Number and Health Information** for Emergency procedures when a child is ill. This information helps the school decide what to do when a child becomes sick or has an accident while in school. Parents/Guardians are required to keep this information up to date, especially telephone numbers for home and work. School code requires us to contact 911 for support if we are unable to reach a parent/guardian or contact.

Enrollment-Emergency cards are sent home at the beginning of each school year. **PARENTS ARE URGED TO CONTACT THE SCHOOL WHEN ANY OR THE INFORMATION ON THE**

EMERGENCY CARD CHANGES.

All injuries must be reported to a teacher, aide or the office. If minor, the student will be treated and returned to class. If medical attention is required, the office will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted an emergency number will be used.

A student who becomes ill during the school day should request permission from his/her teacher or aide to go to the office. The office will determine whether or not the student will remain in school. No student will be released from school without proper parental permission.

USE OF MEDICATIONS

Michigan law and district policy allow medication to be administered by the Principal or his/her designee under the following conditions:

1. Parents/guardians must have a medication permission form completed to administer medication. DOCTOR'S INSTRUCTIONS INCLUDING STUDENT'S NAME, NAME OF MEDICATION, DOSAGE, AND TIME OF ADMINISTRATION, POSSIBLE SIDE EFFECTS AND DOCTOR'S SIGNATURE ARE NEEDED TO COMPLETE THIS FORM. This form must be dated and signed by the student's parent/guardian. It will be the student's responsibility to report to the office at the proper time for medication.
2. New medical request forms must be submitted each school year and as necessary for changes in medication orders.
3. Medication must be in ORIGINAL CONTAINER and have affixed label including the Student's Name, Name of Medication, Dosage, Route of Medication, and Time of Administration.
4. It is REQUIRED that the medication and the signed permission forms BE BROUGHT TO SCHOOL BY THE PARENT/GUARDIAN.
5. Non-prescription medications, such as, Tylenol, cold remedies, etc. will be treated as prescription medication as in #1 above. Parent/guardian may, at their choice, come to school and administer medication to their child. Cough Drops may be allowed with written parental permission at the discretion of the PRINCIPAL.
6. Students are NOT permitted to keep medication of ANY KIND on their person, in their lunch boxes, or in their desks unless prior permission has been given as outlined in #7.
7. If the student is authorized by his/her physician to carry a rescue inhaler and self-medicate, all of the steps 1 – 3 will be required.
8. If a student shows unsafe or irresponsible behavior, the right to self-medicate may be revoked.

The Academy retains the discretion to reject requests for administration of medicine.

CONTROL OR CASUAL-CONTACT COMMUNICABLE DISEASES & PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health and/or safety of the group are at risk. The school's professional staff has the authority to remove or isolate a student who has been ill, has an undiagnosed rash or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infection, whooping cough, mumps, measles, rubella, pink eye, impetigo and other conditions indicated by Local and State Health Departments.

If a child contacts a Communicable Disease, the Academy Office should be notified as to the nature of the illness and the student should not return to school until a Physician gives him/her written permission to do so. This is a means of protecting all children.

Any removal will only be for the contagious period as specified in the Academy's administrative guidelines. Parents/guardians of children in a classroom which has a communicable disease reported will be notified, at the discretion of the principal, by way of a "Health Alert".

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents/guardians will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

HEAD LICE

RICHFIELD PUBLIC SCHOOL ACADEMY HAS A NO LIVE LICE POLICY.

Any child found to have head lice will be temporarily excluded from school until LIVE LICE are removed from the child's head. The child who has been excluded with head lice will be rechecked by the school prior to being allowed to return to class. As a precaution the child will be rechecked by school personnel within 10 days for possible reinfestation.

HEARING AND VISION TESTING

The Genesee County Health Department provides, at no cost to parents/guardians, hearing and vision testing. If a parent/guardian chooses NOT to have their child participate in vision and/or hearing testing a letter should be sent to the school explaining their wish to have their child excluded.

AMERICANS WITH DISABILITIES ACT – SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents/guardians, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the principal at 810-736-1281.

SPECIAL EDUCATION

Richfield Public School Academy provides a special education program for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is required. More importantly, the school wants the parents/guardians to be active participants. To inquire about the procedure or programs, a parent/guardian should contact the principal at 810-736-1281.

STUDENT RECORDS

The teachers, social workers and administrative staff keep many student records. There are two basic kinds of records – directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents/guardians of the student restrict the information, in writing to the principal.

Directory information included:

- Student's name
- Date and place of birth
- Photograph
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight
- If a member of an athletic team
- Dates of attendance
- Date of graduation
- Awards received
- Honor Roll
- Scholarship

Confidential records contain educational and behavioral information that has restricted access based on the Family Educational Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents/guardians, the adult student, or a surrogate, subject to limited exceptions.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from outside professional or agency may be released to the parent/guardian only with permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent/guardian. Parent/guardian may obtain such records from the originator and should maintain them in a home file. Parent/guardian may also provide the Academy with copies of records made by non-school professional agencies or individuals.

Students and parents/guardians have the right to review all educational records generated by the Academy, request amendment to these records, insert addendums to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the PRINCIPAL, in writing, stating the records desired. The records will be collected and an appointment will be made within forty-five (45) days of the request with the appropriate persons to answer any questions there may be.

STUDENT FEES, FINES, AND CHARGES

Richfield Public School Academy charges specific fees. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be assessed at replacement cost. The school reserves the right to withhold report cards and records until the fines are satisfied.

STUDENT 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 safekeeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents/guardians have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent/guardian who wishes to review materials or observe instruction must contact the PRINCIPAL prior to coming to the Academy. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

CAFETERIA

The school cafeteria is available to 2nd-8th grade students whether lunch is purchased at the cafeteria or brought from home. The cafeteria is planned to be enjoyed, but not abused. In the cafeteria and multipurpose room, the quality of student citizenship can be most clearly observed. Because of the number of students involved, basic rules of etiquette and courtesy are necessary. Students are expected to conduct themselves properly at all times. Failure to do so may result in revoking cafeteria privileges.

LUNCHROOM PROCEDURES:

- Students are expected to stay seated while eating lunch
- Students are expected to talk in quiet voices to their friends
- Students are not allowed to eat from other student's lunches
- Students may raise their hand to get help from supervisors or get permission to throw away trash
- Students are expected to leave the table and benches clean after eating
- Proper lunchroom manners are expected

Applications for the Academy's Free and Reduced-Meal program are available in the Academy Office for all students.

FIRE AND TORNADO DRILLS

Richfield Public School Academy has a Multi-Hazard Plan in place and practices all necessary drills, such as, fire and tornado in compliance with State regulations and laws.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Tornado drills will be conducted during the tornado season using to procedures provided by the State. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

EMERGENCY CLOSING AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions aa the school will inform you in the following manner:

- **Posting on TV CHANNELS – 5 (WNEM), 12 (WJRT)**
- **Posting on School FaceBook Page**
- **Remote Call/Text sent out to all parents who have opted in to receive roto-notifications**

Parents will ONLY receive notification from our automated system if they have signed the “opt in” form. Parents and students are responsible for knowing about emergency closings and delays.

There may be some emergency instances, which will require school to be closed early. IT IS EXTREMELY IMPORTANT THAT PARENTS/GUARDIANS DISCUSS WITH YOUR CHILD EMERGENCY PROCEDURES THAT THEY SHOULD FOLLOW IN THE EVENT SCHOOL IS CLOSED EARLY.

VISITORS

Visitors, particularly parents/guardians, are welcome at the Academy. For the safety of students and staff ALL visitors MUST report to the office to sign in and pick up a visitor's pass. Any visitor found in the building without signing in shall be reported to the PRINCIPAL.

If a person wishes to confer with a member of the staff, he/she **MUST** call for an appointment prior to coming to the school in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining permission from the PRINCIPAL.

USE OF THE LIBRARY

Library books are among the most valuable assets of the school. Library books must be checked out and checked in appropriately. Students are held responsible for library books checked out to them. Students not returning books will be charged for the book replacement.

USE OF SCHOOL EQUIPMENT AND 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 safe-keeping of any equipment or facility they are allowed to use.

Outside individuals or organizations may request a Building Use Form from the school office.

LOST AND FOUND

A lost and found area is located in each building. Students may check for lost items. Parents/guardians are invited to come and check for lost items. Lost items or valuables found in or around the school should be turned in to the office. **At the end of each month, any items that are not claimed will be donated.**

Parents/guardians are asked to mark each child's coats, sweaters, hats, boots, backpacks, and lunch boxes for identification. Unclaimed items will be given to charity at the end of each marking period after conferences.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the PRINCIPAL. Violation of this policy may lead to disciplinary action. Trading or selling of the following items is not allowed: radios, CD's, CD Players, tape recorders, toys, dolls, trading cards and other spare time items. These items or others like them shall not be brought to school unless the teacher or PRINCIPAL has given specific permission.

USE OF TELEPHONES

Students are not permitted to make calls on the telephone unless the PRINCIPAL or teacher gives permission. **STUDENTS WILL NOT BE CALLED FROM CLASS FOR TELEPHONE CALLS.** Phone messages from parents/guardians to students may be given to the secretary, who will give the message to the student. It is extremely disruptive to have students called from class. No telephone calls will be forwarded to the classrooms.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the PRINCIPAL. A minimum of twenty-four (24) hours' notice is required to ensure that the PRINCIPAL has the opportunity to review the announcement or posting.

