

Roscommon High School



HOME OF THE BUCKS

Student/Parent Handbook

(JUNE 2023)

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RHS

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ROSCOMMON HIGH SCHOOL STUDENT/PARENT HANDBOOK 2023-2024

WELCOME TO ROSCOMMON HIGH SCHOOL!

We extend a warm welcome to the Roscommon High School graduating classes of 2024, 2025, 2026, 2027, and 2028! As students of Roscommon High School, the enthusiasm and dedication you bring will continue to mold the traditions of excellence for your class and for the future of this school and community.

Roscommon High School's main focus is academic excellence. We strive to offer a challenging and relevant curriculum to prepare students for life after high school. Our activities and athletic programs provide opportunities for students to organize and plan, to assume leadership roles, to gain recognition and identity, to experience self-governance, to grow physically and emotionally, and to mature socially. Your academic achievement and co-curricular experience while you are enrolled at Roscommon High School will significantly influence your accomplishments as an adult.

You are charged with bringing the best you have to us; we are charged with giving you the best education that we can provide.

***WE ARE GLAD THAT YOU ARE A STUDENT AT ROSCOMMON HIGH SCHOOL!
GO BUCKS!***

M.J. Ewald

M.J. Ewald
Principal

Jane Spencer

Jane Spencer
Counselor

Mitch Koehn

Mitch Koehn
Assistant Principal/Athletic Director

BUILDING/DISTRICT VISION AND MISSION STATEMENTS

RAPS Vision: *Inspire, Develop, Educate, Achieve*

RAPS Mission: To educate and inspire all students to achieve academic and social growth that leads to personal development for a successful future.

Building Vision: RHS = E³ (Excellence in Education for Everyone).

Building Mission: To educate all students and to prepare them for a successful post-secondary future.

EXIT OUTCOMES

Upon graduation from Roscommon High School, students will

- ☐ Show concern for self and others
- ☐ Be a self-directed learner
- ☐ Be a critical and creative thinker
- ☐ Be an effective communicator
- ☐ Collaborate with others
- ☐ Demonstrate positive self-esteem

STUDENT RESPONSIBILITIES

It is the responsibility of each student and parents/guardians to read the Student Handbook and become familiar with the policies and regulations of Roscommon High School. The rules and regulations in this guidebook are not all inclusive, and situations may arise that are not specifically covered in the handbook. The faculty and administration will make reasonable judgment in such situations. Students are expected to conduct themselves in a responsible, respectful, safe, and mature manner at all times.

The policies in the Student Handbook apply before, during, and after school:

- ☐ When a student is at school (at school means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises)
- ☐ When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or district staff
- ☐ When a student is using school telecommunications networks, accounts, or other district services

CELL PHONE USAGE

Cell phone usage will be allowed during the school day under the following conditions:

1. Before school, after school, during class passing time, and at lunch.
2. With teacher permission during class work time. **TEACHER PERMISSION ONLY.** No arguing.
3. When entering classrooms, phones should be on silent mode. No exceptions.
4. Arguing about cell phone usage during class can result in losing the privilege of using the cell phone for the rest of the school day. Students may pick them up at the end of the day from the office.

Personal phone calls may not be made during school. If you need to contact a parent or guardian...NOT your friend), then you MUST use the designated office phone.

Parents, do not call your son/daughter during the school day unless before school, after school, or during their lunch time. Any emergency communication between students and families during the school day must be channeled through the main office.

GRADUATION REQUIREMENTS

Please see the table below for specific requirements. Additional requirements include

- ☐ Students will complete a minimum of eight (8) full semesters-
- ☐ Students MUST attend 90% of the scheduled class time in order to earn credit.
Attendance is a requirement to earn credit in all classes.
- ☐ Each student is required to carry six (6) subjects per semester.
- ☐ Transfer students are expected to meet the graduation requirements of Roscommon High School.
- ☐ Students, who do not earn the required number of credits, or fail to meet other graduation requirements, will not be allowed to participate in Commencement.
- ☐ Students transferring from non-accredited, non-public schools must meet the guidelines in the Roscommon High School Transfer Policy.
- ☐ Foreign exchange students are not eligible for a Roscommon High School diploma. Foreign exchange students will be classified as sophomores.
- ☐ Participating in Commencement will be given only to those students who have fulfilled all of the graduation requirements and met all other obligations to the school (e.g. book fines, lost book fees, restitution fees, returned athletic equipment and uniforms, chromebooks, etc.)
- ☐ The principal may make exceptions to the graduation policy when it is deemed necessary in the best interest of the physical or mental health of the student.

