

RIVER VALLEY ACADEMY

ALTERNATIVE HIGH SCHOOL



Student Guide and Secondary Handbook



Rockford Public Schools

Quality Community – Quality Schools
Together Building a Tradition of Excellence

Things you need to know!

(Alphabetically)

Advising: The director is available to students for regular advising. Please take advantage of the opportunity to receive counsel, referrals, and information on your remaining and available courses and career path options.

Busing is available!

If a Rockford bus comes by your house, you can ride it to the Freshman Center in the morning. From there, board bus #51 to River Valley. After school, catch the shuttle bus at River Valley and ride it to Rockford High School, where you can catch the bus that comes by your house.

Calendar: River Valley Academy is a part of Rockford Public Schools, and as such, we follow the Rockford Public Schools calendar in regards to half days, conferences, and breaks.

Closed Campus: All Rockford High Schools maintain a closed campus policy. Students will not be allowed to leave the building for lunch or any other reason, unless excused for an appointment or illness by a parent.

Curriculum: River Valley teachers, with all 9th-12th grade content teachers in Rockford, at the direction of the RPS office of Curriculum and Instruction, collaborate to assemble curriculum. Using the state standards, teachers determine content to be taught, pacing, and instructional resource materials. These department groups create common formative assessments for students, as well as a plan to ensure all Rockford students master priority standards, as a part of a Professional Learning Community. These Rockford teacher planned and taught courses are uploaded into Schoology, the district's Learning Management System, where students work through the courses with the support of the teacher who created them. Edgenuity, a fully online program, is utilized for elective courses and for credit recovery situations. Credit recovery is for students who have previously taken and not earned credit for a course, or for those seeking high school credit, who are beyond the opportunity afforded by the traditional four years of high school.

Dual Enrollment: Qualified River Valley students will have the opportunity to take courses at Ferris State University, free of charge.

KCTC is available and a bus will take you there!

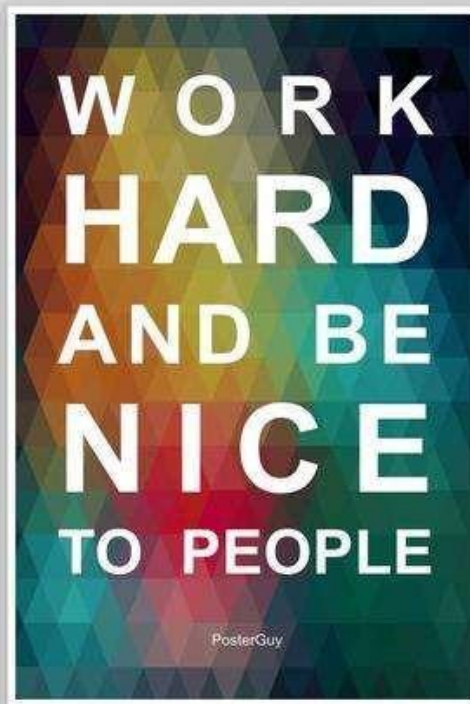


Daily Schedule

| | | |
|------------------------------------|--------------|--------------|
| First hour | 7:45 | 8:53 |
| Second hour | 8:56 | 10:04 |
| Third hour | 10:07 | 11:15 |
| RAM Time - intervention | 11:18 | 11:48 |
| Lunch | 11:48 | 11:58 |
| Fourth hour | 12:01 | 1:08 |
| Fifth hour | 1:11 | 2:18 |

Lunch and breakfast are available from the Rockford Food Service.

1. A lunch entree is delivered to RVA from RHS -
 - a. Menu on RPS website under RVA
 - b. Weekly orderforms will be linked in the *RVA News* newsletter.
2. Breakfast bags will be available in the office, and milk in the refrigerator.
3. Free and reduced lunch is available
 - a. Apply online or request a paper form
4. Runs the same way as at other Rockford schools.
 - a. Parents put money into their food service account
 - b. Lunches ordered are charged to this account.
 - c. This account must be paid before a student graduates, or the school year ends.
5. Restaurant food may not be delivered to school.



What will help you succeed at **River Valley Academy**?

*A*ttendance

Adult-like *B*ehavior (Reasonable, Responsible, Respectful)

*C*onsistent work every day, in every class

ATTENDANCE

Regular attendance at school is vitally important for each student as it directly affects his/her progress academically and his/her development of attitudes and habits for later life. Studies of student progress in school show **a high correlation between attendance and success or absence and failure.** Employers and institutions of higher education request attendance records as a part of student application data and weigh such records heavily in their decisions. While keeping records of student attendance is a school function, the primary responsibility for ensuring regular attendance at school rests with the parent and the student. At the same time, the school continually tries to teach students the value and importance of regular attendance. Through the cooperative efforts of students, parents and the school, it is hoped that each student will develop attendance habits and attitudes which will be helpful to his/her present and future endeavors. Finally, as it is sometimes impossible to make up work done in class, students and parents should be aware that any absence might adversely affect the student's progress for grades.

Research reveals that students who miss ten percent (10%) of scheduled school days for any reason (chronically absent) have lower grades and are more likely to drop out than students with better attendance. That means that missing an average of only two days a month hurts learning, lowers grades, and decreases the chances of earning a high school diploma!

Why does regular and continuous school attendance matter so much?

- **School is preparation for life! Responsibility, reliability, and work ethic are developed in school.**
 - o School teaches more than subject matter; it also teaches life skills.
 - o The most common reason for being fired from jobs is not lack of job skills; it is for poor attendance and punctuality.
- Excusing an absence does not eliminate an absence.
- Teachers teach every day. Missing school is missing out.
- Learning is no fun when you are always behind!

*****For these reasons and our desire to see students succeed, River Valley Academy will hold students accountable for their attendance.**

Let's build a culture of attendance!

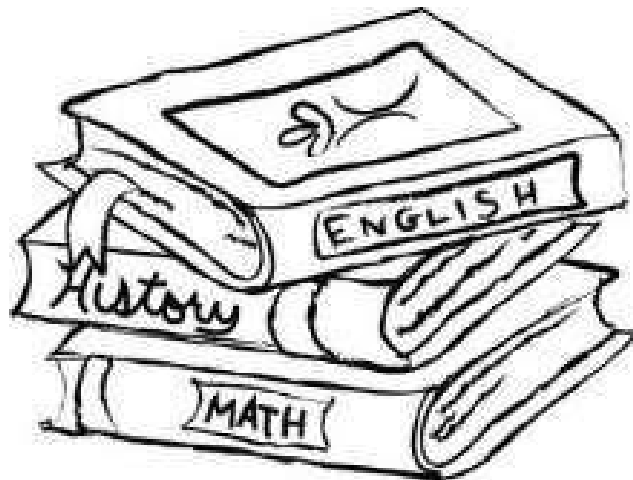
1. **Have regular bedtimes and routines, even for teenagers!**
 - i. Teenagers actually need more sleep than elementary age students! Schedule bed and awakening times so that students get between **8 ½ and 10 hours of sleep each night.**
 - ii. An hour of quiet time, without media, before bed prepares students for more rapid and more restful sleep. This is an excellent reading time.
1. The blue light electronics give off stimulates the brain and hinders sleep.
 - a. A word on 'screenagers' and electronics:
 - i. **Fatigue and sleepiness is a major contributor to poor school performance and poor school participation, including tardiness and absenteeism.**
 - ii. The proximate cause of many of these problems is poor sleep patterns and the ultimate cause is addictive use of electronics during overnight hours.
 - iii. Students often stay up all hours on social media or gaming.
2. Learning to manage and control highly stimulating and rewarding activities is a life skill necessary to success and good mental health.
3. For school aged youth, phones are a luxury, not a necessity.
 - a. Whomever pays the bills controls the devices.
 - b. **Devices do not have to be available where teenagers sleep.**

2. Make all medical and dental appointments for after school hours.
 - a. School is dismissed at 2:18! Call early and set these up in advance, as after school times fill up quickly.
 - b. When this is impossible, make the appointment for early in the morning, and then take the student to school afterward, or make the appointment late in the day so that the student can attend most of the day.
3. Save family vacations for school vacation times – Christmas Break, Spring Break, and summer.
4. Attend unless truly sick.
 - a. **If your student struggles with anxiety, missing school reinforces anxiety, rather than alleviating it.**
 - b. Students should be at school, and stay at school all day unless one of the following is present:
 - i. Repeated vomiting and/or diarrhea.
 - ii. Fever greater than 100 degrees F, or acute flu-like symptoms.
 - iii. Unusual bleeding.
 - iv. Signs of severe pain, serious injury, or extreme medical conditions.
5. **Develop backup plans and plan for success:**
 - a. Have a plan to get to school if a pick-up is missed or transportation fails. Neighbor families can help each other!
 - b. A traditional alarm clock and a smart phone can both be used.
 - c. Anticipate needs the night before school, not in the morning.
 - i. Lay out clothes and pack backpack the night before.

Absent Reporting Procedures- Students and Parents

If a student is to be absent from school, the parent/guardian must call the office, at 863-6324, and leave a message on the day of the absence, giving the student's name and the reason for the absence. All absences should be cleared up within 24 hours. Excused absences are issued for reasons involving illness or other situations that the parents and the school attendance personnel feel are justifiable reasons for the student being absent. The school reserves the right to determine if the absence is excused or unexcused. Written excuses from home will not be accepted for these absences.

**** PERMISSION TO LEAVE BUILDING** - If, for any reason, a student must leave the building, he/she must report to the office and the student or office personnel will attempt to contact the parent or guardian to have him/her excused. If a student has an appointment with a doctor or dentist during the school day, the student must have a parent call the attendance office to have the time missed excused, prior to the time of the appointment. In addition, the student is to sign out in the office before leaving.



What will the RVA attendance policy look like?

1. Students should strive to be absent less than five times this year, excused or unexcused.
 - a. The law requires a referral to the Truancy Office if more than ten days, excused or unexcused, are missed.
 - i. This referral, if attendance patterns don't change, can end up in court, and can lead to jail time.
2. The following will be counted as absences:
 - a. Unexcused absences
 - b. Excused absences
 - i. Sick days will count, excepting extenuating circumstances such as hospitalization.
 - c. Proportional lost learning time absences
 - ii. A half day absence equals a .5 day of lost learning time.
 - iii. By class, missing one class equals missing .2 of a day, missing two classes equals .4 of a day, missing 3 classes equals .6 missed, and missing four classes is equivalent to missing .8 of a day.

*****Students who are habitually absent and/or tardy must be reported to the ISD Truancy Office by law.**

Chronic Absenteeism/Truancy

Chronic Absenteeism is when students miss 10% or more scheduled school days (to date). This includes excused and unexcused absences.

Truancy is 10 or more unexcused school days.

If a student is chronically absent or truant, the following steps will be taken.

1. After ten absences, or if an attendance rate of less than 90% is established, a referral will be made to the Truancy Officer. If attendance issues persist, a meeting will be called between the parent, student, and director. An attendance improvement plan will be established. This meeting may happen at home, with the School Resource Officer, if parents fail to attend.
2. If improvement is not noted, a referral for Truancy Action to the Kent County Truancy Officer will be made.