ARRIVAL AND DISMISSAL

ARRIVAL: Arrival runs from 7:50-8:00 at Richfield Early Learning Center and 7:50-8:10 at RPSA Center Road Campus. Students will not be allowed in the building until this time. During morning drop off we ask parents/guardians to use the center lane. The outside lane will be closed in the mornings providing a buffer zone for the safety of students and staff.

DISMISSAL: Dismissal runs from 2:50 to 3:05 at Richfield Early Learning Center and from 3:05 to 3:15 at RPSA Center Road Campus. At dismissal we ask parents/guardians to use the middle lane and the outside lane. We ask that you have your card displayed in your windshield. If you lose or misplace your card please come to the office, staff will provide a new one. If you have a student attending both buildings, please pick up your child at the Early Learning Center first. If you drive more than one car, please make sure you have a sign for each. If the sign is not displayed, you will be asked to park and go to the office to sign your child out. This is for the safety of your child and all of our students. **PLEASE DO NOT USE CELL PHONES WHEN DROPPING OFF OR PICKING UP STUDENTS.**

SCHOOL PARTIES/CELEBRATION

Teachers may enlist the help of parents/guardians with the planning and/or healthy snacks. Watch for information from your child's teacher. The date and time of the Celebration will be determined at the building level. *Before any Party or Celebration, please review our district Wellness Policy.

Birthdays parties are left up to the discretion of the teacher. Please contact the teacher first before sending any healthy snacks to school. **IT IS THE SCHOOL POLICY NOT TO PASS OUT BIRTHDAY INVITATIONS UNLESS THERE IS ONE FOR EACH MEMBER OF THE CLASS. HANDING OUT A FEW INVITATIONS MAY CAUSE DISRUPTION AND HURT FEELINGS.**

WELLNESS POLICY

Richfield Public School Academy and Richfield Early Learning Center is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities – do better academically.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and State nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards.

- Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
- Classroom snacks brought by parents. The Richfield Public School District will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards; and
- Rewards and incentives. The District will provide teachers and other relevant school staff a [list of alternative ways to reward children](#). Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

RECESS

Our policy is that all children go out for recess. They should wear adequate clothing and dress for the weather. On days when the weather is extremely cold (determined by wind chill factor) or rainy, recess will be held inside. **STUDENTS WILL HAVE INDOOR RECESS IF THE AIR TEMPERATURE OR WIND CHILL IS 0 DEGREES OR LOWER.**

If a student is well enough to come to school, he/she is expected to go out for recess. To stay inside the student must bring a note from the doctor. After an extended illness, if requested in writing by the parents/guardians, the student may be allowed to stay in for a day or more at the principal's discretion.

Students are expected to stay in their assigned play area. Students may not bring items such as baseballs (hardballs), frisbees, skateboards, roller blades, scooters or any toy, which may present a safety hazard. It is expected that students listen and follow all instructions given by the playground aides.

LEAVING SCHOOL

Students may not leave the school grounds without permission from office personnel. Before this can be granted, a written request from the parent/guardian must be presented. **STUDENTS MUST BE SIGNED OUT IN THE OFFICE BY PARENT/GUARDIAN BEFORE LEAVING THE BUILDING DURING THE SCHOOL DAY AND/OR AFTER SCHOOL.** Students leaving school without permission will be considered truant.

GUM

The chewing of gum will not be allowed during the school day. Students should not bring gum to school. **PLEASE DO NOT SEND GUM OR GUM PRODUCTS AS A BIRTHDAY OR PARTY TREAT.**

MONEY AND OTHER VALUABLES

Money should be brought to school by an adult if possible.

If money is being sent to school, parents/guardians should:

- Place the money in an envelope
- Include a note inside, stating the reason for the money being sent
- Place the teacher's name and child's name on the outside of the envelope
- Notify the teacher that the money was sent

We discourage parents/guardians from allowing children to bring large amounts of money to school.

Students are not allowed to bring valuable equipment such as tape and/or CD players, mp3 players, computer games, and remote controlled cars, or other electronic toys unless there is a special occasion, and prior permission granted from the teacher and parent/guardian. If such items are brought to school they will be confiscated until a parent/guardian picks the item up. **CELL PHONES ARE PROHIBITED AT SCHOOL**: If a student must bring a cell phone to school, the phone must be turned off and given to the student's homeroom teacher for safekeeping. Any phone that is not turned in properly during school hours will be confiscated and the return of such shall require a parent/guardian to pick it up from the principal.

STUDENT PICTURES

Families may purchase student pictures each year. Students will have their individual pictures taken early in the school year. Specific information about the procedure and purchase of pictures will be sent home prior to picture day. A specific time will be established. Unless notified otherwise, students may/may not appear in "public" photographs.

PARENT INVOLVEMENT

Richfield Public School Academy encourages and requires volunteerism in schools. Volunteers are important to our educational program. When parents/guardians volunteer in the schools they should be a role model for our students and follow all school rules. Volunteers are asked to sign in and out at the school office and obtain a visitor's pass each time they are volunteering in the building. Please consider becoming a member of the PARENT AMBASSADOR Group.

SECTION II – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. Buses or private vehicles to and from field trips will transport students. **All private vehicles must have 100/300 PIP. Drivers are required to submit, for the file, insurance cards and summary of proof of insurance. Seat belts must be available for all persons being transported in a private vehicle.** There are also other trips that are part of the school's co-curricular and extracurricular programs. **No student may participate in any school-sponsored trip without written parental consent.**

Field trips are designed to extend curricular areas for our students. Students with exhibited disruptive behaviors during the regular school day may be excluded from the field trip. Parents/guardians may be asked to be a chaperone on a field trip. The role of a chaperone is to supervise students; therefore **siblings are not allowed to accompany parents/guardians on any field trip.**

GRADING PERIODS

Report cards are issued at the end of each grading period. At the end of the year report cards will be mailed home.

Progress reports are sent home to **all** parents/guardians at the midpoint of each grading period. They are used to inform parents/guardians of any problem or improvement of the students.

Parent-Teacher Conferences are scheduled three times a year. The school calendar will list the exact dates. The classroom teacher will schedule conferences. Parents/guardians may arrange a conference with their child's teacher at any time during the school year by contacting the school and arranging an appointment.

PROMOTION, PLACEMENT AND RETENTION

Many factors are taken into consideration when a student is promoted to the next level or retained at their current grade level. Each child is treated as an individual case and will be given individual consideration. All students who begin their first year at the Academy will take a placement test in reading and math. The scores on the placement tests will be used as a factor in determining the child's grade placement.

The teachers are to confer with the principal concerning all retentions.

Parents/guardians are to be notified of possible retention in writing, near the end or directly after the third grading period.

A firm decision to retain a student will be made no later than one week before the school year ends, and parents will be notified in writing. Teachers will arrange conferences with the parent/guardian to explain the benefits of retention and the probable effect it will have on the student's educational growth.

The PRINCIPAL will be available to discuss reasons for promotion or retention of any student.

HOMEWORK AND CLASSROOM ASSIGNMENTS

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. It is the student's responsibility to complete and turn in all classroom assignments and homework assignments. The Academy has a "no zeros allowed" policy for classroom assignments and homework assignments. All students will be required to complete and turn in all assignments. Homework is part of the student's preparation for the MEAP tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning. Parents/guardians who are requesting homework for their child for any reason; additional homework, sick, vacation, suspension(s), etc, must let the office know at least 24 hours in advance.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents/guardians 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 up to and including suspension from school or referral to law enforcement authorities.

Students shall follow the expectations set forth by the Academy when using the computers or other tangible electronic devices. Damage caused to electronic devices by the failure of a student to properly follow the guidelines may result in charges for repair/replacement that will be the parent/guardian's responsibility.

The use of the Network is a privilege, which may be revoked by the Academy at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The Academy reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Academy policy. Unless exempted, all students in grades 3rd through 8th will be expected to pass the appropriate M-Step tests. M-Step tests are given once a year. Make-up dates are scheduled, but unnecessary absences should be avoided.

M-Step tests are traditionally administered during Mid-April through Mid-June. These dates are subject to change by the Michigan Department of Education. Parents/guardians will be informed two weeks prior to the State established testing dates.

Additional group tests, such as the NWEA Test, will be administered three times a year, fall, winter and spring to monitor progress and determine educational mastery level. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

SECTION III – STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learning activities result from active participation in classroom and other school activities, which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the Academy wants to help students develop as early as possible in their school careers.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will be responsible for making up any missed assignments in conjunction with the “no zeros accepted” policy. After ten (10) days of truancy, a student will be considered a “habitual truant” which can result in a hearing before a judge in a court of law and/or a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Excused Absences

Students may be excused from school for one of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- Personal illness but not illness in the family unless the circumstances are approved by the principal
- Death in the immediate family
- Bona-fide religious holiday
- Professional appointments that cannot be scheduled at non-school times
- Absences approved by the principal for good cause

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents/guardians must provide an explanation for their child’s absence by no later than 9:00 a.m. on the day of the absence or send a note the following day. They are to call the school office; the telephone number can be found inside the front cover of this handbook, and explain the reason for the absence. If the absence can be foreseen and the “good cause” must be approved by the principal, the parent/guardian should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work. Parents/guardians will receive a notification from the school’s automated system.