Roscommon High School Graduation Requirements Table

Graduating Class of	2024-2028
English	4 Credits (English 9, 10, 11, 12)
Mathematics	4 Credits (Algebra I, Geometry, Algebra II plus one additional credit or Algebra II over two years)
Science	3 Credits (Biology, either Chemistry or Physics, and one additional science credit)
Social Studies	3 Credits (½ Economics, ½ Government, 1 U.S. History & Geography, 1 World History & Geography)
Physical Education	½ Credit
Health	½ Credit
Life Skills (12th Grade)	½ Credit

SAT Prep	½ Credit
Visual, Performing, or Applied Arts	1 Credit
World Languages (Spanish or French)	2 Credits (beginning with the class of 2016)
General Electives	2 Credits
Total Required for Graduation	21 Credits

STUDENT CLASSIFICATION

Freshman	First Year
Sophomore	Second Year
Junior	Eleven Credits (11)
Senior	Sixteen Credits (16)

Students will be assigned a classification prior to the school year and it will not change until the following school year.

CAREER TECH EDUCATION PROGRAMS

Roscommon High School students have the option, in their junior and senior years, of participating in career tech offerings from COOR Career Tech Center (CTC). Students choosing this option will take four classes at RHS and the equivalent of two classes/blocks of time at COOR CTC located at Roscommon Middle School.

EARLY MIDDLE COLLEGE

Offered in partnership with Kirtland Community College (KCC), students can, through a 5th year of school earn a certificate in one of three fields: Welding, Public Safety, or Automotive. Students will go through their four year course of study at Roscommon High School and the fifth year will be at KCC.

CREDIT RECOVERY

Credit recovery will be offered to students who have failed courses and are behind in credits. On-line E2020 classes will be available to students outside of the normal school day and during the summer. There is limited availability of E2020 during the traditional school day. *Weekly progress in the class MUST be made and the class MUST be completed during the semester or the grade will be an E. E2020 classes are only open to those students who have previously been unsuccessful in a class. E2020 classes are not designed to replace traditional classes at RHS unless approved by RHS Administration. Grades for E2020 will be updated on a bi-weekly basis and put into Skyward by the school counselor or the principal. These grades will also be factored into co-curricular eligibility.

GRADES

All grade changes must be made within three weeks of the end of each marking period. Questions concerning grades should be directed to the teacher of the class or classes involved. If there is a dispute about a grade after discussing it with the teacher, an appeal can be made to the principal. If this appeal does not resolve the disputed grade, the grade may be appealed to the "Grade Appeals Committee." The committee will be composed of two faculty members, two student council members, and one counselor. Students must pass two of three (marking periods and exam) in a semester to earn credit; each marking period is worth 40% and the semester exam is worth 20%.

GRADE POINT AVERAGE

Grade point average (GPA) will be calculated to two decimal places (e.g. 2.25) as follows:

1. The value of the letter grade is multiplied by the credit assigned to the course.
2. The total points for all courses are then divided by the number of grades received.
3. No additional honor points are awarded for advanced placement classes.
4. Transcripts will be forwarded to employers and post-secondary institutions at the request of students, parents, or guardians.

GRADING SCALE

Grade	Comments
A	Superior
A-	
B+	
B	Good
B-	
C+	
C	Average
C-	
D+	
D	Well Below Average
D-	
E	Failing
I	Incomplete

WNP	Withdraw/Not Passing
WP	Withdraw/Passing
NC	No Credit
CR	Credit
R	Repeated Course

ACADEMIC ELIGIBILITY

Current Semester

Eligibility will be run every two weeks. The only exception to this will be during the start of each semester when we will check eligibility after four weeks. We encourage high academic standards at Roscommon High School and students must pass six of six classes in order to be declared eligible to participate in competitions. For a student to be marked ineligible, teachers must have at least six grades in the gradebook per marking period prior to marking a student's eligibility. Students taking virtual classes (E2020, MVHS, and/or KCC) will have their grades factored into eligibility as well on a bi-weekly basis by the counselor or the principal. Students will be ineligible to participate in school activities for a minimum of one week (starting on Monday following the Friday when the student was determined to be ineligible). Eligibility is based on the number of assignments per marking period **AND** the overall semester grade.