*****Strive for Five! No more than FIVE absences a year!*****

ADULT-LIKE BEHAVIOR

At River Valley Academy, we appreciate and expect adult-like behavior. This looks like students and staff being **respectful, reasonable, responsible, and resilient**. We won't always agree with people, but we can still follow the "r's" and be respectful to all, reasonable as we communicate and work, responsible to others and ourselves, and resilient, with a growth mindset to move forward.. Discipline will be handled through this lens. We can't control the behavior of others; we can only control ourselves. We need to be respectful, reasonable, responsible, and resilient.

At River Valley Academy, we follow the Rockford Public Schools Code of Conduct, which can be found on the Rockford Public Schools website: www.rockfordschools.org. This code details offenses and consequence ranges. However, students who behave reasonably, responsibly, and respectfully, should not have to worry about consequences!

Here are a couple of points to highlight:

1. Cell phones: River Valley Academy follows the cell phone policy put in place by the Rockford School Board.
 - a. Cell phones are only to be used at passing time and lunch.
 - b. Students will be assigned a pocket in the cell phone caddy/chart in each classroom.
 - Students may carry phones from room to room during passing time (not during bathroom breaks while class is in session), and
 - utilize wireless headphones to listen to music while working in class.
 - c. School phones are available in the office, should students and parents need to be in contact.
 - d. Students are at school to complete coursework toward earning a diploma, not to text, game, or be on social media!**
2. 7:45 rule: In addition to attending school every day, students are also expected to be on time.
 - a. Students will be given three tardies each trimester, excused or unexcused.
 - b. Beginning with the fourth tardy, students will be issued an after school detention.
 - c. Students will earn an after school detention for each subsequent tardy.

Again, if students choose to be reasonable, responsible, and respectful, they need fear no consequences!

Behavioral supports

PTO: Personal Time Out

When students feel anxious, sleepy, or upset, they may ask to take a PTO, before any conflict escalates, and before a teacher gives a student a Time Out or a Behavior Report. PTOs are meant to allow students time and space to regroup. Students will be expected to return to class when the 10 minute PTO is over.

TO: Time Out

Teachers may give a student a time out when they feel it is needed. Teacher TOs are meant to give a student time and space to regroup, and then return to class in 10 minutes, before routine situations can progress to code of conduct infractions. While in the office, students will complete a TO Reflection and check out with office staff before returning to class.

BR: Behavior Report

Teachers may initiate a Behavior Report if a student is breaking the Rockford Code of Conduct. BRs are sent to the Director, and students are sent to the office. The student will sit in the office and complete a Behavior Report Reflection, until the Director receives the BR from the teacher, and is able to meet with the student. Discipline will follow the meeting, as necessary and indicated in the Rockford Code of Conduct. BRs become a part of a student's discipline record and parents receive an email and/or phone call regarding the incident and any related consequences.

CONSISTENT EFFORT EVERY DAY, IN EVERY CLASS

Every River Valley Academy student has a story. Some students have had challenges and difficulty which have brought them here. Some just wanted a smaller, more personal environment or to accelerate. Whatever has brought you here, please consider what you are going to do to make your experience here successful. **We will give you the tools to complete your education and be there to support you through it, but the work is up to you. You have to decide to complete work every day, in every class.** If you do this, you will make excellent progress and graduate in due time! This is what we hope for you! Graduating opens many doors for you, including the potential to earn **35% more** than a person without a high school diploma.

To succeed and learn:

1. Remember, you are not just here to earn a degree. You are also here to develop skills which will help you succeed in the future and live the kind of lifestyle you want.
 - a. If you are not academically honest, you rob yourself of the skills you will need in the future.
2. Asking questions is the best way to get the help you will need.
 - a. Learning is a process that works best when there is a give and take between instructors and students.
 - i. Staff are here to support students and connect learning gaps.
 - ii. We can't help if you don't let us know where these gaps are!
 - iii. PLEASE ASK QUESTIONS!
 - b. Even though a significant part of your coursework will be completed independently, questions will arise and if unasked, learning gaps will remain.

“We all have dreams. But in order to make dreams come into reality, it takes an awful lot of determination, self-discipline, and effort.” - Jesse Owens



What resources/tools/supports are in place to help River Valley Students succeed?

1. **Staff** are here every day to encourage and support students in their work and success.
 - a. Rewards and encouragement will be given!

2. **College and Career Ready program** – As a result of a partnership with the Rockford Education Foundation, River Valley Academy and Rockford Adult Education have put in place a program to help students choose a career path and to graduate with a plan to navigate it.
 - a. This looks like an elective credit bearing class for underclassmen which not only helps students to narrow their options, as they consider their skills and interests, but also teaches work ethic and job search skills.
 - b. Field trips to colleges and career fairs will be taken.

3. **Fresh start-** Sometimes, we all wish for a do-over.
 - a. This is your opportunity to start fresh.
 - i. You can make good choices and move forward in your life and career!

Lastly, please know that the staff of River Valley Academy and Rockford Public Schools are here to support you and help you succeed in earning your diploma and fulfilling the Rockford Mission Statement:

The mission of the Rockford Public Schools is to provide a safe teaching and learning environment which will ensure, with the support of the students, parents and community, that all students, upon graduation, will have the academic and social skills to be successful, lifelong learners in a global society.

“Education is not the filling of a pail, but the lighting of a fire.”

-William Butler Yeats

RIVER VALLEY ACADEMY

2022/2023

350 North Main

Rockford, MI 49341

(616)863-6324

Community:

Rockford is a suburban, residential town 10 miles northeast of the City of Grand Rapids. The school district (District) covers 100 square miles while serving a population of approximately 42,000. The City of Rockford has a strong identity and is a tourist shopping attraction. Rockford is also the home of Wolverine World Wide headquarters, an international shoe manufacturer. Rockford Public Schools consists of one high school with two buildings (one grades 10-12 and one Freshman Center), one alternative high school, two middle schools, and eight elementary schools.

School:

River Valley Academy serves students in grades 9-12. It is accredited by North Central Association of Colleges and Secondary Schools. The school year consists of three trimesters of twelve weeks each. The school day has five class periods.

District Mission Statement

The mission of Rockford Public Schools is to provide a safe teaching and learning environment which will ensure, with the support of the students, parents and community, that all students, upon graduation, will have the academic and social skills to be successful life-long learners in a global society.

School Mascot: Ram

School Colors: Orange and Black

School Fight Song:

Smash right through that line of blue,

Watch the points keep growing!

Rockford Rams are bound to win,

They're fighting with a vim!

Rah! Rah! Rah!

See their team is weakening, Victory is
now in view!

Fight! Fight! Fight, team fight!

Victory for RHS!

.....Fight!

.....Fight!

Up with the colors,

The Orange and the Black!

Fight, Rockford Fight, Fight!

(repeat)

ALCOHOL TEST IMPLEMENTATION PROCEDURES OPTION I

If a student is suspected of violating school rules or policies related to consumption of alcohol, the following procedures shall be implemented as closely as possible:

- Administrators may refer any case involving suspected consumption of alcohol to the police. Administrators may request the police (or district security personnel) to administer a breath-alcohol test to a student reasonably suspected of having consumed alcohol.
- An administrator shall attempt to contact a parent/guardian to request the parent/guardian to come to the school.
- If the student's observable behavior (e.g. impaired speech, impaired coordination, glazed eyes, smell or odor of alcohol on the breath) or the results of a breath-alcohol test demonstrate the student has consumed alcohol, the appropriate discipline for the infraction shall be imposed.
- The student shall be informed of his/her right of refusal to take the breathalyzer test and such refusal shall not be construed as an admission of guilt. However, police will be called.
- Students shall not be suspended from school for refusal to take the breathalyzer test. However, this will not prohibit suspension by the administration based upon observable behavior as previously defined.
- Students receiving a suspension may appeal in writing to the building principal within 24 hours regarding the disciplinary action taken. A summary of the hearing, and action taken, will be provided in writing to the student.

OPTION II (Parent/Guardian not able to be contacted)

If a student is suspected of violating school rules or policies related to consumption of alcohol, and if the parent/guardian of the student cannot be contacted, the following procedures shall be implemented as closely as possible:

- If the student's observable behavior (e.g., impaired speech, impaired coordination, glazed eyes, smell or odor of alcohol on the breath) or the results of a breath-alcohol test demonstrate the student has consumed alcohol, the appropriate discipline for the infraction shall be imposed.
- Administrators may refer any case involving suspected consumption of alcohol to the police. Administrators may request the police (or district security personnel) to administer a breath-alcohol test to a student reasonably suspected of having consumed alcohol.
- The administrator shall explain to the student that there is reasonable suspicion the student has consumed alcohol. The basis for the reasonable suspicion shall be explained to the student.
- The student shall be advised that he/she has the opportunity to take a breath-alcohol test in order to prove the student's innocence.
- The student shall be advised of his/her right to have another person present on his/her behalf during the breath-alcohol test.
If a student desires another person to be present, the administration shall attempt to obtain a person who is readily available.
- The student shall be informed of his/her right of refusal to take the breathalyzer test and such refusal shall not be construed as an admission of guilt. Police will be called.
- Students shall not be suspended from school for refusal to take the breathalyzer test. However, this shall not prohibit suspension by the administration based upon observable behavior as previously defined.

ATHLETICS

Athletic Training Code

The Rockford Public Schools provide a well-rounded program of interscholastic athletics with a wide range of voluntary athletic activities for both young men and women. To be a member of a Rockford athletic team is a privilege afforded by the Board of Education. Every privilege has a number of responsibilities; athletics is no different.

Student/athletes must develop and maintain habits of personal behavior and health, which will enable them to perform well, to minimize risk of injury and to represent themselves and Rockford in a manner which merits respect for all. Our tradition has taken years to develop. It is a constant desire to win and excel. Do nothing to detract from our PRIDE in Rockford athletics. You have a tradition to uphold and an attitude to display. We will be successful with class, style, and sportsmanship.

I . WHO/WHEN

All members of athletic teams (players, managers, trainers) are bound by the following training rules (as they apply to substance use or possession) at all times throughout the entire calendar year.

II . SUBSTANCE USE/POSSESSION VIOLATION

Athletic training rules forbid the use or possession of tobacco (in any form, including e-cigarettes), alcohol, drugs, anabolic steroids, look-alike drugs, narcotics, or any controlled substance by any student/athlete who represents Rockford High School.

A. PENALTY

1. First offense will result in immediate suspension from competition for one-third of the scheduled athletic contests in the sport the athlete is participating in, or will participate in. The suspension will carry over into the next season of competition if the student/athlete does not complete the required one-third in his/her present season.
2. Second offense will result in suspension from all athletics for a period of 12 months from the date of suspension.
3. Third offense will result in permanent barring of the student/athlete from participating in all athletics for his/her high school years.

B. SUSPENSION PROCEDURE WILL BE:

1. The student/athlete will be informed of the violation by his/her coach and/or the Athletic Director.
2. A letter will be sent to the student/athlete's parents or guardians stating the offense, penalty, and appeal procedure. 3. An appeal may be requested by the parents/guardians of the student/athlete (if adult waiver is on file) to the principal within ten days of receipt of the suspension letter.

III . CONDUCT/BEHAVIOR VIOLATION

During the school year, a student/athlete shall conduct him/herself in such a manner as to not bring discredit to the school, team or him/herself. Examples of conduct/behavior violations include, but are not limited to: vandalism, theft, insubordination, school suspension, inappropriate use of social media, etc.