Students who are excusably absent for more than ten (10) days in a grading period, regardless of the reasons, will be considered “frequently absent”. If there is a pattern of frequent absence for “illness”, the parents/guardians will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student’s permanent attendance record will indicate “frequent unexplained illness”, a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a “frequently-absent” student will be placed on “attendance watch” to monitor whether or not the pattern continues.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them to the teacher upon his/her return to school. Assignments may be obtained from the teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Excusable, Non-approved Absence

If a student is absent from school because of suspension or vacation, the absence will not be considered truancy, and he/she may be given the opportunity to make up the schoolwork that is missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents/guardians shall be subject to the truancy laws of the State.

Notification of Absence

If a student is going to be absent, the parents/guardians must contact the school by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents/guardians should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents/guardians improve their child’s attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student’s grade.

The skipping of classes or any part of the school day is considered an unexcused absence. Disciplinary action will follow.

Tardiness

Tardiness occurs when a student is not in the classroom by the start of the class. The instructional day begins at 8:00 a.m. at RPSA, 8:10 a.m. at Richfield Early Learning Center and other classes begin at various times throughout the day, and promptness is very important. Students who are tardy miss the most important part of the class, the beginning. It is an interruption to the learning process for the class and the teacher when students arriving late have to be caught up. Consequently, learning lapses and academic success is compromised.

If a student is tardy to class, the teacher will make note of the first two occurrences and further violations will be referred to administration and discipline will be dispensed accordingly.

<u>Tardy</u>	<u>Action</u>
1-2	Teacher documented
3-4	Teacher call home/documented
5	Letter mailed home/absence documented

Note: 5 Tardies = 1 absence

Tardy totals will start over at the beginning of each quarter.

Vacations during the School Year

Parents/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the principal and the student's teacher(s) to make the necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended, shall be given the opportunity to make-up work that has been missed during their absence from school. The student should contact the teacher as soon as possible to obtain assignments.

Make-up work due to suspension must be completed in the time frame assigned to the student from the teacher.

Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to excused absences, he/she may make arrangements with the teacher to take the test. If he/she misses a M-Step Test or other standardized tests, the student should consult with the teacher to arrange for taking the test within the testing window.

STUDENT & PARENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators/parents help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, a parent/guardian or adult chaperone **MUST** accompany students when they attend the event (excluding sporting events). The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. **Suspended students are not allowed on school property or at any school event (at any location).**

The school will continue to provide adequate supervision for all students who are participants in a School activity. **Students & parents must comply with the Code of Conduct at school events, regardless of the location.**

CODE OF CONDUCT

A major component of the educational program at Richfield Public School Academy is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

1. Abide by National, State, and Local laws as well as the rules of the school;
2. Respect the civil rights of others;
3. Act courteously to adults and fellow students;
4. Be prompt to school and attentive in class;
5. Complete assigned tasks on time and as directed;
6. Help maintain a school environment that is safe, friendly, and productive;
7. Act at all times in a manner that reflects pride in self, family, and in school.

DRESS AND GROOMING

While fashions change; the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Slacks/skirts/shorts - Must be black, blue or khaki. No denim or cargo pants will be allowed. No leggings unless worn under a skirt.

Shirts - Must be a POLO shirt with a collar. Any SOLID color is acceptable with no writing. Shirts should be tucked in. You may want to consider a few long sleeve shirts for cooler days.

No hoodies will be allowed - Students will remove these jackets in the morning. They may wear them for recess. A solid color turtleneck or long sleeve shirt under a polo shirt is acceptable. A solid color sweater or crew neck sweatshirt without a hood over a polo shirt is also acceptable. A fleece zip-up jacket is acceptable.

The following styles or manner of dress will not be permitted:

1. Clothing that is disruptive to the educational process.
2. Cut-off tops, mesh shirts, tank tops or any shirt exposing a bare midriff.
3. Items of clothing that contain profanity, suggestive comments, racial/ethnic slurs or obscenities.
4. Pajama pants/bottoms.
5. Clothing that advertises or advocates drug or alcohol use.
6. Wearing of hats in the building.
7. Hair that is dyed an unnatural color (green, blue, purple, etc.).
8. Hairstyles that are extreme such as Mohawks, large spikes, etc.
9. Exposed tattoos.
10. Body piercing with the exception of earrings in ears.
11. Pants worn below the waist; showing of boxers or other undergarments.
12. Wearing the hood on a sweatshirt in the building.
13. Slippers and flip flops are not allowable footwear.

Violations of the Dress Code will be handled in the following manner:

- 1st offense - Lunch detention/phone call home
- 2nd offense - Lunch detention/phone call home
- 3rd offense - Parent meeting
- Further offense - Parent will be required to bring dress code appropriate clothing or student will change into shirt/pants made available by the school. Students may receive after school detention.

The principal, or designee, reserves the right to use their discretion in determining appropriate attire.

Students who are representing Richfield PSA at an official function or public event may be required to follow specific dress requirements. Students will be expected to arrive at school in dress code on every school day unless the principal has determined for a special reason that students will have a dress down day. On these special occasions, a note will be sent home, in advance, to parents/guardians advising them of a dress-down day. Students may earn the privilege to wear clothing of their choice, still adhering to the guidelines mentioned above.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents/guardians.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

The Board of Directors has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following chart provides examples of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished. Video surveillance for monitoring is in use.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

The school has a "Drug Free" zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited under the Zero Tolerance Code. If caught, the student will be expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he/she will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule will result in suspension and could result in expulsion.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is

need to organize some form of demonstration, he/she is encouraged to contact the PRINCIPAL to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. In conjunction with the Zero Tolerance Policy possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:

1. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
2. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
3. Any similar objects that are intended to invoke bodily harm or fear of bodily harm (e.g. air gun, bow-gun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the PRINCIPAL. Failure to report such knowledge may subject to discipline.

8. Purposely setting a fire or attempting to set fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

9. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor, which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence".

10. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is communication intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

12. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. Falsification of school work, identification, forgery

Forgery of hall passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

14. False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will result in suspension and could result in expulsion.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule will result in suspension and could result in expulsion.

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the PRINCIPAL. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule will result in suspension and could result in expulsion.

17. Theft

When a student is caught stealing school or someone's property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the PRINCIPAL or teacher. The school is not responsible for personal property. Theft will result in suspension and could result in expulsion.

18. Disobedience

School staff is acting "in loco parentis", which means they are allowed, by law, to direct a student, as would a parent/guardian. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

19. Damaging property

Vandalism and disregard for school property will not be tolerated. Violations of this rule will result in suspension and could result in expulsion.

20. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence or tardiness could lead to suspension from school.

21. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule will result in suspension and could result in expulsion.

22. Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. Displays of affection

Students demonstrating affection between each other are personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Violations of this rule will result in suspension and could result in expulsion.

25. Possession of electronic equipment

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, “boom-boxes”, portable TV’s, electronic toys, mp3 players, pagers, cellular telephones, laser pens, and the like without the permission of their PRINCIPAL. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

26. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules will result in suspension and could result in expulsion.

27. Disruption of the educational process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. Violations of this rule will result in suspension and could result in expulsion.

28. Use of cellular phones and other electronic devices

Students may use wireless communication devices while riding to and from school on a school bus or other school sponsored vehicle or on a bus during a school sponsored activity at the discretion of the bus driver, classroom teacher, and sponsor/advisor/coach. **Once inside the school, WCD’s MUST be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.** Richfield Public School Academy is NOT responsible for these WCD’s.

*Please reference the “Cell Phone” Policy

29. Harassment/Bullying/Hazing

Richfield Public School Academy will follow the state mandated bullying legislation as stated in the appendix of this handbook.

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents/guardians, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes he/she has been/or is the victim of harassment should immediately report the situation to the teacher and/or PRINCIPAL.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, he/she should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. Submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. The unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment - may include, but is not limited to:

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual or demeaning implications;
- D. Unwelcome touching;
- E. Sexual jokes, posters, cartoons, etc.;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.
- G. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography.

Bullying – intimidation of others by acts, such as but not limited to:

- A. Threatened or actual physical harm;
- B. Unwelcome physical contact;
- C. Threatening or taunting verbal, written or electronic communications;
- D. Taking or extorting money or property;
- E. Damaging or destroying property
- F. Blocking or impeding student movement.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. Illegal activity, such as drinking or drugs;
- B. Physical punishment or infliction of pain;
- C. Intentional humiliation or embarrassment;
- D. Dangerous activity;
- E. Activity likely to cause mental or psychological stress;
- F. Forced detention or kidnapping;
- G. Undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff members are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be **annual**, and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal’s office.

31. Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that the state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary actions.

Profanity

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school.

Ultimately, it is the PRINCIPAL'S responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

DEFINITIONS

- **Verbal Reprimand/Warning**
- **Detentions** – Up to an hour before or after school on a day school is in session under the supervision of school personnel. Parent notification and acknowledgment will be made prior to detention.
- **In-School Restriction** – Isolation from peers (one hour to all day). Daily class work will be made available. Credit will be given for all complete work. Removal from co-curricular activities may occur.
- **Out-of-School Suspension** – Removal from school up to 10 days. Removal from co-curricular activities. Suspension is considered an unauthorized absence.
- **Expulsion** – Recommendation to the Richfield Public School Academy's Board of Directors to exclude student from school for a period longer than 10 days up to permanent removal from Richfield Public School Academy.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school and includes:

- Restorative Justice practices
- Counsel with student
- Remove certain privileges
- Arrange student and/or parent/guardian conference
- Writing assignment
- Change of seating or location
- Recess, lunch-time, before or after-school detention
- In-school restriction

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents/guardians one (1) day's notice. The student's parents/guardians are responsible for transportation.