Students who are ineligible:

- ☐ *are not to be in uniform at competitions*
- ☐ *will not travel to road competitions on school vehicles if that event requires them to leave school early*
- ☐ *may ride the bus to road contests if the departure time is after the end of the school day*
- ☐ *are still expected to attend practices unless they are receiving any extra tutoring from a teacher*
- ☐ *are notified by the Athletic Director after grades are run for the eligibility period*

During the week of ineligibility, the student will contact the teacher(s) of the class(es) in which he/she was deemed ineligible and make-up all work necessary. On the Friday of the week of ineligibility, the ineligible student will take a progress report to all teachers, not just the teacher(s) of the ineligible class(es), to check on academic progress. This progress report needs to be turned into the Athletic Director at the end of the day on Friday. If the student is deemed eligible to play and not failing any classes, he/she can resume participation in school activities beginning the following Monday.

VALEDICTORIAN AND SALUTATORIAN

The following guidelines will apply to the designation as class Valedictorian and Salutatorian:

1. The Valedictorian will be highest score after seven semesters and the Salutatorian

will be the student(s) with the second highest score using the following academic formula: Academic GPA multiplied by 500 plus SAT composite score divided by 1.6.

Example: 4.0 Academic GPA x 500 = 2000
 1600 SAT/1.6 = 1000
 Total score = 3000

Only the Academic GPA -- grades in core curriculum classes (Language Arts, Science, Mathematics, Social Studies, and Foreign Language) -- will be used for this calculation.

2. The senior(s) who have earned the highest score using the above formula at the end of the third marking period will be named class Valedictorian or Co-Valedictorians and will be invited to deliver a Valedictory Address at Commencement.
3. The senior(s) who have earned the second highest score using the above formula at the end of the third marking period will be named class Salutatorian or Co-Salutatorian and will be invited to deliver a Salutatory Address at Commencement.

HIGH HONORS

High Honors will be bestowed upon students earning a score of 2700 or above using the following academic formula: Academic GPA multiplied by 500 plus SAT composite score divided by 1.6. Only grades in core curriculum (Language Arts, Science, Mathematics, Social Studies, and Foreign Language) will be used for this calculation.

HONORS

Honors will be bestowed upon students earning a score of 2400-2699 using the following academic formula: Academic GPA multiplied by 500 plus SAT composite score divided by 1.6. Only grades in core curriculum (Language Arts, Science, Mathematics, Social Studies, and Foreign Language) will be used for this calculation.

ACADEMIC AWARDS

Listed here are the Honor Roll criteria and awards.

- ☐ FIRST YEAR = ACADEMIC LETTER
 - ☐ FRESHMEN -- 3.75 CUMULATIVE GPA
- ☐ SECOND YEAR = ACADEMIC CERTIFICATE
 - ☐ SOPHOMORES -- 3.60 CUMULATIVE GPA
- ☐ THIRD YEAR = ACADEMIC PLAQUE

- ☐ JUNIORS -- 3.50 CUMULATIVE GPA
- ☐ FOURTH YEAR = CLOCK
 - ☐ SENIORS -- 3.50 CUMULATIVE GPA
- ☐ **RHS SCHOLAR ATHLETE
 - ☐ JUNIORS --EARNED VARSITY LETTER DURING SCHOOL YEAR AND HAVE A 3.25 GPA
- ☐ ***HIGHLAND CONFERENCE HONOR ROLL
 - ☐ EARNED A VARSITY LETTER DURING THE SEASON IN WHICH YOU MADE THE MARKING PERIOD HONOR ROLL

PERSONAL CURRICULUM

A Personal Curriculum is available to all RHS students. The Personal Curriculum is a process used to modify the Michigan Merit Curriculum. A Personal Curriculum modifies credit requirements and/or content expectations based on the individual learning needs of a student.

A Personal Curriculum may be requested; RHS will grant the request to be placed before PC Team for further study and consideration. If determination is allowable, the PC Team, Principal, parent or legal guardian must agree upon the conditions of the PC prior to implementation.

ATTENDANCE POLICY

The State of Michigan requires attendance from age six (6) to eighteen (18). Regular attendance is important to achieve success in high school. Attendance is a requirement for each class/each grade level within Roscommon Area Public Schools. Absences are times when students must miss school for any of the following reasons:

- Illness due to common cold, flu, upset stomach, etc
- Medical/Dental appointments
- Court appearances
- Family weddings, funerals, etc
- School activity
- Other attendance concerns on a case-by-case basis

Parents and students will be contacted via phone call and/or email -- for unexcused absences -- when student absences reach four (4), eight (8), and twelve (12) absences in order to work out a learning and return-to-school plan to best support students, especially those who have been absent due to extended illness. As part of the return-to-school plan, students must provide documentation from a medical professional stating that they may return to school. For long-term absences, we will need documentation stating that the student is "unable to attend" from a medical professional. Dates of absences must be indicated.