A. PENALTY

1. As determined by the Head Coach and Athletic Director upon investigation.

B. SUSPENSION PROCEDURE

1. As stated above (Section II-B). Academic Eligibility

MHSAA STANDARD: All student/athletes must pass at least 66% of credit load potential for a full-time student.

RHS STANDARDS: (GRADE 9-12) Student/athletes must pass four or five classes with a minimum of three C-'s.

Grade Checks

Grade checks will be done on all student/athletes every two weeks. Student/athletes can gain or lose eligibility with each two-week check. For student/athletes who become ineligible, a grade check will be done within the two-week period to determine the eligibility of the student/athlete.

Ineligibility

Student/athletes that do not meet the MHSAA standard at the end of a trimester (passing four classes) are ineligible to play on a Rockford athletic team for the next trimester (60 scheduled school days).

Any student/athlete that does not meet MHSAA or RHS requirements during a trimester will be ineligible for a minimum period of one week – Sunday to Sunday.

Exceptions

If the student/athlete successfully completes summer school, correspondence courses or on-line courses approved by the school, this restores eligibility as soon as the grades become part of the student/athlete's official transcript.

Special Education Waiver

Student/athletes for whom an individualized education plan (IEP) is on file at the time they would have been declared ineligible will automatically be afforded a review of their grades by a committee of the student/athlete's special education teacher, counselor, coach, and athletic administrator. This review may waive the ineligibility period if, in the committee's judgment, the student/athlete has made every effort to meet the standard. In no instance may the student/athlete be declared eligible if he/she is not meeting the minimum MHSAA standards of passing four classes.

BULLYING

BULLYING Our policies on bullying directly reflect that of Matt’s Safe School Law (2012). “Bullying” means any written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following.

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

Students are encouraged to report bullying to school staff so that it may be addressed. Bullying may be reported directly to a staff member, in person or through e-mail/Schoolology message, or through Okay 2 Say (Michigan.gov/ok2say). Reports will be confidential at the request of the reporting student, unless there is reason to believe that student safety is in imminent jeopardy. Students that do not adhere to our high standards of behavior will be subject to the consequences of the student code of conduct.

The rubric for minor aggressive/mean behavior:

| | First Offense | Second Offense | Third Offense | Fourth Offense |
|--|---|---|--|--|
| <p>Level I Horseplay</p> <ul style="list-style-type: none"> • Play-fighting • Chasing • Grabbing • Tripping • Pushing/shoving • Name calling • Hood flipping, slap games, etc. | <ul style="list-style-type: none"> • 15 second intervention • Document | <ul style="list-style-type: none"> • 15 second intervention • Document • Parent contact | <ul style="list-style-type: none"> • 15 second intervention • Document • Parent contact • Supervised lunch | <ul style="list-style-type: none"> • 15 second intervention • Document • Parent contact • After-school detention |
| <p>Level II Teasing – actions that hurt someone emotionally</p> <ul style="list-style-type: none"> • Name calling • Insulting remarks • Spreading rumors • Writing mean notes • Playing mean tricks • Planned exclusion <p>Level II behaviors directed at the same individual may fall under harassment or bullying.</p> | <ul style="list-style-type: none"> • 15 second intervention • Document • Parent contact • 1 supervised lunch • Student reflection form or Mutual Respect Agreement | <ul style="list-style-type: none"> • 15 second intervention • Document • Parent contact • Extended detention • Student reflection form or Mutual Respect Agreement | <ul style="list-style-type: none"> • 15 second intervention • Document • Parent meeting • 1 day OSS • Behavior contract or Mutual Respect Agreement | <ul style="list-style-type: none"> • 15 second intervention • Document • Parent meeting • 3 day OSS • Revised Behavior Contract |

BUS REGULATIONS

The buses are operated for your convenience and safety. The major consideration in making regulations for those who ride is the safety of all. We want all students to be happy and comfortable while riding. In order to meet these objectives, the following requirements must be observed while riding a bus to and from school, and during any extra-curricular activities:

1. The driver is in complete command of the bus at all times. The driver's orders are to be respected and followed completely at all times. If there is a misunderstanding at any time, the matter should be brought to the attention of the principal.
2. Students living within the Rockford School District may be required to walk not more than one mile to the bus stop.
3. Once routes are established, the buses will always be within five minutes either way of the published pickup time on the route. Students are to be waiting at their assigned places on time. Except in extreme cases, buses will not wait for students.
4. After boarding a bus, the student will not be allowed to get off prior to arrival at school or home, whatever the case may be. A student will be allowed to get off at another place only if the student presents a note signed by the parent and principal. Students are allowed off the bus for events held at other school buildings (sports practice, etc.).
5. No student will be permitted to ride a different bus without a bus note from the school principal. In order to obtain a bus note, the student(s) involved must each bring a note signed by a parent stating the reason the student needs to ride a different bus. BUS NOTES WILL ONLY BE ALLOWED FOR FAMILY EMERGENCIES at the secondary level.
6. While awaiting the bus at school, students should wait until the bus comes to a full stop before moving toward it.
7. Board the bus with care, go directly to a seat, sit down, and remain in that seat until it is time to get off.

8. While on the bus:
 - a. Be reasonably quiet
 - b. Do not take other student's property or indulge in hitting or horseplay with other students
 - c. Remain in your seat at all times
 - d. No food or beverages are to be consumed on the bus
9. When you get off the bus and have to cross to the other side of the street, cross in front of the bus. Students crossing the street MUST look at the driver/crossing paddle and in both directions of the road before proceeding across the road.
10. Students who persist in breaking any of these rules, or who make themselves general nuisances endangering people's lives by distracting the driver, will be refused the privilege of riding the bus. Such cases will be handled through the principal's office.
11. Make your bus the best one in the fleet by cooperating with the driver and being thoughtful and courteous to other students.

Student Conduct Report (follow School Board Policy)

- 1st Notice: Warning- student may receive an assigned seat for five days
- 2nd Notice: Student may be suspended from the bus for five days
- 3rd Notice: Student may be suspended from the bus for ten days
- 4th Notice: Student may be suspended from the bus for 30 days

Any further incidents resulting in a bus conduct report may result in a suspension of bus riding privileges for the remainder of the school year.

CHANGE OF ADDRESS/STUDENT INFORMATION

If your last name, street address, telephone number, or emergency number changes during the school year, please notify the attendance, counseling or main office immediately. This is very important in keeping our records up-to-date and also in being able to contact a parent/guardian in case of an emergency.

CLOSED CAMPUS

All students will be under the "Closed Campus" concept. This means that students are to remain in the school building and designated areas from the time they first set foot on school property in the morning until the time they board transportation to leave at the end of the day. Only those students attending the Kent Career/Technical Center and approved co-op activities will be the exception to the closed campus regulation. Failure to comply with this policy will result in the student being assigned an After-School Detention or an Out-of-School Suspension.

CO-CURRICULAR ACTIVITIES

The Rockford Public Schools provide a well-rounded program of co-curricular and club opportunities with a wide range of voluntary athletic activities for both students. To be a member of a Rockford club or co-curricular team/event is a privilege afforded by the Board of Education. Every privilege has a number of responsibilities; clubs/co-curricula's is no different. Students must develop and maintain habits of personal behavior and health, which will enable them to perform well, to minimize risk of injury and to represent themselves and Rockford in a manner which merits respect for all. Students have a tradition to uphold and an attitude to display. We will be successful with class, style, and sportsmanship.

I. WHO/WHEN Beginning with a student's enrollment into the 9th grade, all members of athletic teams (players, managers, trainers) are bound by the following training rules at all times throughout the entire calendar year.

II. SUBSTANCE USE/POSSESSION AND CRIMINAL VIOLATIONS Club/Co-Curricular rules forbid the use or possession of tobacco (in any form), alcohol, drugs, anabolic steroids, look-alike drugs, narcotics, controlled substance, and/or actions deemed misdemeanors or felonies under the criminal code by any student who represents Rockford High School.

A. PENALTY

1. First offense for use or possession alcohol, drugs, anabolic steroids, look-alike drugs, narcotics, or any controlled substance, and/or actions deemed misdemeanors or felonies under the criminal code will result in immediate suspension from competition for one-third of the scheduled events in the co-curricular/club the student is participating in, or will participate in. First offense for use or possession of tobacco (in any form, including e-cigarettes, vapor pens), will result in suspension from competition for one-fourth of the scheduled contests/events in the sport/event the student is participating in, or will participate in. A suspension will carry over into the next season of competition if the student does not complete the suspension in their present season.
2. Second offense will result in suspension from all activities for a period of 12 months from the date of suspension.

3. Third offense will result in permanent barring of the student from participating in all events/productions for their high school years.

B. SUSPENSION PROCEDURE WILL BE:

1. The student will be informed of the violation by their coach/director and/or the Principal.
2. A letter will be sent to the student's parents or guardians stating the offense, penalty, and appeal procedure.
3. An appeal may be requested by the parents/guardians of the student/athlete (if adult waiver is on file) to the principal within five days of receipt of the suspension letter. Student will begin serving suspension during the appeal process.

III. CONDUCT/BEHAVIOR VIOLATION Students shall conduct themselves in such a manner as to not bring discredit to the school, team or themselves. Examples of conduct/behavior violations include, but are not limited to: gross misbehavior, vandalism, theft, insubordination, school suspension, inappropriate use of social media, hazing in any form, etc.

COLLEGE CREDIT OPPORTUNITIES

There are opportunities for students to earn college credit during high school:

Early College – Courses taught at RHS in which students earn college credit. Information is available at a spring meeting each year, or through a high school counselor.

Articulation – RHS courses which transfer for college credit. See the RHS course book or a counselor.

Advanced Placement – Students may take the AP courses at RHS and achieve a qualifying score on the AP exam to earn college credit.

Dual Enrollment – A student wishing to take a course in an area of career interest not offered at RHS or online, may be able to enroll in a college course. See a high school counselor for details.

COMPETENCY TEST

All Rockford students must take and score at a Level 4 or above on the WorkKeys assessments. Testing is given once in the 9th grade and again in the 11th grade, both in the spring of the school year. These competency tests are required by the Board of Education to receive a Rockford High School diploma. The WorkKeys test measures real-world skills and career readiness. For more information about this, go to: www.Act.org/WorkKeys/index.html.

WORKKEYS: RHS graduates must earn a Platinum, Silver or Gold Career Readiness Certificate on the three subtests of the ACT WorkKeys test. This is a requirement for the RHS Guaranteed Diploma.

CUMULATIVE RECORDS

Permanent record folders are kept on file for each student who attend Rockford High Schools. They may contain such things as the subjects taken and the grades received; the attendance record; health record; teachers' remarks and appraisals of work; records of the various schools attended; aptitude, preference, and mental maturity test records; records or copies of any exceptionally fine work done; birth record; your ambitions and plans from year-to-year; causes for failures if you have had any; correspondence concerning school work; and any other pertinent information about you. It should be remembered by the student that employers, colleges, and others request information kept in these files for the acceptance of the student for a job, or to attend higher education institutions. They are always interested in academic proficiency and the attendance record of the student, especially in regard to unexcused absences and tardiness. Of course, it is to a student's advantage to build as fine a record as possible, not only for what may go in a file, but also for the building of the person you hope to be. No transcripts can be sent without a signed Consent to Release Records from parent/guardian or student over 18 years of age.