IN-SCHOOL RESTRICTION

A student missing any portion of his/her assigned time in class:

The following rules apply:

- Students must have class assignments with them
- Students are not to communicate with each other unless given special permission to do so
- Students are to remain seated at all times unless given permission to do otherwise
- Students shall not be allowed to put their heads down or sleep

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, parents/guardians may appeal the suspension, in writing, to the PRINCIPAL and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Directors and the parents/guardians will be given written notice of the hearing and will be expected to attend. The PRINCIPAL then takes testimony and determines if a recommendation to expel is to be made to the Board of Directors. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

If a student commits a crime while at school or a school-related event, he/she may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

POSITIVE BEHAVIOR SUPPORT

One of the foremost advances in schoolwide discipline is the emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining Tier 1 supports (universal), Tier 2 supports (targeted group), and Tier 3 supports (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents/guardians will be notified, in writing within one (1) day, of the reason for the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the PRINCIPAL. The request for an appeal must be in writing.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Directors, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents/guardians request that the meeting be conducted in a closed session.

When a student is suspended, he/she may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to

make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents/guardians which will contain:

- The charge and related evidence;
- The time and place of the Board meetings;
- The length of the recommended suspension or expulsion;
- A brief description of the hearing procedure;
- A statement that the student may bring parents, guardians, and counsel;
- A statement that the student may give testimony, present evidence, and provide a defense;
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the principal during which the student may be represented by his/her parents/guardians, legal counsel, and/or by a person of his/her choice.

Within ten (10) days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the principal. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Directors. The appeal will be heard in an open session unless the student or the student's parent/guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Richfield Public School Academy makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent/guardian have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Directors, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express them. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. Is obscene to minors, libelous, indecent, or vulgar,
 - 2. Advertises any product or service not permitted to minors by law,
 - 3. Intends to be insulting or harassing,
 - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the PRINCIPAL twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school he/she should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As will suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

DISCIPLINARY ACTION CODE OF CONDUCT K-2

Violation of State Laws and/or Local Ordinances including but NOT limited to:

1. Abuse of fire alarms, safety equipment, bomb threat, lighting fires or burning or attempting to do so that endangers school property and its occupants.	FIRST OFFENSE: Up to a ten-day suspension, parent/guardian contact. File a complaint with police; seek damages, possible recommendation for expulsion.	FURTHER OFFENSE: Recommend for expulsion, file a complaint with police, and seek recovery of damages.
2. Possession of Weapon.	FIRST OFFENSE: Recommend expulsion, file a complaint with the police.	

The Board of Directors policy will comply with Public Act 211, which prohibits students from possessing any weapon, or other devices designed to inflict bodily harm while in attendance at school or a school activity, or in route to or from school on a school bus.

Please note: Restorative justice practices may be used when deemed appropriate by Principal.

Disrespect to School Personnel:

1. Verbal	FIRST OFFENSE: Telephone or letter to parents/guardians, and in-school restriction; Behavior Improvement Contract. Restorative practices	SECOND OFFENSE: Telephone or letter to parents/guardians - parent/guardian conference and one-day suspension.	FURTHER OFFENSE: Up to two-day suspension and parent/guardian conference.
2. Threatening statements	FIRST OFFENSE: Warning, discussion with administration and possible parent/guardian contact and/or up to one-day suspension; Behavior Improvement Contract. Restorative practices	SECOND OFFENSE: Parent/guardian contact and up to a three-day suspension.	FURTHER OFFENSE: Parent/guardian contact and five three-five-day suspension. Recommendation for expulsion.
3. Physical (pushing, punching, "play fighting" etc.)	FIRST OFFENSE: Three-day suspension. Injury to staff member may result in charges being filed. Restorative practices	FURTHER OFFENSE: Up to ten-day suspension; Recommendation for expulsion.	
4. Insubordination (refusal to follow reasonable instructions)	FIRST OFFENSE: Parents/guardian contact by letter or telephone. Restorative practices	SECOND OFFENSE: Parent/guardian contact and one-day suspension.	FURTHER OFFENSE: Up to two-day suspension.
5. Profanity or Obscenity	FIRST OFFENSE: Parent/guardian contact and/or conference and/or in-school restriction. Restorative practices	SECOND OFFENSE: Parent/guardian conference and/or in-school restriction and up to two-day suspension.	FURTHER OFFENSE: Parent/guardian conference and up to three-day suspension and some type of community service in school.

AREAS DEALING WITH PROPERTY

1. Theft, Stealing, Defacing Property and/or Destruction of School Property or Property of others.	FIRST OFFENSE: Conference with student and notification sent to parent/guardian. Restorative practices. Detention and/or suspension up to five days. Restitution including community service in the school (with parent/guardian consent related to the type of offense committed upon recommendation of principal).	SECOND OFFENSE: Conference with student and notification of parents/guardians. Five to ten-day suspension.	FURTHER OFFENSE: Five to ten-day suspension; recommendation for expulsion.
2. Misuse, Lost and/or Stolen Books	Textbooks and other similar class related materials become the responsibility of the student to whom they are issued. Reasonable wear is expected and books and other materials must be returned in good condition. The student to which it was issued must pay for damaged, lost and stolen books and other materials.		

AREAS OF SAFETY TO OTHERS

1. Verbal Assault/bullying (threats-no bodily contact)	FIRST OFFENSE: Warning, discussion with administration and possible parent/guardian contact and/or up to two-day suspension. Time may be made up with some type of community service. Restorative practices	SECOND OFFENSE: Parent/guardian contact and three to five-day suspension.	FURTHER OFFENSE: Parent/guardian contact and five to ten-day suspension.
2. Sexual Harassment	FIRST OFFENSE: Warning, discussion with administration and possible parent contact and/or one-day suspension. Restorative practices	FURTHER OFFENSE: Parent/guardian contact and two-day suspension..	
3. Assault and hostile behavior including punching, hitting, fighting, kicking, spitting, biting, etc. with the intent to do harm.	FIRST OFFENSE: Restorative practices Parent/guardian contact and two-day suspension.	SECOND OFFENSE: Parent/guardian contact and three-day suspension.	FURTHER OFFENSE: Parent/guardian contact and five to ten-day suspension; recommendation to Board of Directors for expulsion.
4. Aggressive physical behavior, including pushing, tripping, wrestling, "play fighting" etc. not resulting in a fight.	FIRST OFFENSE: Warning, discussion with administration. Restorative practices. Time may be made up with some type of community service.	SECOND OFFENSE: Parent/guardian contact and up to two-day suspension.	FURTHER OFFENSE: Parent/guardian contact and three day suspension.
5. Extortion or coercion use of threat, intimidation, force or deception to take or receive something from someone else.	FIRST OFFENSE: Warning, discussion with administration and possible parent/guardian contact and/or up to one-day suspension. Behavior Improvement Contract. Restorative practices	SECOND OFFENSE: Parent/guardian contact and two to three-day suspension.	FURTHER OFFENSE: Parent/guardian contact and three to five-day suspension.
6. Leaving school property without authorization of the principal or his/her designee.	FIRST OFFENSE: Conference with student and parent/guardian and possible notification of police.	SECOND OFFENSE: Conference with student and parent/guardian with up to a two-day suspension.	FURHTER OFFENSE: Conference with parent/guardian and student and three to five-day suspension.

DISRUPTION OF THE EDUCATIONAL PROCESS

1. Gum Chewing	<u>FIRST OFFENSE:</u> Warning; Behavior Improvement Contract. Restorative practices	<u>FURTHER OFFENSE:</u> Loss of school privileges.	
2. Cheating/Plagiarism: copying the work of another and representing it as one's own.	<u>FIRST OFFENSE:</u> Conference with administration, contact parent/guardian and possible loss of credit on paper. Restorative practices	<u>FURTHER OFFENSE:</u> Same as first, two-day suspension and loss of credit on paper.	
3. Forgery: fraudulently writing name of another person; falsifying time, date, grades, addresses or other data on school forms.	<u>FIRST OFFENSE:</u> Conference with administration, contact parent/guardian and loss of school privileges. Restorative practices	<u>FURTHER OFFENSE:</u> Same as first, two-day suspension.	
4. Disruption to the educational process.	<u>FIRST OFFENSE:</u> Conference with administration, contact parent/guardian and loss of school privileges. Time may be made up with some type of community service. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact; up to a one day suspension. Time may be made up with some type of community service.	<u>FURTHER OFFENSE:</u> Parent/guardian contact; up to a two-day suspension. Time may be made up with some type of community service.
5. Toys or recreational paraphernalia, which is not intended for curricular or co-curricular program activities, are not permitted at school. Such as, radios, tape players or CD players, electronic games, and toys, etc.	<u>FIRST OFFENSE:</u> Conference with student, warning, student asked not to bring item(s) to school; Behavior Improvement Contract. Restorative practices	<u>FURTHER OFFENSE:</u> Parent/guardian contact; confiscation of item(s) until parent/guardian picks it up.	
6. Dress Code (See Dress and Grooming Section).	<u>FIRST OFFENSE:</u> Warning and/or sent to office until appropriate clothing brought. Restorative practices	<u>FURTHER OFFENSE:</u> Same as the above and parent/guardian contact by phone or letter, loss of school privileges.	