**If you know in advance that your son or daughter will miss multiple days of school, please communicate with his or her teachers early enough (through phone call or email).

DEFINITION OF AN ABSENCE

An absence is defined as a student missing class for illness, appointments, vacation, work, skipping class, needed at home, suspensions, sent out of class for disciplinary reasons, etc. Students missing from class due to school field trips, athletic trips, band trips, and other school-sponsored activities will be marked absent, but the absence will be coded as a school activity, not as an attendance mark. Students are responsible for making up all missed class work and assignments for the time absent in class.

Types of Absences:

Excused with court-recognized documentation: Occasionally, students are absent for reasons that can be documented with evidence beyond a parent's phone call. Whenever possible, please provide this evidence as it secures concrete support that the school and the court will accept should your child have excessive absences during the school year. The following are examples of absences for which you can get evidence/documentation:

- Note from a physician or mental health professional
- Court date
- Suspension from school

Excused with parental permission: Sometimes students are absent for reasons deemed appropriate by parents, but there is no documentation. On these days, we ask that parents call the main office (989-275-6675) to indicate why the student is not in school.

Medical Documentation: If a student needs to be absent due to a doctor's appointment, please provide the school with the appropriate medical documentation.

Unexcused: This type of absence simply means that the student was not in school and that there was no communication from parents to indicate the reason for the absence.

THE RESPONSIBILITY FOR GOOD ATTENDANCE RESTS PRIMARILY WITH STUDENTS AND PARENTS. OUR STAFF WILL MAKE EVERY EFFORT TO ENCOURAGE GOOD ATTENDANCE, MAKE STUDENTS AND PARENTS AWARE OF POOR OR INCONSISTENT ATTENDANCE, AND HELP STUDENTS CORRECT PROBLEMS THAT LEAD TO EXCESSIVE ABSENCES.

ABSENCES DUE TO IN-SCHOOL/OUT-OF-SCHOOL SUSPENSIONS

Students who are issued in-school or out-of-school suspensions due to violations of the behavior rubric will have these absences recorded as ISS (in-school suspension) or OSS (out-of-school suspension). These absences are excused, and students will have the opportunity to make up any missed class work (within a reasonable amount of time). Parents and students will be notified via phone/email/in-person conference for each suspension. The purpose of the student/parent conference is to discuss any issues, clarify any questions about a student's behavior, work on a behavior plan to implement once the student returns to school, and to reinforce how behaviors impact student achievement and success. Restorative practices are offered to all students prior to any disciplinary consequences, especially suspension of any type.

TARDINESS/LATE ARRIVALS

Students are expected to be on time for all classes. Students arriving late to school should report directly to the office to sign in.

NUMBER OF ATTENDANCE MARKS

Students will be allowed a total of seven (7) attendance “marks” in each class. An attendance “mark” is either an absence or a tardy. For example, a student may be absent seven times and tardy three times for a total of ten attendance “marks.” On a student’s eighth mark, the student will be required to achieve a competency standard of at least a 77% (C+) on the final exam to have his/her grade calculated for the term. This is in addition to having a passing grade for the semester. If the student does not attain a 77% grade on the exam, and is passing the course, the student will receive NC for the course. **N.B. All absences, with the exceptions of a school activity, a school-ordered suspension, court appearance, a documented medical excuse from an MD, DO, or FNP, or a wedding/funeral count as attendance marks.**

NOTIFICATION OF ABSENCES AND TARDIES

Printouts of students’ attendance history will be mailed to parents/guardians when truancy becomes an issue (see above policy). The school’s automated phone system will call home at the end of each day when a student has been marked absent in one or more classes. Parents are encouraged to check their student’s attendance regularly using the Skyward parent access portal. Tardies will be included on any attendance printout.

COMPETENCY STANDARD APPEALS/ATTENDANCE APPEAL

The competency standard policy may be appealed to the Attendance Appeal Committee in writing. An appeal will be considered if the student and the parent can document chronic or long-term illness, hospitalization, death of an immediate family member, or extenuating circumstances that warrant excessive absence from school. Documentation must be provided detailing the reason for the long-term absence from school. Random and individual absences must be part of a larger and ongoing concern that can be explained with documentation. The decision of the Attendance Appeal Committee may be appealed to the high school principal, in writing, within five (5) days of the committee’s decision.