CURRICULUM

Rockford High School offers a comprehensive academic curriculum which includes a regional tech center, internships and co-op work study for seniors and juniors, honors classes in English, Math, and Science; Advanced Placement in History (2), English (2), Math (3), Science (3), German, Spanish, Government, and Art; and extensive Technology classes. Rockford High School students may also enroll in college courses offered locally. RHS students enrolled in 84 college courses in 2015-16. Online courses are offered locally and at the Kent Intermediate School District (KISD). The KISD also has broad technical and academic offerings and a school for the county's students to take core courses in a high-tech, collaborative environment.

DANCES

- Students who attend our high school's may attend our dances. Middle school students cannot attend high school dances, nor can high school students attend middle school dances.
- After-game dances are for Rockford High School students only. No guests.
- Semi-formal dances allow high school guests with prior approval from administration. Guests over the age of 20 are not allowed.
- All dance styles must comply with standards of modesty and safety. Dance supervisors in attendance will be the final judges of the appropriateness of dance styles. Inappropriate dancing includes, but is not limited to, the following: slam dancing, moshing, and any dancing that has sexual innuendos.
- Gentlemen are expected to keep their dress shirts on. Dancing with a tank top or a vest alone will not be permitted.

DISCIPLINE CONTINUUM

Homework is expected to be turned into the teacher upon students' return to school unless other arrangements have been previously communicated between teacher and student. Students under suspension may not attend any school related activities.

School Detentions

This practice can be implemented by teachers or administrators as a form of discipline correction. Supervised detention may be assigned after school. Parents will be notified when detention is assigned. Students are required to report for detention with school work. Transportation to detention and home from detention is the responsibility of the student and parent. Failure to report for assigned detentions may result in additional after school detentions. Alternatives to the detention can be arranged if parent contact is made with the assistant principal.

After-School Detentions

After-school detentions assigned by administrators for violations of truancy and other minor disciplinary infractions are typically held from 2:18-3:30P.M. on Wednesdays.

Snap Suspension

In accordance with State law and Rockford Board of Education policy, snap suspensions may be issued by Rockford Public School teachers in accordance with the following definitions, policies, and procedures. A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity for up to one day for violation of the following inappropriate behaviors as defined by the student discipline code of conduct: 1) harassment/bullying and/or sexual harassment; 2) profanity/obscenity; 3) insubordination/insolence; 4) gross misbehavior. Note: All other violations of school policy should be referred to school administration.

Snap Suspension Procedure

1. The teacher must complete a snap suspension referral form to inform administration of the suspension before the end of the class, subject, or activity.
2. The teacher must send the student being suspended (with an escort) to the office as soon as the student is removed from the class.
3. The teacher will contact the parent/guardian of the student by phone by the end of the day, or in writing within two school days, to request that the parent/guardian attend a conference to discuss the student's inappropriate behavior. An administrator will be present at the conference if requested. The school counselor, psychologist, or social worker shall also attend this meeting if requested by the parent/guardian or school.
4. The student shall not be returned to the classroom that day unless the teacher and administrator agree it is appropriate.
5. The teacher will maintain written documentation of the snap suspension and place a copy in the student's discipline file

Out-of-School Suspension

Out-of-school suspensions will result for serious misconduct and/or as part of the progressive disciplinary action to help students modify unacceptable behavior(s) when it appears other measures are ineffective. Exclusion from school-related activities will occur until the student returns from suspension. Homework will be made available. Appeal Procedure Students receiving a suspension may appeal in writing to the building principal within 24 hours regarding the suspension. A summary of the hearing and action taken will be provided in writing to the student. Expulsion Procedure Students who are guilty of continued serious misconduct according to Board Policy may be recommended to the Board of Education for expulsion from all schools in the District, according to the following conditions:

1. The principal of the school with the restorative practices team shall exhaust all means of bringing about a correction in the misconduct and shall have brought the case before the Superintendent or the Superintendent's delegate.
2. Juvenile authorities and law enforcement agencies shall have been consulted if they are involved.

3. Parents shall have been consulted freely and all possible support from them shall have been secured.
4. The assistant principal, or his/her delegate, shall suspend the student until the time of the next Board meeting, at which time the student's name will be presented to the Superintendent and hence to the Board of Education with a recommendation.
5. The Board of Education will arrange for a review of the case at a closed session with the parents and the principal, and other parties involved and expulsion will be determined by the Board of Education.
6. A complete written record of each case is to be kept and submitted to the Board of Education 48 hours in advance of the Board of Education meeting when this hearing will be held.
7. Expulsion means that the student's relationship with the Rockford Public Schools is terminated. This includes access to school property and school-related events

Reinstatement of the Student - Request

1. Reinstatement following the expulsion can only be granted formally by the Rockford Board of Education, if a formal application for reinstatement is submitted. Requests for reinstatement must be directed to the Assistant Superintendent of Instruction.
2. A reinstatement hearing will be held within 10 school days after receiving the formal application for reinstatement.
3. The Board of Education, after hearing from the parent, student and administrator, will reach a decision whether to reinstate the student or reject reinstatement.
4. Once a decision is made by the Board of Education, the process is complete. If the decision was made to reinstate the student, the administrator will decide on proper placement, educational program and possible behavior plan.

DIVERSITY

Diversity and Inclusivity Statement Rockford Public Schools strives to be an inclusive community for all. Our philosophy is to draw strength from our differences and similarities in order to:

- Foster an inclusive environment for all staff and students
- Promote respect and acceptance toward all persons
- Educate and bring awareness around differences within our community
- Prepare each student to be an active member of a diverse and inclusive society

DRESS CODE

All students are expected to dress appropriately for the learning environment. Students in violation of the dress code at school or a school-sponsored event will be provided a reasonable opportunity to change. The following guidelines will be considered when making a decision regarding appropriate attire.

Students are required to wear:

- A shirt with solid fabric covering the front, back, and sides under the arms
- Bottoms with solid fabric covering the buttocks and upper thigh.
- Appropriate footwear with a solid bottom/sole.

Prohibited clothing includes:

- Clothing that exposes undergarments.
- Clothing that promotes tobacco, alcohol, or drugs.
- Clothing that depicts violence, hatred, racism, sexually suggestive messages, or is gang-related.

ELECTRONIC DEVICES

Guidelines for Student Usage of Electronic Devices

1. All electronic devices, including, but not limited to, cell phones, smart devices, tablets, PCs, mobile presenters, wireless tablets, digital recorders, iPods, MP3 players, texting calculators, video/audio devices, digital cameras, laptops, or other disruptive technology are not to be used during class unless the teacher authorizes usage for a class-related purpose.
 - a. In particular, cell phones are to be turned off (not in the vibrate mode) and are not to be used during class time.
 - b. If the teacher gives permission for the use of a personal computer and/or digital recorder for note-taking, that is the sole purpose to which these devices should be used.
 - c. Personal electronic devices may be subject to search.
 - d. Examples of appropriate class-related purposes include, but are not limited to, accessing online textbooks, viewing Student Access, and use of calendar planner for academic organizations.
2. The use of any electronic devices during testing or exams, other than those sanctioned by the teacher in charge of the testing, is strictly prohibited. During the testing session, electronic devices are to be turned off and stored in a case, book bag, or purse, and may not be in the possession of the student during testing.
3. At no time may electronic devices be used in restrooms or locker rooms.
4. Students may access the internet, utilizing their own data plans (non-District portals), during class for only teacher-authorized, class-related purposes.
5. Students with disabilities or exceptional needs, who require electronic devices for their day-to-day functioning in the classroom, are to coordinate the use of electronics with their teacher, counselor, parent, and/or administration.
6. Any activity related to compromising the integrity of the District network will result in disciplinary actions.
7. Students may use electronic devices (not attached to the District's network) during the following time periods: a. High School - Students may use electronic devices before school, after school, during breaks, or when directed to do so by the teacher.
8. Inappropriate use of electronic devices can carry over into the other portions of the student code of conduct, such as harassment, threatening statements, etc. As a result, the code of conduct for each of these areas will be enforced.
9. A student, who engages in any misconduct off school property (including the internet) that was initiated at school, is related to a school situation, brought into school, or is the result of disciplinary action being taken by school personnel will be subject to disciplinary action up to and including expulsion. PA 104 requires the exchange of information between the school and law enforcement agencies. The school must act upon information obtained through this act. The administration of RPS has the right to monitor social media publications that impact the school day.

EMERGENCY PROCEDURES

Lockdown

Lockdown is our procedure for a coordinated response to a potentially life-threatening situation in one of our buildings. When students hear the announcement of Lockdown, they are to follow the directions of the staff. If a student is out in the hall, he/she should go to the nearest classroom. Students in the restrooms should remain there until given directions. The Lockdown procedure drills shall be practiced in accordance with State of Michigan mandated drill guidelines.

Fire Drills

When the fire alarm is activated, students will follow the direction of the staff. They will move as quickly as possible out of the building and remain together as a class. Teachers will instruct students to the safest exit route. Staff will close classroom doors and turn out lights after everyone has exited the classroom. Teachers will remain with their class. Once outside, teachers shall take attendance and advise administration or security if any students are missing or if they have students other than their own with them. Once the all-clear is given, all staff and students shall return to their classroom.

Tornado Instructions If there is a "Tornado Watch" or "Warning", students will be sheltered at school in designated areas as posted throughout the building.

EQUITY POLICY FOR ALL STUDENTS

It is the policy of Rockford Public Schools to offer students the opportunity to participate in curricular and co-curricular programs, services, and activities without regard to race, color, religion, sex, national or ethnic origin, disability, sexual orientation, or social and family background.

While in school or participating in school-related activities, students, staff and volunteers are entitled to an environment free from:

- Discrimination and/or harassment.
- Slurs or innuendoes about race, color, religion, sex, age, nation or ethnic origin, disability, sexual orientation, or social and family background.
- Comments or actions related to race, color, religion, sex, age, nation or ethnic origin, disability, sexual orientation or social and family background that could interfere with an individual's school performance or participation in educational opportunities.
- Sexual advances, requests for sexual favors, or physical conduct of a sexual nature.

Students shall report policy violations directly or by Schoology message, OK2say, or through a parent/guardian to any district personnel. If the student wishes to remain anonymous, reports shall include as much information as possible (ex: who, when, where, witnesses, what). Administration will investigate allegations and respond in accordance with our Student Code of Conduct . Please note - substantiated case of a false claim in which a student willfully, intentionally, in bad faith wrongfully accuses another student or adult, shall result in disciplinary action as noted in the Student Code of Conduct.

FIELD TRIPS

Prior to a student going on a field trip, a parent/guardian must have given electronic approval on family access. Without electronic approval, the student will not be allowed to leave the school. Parents/guardians will be notified prior to all field trips. Students on a field trip must take Board of Education approved transportation with school personnel supervision, unless transported by a parent or guardian.