AREAS PERTAINING TO CONTROLLED SUBSTANCES

1. Tobacco (all types) - Possession	<u>FIRST OFFENSE:</u> Notification of parents/guardians, confiscation and two-day suspension. Restorative practices	<u>SECOND OFFENSE:</u> Conference with student and parent/guardian; confiscation and five-day suspension.	<u>FURTHER OFFENSE:</u> Conference with student and parent/guardian; confiscation and five to ten-day suspension.
2. Use, sale and/or distribution on school property and/or school activities.	<u>FIRST OFFENSE:</u> Notification of parents/guardians, confiscation and three to five-day suspension. Restorative practices	<u>SECOND OFFENSE:</u> Conference with student and parent/guardian; confiscation and ten-day suspension.	<u>FURHTER OFFENSE:</u> Conference with student and parent/guardian; confiscation and ten-day suspension; recommendation to Board of Directors for expulsion.
3. Use of Drugs – The school is A-Drug-Free Zone that extends 1,000 feet beyond the school activity and transportation. This means that any activity – sale, use distribution or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike.	<u>FIRST OFFENSE:</u> Notification of parents/guardians, confiscation recommendation to outside agency dealing with drug/alcohol abuse. Restorative practices	<u>FURTHER OFFENSE:</u> Conference with student and parent/guardian; confiscation and five to ten-day suspension; recommendation to outside agency dealing with drug/alcohol abuse. Recommendation to Board of Directors for Expulsion.	

Other conduct, which is not specially enumerated in the Code of Conduct, and which in the judgment of the Board of Directors, constituted gross misdemeanor or persistent disobedience, shall be subject to disciplinary action such as the Board of Directors or its Administrators deem appropriate.

DISCIPLINARY ACTION CODE OF CONDUCT

3-5

Violation of State Laws and/or Local Ordinances including but NOT limited to:

1. Abuse of fire alarms, safety equipment, bomb threat, lighting fires or burning or attempting to do so that endangers school property and its occupants.	<u>FIRST OFFENSE:</u> Up to a ten-day suspension, parent/guardian contact. File complaint with police; seek damages, possible recommendation for expulsion.	<u>FURTHER OFFENSE:</u> Recommend for expulsion, file complaint with police, and seek recovery of damages.
2. Possession of Weapon.	<u>FIRST OFFENSE:</u> Recommend expulsion, file complaint with the police.	

The Board of Directors policy will comply with Public Act 211, which prohibits students from possessing any weapon, or other devices designed to inflict bodily harm while in attendance at school or a school activity, or in route to or from school on a school bus.

Please note: Restorative justice practices may be used when deemed appropriate by Principal.

Disrespect to School Personnel:

1. Verbal	<u>FIRST OFFENSE:</u> Telephone or letter to parents/guardians, and in-school restriction; Behavior Improvement Contract. Restorative practices	<u>SECOND OFFENSE:</u> Telephone or letter to parents/guardians - parent/guardian conference and one-day suspension.	<u>FURTHER OFFENSE:</u> Up to three-day suspension and parent/guardian conference.
2. Threatening statements	<u>FIRST OFFENSE:</u> Warning, discussion with administration and possible parent/guardian contact and/or up to two-day suspension; Behavior Improvement Contract. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact and up to a five-day suspension.	<u>FURTHER OFFENSE:</u> Parent/guardian contact and five to ten-day suspension. Recommendation for expulsion.
3. Physical (pushing, punching, 'play fighting' etc.)	<u>FIRST OFFENSE:</u> Five to ten-day suspension. Injury to staff member may result in charges being filed. Restorative practices	<u>FURTHER OFFENSE:</u> Ten-day suspension; Recommendation for expulsion.	
4. Insubordination (refusal to follow reasonable instructions)	<u>FIRST OFFENSE:</u> Parents/guardian contact by letter or telephone and/or in-school restriction. Time may be made up with some type of community service. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact and up to three-day suspension. Time may be made up with some type of community service.	<u>FURTHER OFFENSE:</u> Up to five-day suspension.
5. Profanity or Obscenity	<u>FIRST OFFENSE:</u> Parent/guardian contact and/or conference and/or in-school restriction. Time may be made up with some type of community service. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian conference and/or in-school restriction and up to two-day suspension and some type of community service in school.	<u>FURTHER OFFENSE:</u> Parent/guardian conference and up to five-day suspension and some type of community service in school.

AREAS DEALING WITH PROPERTY

1. Theft, Stealing, Defacing Property and/or Destruction of School Property or Property of others.	<u>FIRST OFFENSE:</u> Conference with student and notification sent to parent/guardian. Detention and/or suspension up to five days. Restitution including community service in the school (with parent/guardian consent related to the type of offense committed upon recommendation of principal). Restorative practices	<u>SECOND OFFENSE:</u> Conference with student and notification of parents/guardians. Five to ten-day suspension.	<u>FURTHER OFFENSE:</u> Five to ten-day suspension; recommendation for expulsion.
2. Misuse, Lost and/or Stolen Books	Textbooks and other similar class related materials become the responsibility of the student to whom they are issued. Reasonable wear is expected and books and other materials must be returned in good condition. The student to which it was issued must pay for damaged, lost and stolen books and other materials. Restorative practices		

AREAS OF SAFETY TO OTHERS

7. Verbal Assault/bullying (threats-no bodily contact)	<u>FIRST OFFENSE:</u> Warning, discussion with administration and possible parent/guardian contact and/or up to two-day suspension. Time may be made up with some type of community service. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact and three to five-day suspension.	<u>FURTHER OFFENSE:</u> Parent/guardian contact and five to ten-day suspension.
8. Sexual Harassment	<u>FIRST OFFENSE:</u> Parent/guardian contact and three to five-day suspension. Restorative practices	<u>FURTHER OFFENSE:</u> Five to ten-day suspension; recommendation for expulsion.	
9. Assault and hostile behavior including punching, hitting, fighting, kicking, spitting, biting, etc. with the intent to do harm.	<u>FIRST OFFENSE:</u> Parent/guardian contact and two-day suspension. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact and three-day suspension.	<u>FURTHER OFFENSE:</u> Parent/guardian contact and five to ten-day suspension; recommendation to Board of Directors for expulsion.
10. Aggressive physical behavior, including pushing, tripping, wrestling, "play fighting" etc. not resulting in a fight.	<u>FIRST OFFENSE:</u> Warning, discussion with administration. Time may be made up with some type of community service. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact and up to two-day suspension.	<u>FURTHER OFFENSE:</u> Parent/guardian contact and three day suspension.
11. Extortion or coercion use of threat, intimidation, force or deception to take or receive something from someone else.	<u>FIRST OFFENSE:</u> Warning, discussion with administration and possible parent/guardian contact and/or up to one-day suspension. Behavior Improvement Contract. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact and two to three-day suspension.	<u>FURTHER OFFENSE:</u> Parent/guardian contact and three to five-day suspension.
12. Leaving school property without authorization of the principal or his/her designee.	<u>FIRST OFFENSE:</u> Conference with student and parent/guardian and possible notification of police.	<u>SECOND OFFENSE:</u> Conference with student and parent/guardian with up to a two-day suspension.	<u>FURTHER OFFENSE:</u> Conference with parent/guardian and student and three to five-day suspension.

DISRUPTION OF THE EDUCATIONAL PROCESS

7. Gum Chewing	<u>FIRST OFFENSE:</u> Warning; Behavior Improvement Contract. Restorative practices	<u>FURTHER OFFENSE:</u> Loss of school privileges.	
8. Cheating/Plagiarism: copying the work of another and representing it as one's own.	<u>FIRST OFFENSE:</u> Conference with administration, contact parent/guardian and possible loss of credit on paper. Restorative practices	<u>FURTHER OFFENSE:</u> Same as first, two-day suspension and loss of credit on paper.	
9. Forgery: fraudulently writing name of another person; falsifying time, date, grades, addresses or other data on school forms.	<u>FIRST OFFENSE:</u> Conference with administration, contact parent/guardian and loss of school privileges. Restorative practices	<u>FURTHER OFFENSE:</u> Same as first, two-day suspension.	
10. Disruption to the educational process.	<u>FIRST OFFENSE:</u> Conference with administration, contact parent/guardian and loss of school privileges. Time may be made up with some type of community service. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact; up to a one day suspension. Time may be made up with some type of community service.	<u>FURTHER OFFENSE:</u> Parent/guardian contact; up to a two-day suspension. Time may be made up with some type of community service.
11. Toys or recreational paraphernalia, which is not intended for curricular or co-curricular program activities, are not permitted at school. Such as, radios, tape players or CD players, electronic games, and toys, etc.	<u>FIRST OFFENSE:</u> Conference with student, warning, student asked not to bring item(s) to school; Behavior Improvement Contract. Restorative practices	<u>FURTHER OFFENSE:</u> Parent/guardian contact; confiscation of item(s) until parent/guardian picks it up.	
12. Dress Code (See Dress and Grooming Section).	<u>FIRST OFFENSE:</u> Warning and/or sent to office until appropriate clothing brought. Restorative practices	<u>FURTHER OFFENSE:</u> Same as the above and parent/guardian contact by phone or letter, loss of school privileges.	