EXCUSED ABSENCE PROCEDURES

When a student is absent from school, the parent or guardian is to call the high school (275-6674) between 7:30 am and 3:30 pm on the day of the absence, or a note may be brought to school the day the student returns. If a telephone call or note is not received, it will be assumed that the absence is unexcused.

UNEXCUSED ABSENCES

Any absence not excused by a telephone call or a note will be unexcused and students will not be given make-up work.

ATHLETICS

(see Co-Curricular Handbook)

COLLEGE VISITATIONS

College visitations can take up to five college visits starting in their sophomore year. The visits **MUST** be pre-arranged and the attendance office must be provided with documentation of the visitation. These days will not be counted as absences.

BACKPACKS

In addition to using lockers, students will NOT be able to use backpacks during the school day. They are only allowed to bring or take things home from school in a backpack and place them in their lockers. We do encourage drawstring bags, however, if students have books and materials to transport to their class.

MAKE-UP WORK

Following an EXCUSED absence, a student will have one (1) day, plus the number of blocks absent, to complete all work missed during the absence unless other arrangements are made with the teacher. For example, if a student misses two blocks of time, he/she will have three blocks to make up the missed assignments. Students will not receive credit for work that is not made up within this time limit. Tests will be made up before and after school. Students who miss classes for field trips, athletics, meetings, etc. are to contact teachers PRIOR to missing class to obtain assignments for the following block. Following such absences, it is the student's responsibility to complete the missing work. **STUDENTS WILL NOT BE GIVEN MAKE-UP WORK FOR UNEXCUSED ABSENCES.**

SEMESTER EXAMS

Semester exams are required in every class for all students. Exams are mandatory for freshmen, sophomores, juniors, and seniors. Students who fail to take a required semester exam will not receive credit in the class and will earn a semester grade of E.

EXAM EXEMPTIONS (Seniors only)

The following assessments and performance levels will be used to determine exam exemption for each student. In all FOUR of the Michigan Merit Exam assessments (comprised of M-STEP and SAT), the student must have scored at the performance level indicated to achieve exemption.

- | | |
|--|-------------------------------|
| ● <i>M-STEP Science (2100+):</i> | <i>Proficient or Advanced</i> |
| ● <i>M-STEP Social Studies (2100+):</i> | <i>Proficient or Advanced</i> |
| ● <i>SAT Evidence-Based Reading & Writing (480):</i> | <i>At or Above Benchmark</i> |
| ● <i>SAT Math (530):</i> | <i>At or Above Benchmark</i> |

***January exam exemptions apply only to non-core finals.**

***Core Finals include: MATH, SCIENCE, SOCIAL STUDIES, ENGLISH, LIFE SKILLS**

****Seniors who are taking their 3rd CR of Science and Social Studies may need to take the final to earn credit in the class. For example, if I am taking Anatomy & Physiology as my third science credit, then I will need to take the exam. Ask either Jane or me if you have any questions about those kids.**

*****Seniors who are taking their 4th CR of Science and Social Studies will be exempt from those exams unless they fall into the criteria below.**

*If the student needs to take the exam to earn credit, then he/she is not exempt. Similarly, **June exemptions apply to all exams** unless the student needs to take the exam in order to earn credit. If students were exempt from January Core Final exams, then they are exempt from ALL exams in June. Students who were NOT exempt from January Core Final exams, then they will need to take June exams.*

****Any student who is over in attendance marks is not exempt from exams in that particular block.***

SIGN OUT/LEAVING THE BUILDING

Students are not to leave the building during the school day without parent authorization. Students MUST sign out in the office before leaving the building. Failure to follow this procedure will result in possible suspension.

CLOSED CAMPUS

The Board of Education policy dictates a closed campus (i.e. students may not leave school property for lunch or leave school early). Please do not call in and excuse your son or daughter to go into town for lunch. The principal or assistant principal must authorize any exceptions or the absence will be treated as a skip and disciplinary action will be taken.

DUAL ENROLLMENT

- ☐ Any 11th or 12th grade student enrolled in at least one class at Roscommon High School is eligible to participate in Dual Enrollment classes as long as they are in good academic standing with regards to credits earned at RHS.