GRADES

Students are generally graded on the following basis:

| Letter Grade | GPA | Percent | Description |
|---------------|-------------------|----------------------------|--|
| A A | 4.0 3.7 | 93% and above 90-92% | Superior work quality |
| B+ B B- | 3.3 3.0 2.7 | 87-89% 83-86% 80-82% | Good work quality |
| C+ C C- | 2.3 2.0 1.7 | 77-79% 73-76% 70-72% | Average quality work |
| D+ D D- | 1.3 1.0 .7 | 67-69% 63-66% 60-62% | Generally less than the minimum requirements |
| E | 0 | N/A | Completed less than minimum class requirements, but demonstrated master (C+ or better) on final exam |
| F | 0 | <60% | Completed less than minimum class requirements |

| | | | |
|----------------|-----|--|---|
| CR - Credit | N/A | | Credit earned for the class, but no letter grade assigned |
| NC - No credit | N/A | | No credit and no letter grade |
| I -Incomplete | | | An incomplete grade may be given to a student who, due to extended absences, does not complete the required work prior to the end of a grading period. All incompletes must be made up within one week of the conclusion of the grading period. |

Weighted grades for Honors and AP courses are used for GPA and class rank (A = 5.0, B = 4.0, etc.). Class rank is calculated at the end of each trimester. All grades for all classes for all students are used in calculating.

GRADUATION REQUIREMENTS

RHS graduation requirements align with Michigan Merit Curriculum legislation, and go beyond with local requirements. RHS is the only high school in the State of Michigan which awards a guaranteed diploma: if any RHS grad is determined by an employer to be less than proficient in Reading, Mathematics, or Locating Information, RHS will provide the graduate with instruction to bring him/her to a proficient level.

Credits required for graduation: 27.5
(.5 credit equals 1 trimester, 1 credit equals 2 trimester)

| Course Requirements: | Credits Required: | Qualifying Courses and Other Notes: |
|-----------------------|-------------------|---|
| Computer Literacy - R | 0.5 | Business Tech, Multimedia, TV Studio 2, World Tech (WT) CAD, WT Structures, WT Manufacturing, WT Controls, WT Energy & Transportation, Product Design, KCTC (Accounting, Info Tech, Graphic Design, Mechatronics), Computers in 7th or 8th grade with C or higher. Rockford Public Schools: middle school Tech 1 and Tech 2 (must be both) with a grade of C or better. |
| Communications - R | 0.5 | Speech, Policy Debate, Theater, TV Studio 1. |
| English | 4.0 | English 9 English 10 English 11 or AP English Language & Composition English in 12th - two options: Option 1 - Senior Composition or Technical Writing PLUS one of: Contemporary Lit, Shakespeare, Psychology through Lit, Multicultural Lit, Sports Lit. Option 2 - AP English Literature & Composition. |
| Mathematics | 4.0 | Must include Algebra 1, Geometry, Algebra 2, and Math or Mathrelated in 12th grade. Credit may be earned in middle school. Mathrelated approved classes for 12th grade (please note that "mathrelated" classes do not count as a math credit for college admissions): Chemistry or Physics beyond the graduation requirements, WT Controls, Accounting, Business & Personal Finance, Financial Management, and selected KCTC courses (see your counselor for details). 4th-year math may be a repeat of Algebra 2. |
| Physical Education | 1.0 | Health & Phys Ed 9. |

| | | |
|---|---|---|
| Physical Education - R | 0.5 | Additional 0.5 credit of Phys Ed, or participation in Marching Band or an RHS-sanctioned sport or club for two seasons. Approved clubs are Dance and Equestrian. A student may also apply for a waiver of this 0.5 credit for outside athletic activities; see your counselor for details. |
| Science | 3.0 | Earth/Science: 1.0 credit. Biology: 1.0. Chemistry and/or Physics: 1.0. |
| Social Studies | 3.0 | World Studies: 1.0 credit. American Studies: 1.0 credit. Economics: 0.5 credit. Government: 0.5 credit. |
| World Languages | 2.0 | 2.0 credits of the same language. May be earned in grades K-8 under certain circumstances. |
| Visual, Performing, or Applied Arts | 1.0 | Art (all classes), Business (Marketing Communications, Multimedia), Communications (all classes), English (Writing for the Print Media, Yearbook), Life Management (Parenting Psychology, Clothing), Music (all classes), Tech Ed (all classes), qualifying KCTC programs (see your counselor for details). |
| Other Requirements: | | |
| Credits Earned - R | 27.5 | |
| Online Experience | Incorporated into RHS curriculum. | |
| Competency Test - R | RPS requires students to pass a competency test, administered junior year. At the time of publication, students had to earn at least a Platinum, Gold or Silver score on the ACT WorkKeys test. | |
| Junior Testing Requirement - R | Good Faith Effort on testing sequence in March of junior year. | |
| R = Local RHS Graduation Requirement | | |
| A course may fulfill both a State and a local graduation requirement. | | |

(R) = Rockford requirement. An individual class may be used to meet both a state requirement and a Rockford requirement.

Additional graduation requirements include:

- Total Number of credits 27.5
- Successful score on the District competency test ACT WorkKeys: Platinum, Gold or Silver level.
- Attendance at Rockford High School and/or River Valley Academy at least a full school year prior to graduation
- Good Faith effort on the Michigan Merit Exam (MME) or other state-approved assessment

GUIDANCE SERVICES/COUNSELING

General Procedures

Counseling services are available to assist students with academic matters, personal problems, social issues, career choices, college selection, and scholarship applications. Students may see a counselor by making an appointment in the Counseling Office with the receptionist. Counselors monitor student academic progress and assist in post-high school planning in a variety of ways individually and in the classroom setting. Academic performance, career interest evaluations, student involvements, and work experiences are utilized in the process. Counselors have an alphabetical caseload of students, keeping the same students for their grade 10-12 years. This way the student, parent, and counselor can develop a working relationship. This also insures that services are delivered to every student. Counselor caseloads are posted in the guidance office. Please check for your assigned counselor. Counselors are listed below:

Freshman Center Holly Normington (Head Counselor) & Jennifer Lutz
 High School Rachel Kreuze (Head Counselor) & Kara Dixon, Kasey Sauder, Jon Taylor, and Sarah Young

HONOR ROLL

To be eligible for the Honor Roll, a student must have a 3.0 GPA in a minimum of four letter grades (or three letter grades plus CR) with no failing grades (E or F).

IDENTIFICATION CARDS

All students will receive a multi-use ID card. This card, in addition to being an ID card, can be used as a lunch debit card and a library card. Every student should have his/her identification card in his/her possession while on campus or while attending school functions. Any student who does not have an identification card should see the secretary in the Food Service office. A \$3.00 replacement fee may be charged. As its name indicates, an identification card is for the purpose of identifying the holder of the card - in this case you, the student. On occasion, you may be asked to show your identification to a staff member or security personnel and failure to do so will constitute a violation of the discipline code and may result in disciplinary action.

ILLNESS IN SCHOOL

Students who become ill at school and do not report to class must immediately report to the attendance office. Freshman students please report to the main office or health room. The student will be attended to and a parent/guardian will be contacted by phone. Any student who becomes ill at school and does not report to the attendance office prior to leaving school will be held to the truancy policy.

KENT CAREER / TECHNICAL CENTER

Attendance Policy

The Rockford High School attendance policy is in effect for all Rockford High School students that attend Kent Career/Technical Center (KCTC).

Driving Policy

Rockford High School provides bus transportation to and from KCTC. Only students who get pre-approved parking permits from KCTC are allowed to drive to KCTC. Students who drive that develop poor attendance records are subject to having their permits revoked. Students who have approved parking permits to KCTC may transport themselves only. 2nd session students who have classes at RHS before and after their classes at KCTC are required to ride school transportation (except with Administrator approval).

Suspension Policy

Students suspended from Rockford High School will also be suspended from KCTC (unless administrative approval is given to attend).

MEDICATION PROCEDURES

- Students may not possess medications in school, except in the case of emergency, such as inhalers or epi-pens.
- Parents must submit a medication permission form to the nurse's office.
- No medications will be administered to a student without written permission from the parent/guardian.
- All medications must be brought to and from school by the parent/guardian.
- All medications must be in the original container and the label must include the student's name, doctor, medication, and dosage.
- Any changes in the type of drug, dosage, or time of administration should be accompanied by a new physician and parent permission signature.
- All medication must be stored in the nurse's office.
- In cases where a deviation is necessary (inhaler, epi-pen), arrangements and procedures will be coordinated by the school principal in consultation with the school nurse.
- Unused medications must be claimed by the parents at the end of the school year, or they will be discarded.
- Secondary students participating in after school or away events may self-administer non-prescription medication provided all rules/regulations for After School Hours/Out of District are followed, including:
 - Prior written permission from the parent and administrator is obtained;
 - Prior approval must be obtained from coach/advisor/athletic administrator. Permission forms are available in the athletic department or from school advisor.

MME (Michigan Merit Exam)

The MME consists of the SAT college entrance exam, the WorkKeys exam, and State of Michigan tests known as M-STEP. The MME is given to all high school juniors in the state beginning in April. The MME will be used to determine whether students are meeting or exceeding the Michigan Curriculum Standards. Students will also be able to submit their SAT test score for admission to colleges and universities. For more information regarding the MME, visit: www.michigan.gov/mme. For information regarding the SAT, visit: www.collegeboard.org. WorkKeys information can be found at: www.act.org/products/workforce-act-workkeys

MONEY AND VALUABLE ARTICLES

Rockford High Schools are not responsible for items not locked up. Use lockers in the hall or PE locker rooms to protect all valuables. Rockford Public Schools encourages students to not bring valuables to school. Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles, including iPods, MP3 players, cell phones, etc.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are planned for the fall, winter, and spring of each school year. Teachers will be available to meet with parents to discuss student progress. Please feel free to contact your student's teachers at any time during the year. A schedule of conference dates and times may be announced through Family Access, the school website, various school newsletters and the local media.

PARKING GUIDELINES

PARKING ON SCHOOL PROPERTY IS A PRIVILEGE, NOT A RIGHT

1. Parking permits are required to park at Rockford Public Schools and are given every year at RVA. Students may park their vehicles ONLY in the area designated.
2. All permits must be displayed on the backside of the inside rear view mirror. Parking sticker must be visible. (If you are unsure of this location, see any security officer and he/she will assist you.)
3. If you are driving a vehicle other than your currently-registered vehicle, you must sign it in at the main office upon arriving to school.
4. Vehicle must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lots. Vehicles must be driven safely and must yield to pedestrians. **Students parking outside the painted lines or designated parking spots may be ticketed, disciplined, or vehicle towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot will be subject to disciplinary action.**
5. The school is not responsible for student vehicles, damage to vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.
6. **Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers.** Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in student discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.
7. Discipline for parking violations or misconduct includes all disciplinary measures in the Student Discipline code and/or withdrawal of parking privileges.