AREAS PERTAINING TO CONTROLLED SUBSTANCES

4. Tobacco (all types) - Possession	<u>FIRST OFFENSE:</u> Notification of parents/guardians, confiscation and two-day suspension.	<u>SECOND OFFENSE:</u> Conference with student and parent/guardian; confiscation and five-day suspension.	<u>FURTHER OFFENSE:</u> Conference with student and parent/guardian; confiscation and five to ten-day suspension.
5. Use, sale and/or distribution on school property and/or school activities.	<u>FIRST OFFENSE:</u> Notification of parents/guardians, confiscation and three to five-day suspension.	<u>SECOND OFFENSE:</u> Conference with student and parent/guardian; confiscation and ten-day suspension.	<u>FURHTER OFFENSE:</u> Conference with student and parent/guardian; confiscation and ten-day suspension; recommendation to Board of Directors for expulsion.
6. Use of Drugs – The school is A-Drug-Free Zone that extends 1,000 feet beyond the school activity and transportation. This means that any activity – sale, use distribution or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike.	<u>FIRST OFFENSE:</u> Notification of parents/guardians, confiscation recommendation to outside agency dealing with drug/alcohol abuse.	<u>FURTHER OFFENSE:</u> Conference with student and parent/guardian; confiscation and five to ten-day suspension; recommendation to outside agency dealing with drug/alcohol abuse. Recommendation to Board of Directors for Expulsion.	

Other conduct, which is not specially enumerated in the Code of Conduct, and which in the judgment of the Board of Directors, constituted gross misdemeanor or persistent disobedience, shall be subject to disciplinary action such as the Board of Directors or its Administrators deem appropriate.

**DISCIPLINARY ACTION
CODE OF CONDUCT
6-8**

Violation of State Laws and/or Local Ordinances including but NOT limited to:

1. Abuse of fire alarms, safety equipment, bomb threat, lighting fires or burning or attempting to do so that endangers school property and its occupants.	<u>FIRST OFFENSE:</u> Up to a ten-day suspension, parent/guardian contact. File complaint with police; seek damages, possible recommendation for expulsion.	<u>FURTHER OFFENSE:</u> Recommend for expulsion, file complaint with police, and seek recovery of damages.
2. Possession of Weapon.	<u>FIRST OFFENSE:</u> Recommend expulsion, file complaint with the police.	

The Board of Directors policy will comply with Public Act 211, which prohibits students from possessing any weapon, or other devices designed to inflict bodily harm while in attendance at school or a school activity, or in route to or from school on a school bus.

Please note: Restorative justice practices may be used when deemed appropriate by Principal.

Disrespect to School Personnel:

1. Verbal	<u>FIRST OFFENSE:</u> Telephone or letter to parents/guardians, and in-school restriction; Behavior Improvement Contract. Restorative practices	<u>SECOND OFFENSE:</u> Telephone or letter to parents/guardians - parent/guardian conference and two-day suspension.	<u>FURTHER OFFENSE:</u> Up to three-day suspension and parent/guardian conference.
2. Threatening statements	<u>FIRST OFFENSE:</u> Parent/guardian contact and up to a five-day suspension. Restorative practices	<u>FURTHER OFFENSE:</u> Parent/guardian contact and five to ten-day suspension. Recommendation for expulsion.	
3. Physical (pushing, punching, "play fighting" etc.)	<u>FIRST OFFENSE:</u> Five to ten-day suspension. Injury to staff member may result in charges being filed. Possible recommendation for expulsion. Restorative practices	<u>FURTHER OFFENSE:</u> Ten-day suspension; Recommendation for expulsion.	
4. Insubordination (refusal to follow reasonable instructions)	<u>FIRST OFFENSE:</u> Parents/guardian contact by letter or telephone and/or in-school restriction. Time may be made up with some type of community service. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact and up to three-day suspension. Time may be made up with some type of community service.	<u>FURTHER OFFENSE:</u> Up to five-day suspension.
5. Profanity or Obscenity	<u>FIRST OFFENSE:</u> Parent/guardian contact and/or conference and/or in-school restriction. Time may be made up with some type of community service. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian conference and/or in-school restriction and up to two-day suspension and some type of community service in school.	<u>FURTHER OFFENSE:</u> Parent/guardian conference and up to five-day suspension and some type of community service in school.

AREAS DEALING WITH PROPERTY

1. Theft, Stealing, Defacing Property and/or Destruction of School Property or Property of others.	<u>FIRST OFFENSE:</u> Conference with student and notification sent to parent/guardian. Detention and/or suspension up to five days. Restitution including community service in the school (with parent/guardian consent related to the type of offense committed upon recommendation of principal). Restorative practices	<u>SECOND OFFENSE:</u> Conference with student and notification of parents/guardians. Five to ten-day suspension.	<u>FURTHER OFFENSE:</u> Five to ten-day suspension; recommendation for expulsion.
2. Misuse, Lost and/or Stolen Books	Textbooks and other similar class related materials become the responsibility of the student to whom they are issued. Reasonable wear is expected and books and other materials must be returned in good condition. The student to which it was issued must pay for damaged, lost and stolen books and other materials. Restorative practices		

AREAS OF SAFETY TO OTHERS

1. Verbal Assault/bullying (threats-no bodily contact)	<u>FIRST OFFENSE:</u> Warning, discussion with administration and possible parent/guardian contact and/or up to two-day suspension. Time may be made up with some type of community service. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact and three to five-day suspension.	<u>FURTHER OFFENSE:</u> Parent/guardian contact and five to ten-day suspension.
2. Sexual Harassment	<u>FIRST OFFENSE:</u> Parent/guardian contact and five to ten-day suspension. Restorative practices	<u>FURTHER OFFENSE:</u> Ten-day suspension; recommendation for expulsion.	
3. Assault and hostile behavior including punching, hitting, fighting, kicking, spitting, biting, etc. with the intent to do harm.	<u>FIRST OFFENSE:</u> Parent/guardian contact and five-day suspension. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact and ten-day suspension.	<u>FURTHER OFFENSE:</u> Parent/guardian contact and ten-day suspension; recommendation to Board of Directors for expulsion.
4. Aggressive physical behavior, including pushing, tripping, wrestling, "play fighting" etc. not resulting in a fight.	<u>FIRST OFFENSE:</u> Warning, discussion with administration. Time may be made up with some type of community service. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact and up to two-day suspension.	<u>FURTHER OFFENSE:</u> Parent/guardian contact and three day suspension.
5. Extortion or coercion use of threat, intimidation, force or deception to take or receive something from someone else.	<u>FIRST OFFENSE:</u> Warning, discussion with administration and possible parent/guardian contact and/or up to one-day suspension. Behavior Improvement Contract. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact and three to five-day suspension.	<u>FURTHER OFFENSE:</u> Parent/guardian contact and five to ten-day suspension.
6. Leaving school property without authorization of the principal or his/her designee.	<u>FIRST OFFENSE:</u> Conference with student and parent/guardian and possible notification of police.	<u>SECOND OFFENSE:</u> Conference with student and parent/guardian with up to a three-day suspension.	<u>FURHTER OFFENSE:</u> Conference with parent/guardian and student and five-day suspension.

DISRUPTION OF THE EDUCATIONAL PROCESS

1. Gum Chewing	<u>FIRST OFFENSE:</u> Warning; Behavior Improvement Contract. Restorative practices	<u>FURTHER OFFENSE:</u> Loss of school privileges.	
2. Cheating/Plagiarism: copying the work of another and representing it as one's own.	<u>FIRST OFFENSE:</u> Conference with administration, contact parent/guardian and possible loss of credit on paper. Restorative practices	<u>FURTHER OFFENSE:</u> Same as first, two-day suspension and loss of credit on paper.	
3. Forgery: fraudulently writing name of another person; falsifying time, date, grades, addresses or other data on school forms.	<u>FIRST OFFENSE:</u> Conference with administration, contact parent/guardian and loss of school privileges. Restorative practices	<u>FURTHER OFFENSE:</u> Same as first, two-day suspension.	
4. Disruption to the educational process.	<u>FIRST OFFENSE:</u> Conference with administration, contact parent/guardian and loss of school privileges. Time may be made up with some type of community service. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact; up to a one day suspension. Time may be made up with some type of community service.	<u>FURTHER OFFENSE:</u> Parent/guardian contact; up to a three-day suspension. Time may be made up with some type of community service.
5. Toys or recreational paraphernalia, which is not intended for curricular or co-curricular program activities, are not permitted at school. Such as, radios, tape players or CD players, electronic games, and toys, etc.	<u>FIRST OFFENSE:</u> Conference with student, warning, student asked not to bring item(s) to school; Behavior Improvement Contract. Restorative practices	<u>FURTHER OFFENSE:</u> Parent/guardian contact; confiscation of item(s) until parent/guardian picks it up.	
6. Dress Code (See Dress and Grooming Section).	<u>FIRST OFFENSE:</u> Warning and phone call made to parent. Restorative practices	<u>SECOND OFFENSE:</u> Parent/guardian contact, student sent to office until appropriate clothing brought.	<u>FURTHER OFFENSE:</u> Parent/guardian contact by phone or letter, loss of school privileges and/or suspension

AREAS PERTAINING TO CONTROLLED SUBSTANCES

1. Tobacco (all types) - Possession	<u>FIRST OFFENSE:</u> Notification of parents/guardians, confiscation and three-day suspension.	<u>SECOND OFFENSE:</u> Conference with student and parent/guardian; confiscation and five to ten-day suspension.	<u>FURTHER OFFENSE:</u> Conference with student and parent/guardian; confiscation and five to ten-day suspension.
2. Use, sale and/or distribution on school property and/or school activities.	<u>FIRST OFFENSE:</u> Notification of parents/guardians, confiscation and three to five-day suspension.	<u>SECOND OFFENSE:</u> Conference with student and parent/guardian; confiscation and ten-day suspension.	<u>FURHTER OFFENSE:</u> Conference with student and parent/guardian; confiscation and ten-day suspension; recommendation to Board of Directors for expulsion.
3. Use of Drugs – The school is A-Drug-Free Zone that extends 1,000 feet beyond the school activity and transportation. This means that any activity – sale, use distribution or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike.	<u>FIRST OFFENSE:</u> Notification of parents/guardians, confiscation recommendation to outside agency dealing with drug/alcohol abuse.	<u>FURTHER OFFENSE:</u> Conference with student and parent/guardian; confiscation and five to ten-day suspension; recommendation to outside agency dealing with drug/alcohol abuse. Recommendation to Board of Directors for Expulsion.	