- ❑ Any 11th or 12th grade student is eligible to take courses within subjects for which there are no assessment endorsements (i.e. philosophy, religion, psychology, sociology, fine arts, foreign language, etc) as long as the course is NOT offered by the Roscommon Area Public Schools (RAPS) as long as they have taken all sections of the PSAT/SAT and M-STEP exams.
- ❑ Students may enroll in more than one college course provided they are enrolled in at least one high school class and the number of college classes plus high school classes does not exceed the total number of hours in the high school schedule.
- ❑ Students do not have to exhaust all course offerings at the high school before enrolling in postsecondary schools.
- ❑ High school credits for dual enrollment courses will be granted and counted towards graduation and subject-area requirements. High school credits will be awarded based on the number of hours of postsecondary classes meet. For example, a three-credit college course will result in a ½ credit in high school.
- ❑ Dual enrollment classes may be taken online, during the school day, on the weekends, or in the evening, but may not be in addition to a full time schedule at the high school (i.e. students must have an open block for each class they wish to dual enroll).
- ❑ The district will not pay for college classes if a student has a full schedule at Roscommon High School.
- ❑ Students and parents may incur some costs for dual enrollment. The district will not pay for textbooks, transportation, parking fees, or activity fees.
- ❑ RAPS will pay for tuition and mandatory course fees, registration fees, materials fees, other required *course* fees, and late fees charged by the post secondary institution. However, the total amount of tuition and fee support shall not exceed the following:
 - ❑ The total amount of the tuition and fees for the course(s).
 - ❑ The sum of the State portion of the district's foundation allowance, per membership pupil, adjusted for the portion of the school year that the student attends the postsecondary institution.

ONLINE ADVANCED PLACEMENT CLASSES

Students interested in taking online AP classes that are not offered at Roscommon High School or are in an irresolvable conflict in their class schedule should contact the administration for further information. AP classes may be taken online only if there is a legitimate conflict with a core academic offering in the schedule. RAPS will not pay for non-AP classes.

NCAA INITIAL-ELIGIBILITY CLEARINGHOUSE

Seniors planning to participate in college sports need to see their counselor for the NCAA Clearinghouse forms and processing information at the beginning of the year. It is the responsibility of the senior athlete to make sure the Clearinghouse has the documents necessary for student certification.

GUIDANCE AND COUNSELING

Counseling services are available to all students by appointment. To make an appointment, contact the counseling office before school starts, between classes, at lunchtime, or after school. Sign-up sheets are located in the RHS office. In an emergency, the counselor may be contacted at any time. The counselors are prepared to offer services in the following areas:

- ☐ Aiding students in resolving personal problems
- ☐ Administer and interpret special tests
- ☐ Careers and career training opportunities
- ☐ Financial aid for post-high school training and/or education
- ☐ Course selection for classes
- ☐ Program planning for high school
- ☐ Scholarships -- many scholarships are available, and students are urged to watch for deadlines for applications

CLASS ADD/DROP POLICY

Students may add/drop classes, with the permission of their counselor, during the first four (4) school days of the semester. A "Special Circumstances" class change may be allowed. A permission form must be used whenever a class change is requested after the fourth day of the current semester.

REPORT CARDS

Report cards are issued by request two (2) times during the school year at the end of each semester. Progress reports are always available online on Skyward midway through each semester.

INCOMPLETES ON REPORT CARDS

If a student has not completed required coursework in a class due to extenuating circumstances, the teacher may assign the grade of Incomplete (I). Students have an opportunity to complete their assignments, and it is the responsibility of the student to take care of this matter. Therefore, in dealing with Incompletes, the following rules shall apply:

1. Students shall be allowed up to two (2) weeks after the semester ends to make up the work missed.
2. At the end of this two (2) week period, the teacher shall inform the student and the counselor of the grade change.
3. Should the student fail to complete the work, in the two (2) week allotted time period, the "Incomplete" will be changed to an "E."
4. Exceptions to the above rules shall be made only in extreme circumstances, such as extended hospital stays, or prolonged illness, and shall only be made by written approval of the principal.

ACADEMIC HONESTY

Definition

Roscommon High School is committed to maintaining academic honesty. Honesty is the essence on which all human relationships are founded. Academic dishonesty is almost always an attempt by a

student to show possession of a level of knowledge or skill that he/she does not possess. Academic dishonesty includes, but is not limited to:

1. PLAGIARISM: Plagiarism is intentionally, or knowingly, presenting words, ideas, or work of others as one's own work. This includes copying homework, copying lab reports, copying computer programs, using a work, or portion of a work, written or created by another but not crediting the source, using one's own work, completed in a previous class for credit, in another class without permission, paraphrasing another's work without giving credit.
2. CHEATING DURING EXAMS: Exam cheating includes unauthorized "cheat sheets," copying from another student, looking at another student's exam, opening books and electronic devices when not authorized, obtaining advance copies of the exams or answers, and having an exam re-graded after making changes. Exam cheating includes exams given during classes, final exams, and standardized tests.
3. UNAUTHORIZED USE OF STUDY AIDS: This includes using old lab reports, having others perform one's share of lab work or group work and using any material prohibited by the instructor.
4. FALSIFYING DOCUMENTS: This includes signatures on forms, letters, attendance excuses, and documents that represent Roscommon High School.
5. Virtual Classes (E2020, MVHS, KCC): This includes completing work for another student in his/her virtual class (i.e. logging in as that student and completing his/her work).