REFERRAL AGENCIES

For all ages, all needs (mental health, food, etc.):

United Way Quick Referral 2-1-1
Family Resource Guide – Kent County Area www.familyresourceguide.info

Hotlines – For Kids Who Need Help

National Hope-line Network 800-784-2433
U.S. Department of Health & Human Services,
 Substance Abuse Services Administration 800-662-4357
Poison Control Centers 800-222-1222
National Runaway Switchboard 800-786-2929
National Eating Disorders Association 800-931-2237
Pax Real Solutions to Gun Violence 866-773-2587
Girls & Boys Town National Hotline 800-448-3000
Covenant House Nineline 800-999-9999

General

Network 180 616-336-3909 United
Way First Call for Help 616-459-2255

Runaway

Bridge for Homeless Youth Services 616-451-3001
 17th Circuit Court/Crisis Intervention Program 616-632-5861
RAP Line (Runaway Assistance Program) 1-800-292-4517

Mental Health

Network 180 616-336-3909

Child and Family Resource Council

Child & Resource Council 616-454-4673
Kent County Department of Protective Services 616-247-6300

Services for Children and Families

Arbor Circle 616-456-7775
Bethany Christian Services 616-224-7610
Child & Family Resource Council www.childresource.cc
DA Blodgett Services 616-451-2021
Family Outreach Center 616-247-3815
Life Guidance Services – lifeguidanceservices.org 616-954-1991
Wedgewood Youth & Family Services 616-942-2110

Substance Abuse

Al Anon, Ala-Teen 616-257-8089
Pine Rest 616-242-6400
Project Rehab: Dakotah/Shilo Treatment Center 616-776-0891
St. John’s Home 616-361-9564

Suicide Prevention

Network 180 616-336-3909 Forest
View Hospital 616-942-9610
Pine Rest Crisis Unit 616-455-9200

REPORTING AGENCIES
SILENT OBSERVER/OK2SAY INFORMATION

Goals

The goals of these programs is to make the environment in the Middle and High Schools safer by providing an avenue to anonymously report the presence of dangerous weapons, drugs, major thefts, and damage of property within or upon school property; and to give students the opportunity to empower themselves by stopping crime from occurring. Reporting Procedure Parties reporting information are to utilize either OK2SAY or Silent Observer at the number below. The caller is to provide the necessary information to OK2SAY or Silent Observer staff.

- OK2SAY – text 65279 – migov/ok2say
- SILENT OBSERVER - 616.773.2345 – silentobserver.com

All tips will be investigated by school and/or police. As a caller or tipster you may never know the outcome of the investigations.

RESTORATIVE PRACTICES

Rockford Public Schools will consider the inclusion of Restorative Practices in all appropriate disciplinary situations. Restorative Practices are actions with the purpose of repairing harm. Restorative Practices are also useful in helping the offending student understand the impact of their actions. Examples of restorative practices include:

- Reflection Form or Learning Opportunity
- Restorative Conference between Offender and Victim
- Apology
- Payment of Restitution
- Repair/Clean Vandalism
- Make Up Time Missed
- Counseling/Therapy
- Behavior Contract

Restorative Practices do not replace disciplinary consequences, but will be used in conjunction with discipline that warrants suspension. Restorative Practices will not be used when considerations indicate that:

- The offending student is unwilling to participate.
 - The practices could cause further harm or discomfort to the victim.
- or there is a significant perceived threat of safety.

SALES AND SOLICITATIONS

All sales and solicitations within the school or school grounds by individuals or groups must have the approval of an administrator. All school club or group fundraisers must have previously completed the fundraising request form and received administration approval. A student may not sell any item(s) to school personnel or another student for individual profit.

SEXUAL HARASSMENT POLICY

Policy Statement

The Rockford Public Schools' sexual harassment policy prohibits sexual harassment of students and staff. Sexual harassment of students disrupts the educational process and interferes with the District's commitment to provide a stable learning environment to its students. All students are expected to conduct themselves with respect for the dignity of others. The Rockford Public Schools, because of its desire to prevent and prohibit sexual harassment of its students and staff, adopts this policy to give notice that sexual harassment of students and staff is wrong and will not be tolerated by the District.

Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature that is unwanted by, or unwelcome to, the student, and/or has the purpose or effect of substantially interfering with a student's educational environment. Such conduct or communications may be illegal and will subject the harassing student to appropriate corrective action, including discipline, when such conduct or communication has the purpose or effect of substantially interfering with the other student's education or creates an intimidating, hostile, or offensive educational environment. Sexual harassment of students may take many forms. Examples of conduct prohibited by this policy include, but are not limited to, the following:

1. Verbal harassment or abuse of a sexual nature.
2. Pressure for sexual activity.
3. Repeated remarks with sexual or demeaning implication to students.
4. Unwelcome touching of a sexual nature.
5. Suggestions or demands of sexual involvement that are accompanied by implicit or explicit threats.
6. Sexual name calling, gestures, jokes, and spreading sexual rumors about students.

The District encourages any student who believes he/she has been subjected to sexual harassment to report his/her concerns directly to any building principal or counselor (they will also explain the complaint procedure). Complaints or reports of sexual harassment shall be handled as confidentially as possible. However, in certain circumstances, the District may be required by the Child Protection Law to report child sexual abuse to the Department of Social Services or other designated law enforcement agency. All reports or complaints of sexual harassment will be promptly investigated by appropriate District representatives. Any student who violates this policy will be subject to appropriate corrective action, including suspension or expulsion. The District prohibits retaliation against students who file or make such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon an individual's status, nor will it affect a student's grades or work assignments. However, the District will take appropriate action if it finds that a student has deliberately filed a false complaint.

STUDENT ASSISTANCE PROGRAM

A K-12 Student Assistance Program, based within the school, provides a means for schools to continue quality education in the classroom while providing a mechanism for addressing high-risk behaviors in youth that interfere with their academic and/or social development. The objective of such a program is to assist, identify, refer, and follow-up with students experiencing, or at high risk for problems, depression, suicide, incest, family violence, family problems, or health-related issues. The Program links school systems with local networks or community agencies and resources in providing appropriate assistance to students. If in need of these services, contact your counselor.

Action Steps for Students

There is much students can do to help create safe schools. Talk to your teachers, parents, and counselors to find out how you can get involved and do your part to make your school safe. Here are some ideas that students have tried:

- Listen to your friends if they share troubling feelings or thoughts. Encourage them to get help from a trusted adult, such as a school psychologist, counselor, social worker, leader from the faith community, or other professional. If you are very concerned, seek help for them. Share your concerns with your parents.
- Work with local businesses and community groups to organize youth-oriented activities that help young people think of ways to prevent school and community violence. Share your ideas for how these community groups and businesses can support your efforts.
- Participate in violence prevention programs such as peer mediation and conflict resolution. Employ your new skills in other settings, such as the home, neighborhood, and community.
- Work with your teachers and administrators to create a safe process for reporting threats, intimidation, weapon possession, drug selling, gang activity, graffiti, and vandalism. Use the process.
- Help to develop and participate in activities that promote student understanding of differences and that respect the rights of all.

- Volunteer to be a mentor for younger students and/or provide tutoring to your peers.
- Know your school's code of conduct and model responsible behavior. Avoid being part of a crowd when fights break out. Refrain from teasing, bullying, and intimidating peers.
- Be a role model - take personal responsibility by reacting to anger without physically or verbally harming others.
- Seek help from your parents or a trusted adult, such as a school psychologist, social worker, counselor, or teacher if you are experiencing intense feelings of anger, fear, anxiety, or depression.

Tips for Parents

Parents can help create safe schools. Here are some ideas that parents have tried:

- Discuss the school's discipline policy with your child. Show your support for the rules and help your child understand the reasons for them.
- Involve your child in setting rules for appropriate behavior at home.
- Talk with your child about the violence he/she sees on television, in video games, and possibly in the neighborhood. Help your child understand the consequences of violence.
- Teach your child how to solve problems. Praise your child when he/she follows through.
- Help your child find ways to show anger that do not involve verbally or physically hurting others. When you get angry, use it as an opportunity to model these appropriate responses for your child and talk about it.
- Help your child understand the value of accepting individual differences.
- Note any disturbing behaviors in your child. For example, frequent angry outbursts, excessive fighting and bullying of other children, cruelty to animals, setting fires, frequent behavior problems at school and in the neighborhood, lack of friends, and alcohol or drug use can be signs of serious problems. Get help for your child. Talk with a trusted professional in your child's school or in the community.
- Keep lines of communication open with your child, even when it is tough. Encourage your child to always let you know where and with whom he/she will be. Get to know your child's friends.
- Listen to your child if he/she shares concerns about friends who may be exhibiting troubling behaviors. Share this information with a trusted professional, such as the school psychologist, principal, or teacher.
- Be involved in your child's school life by supporting and reviewing homework, talking with his/her teacher(s), and attending school functions such as parent conferences, class programs, open houses, and PTA meetings.
- Work with your child's school to make it more responsive to all students and to all families. Share your ideas about how the school can encourage family involvement, welcome all families, and include them in meaningful ways in their children's education.
- Encourage your school to offer before-and-after school programs.
- Volunteer to work with school-based groups concerned with violence prevention. If none exist, offer to form one.
- Find out if there is a violence prevention group in your community. Offer to participate in the group's activities.
- Talk with the parents of your child's friends. Discuss how you can form a team to ensure your children's safety.
- Find out if your employer offers provisions for parents to participate in school activities.

TARDIES

All students with excused, pre-arranged (doctor, dental, etc.) tardies to school must report to the attendance office upon arrival at school. Excused calls must be received before student's arrival at school. Any student missing more than 20 minutes of class will be considered absent for the class.

Tardy Policy

1. Students will be allowed two free tardies for each class each trimester. Teachers will record tardies and keep track of accumulated tardies.
2. On the third tardy, a 30-minute detention will be issued.
3. Tardies beyond the third in a single class will result in additional consequences, which may include lunch detention, afterschool detention, or Saturday School.
4. On the seventh tardy, the principal will schedule a meeting with the student, and the student's parent to develop an attendance improvement plan, which will address the cause of the tardiness and identify consequences that may improve timely attendance, which may include revocation of driving privileges.

The following is a partial list of what are considered unexcused tardies:

- Oversleeping or the alarm not going off.
- Missing the bus.
- Car problems of any kind. A bus is provided for your transportation. If you choose to drive or ride with someone else, be prepared to be unexcused for vehicle breakdowns.
- Bad road conditions, unless the administration excuses you. Again, if you choose to drive yourself or ride with someone else, give yourself enough time to arrive to school on time and safely.
- Riding with another student who forgets to pick you up. It is your responsibility to get to school on time, not someone else's.

Tardiness Between Classes If a teacher has detained you and made you tardy to your next class, that teacher will give you a slip that will admit you to the class without penalty. If, however, you are tardy for any other reason, you must account to the teacher to whose class you are tardy. No tardy slip will be issued by the office in these cases.

TEST INFORMATION

Workkeys

Rockford High School graduates must earn a Platinum or Gold or Silver Career Readiness Certificate on the three subtests of the ACT WorkKeys test. This is a requirement for the Rockford High School Guaranteed Diploma.

Testing out

Rockford High School, in compliance with the School Code of Michigan, (Public Act 335, Section 1279B, of the State School Code), will allow students to “test out” of specified courses. These tests will be sound demonstration of course mastery based on the standards of learning expected of the students enrolled in the same course. Because some end-of-year tests do not serve as comprehensive measures of content and skill “mastery” as expressed in the Michigan School Code, students may be required to demonstrate a reasonable degree of mastery either through a written examination, written papers, projects, portfolios, or other comparable forms.

1. This policy will apply equally to all students at Rockford High School.
2. Course advancement or waiver will only be granted for a C+ (78%) or better. Credit earned is to be based on a passing grade C+ (78%) and will not affect the student's GPA.
3. Students may not receive credit thereafter for a lower course in the course sequence concerning the same subject area.
4. Students can take the “test out” option one time only for a specific course. Students may not attempt to “test out” of a course more than once, and may not “test out” of a course they failed.

TEXTBOOKS

Students who use textbooks, supplies, library materials, or equipment issued by Rockford Public Schools are expected to return these materials in good condition. Students failing to return these items will not receive their report card or diploma until full payment for the items has been made. Students are required to show student ID when checking out and returning text books.