Other conduct, which is not specially enumerated in the Code of Conduct, and which in the judgment of the Board of Directors, constituted gross misdemeanor or persistent disobedience, shall be subject to disciplinary action such as the Board of Directors or its Administrators deem appropriate.

SCHOOL POLICIES

REPLACEMENT POLICY – SPRING 2015
BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARDS STUDENTS

Reference: The Matt Epling Safe School Law, Public Act 241 of 2011, as amended by Public Act 478 of 2014 (MCL § 380.1310b).

The Board 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 Academy to provide a safe and nurturing environment for all of its 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.

BULLYING AND CYBERBULLYING ARE PROHIBITED

Bullying and cyberbullying of a student, whether by other students, staff, visitors, Board members, parents, guests, contractors, vendors and volunteers, is prohibited. All pupils are protected under this policy, and bullying and cyberbullying are prohibited without regard to its subject matter or motivating animus.

DEFINITION OF BULLYING

“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 (1) or more pupils either directly or indirectly by doing any of the following:

- A. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
- B. Adversely affecting the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a pupil’s physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

- A. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
- B. Adversely affecting the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a pupil’s physical or mental health.

D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Since “bullying” also includes “cyberbullying,” any reference in this policy to “bullying” shall also be deemed to refer to “cyberbullying.”

Bullying and cyberbullying are prohibited at school. “At school” is defined as on school premises, at school-sponsored activities or events, in a school-related vehicle, or using telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the school district. “Telecommunications access device” and “telecommunications service provider” mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying and cyberbullying that does not occur “at school,” as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

REPORTING AND INVESTIGATING REPORTS OF BULLYING

Every student is encouraged to report any situation that he or she believes to be bullying behavior directed toward a student to a teacher, a counselor, administrator, or other staff member. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the Chief Administrative Officer. Complaints against the Educational Service Provider shall be reported to the Board.

Under state law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The Educational Service Provider or designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for

employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

The Academy shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals.

The Chief Administrative Officer is the school official responsible for ensuring that this policy is implemented.

CONFIDENTIALITY

The Academy will comply with all applicable laws regarding confidentiality of personally identifiable information within education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The Chief Administrative Officer, or the Chief Administrative Officer's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publically disclosed.

NOTIFICATION

This policy will be annually circulated to parents and students, and shall be posted on the Academy website.

REPORTING

As required by state statute, the Academy shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department. As required by state statute, the Academy's procedures with respect to bullying are contained within this policy, and thus no administrative guidelines accompany this policy.

Revised 7/28/16

MEMORANDUM TO PARENTS REGARDING
SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

Richfield Public School Academy

Parent Involvement Policy

In accordance with the Section 1118 (b) – (h) requirements of the No Child Left Behind Act of 2001, Richfield Public School Academy, a Title I Schoolwide school, is required to develop a school level parent involvement policy designed and implemented in consultation with parents of the students being served.

Parent involvement means the participation of parents in regular, two-way, and meaningful communication regarding student academic learning and other school activities, and ensuring that:

- ***parents play an integral role in assisting their child’s learning;***
- ***parents are encouraged to be actively involved in their child’s education at school;***
- ***parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;***
- ***the school carries out other activities, such as those described in Section 1118 of the NCLB.***

Richfield Public School Academy will implement required school parent involvement policy components as follows:

1. Take the following actions to write/amend and distribute the Richfield Public School Academy Parent Involvement Policy to parents of participating children and the local community [Section 1118 (b)]:
 - Parents will review the current policy annually during parent-teacher organization meetings and the annual board of education review of the policy
 - The parent involvement policy will be distributed to all parents in the student handbook.
 - The policy will be posted on the school website.
2. Convene an annual Title I informational meeting at a convenient time to which parents of participating (Title I) children shall be invited and encouraged to attend, to inform parents about the school’s Title I program and to explain the requirements of this part, and the right of the parent to be involved. [Section 1118 (c) (1)]

During this presentation the school shall provide:

- Notification that the school participates in Title I,
- The requirements of Title I including:
 - Parent rights to be involved as outlined in Table B of Title I, Part A Parental Involvement Non-Regulatory Guidance (page 45), Section 1118; the school-parent compact, Appendix C, page 51 of the Title I, Part A Parental Involvement

Non-Regulatory Guidance and the school's parental involvement policy

- o How meetings will be held at various and convenient times to encourage parents to attend. Parents will be notified about meetings through school memos, newsletters, the web page, facebook, powerschool notification system, text message and remind 101.
- o How children are selected to receive services from the Title I program
- o How parents may request information regarding the Title I services offered to their children

3. Hold parent meetings at flexible times, providing transportation, child care, and/or home visits as necessary, paid for with Title I funding as long as these services relate to parent involvement.

[Section 1118 (c) (2)]

- In situations that prevent parents from coming to the school for meetings, school personnel may make home visits, arrange to meet the parents at a mutually convenient time off campus, provide transportation, provide child care, or provide recordings of the meetings via the Internet
- Some meetings will be offered during and after the regular school day to accommodate parent schedules

4. Take the following actions to involve parents in an organized, ongoing, and timely way, in the joint planning, review, and improvement of programs under Title I, including its parent involvement policy and the school wide plan. [Section 1118 (c) (3)]Parents will be invited to participate on the school improvement team

- PTO meetings will be used to present information and solicit feedback on the policy and school-wide plan
- Parents will be invited to attend Board of Education meetings where the parent involvement policy and school-wide plan are being discussed
- Parents will be surveyed during parent-teacher conferences and after participation in parent involvement activities
- The parent-teacher organization will receive presentations on school improvement activities being implemented during the school year.
- Monthly school newsletters will contain information about parent involvement opportunities and school improvement activities.
- School activities will be posted on facebook, school's website, message sent out on the powerschool notification system and placed on the school marquee

5. Provide parents of participating (Title I) students with timely information [Section 1118 (c) (4) (A)]

- Parent- teacher conferences will be held three times per year
- Progress reports will be sent for students who are struggling
- Newsletters will be sent home monthly by the school and teachers
- Events will be posted on facebook, message sent out using powerschool notification

- system and placed on the school marquee
- Teachers will make phone calls as needed

6. Provide parents of participating children, a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet. [Section 1118 (c) (4) (B)]

- Handouts provided at orientation meeting
- Information shared during the three parent/teacher conferences held in the fall, winter, and spring
- Information included on the Student Success Plan updated three times a year at conferences
- Information shared at topical family nights held throughout the year

7. If requested by parents, we will provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible [Section 1118 (c) (4) (C)]

- Prearranged meetings with school administrators
- Prearranged meetings with the student's teacher which may include the school Principal and other staff as appropriate

8. Ensure that if the school-wide plan is not satisfactory to parents of participating children, they may submit comments to the Board of Education when the plan is made available to the board for approval. [Section 1118 (c) (5)]

- Parents will be informed that they may submit written comments regarding the school-wide plan to the district's superintendent and she will ensure that the Board of Education reviews the comments. The Board of Education will review these comments as part of the school-wide program plan approval process.

9. The school will jointly develop a school-parent compact with parents to include as a component of its school parent involvement policy. [Section 1118 (d) (1)]

- Prior to the first parent teacher conference, the school-parent compact will be reviewed/revised annually by the parent teacher organization.
- During regular parent/teacher/student conferences, the school-parent compact will be reviewed as it relates to the child's achievement, and signed by the teacher, the parent(s), and the student.
- The school-parent compact will be included as part of the school parent involvement link on the school's web page
- Parts of the school-parent compact will be included in school newsletters along with the parts of the school parent involvement policy.
- Provide translated copies as needed

10. Include a schedule for elementary and middle school parent-teacher conferences, at least

annually, during which the compact shall be discussed as it relates to the child's achievement [Section 1118 (d) (2) (A)]

- Parents will be informed of the parent teacher conference schedule via;
 - A school calendar distributed at the beginning of the year
 - Monthly school newsletters
 - Scheduling and reminder notes sent out prior to conferences
 - Facebook announcements
 - Powerschool notification system
 - School website
 - The compact will be discussed

11. Provide frequent reports to parents on their child's progress [Section 1118 (d) (2) (B)]

- Report cards will be distributed four times per year
- Progress reports will be distributed for students experiencing difficulties
- Teachers and administrators will make phone calls or send notes regarding students as needed
- Powerschool Parent Portal

12. Afford parents of participating children, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. [Section 1118 (d) (2) (C)]

- Parent liaison will work with teachers and other staff to identify volunteer activities in the school
- A parent-teacher organization will meet monthly to plan parent involvement activities, receive presentations on the school's programs, and plan fundraising activities
- Teachers will solicit parent volunteers for various classroom activities
- Teachers all have telephones in their classrooms
- Observations of classrooms can be arranged directly with the teacher

13. The school will provide assistance to parents of children served by the school in understanding topics such as the State's academic content standards, the State's student academic achievement standards, the State and local academic assessments including alternate assessments, the requirements of Title I, how to monitor their child's progress, and how to work with educators [Section 1118 (e) (1)]

- The school will develop and distribute parent friendly documents regarding the state academic content standards
- The school will provide information and notices regarding all major academic assessments and will share results at parent-teacher conferences
- Title I requirements will be shared at the annual Title I informational meeting
- Parents will receive direction on how to monitor their student's progress at open house

meetings and during parent teacher conferences.