Responsibilities

1. **STUDENTS**: To be informed of what constitutes academic dishonesty and to follow the policy. A student who is aware of another student's academic dishonesty is to report the instance to the instructor of the class or administrator.
2. **FACULTY**: The instructors will make clear to their classes that they will fully support academic honesty. The instructors will handle each instance, and report each instance of academic dishonesty to the administration.
3. **ADMINISTRATOR**: To address cases of academic dishonesty from the disciplinary standpoint. Each case referred to the administration will be reviewed and appropriate action, up to and including suspension and/or loss of credit will be taken.
4. **PARENTS**: Parents are to reinforce and restate with their son/daughter the guidelines and definitions of the academic honesty policy at Roscommon High School. They will support the effort of the faculty and staff in their attempts to guarantee honest and substantive knowledge to their students.

***CREDIT WILL NOT BE GRANTED FOR WORK DONE IN VIOLATION OF THE ABOVE ACADEMIC
HONESTY STANDARDS.***

Note: The above definitions are similar to the surrounding universities and community colleges. The demands of students in college would then be a continuation of the same policies that are used at Roscommon High School.

TESTING OUT POLICY

Roscommon High School shall grant high school credits in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery on the subject matter of the course by attaining a grade of no less than C+ (77%) on the end of course exam, which may consist of a test, portfolio, performance, paper, project, or presentation. Credit earned under this section shall be based on a CR/NC grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section may be counted towards the total credits required for graduation. Credit may be counted towards fulfillment of a requirement for a subject area course (e.g. English 9A, World History A, etc.) and shall be counted toward fulfillment or a requirement as to course sequence (e.g. a student may count English 9A as a prerequisite to English 9B). Once credit is earned under this section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

Teachers are not to provide any instruction to prepare students for these tests. Each department will provide a syllabus so that students know what the test will cover and what additional items (demonstrations, research papers, portfolios, etc.) will be required as part of the comprehensive evaluation. A textbook will be made available to be checked out from the library. Students must return the book prior to taking the testing out exam. Testing out exams will be given three times a year: before the start of school and prior to the start of second semester. ****Testing out will occur during the third week in August.***

STUDENT CONDUCT GUIDELINES

Rules and regulations are directed towards the end that each student may achieve his/her educational goals in high school. It should be noted that the school, through its administrative and teaching staff, is required to exercise authority over the conduct of students in school activities on school property and in school activities taking place off the school property. Violation of rules, regulations, and the substance abuse policies will result in penalties. Parents will be notified of all violations of the student conduct guidelines.

SUBSTANCE ABUSE BOARD POLICY

According to Board of Education Policy 8530, the possession, manufacture, use, delivery, or sale of alcoholic beverages or controlled substances by students in school or at school/district sponsored events is forbidden. **This includes, but is not limited to, alcohol, tobacco (including E-cigarettes, vaping, juuling), illegal or controlled substances and look-alike substances.**

Offenses accumulate from one year to the next with the consequences being applied progressively (from year to year). Offenses accumulate between groups.

1. Alcohol, Illegal or Controlled Substances and Look-Alike Substances

First Offense:

- a. Immediate removal from contact with other students
- b. Immediate parent/guardian AND police contact
- c. Immediate suspension for ten (10) school days. The suspension will be reduced to five (5) days if the student agrees to a professional screening evaluation via the student assistance referral process.* Verification of scheduled appointments (minimum of 3) is required by the building administrator within five (5) days of the suspension. Failure to comply will result in the completion of the ten (10) day suspension. The assessment must be completed within thirty (30) calendar days from the date of the suspension. The screening agency must notify the school that the assessment is completed. The agency must also provide the building administrator and the core team with copies of the assessment and recommendations for counseling and/or treatment. Failure to complete counseling and/or treatment will result in completion of the ten (10) day suspension.