TITLE IX, SECTION 504, AGE DISCRIMINATION ACT AND TITLE II

The government has made legal provisions to insure that no person is discriminated against on the basis of race, color, national origin, sex, age, disability, religion, height, weight, or marital status. In order to protect these rights and assure compliance, the Rockford School District has appointed Korie Wilson-Crawford, Assistant Superintendent for Human Resources, as Coordinator of Title VI, Title IX, Section 504, the Age Discrimination Act, and Title II. Inquiries concerning the application of, or grievances for, any of these regulations should be addressed to: Korie Wilson-Crawford, Assistant Superintendent for Human Resources, Rockford Public Schools, 350 N. Main Street, Rockford, Michigan 49341. Phone: 616-863-6554. Any person, who feels that the rights of an individual have been misused in relationship to the provision of equal opportunity in any educational programs and activities, or in employment, may contact Korie Wilson-Crawford.

VISITORS

- No student visitors are allowed during the school day from 7:40 A.M. until 2:35 P.M.
- Parents are welcome to visit any time. Please stop in the office for a Visitor's Pass.
- Guest speakers and sales representatives are to report to the office.
- Anyone who would like to meet with a teacher may do so by making an appointment.
- Anyone wishing to talk with a student (other than the parent) must receive permission from an administrator.

WEAPONS-FREE SCHOOL ZONE POLICY

The Board of Education of Rockford Public Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical wellbeing and safety, by individuals possessing weapons and/or dangerous articles.

In this interest, and under the terms of this policy, Rockford Public Schools shall be designated a Weapons-Free School Zone. No person shall possess a weapon on school property unless:

1. They are serving in the capacity of a peace officer; or
- a. They are a person with prior permission from the Superintendent or his/her designee that a weapon may be possessed for educational or safety purposes; or
2. They are otherwise exempt under Michigan law.

Furthermore, the Board of Education of the Rockford Public Schools (or the Superintendent) shall permanently expel a student from attending school in the District if the student possesses a weapon or dangerous article on District grounds or at District or school events. Such expulsion is mandatory unless the student establishes in a clear and convincing manner at least one of the following:

1. That the object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The weapon or dangerous article was not knowingly possessed by the student.
3. The student did not know, or have reason to know, that the object or the instrument possessed by the student constituted a weapon or dangerous article; or
4. That the weapon or dangerous article was possessed by the student at the suggestion, request, or direction of, or with the express permission of school or police authorities. Expulsions mandated under this policy shall be imposed in accordance with the procedures for student discipline as established by the District, and as set forth in the student handbook or other appropriate documents.

WITHDRAWAL AND TRANSFER FROM SCHOOL

The following is required for a student withdrawing from or transferring away from Rockford Public Schools.

- Parent/guardian authorization to withdraw or transfer
- Obtain appropriate form from the counseling office
- Pay all fines and fees
- Return all books or make restitution
- All classes must be cleared by teacher's signature
- Books are cleared in library by librarian's signature
- Take completed form to the counseling office for final clearance.

WORK PERMITS

By Michigan law, all students under 18 years of age must file a work permit prior to actually working. The work permit may be picked up in the main office. It has three parts: the employer fills out part one, the student fills out part two, and the school gives approval on the third part. After the employer and student parts are completed, the student needs to bring his/her birth certificate or driver's license with the permit to the main office for final validation and approval. Work permits are not issued during regularly scheduled school vacations (i.e. Thanksgiving, Christmas, Spring Break, Good Friday) during the school year.

2022-2023 DISCIPLINE CODE OF CONDUCT

The Rockford Board of Education does hereby establish the following categories of misbehavior that may result in suspension or expulsion from school of any student regardless of age, under its jurisdiction. The student may be referred to the Student Assistance Program for referral to an appropriate support agency.

This list is offered as an example of unacceptable behavior and is not intended to be all-inclusive. These policies are applicable to all school-related activities and also apply while the student is on school property, before or after school, and in-route to and from school on District-provided transportation.

The disciplinary action identified for the various types of unacceptable behavior enumerated in the student disciplinary code of conduct states the minimal disciplinary action. The District reserves the right and discretion to impose more severe disciplinary action, up to and including expulsion, for unacceptable behavior regardless of whether it is the first offense. Additionally, when appropriate, school administration reserves the right to deny any student that receives disciplinary action the privilege of attending school activities such as roller skating, dances, athletic contests, etc.

When possible, Rockford Public Schools believes in using restorative practices either in conjunction with or in lieu of traditional school consequences as outlined in the code of conduct. Essentially, the idea is to repair the harm that has been done by the student(s), involving the student(s) as much as possible in the process. Potential benefits of including restorative practices include improved school climate, reduction in student-student and student-staff conflicts, and reductions in suspension and expulsion.

| UNACCEPTABLE STUDENT BEHAVIOR | RANGE OF DISCIPLINARY ACTION |
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| <p>1. Academic Dishonesty: Any situation in which a student copies the work of another, submits the work/thinking/writing of another as their own, violates testing protocol, uses resources beyond those explicitly allowed by the teacher, or helps another student engage in academic dishonesty.</p> | <ul style="list-style-type: none"> • Notify parent • Student will receive zero credit on assignment, paper, quiz, and/or test • After-school detention for minor offense • One to three-day suspension for major offense |
| <p>2. Aggressive Behavior: (student to student) Any form of physical or verbal action that results in harm to others.</p> <ul style="list-style-type: none"> • Physical actions such as hitting, shoving, tripping, kicking, spitting, pinching, or poking. • Interfering with, hiding, damaging, extorting, or stealing another’s property. • Offensive, insulting, or obscene gestures with hands, fingers, or face. • Written or spoken name-calling, put-downs, humiliating or degrading remarks, taunting, harassment, threats, offensive graffiti, directed profanity, degrading sounds such as animal noises, or insulting a person’s family, religion, ethnicity, or disability • Hate speech or actions that include racial slurs, supremacist remarks, voiced or written support of hate groups, written hate symbols, or other actions intended to intimidate a historically marginalized group. • Undermining the person’s relationship with others by arranging social exclusion and shunning, spreading rumors, setting a person up to be publicly humiliated, revealing private and confidential information to embarrass others, sabotaging a friendship, forcing others to act against their will • Any form of hazing that has the purpose or effect of causing injury, discomfort, fear, humiliation, suffering, or exclusion from a group <p>2a. Aggressive Behavior: (student to District employee, volunteer, contractor, or any visitor) No student shall engage in, or threaten to engage in, physical action upon an individual.</p> | <ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension and/or expulsion • 2nd Offense: Five-day minimum suspension and/or expulsion • 3rd Offense: Ten-day suspension and/or expulsion <ul style="list-style-type: none"> • Notify parent • Refer to police (at principal’s discretion) • 1st Offense: Five-day minimum suspension and/or expulsion • 2nd Offense: Expulsion |

| UNACCEPTABLE STUDENT BEHAVIOR | RANGE OF DISCIPLINARY ACTION |
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| <p>3. Alcohol and Drugs: This section pertains to alcohol, drugs, narcotics, unauthorized prescription drugs, look-alike drugs, synthetic substances, anything represented as a drug, anything represented as alcohol, or any related paraphernalia.</p> <p>3a. Over-the-Counter Drugs/Medication: Over-the-counter drugs/medications: This section pertains to unauthorized use or possession of over-the-counter medications or drugs.</p> <p>3b. Prescription Drugs: This section pertains to unauthorized use or possession of a prescription drug prescribed for his/her personal use.</p> | <p>Possession of, Use of, or Under the Influence of:</p> <p>1st Offense</p> <ul style="list-style-type: none"> • Notify parent • Notify police (unless unwarranted) • Ten-day suspension and/or expulsion <p>2nd Offense</p> <ul style="list-style-type: none"> • Notify parent • Notify police (unless unwarranted) • Expulsion <p>Delivery of, sale of, attempted delivery or sale of:</p> <p>1st Offense</p> <ul style="list-style-type: none"> • Notify parent • Notify police (unless unwarranted) • 10-day suspension and/or expulsion <p>Over-the-Counter Drugs/Medication: Delivery of, or sale of:</p> <p>1st Offense</p> <ul style="list-style-type: none"> • Notify parent • Up to 3-day suspension <p>2nd Offense:</p> <ul style="list-style-type: none"> • Notify parent • Up to 5-day suspension <p>Prescription Drugs: Possession of:</p> <p>1st Offense</p> <ul style="list-style-type: none"> • Notify parent • Up to a 3-day suspension <p>2nd Offense</p> <ul style="list-style-type: none"> • Notify parent • Up to a 5-day suspension |
| <p>4. Arson: Purposefully setting fire to school property, or personal belongings for the purpose of doing damage or injury.</p> | <ul style="list-style-type: none"> • Notify parent • Refer to police (at principal's discretion) • Expulsion • Seek payment of damages |
| <p>5. Assault, Physical (student to District employee, volunteer contractor, or any visitor): Causing or attempting to cause gross or serious harm to another through intentional use of force or violence</p> <p>5a. Minor Assault: Intentionally causing or attempting to cause physical harm to another through force or violence with circumstances that warrant consideration.</p> <p>5b. Assault, Physical (student to student): Major Assault: Intentionally causing, or attempting to cause gross or serious physical harm to another through force or violence.</p> | <ul style="list-style-type: none"> • Notify parent • Refer to police (at principal's discretion) • 1st Offense: Five-day suspension and/or expulsion <ul style="list-style-type: none"> • Notify parent • Refer to police (at principal's discretion) • 1st Offense: Suspension (one-day minimum) or short term expulsion (up to ten days) or expulsion • 2nd Offense: Suspension (up to ten days) and/or expulsion <ul style="list-style-type: none"> • Notify parent • Refer to police • 1st Offense: Up to ten-day suspension and/or expulsion |

| UNACCEPTABLE STUDENT BEHAVIOR | RANGE OF DISCIPLINARY ACTION |
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| <p>6. Bullying: Behavior that is directed at one or more students and is intentional and/or repeated.</p> <ul style="list-style-type: none"> • Substantially interferes with educational opportunities, benefits, or programs; • Adversely affects the ability of a student to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and • Is based on a student’s actual or perceived distinguishing characteristic (i.e., race, color, religion, ancestry, national origin, gender, physical features, sexual orientation, gender identity and expression, a mental, physical, or sensory disability or impairment, or by any other distinguishing characteristic), or is based on an association with another person who has, or is perceived to have, any of these characteristics. <p>Cyber Bullying: Willful and/or repeated harm inflicted through the use of computers, cell phones, and other electronic devices and/or social networking sites. Could include the development of a website used to promote and disseminate defamatory content.</p> | <ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three days suspension and/or expulsion • 2nd Offense: Three to five-day suspension and/or expulsion • Refer to police (at principal’s discretion) |