14. The school will provide materials and training to help parents work with their children to improve their children's academic achievement and to foster parental involvement. [1118 (e) (2)]

- The school will offer topical family nights (math, literacy, and cultural events) encouraging parental participation in parent projects.
- Provide parent access to the Teacher/Parent Resource Library and other resources such as web sites, parent organizations, etc.
- Provide parent access to the school library to check out books for their children
- Offer special training programs by school social worker and outside agencies in the areas of child rearing, nutrition, health, and other topics of interest.
- Share community events via school newsletter, school website and school facebook page

15. The school will, with the assistance of parents, educate teachers, pupil services personnel, school Principal and other staff, on effective ways to reach out to, communicate with, and work with parents as equal partners. Staff will also receive training in regards to the value and utility of contributions of parents, how to implement and coordinate parent programs, and how to build ties between parents and schools, including: [Section 1118 (e) (3)]

- The school will encourage staff to attend parental involvement workshops and conferences, web-based learning, parent-teacher organization meetings, and site-based staff development.
- The parent liaison and educational trainer from "Leader in Me" will present on the importance of parental participation of the 7 habits of success
- Teachers will maintain parent volunteer logs in their classrooms
- Prior to parent-teacher conferences, staff will receive review on effective conferencing techniques and the importance of creating and completing a Student Success Plan for each individual student.

16. The school shall, to the extent feasible, coordinate and integrate parental involvement programs and activities with other community programs including, Great Start Readiness Program, Genesee Intermediate School District, Boys and Girls Club of Flint, the school PTO, ELGA Credit Union, Eastern Michigan Food Bank and local shelters. [Section 1118 (e) (4)]

- The parent liaison will work with the above organizations to coordinate parent involvement activities during the school year.
- Preschool to kindergarten transition activities will be coordinated between the various preschool and child care programs in the area.

17. The school shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a language and format they can understand. [Section 1118 (e) (5)]

- Memos, school and classroom newsletters will be written in a manner that is understandable to parents (as needed)

- Home visits, phone calls, and the school's web page, powerschool notification system, remind 101, and schools facebook page will be used to communicate with parents
- Translations of documents will be provided as necessary

18. The school shall provide other such reasonable support for parental involvement activities under this section as parents may request. [Section 1118 (e) (14)]

- The parent liaison will maintain close contact with parent groups to ascertain additional support that might be needed by parents
- Surveys held during parent-teacher conferences and other parent activities will ask parents for additional ideas for parent involvement activities they would like to see at the school.
- Provide a translator at parent meetings and conferences, upon request

19. The school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 in a format and to the extent practicable, in a language such that parents understand, in carrying out parental involvement policy in the school. [Section 1118 (f)]

- Some of the school's actions will include:
 - maintaining handicap accessible building and grounds
 - providing web based access to school information and activities
 - providing video recordings of school activities related to their children's performances
 - providing school publications in alternative languages
 - providing interpreters for the hearing impaired and limited English speaking, when needed
 - making home visits if the parent is homebound
 - Services for migrant families and students are provided the Genesee Intermediate School District. Richfield Academy assists migrant parents in containing information of students address and or email address, to stay connected to the school

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

The main office staff/administrators and superintendent are the Custodian(s) of Records and are responsible for the supervision of the student records at Richfield Public School Academy. The main office is located at 3807 Center Rd, Flint, MI 48506 and 810-736-1281

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian, adult student (eighteen (18) years of age or older), and those authorized by Federal law and State and district regulations.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or **misleading and to specify why it is inaccurate or misleading.**
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline **8330 describes those exceptions and is available upon request.**
- D. challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- F. obtain a copy of the District's policy and administrative guideline on student records (#8330). The District has established the following information about each student as "directory information":

(REFER TO POLICY 8330 FOR THE INFORMATION THE DISTRICT HAS DEFINED AS DIRECTORY INFORMATION.)

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within ten days (refer to policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information.

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; [] honor rolls; [] scholarships; [] telephone numbers only for inclusion in school or PTO directories

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent:

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures requires that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact 810-736-1281

2019-2020 Cell Phone Policy

Handbook Page 29:

It is the policy at Richfield Public School Academy that student telephones are not allowed at school. If you require your child to carry a phone for before and after school use, please note that your child will not be allowed to keep the phone in his/her possession during the day. If a student brings a telephone to school the following is the procedure:

1. Homeroom teacher will accept the phone for storage in a locked closet.
2. Student will need to retrieve the phone at the end of the school day.
3. If a student does not give the phone to the teacher upon arrival and it is discovered in his/her possession, the phone will be confiscated and will require a parent meeting to have the phone returned.

Important Notice: The policy of Richfield Public School Academy is that student telephones are not allowed at school. The school will make every effort to secure a phone that is brought to school, however, the school will not be responsible for the loss or theft of any telephone.

**MEMORANDUM TO PARENTS REGARDING ZERO TOLERANCE AND
RESTORATIVE JUSTICE POLICIES**

There will be an addendum to the 2019 - 2020 Student Handbook concerning Federal and State policies on Zero Tolerance in schools, as well as restorative justice practices, once these policies are given to Richfield Public School Academy.

FORMS

TITLE VI, IX, 504 GRIEVANCE FORM

Building _____ Date _____ Time _____

Step 1 Statement of Grievance:

Signed - Grievant

Reported to: _____

Principal or Supervisor

Disposition

Signed

Date

Grievance Satisfactorily Settled: Yes _____ No _____

If not, referred to Superintendent or Coordinator of Titles VI and IX and 504

Signed _____ Date _____

Step 4 - Appealed to:

Signed

Date

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR
TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA

Nondiscrimination

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Complaint Procedure

Section I

If any person believes that the Richfield Public School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and (4) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with verbal answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's office.

2019-2020 Cell Phone Offence Form

Date: _____ Location: _____

Student name: _____ Grade: _____

Homeroom Teacher: _____ Referring Teacher: _____

Offence: **1** **2** **3** (please circle)

Handbook Page 29:

Use of cellular phones and other electronic devices:

It is the policy at Richfield Public School Academy that student telephones are not allowed at school. If you require your child to carry a phone for before and after school use, please note that your child will not be allowed to keep the phone in his/her possession during the day. If a student brings a telephone to school the following is the procedure:

1. Homeroom teacher will accept the phone for storage in a locked closet.
2. Student will need to retrieve the phone at the end of the school day.
3. If a student does not give the phone to the teacher upon arrival and it is discovered in his/her possession, the phone will be confiscated and will require a parent meeting to have the phone returned.

Important Notice: The policy of Richfield Public School Academy is that student telephones are not allowed at school. The school will make every effort to secure a phone that is brought to school, however, the school will not be responsible for the loss or theft of any telephone.

I have read and understand the above statement. I also understand that it is my child's responsibility to turn off their wireless communication device when entering the school. If it is visible during school hours, it will be confiscated until a meeting with school administration takes place.

Parent Signature

SECOND OFFENCE

I have read and understand the above statement. A member from the administration team has spoken with me and I am aware that my child will be suspended if this occurs again.

Parent Signature

Acceptable Use Practices for Technology Resources Richfield Public School Academy

Acceptable use means that as a student at Richfield Public School Academy, you will promise to use the computer, Internet and technology resources with respect.

Acceptable use means you will promise to abide by the school and district rules as outlined here and as will be taught to you by your teachers and media specialists.

1. I will only use the computer, disks, printer, and Internet in an appropriate manner and only for educational purposes.
 - I will not enter inappropriate or hurtful language into the computer.
 - I will be polite and treat other with respect when using the computer, Internet and technology resources.
2. I will use only my work, and not the work of others.
 - I will respect copyright laws.
 - I will tell where I found my information.
3. I will practice basic rules of safety when using the Internet.
 - I will not enter any personal information such as names, addresses, and/or photos with names.
 - I will not share any passwords.
4. I will only go to websites that have been approved by my teachers at RPSA

STUDENT'S AGREEMENT

I have read the information that is written above. If I did not understand the meaning of part of it, I asked an adult to explain it to me. I agree to follow these rules at all times when I use the Internet and technology resources at school.

PARENT OR GUARDIAN

I have read the "Computer/Internet Acceptable Use" Practices and have discussed it with my student. We agree to abide by Richfield Public School Academy's Acceptable Use Practices in using the computer, Internet, and technology resources. If discipline is necessary, I understand that students will be disciplined according to the general disciplinary practices if they do not follow these guidelines or if they utilize the computers, Internet or technology resources inappropriately.

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We have received and read the Richfield Public School Academy Student/Parent Handbook & Code of Conduct. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.