| UNACCEPTABLE STUDENT BEHAVIOR | RANGE OF DISCIPLINARY ACTION |
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| <p>9. Electronic Devices: Unauthorized use of electronic device including, but not limited to, cell phones, iPads, etc. during the school day (7:40 A.M. – 2:30 P.M.).</p> <p>NOTE: Electronic devices. Used to violate other policies, will be disciplined according</p> | <p>1st Offense</p> <ul style="list-style-type: none"> ▪ Verbal warning ▪ Device will be returned at the end of the school day if appropriate <p>2nd Offense</p> <ul style="list-style-type: none"> ▪ Notify parent ▪ Detention ▪ Device will be returned at the end of the school day if appropriate <p>3rd Offense</p> <ul style="list-style-type: none"> ▪ Notify parent ▪ Up to 1-day suspension ▪ Suspension of device privileges on school property (unless unwarranted) ▪ Device will be returned following a meeting with parent, student, and administrator |
| <p>10. Extortion: Taking money or items of value through “strong-arm” tactics.</p> | <ul style="list-style-type: none"> • Notify parent • Refer to police (at principal’s discretion) • Up to five-day minimum suspension and/or expulsion |
| <p>11. False Alarm: <u>Fire Alarm:</u> Activating</p> <p><u>Deliberate breaking of glass in fire alarm or removal or discharge of fire extinguisher.</u></p> | <ul style="list-style-type: none"> • Notify parent • Refer to police (at principal’s discretion) • One-day minimum suspension and/or expulsion • Payment of damages <ul style="list-style-type: none"> • Notify parent • Refer to police (unless unwarranted) • One to five-day suspension and/or expulsion • Payment of damages |
| <p>12. Forgery: Fraudulent use of school-related documents or equipment, including false phone calls to the attendance office.</p> | <ul style="list-style-type: none"> • Notify parent • 1ST Offense: Up to three-day suspension and/or expulsion • 2nd Offense: One to five-day suspension and/or expulsion |
| <p>13. Gambling: Student involvement in betting or wagering.</p> | <ul style="list-style-type: none"> • Notify parent • One to five-day suspension and/or expulsion |
| <p>14. Gang-Related Activity: Rockford Public Schools will not tolerate any gang-related activities, clothing, “flashing-signs”, graffiti, strong-arm tactics, etc.</p> | <ul style="list-style-type: none"> • Notify parent • Refer to police (at principal’s discretion) • Five-day minimum suspension and/or expulsion |

| UNACCEPTABLE STUDENT BEHAVIOR | RANGE OF DISCIPLINARY ACTION |
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| <p>15. Gross Misbehavior: Deliberate or willful conduct that interferes with the normal functioning of any school activity or jeopardizes the health or safety of another person. For example: throwing food, false reporting, use of items of torment, spitting, etc.</p> | <ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension and/or expulsion, snap suspension, and/or expulsion • 2nd Offense: Three to five-day suspension and/or expulsion |
| <p>16. Habits or Bodily Conditions Detrimental to the School: Conditions under which the student is suspected of having a communicable disease or who have persistently neglected personal hygiene to the point where it is disruptive.</p> | <ul style="list-style-type: none"> • Notify parent • Notify school nurse • Student may be sent home until the condition is corrected. |
| <p>17. Indecency: Offending acts against recognized standards of propriety and good taste (as interpreted by this building's administration). This may include items of clothing that the administration determines to be inappropriate (dress code violations included).</p> | <ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension and/or expulsion • 2nd Offense: Three to five-day suspension and/or expulsion |
| <p>18. Insubordination: Defiance of authority. Attitudes or behavior insulting or contemptuous. Non-compliance of a reasonable request from school personnel.</p> | <ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension and/or expulsion • 2nd Offense: Three to five-day minimum suspension and/or expulsion <p>** NOTE: Being uncooperative or insubordinate during an emergency situation or drill receives up to ten-day suspension and/or expulsion.</p> |
| <p>19. Leaving School Building/Designated Areas (Unauthorized): Students may not leave school building/designated areas without authorization from school personnel.</p> | <ul style="list-style-type: none"> • Notify parent • 1st Offense: After-school detention • 2nd Offense: Up to three-day suspension and/or expulsion <p>**NOTE: Unauthorized leaving during K-9 searches receives up to ten-day suspension and/or expulsion.</p> |
| <p>20. Nuisance Items: Possession or use of any item that is disruptive to the educational process will not be allowed. Examples: laser pens, eggs, hats, hoods, hacky sacks (in the building), lighters, matches, shaving cream, squirt guns, etc.</p> | <ul style="list-style-type: none"> • Notify parent • After-school detention for minor offenses • 1st Offense: Up to three-day suspension and/or expulsion • 2nd Offense: Three to five-day suspension and/or expulsion |
| <p>21. Panhandling: Soliciting, begging, or mooching money from other students.</p> | <ul style="list-style-type: none"> • Notify parent • After-school detention for minor offense • One to three-day suspension for major offense and/or expulsion |
| <p>22. Profanity/Obscenity: The use of inappropriate or offensive language, whether written or spoken, action or gestures or vulgarity.</p> | <ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension and/or expulsion • 2nd Offense: Three-day minimum suspension and/or expulsion. <p>**NOTE: Profanity/obscurity directed at staff members will result in a minimum three-day out-of-school suspension.</p> |

| UNACCEPTABLE STUDENT BEHAVIOR | RANGE OF DISCIPLINARY ACTION |
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| <p>23. Public Display of Affection, Inappropriate (i.e., hugging, kissing, etc.): Students are expected to conduct themselves as ladies and gentlemen.</p> | <ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension and/or expulsion • 2nd Offense: Up to five-day suspension and/or expulsion |
| <p>24. Pyrotechnics: The use and/or possession of any explosive, smoke, or odor-producing pyrotechnic item is prohibited in or on school property.</p> | <ul style="list-style-type: none"> • Notify parent • Refer to police • Five-day minimum suspension and/or expulsion |
| <p>25. Sale of Goods/Services: All unapproved sale of goods or services on school grounds</p> | <ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension and/or expulsion, snap suspension and/or expulsion • 2nd Offense: Three to five-day suspension and/or expulsion |
| <p>26. School Security: Intentionally circumventing locked doors/windows. The propping of or unlocking doors and/or windows, or circumventing the locking system in any way is not allowed.</p> | <ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension • 2nd Offense: Up to 10 days suspension • 3rd Offense: Expulsion recommendation |
| <p>26. Sexual Harassment: Includes, but is not limited to, any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature that is unwanted by, or unwelcome to, the student and/or has the purpose or effect of substantially interfering with a student's educational environment</p> <p>26a. Sexting: Act of sending sexually explicit messages or photographs electronically, or possessing sexually explicit messages or photographs electronically.</p> <p>26b. Sexual Misconduct: Constitutes consensual, non-consensual, or mutual acts of sexually inappropriate behavior (touching, tampering with clothing, obscene gestures, indecent exposure, or physical conduct of a sexual nature).</p> | <ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to five-day suspension and/or expulsion • 2nd Offense: Five-day minimum suspension and/or expulsion <ul style="list-style-type: none"> • Notify parent • Contact police (at principal's discretion) • 1st Offense: Up to five-day suspension or expulsion • 2nd Offense: Five-day minimum suspension and/or expulsion <ul style="list-style-type: none"> • Notify parent • Contact police (at principal's discretion) • 1st Offense: One to ten-day suspension and/or expulsion • 2nd Offense: Ten-day suspension and/or expulsion |
| <p>27. Theft: Stealing (or in possession of stolen property) or taking from another without right or permission.</p> | <ul style="list-style-type: none"> • Notify parent • Notify police (at principal's discretion) • 1st Offense: Up to 3-day suspension and/or expulsion • Return of item or restitution • 2nd Offense: Same as above; up to 5-day suspension and/or expulsion • Return of item or restitution • 3rd Offense: Same as above; up to a 10-day suspension and/or expulsion |
| <p>28. Threats, Bomb: A threat or act against property, to commit violence, to cause evacuation of a building, or to cause serious public inconvenience.</p> | <ul style="list-style-type: none"> • Notify parent • Refer to police • 1st Offense: Up to 10 day suspension and/or expulsion |

| UNACCEPTABLE STUDENT BEHAVIOR | RANGE OF DISCIPLINARY ACTION |
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| <p>29. Threats, Verbal (student to District employee, volunteer, contractor, or any visitor):</p> <ul style="list-style-type: none"> Any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent intent and ability to inflict injury. Contributing to fear by spreading rumors of a threat or false reporting that disrupts the learning environment during the school day. <p>29a. Threats, Verbal (student to student):</p> <ul style="list-style-type: none"> Any verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent intent and ability to inflict injury. Contributing to fear by spreading rumors of a threat or false reporting that disrupts the learning environment during the school day. | <ul style="list-style-type: none"> Notify parent Refer to police (at principal's discretion) 1st Offense: Up to ten days suspension and/or expulsion <ul style="list-style-type: none"> Notify parent Refer to police (at principal's discretion) 1st Offense: Short-term expulsion (up to ten days) and/or expulsion |
| <p>30. Threats, Written:</p> <ul style="list-style-type: none"> Any written or implied threats to school personnel or students. Contributing to fear by spreading rumors of a threat or false reporting that disrupts the learning environment during the school day. | <ul style="list-style-type: none"> Notify parent Refer to police (at principal's discretion) Up to five-day minimum suspension and/or expulsion |
| <p>31. Tobacco, Electronic Cigarette Liquid: Possession or use of tobacco or electronic cigarette liquid in any form is prohibited on school property or at any school-sponsored event, regardless of location.</p> <p>Smoking Related Offense – Smoking on campus or possession of any item related to smoking; in addition to cigarettes, this includes e-cigarettes and/or chargers, vapor pens, lighters, matches, rolling papers, etc.</p> <p>31a. Tobacco: Sale or Transferring of.</p> | <ul style="list-style-type: none"> Notify parent 1st Offense: Three-day suspension 2nd Offense: Five-day suspension 3rd Offense: Ten-day suspension and/or expulsion <ul style="list-style-type: none"> Notify parent Refer to law enforcement at the principal's discretion Up to 10 day suspension and/or expulsion |

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| <p>32. Trespassing: The unauthorized entry to Rockford Public Schools' grounds, buildings, classrooms, and other property.</p> | <ul style="list-style-type: none"> • Notify parent • Refer to police • 1st Offense: Up to five-day suspension and/or expulsion • 2nd Offense: Minimum five-day suspension and/or expulsion. |
| <p>33. Truancy: Skipping classes or school.</p> | <ul style="list-style-type: none"> • <u>Skipping Class:</u> • Notify parent • Detention • <u>Skipping Day/Unexcused Absence:</u> • Notify parent • Detention, Saturday School, or combination resulting in the number of hours missed. • <u>Chronic truancy;</u> • Develop attendance contract through meeting with parents, student, and administrator • Referral to Kent ISD Office of Truancy & School Attendance |
| <p>34. Vandalism: Defacing or destroying school property or staff/student personal property.</p> <p>*Vandalism affecting security equipment, or materials in place for the safety of staff and students will result in up to a ten day suspension.</p> | <ul style="list-style-type: none"> • Notify parent • Notify police (at principal's discretion) • Payment of damages • 1st Offense: Up to five-day suspension and/or expulsion • 2nd Offense: Up to ten-day suspension and/or expulsion |
| <p>35. Weapons: Possession, using, threatening to use, or transferring any weapon or instrument capable of inflicting harm or considered dangerous by school administration (e.g. tasers, pepper spray). Includes look-alike weapons. Certain weapons, as defined under state law, require mandatory expulsion.</p> | <ul style="list-style-type: none"> • Notify parent • Refer to police (at principal's discretion) • 1st Offense: Up to five-day suspension and/or expulsion • 2nd Offense: Up to ten-day suspension and/or expulsion |