Second Offense:

- a. Immediate removal from contact with other students
- b. Immediate parent/guardian AND police contact
- c. A recommendation will be made for expulsion from school for the remainder of the school year or ninety (90) days, whichever is greater. Students who are assessed voluntarily and who have been, or are being treated and counseled for substance abuse may petition the Board of Education for early reinstatement. Any student who fails to provide evidence of voluntary enrollment (and completion) in a school approved substance abuse treatment program will not be considered for re-enrollment in the Roscommon Area Public Schools

*Students selling or supplying substance(s) previously mentioned to another individual will not be afforded the opportunity for early reinstatement or reduction of suspension.

2. Tobacco (E-cigarettes, vaping)

First Offense:

- a. Immediate removal from contact with other students
- b. Immediate parent/guardian AND police contact
- c. Immediate suspension for five (5) school days. The suspension will be reduced to three (3) days if the student agrees to an educational meeting, which includes the student and an expert in the field of tobacco abuse. Failure to comply will result in the completion of the five (5) day suspension. The meeting must take place within fourteen (14) calendar days from the date of the suspension.

Second Offense:

- a. Immediate removal from contact with other students
- b. Immediate parent/guardian AND police contact
- c. Immediate suspension for ten (10) school days. The suspension will be reduced to five (5) days if the student agrees to a professional screening evaluation via the student assistance referral process.* Verification of an appointment is required by the building administrator within five (5) days of the suspension. Failure to comply will result in the completion of the ten (10) day suspension. The assessment must be completed within thirty (30) calendar days from the date of the suspension. The screening agency must notify the school that the assessment is completed. The agency must also provide the building administrator and the core team with copies of the assessment and recommendations for counseling and/or treatment. Failure to complete counseling and/or treatment will result in completion of the ten (10) day suspension.

Third Offense:

- a. Immediate removal from contact with other students
- b. Immediate parent/guardian AND police contact
- c. A recommendation will be made for expulsion from school for the remainder of the school year or ninety (90) days, whichever is greater. Students who are assessed voluntarily and who have been, or are being treated and counseled for substance abuse may petition the Board of Education for early reinstatement. Any student who fails to provide evidence of voluntary enrollment (and completion) in a school approved substance abuse treatment program will not be considered for re-enrollment in the Roscommon Area Public Schools

*Students selling or supplying substance(s) previously mentioned to another individual will not be afforded the opportunity for early reinstatement or reduction of suspension.

RESTORATIVE PRACTICES

RESTORATIVE JUSTICE

Research has shown Restorative Justice improves the school environment, enhances the learning and development of young people, and promotes safety, inclusion, respect, and positive relationships (Ashley & Burke, 2009, p. 18). Research also shows that schools who implement RJ programs see a lowered reliance on detention and suspension; a decline in disciplinary problems, truancy, and dropout rates; and an improvement in school climate and student attitudes (Graves & Mirsky, 2007). Roscommon Area Public Schools will consider and use Restorative Justice Practices when possible, there are times when the developmental appropriateness and severity of an incident will result in some deviation from the rubric.

These Restorative Justice policies and practices take into account students' developmental stages, cultural backgrounds, and individual differences which may include:

Restorative: Provide opportunities for the student to restore relationships between themselves and stakeholder(s) they have affected due to the behavior incident (apology, student contracts, community service, restitution, etc.).

Reflective: Provide opportunities for students to reflect about the decisions they made that led to the discipline (reflection sheets, role-playing, interviews, etc.).

Instructional: Provide teaching opportunities for students that target the function of the behavior and helps them learn the skills needed to not engage in such behaviors again (behavior lessons, social skills, teaching opportunities, behavior exams, etc.). (Hannigan & Hannigan, 2017).

THREAT ASSESSMENT

Recognizing that student conduct may present a danger to students and staff members, in an emergency, school officials must act promptly to minimize risk.

Building-level threat assessment teams shall be headed by the Principal and include a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. When logistics and staff assignments make it feasible, a Team may serve more than one (1) school.

SCHOOL RESOURCE OFFICER

The mission of the SRO Program is to promote school safety by building a positive school climate in which everyone feels safe and students are supported to succeed. The SRO Program also seeks to reduce violent crime committed by and against youth in our community. The SRO Program accomplishes this mission by supporting safe, secure, and orderly learning environments for students, teachers and staff. SROs will establish a trusting channel of communication with students, parents, and teachers and establish regular feedback opportunities. The role of the SRO is not to enforce school discipline or punish students. SROs will serve as positive role models to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. SROs will provide information on community resources available to students and parents. Goals and objectives are designed to develop and enhance rapport between youth, families, deputies, school administrators, and the community in order to promote overall student achievement and success.

VIDEO CAMERAS

The board authorizes the use of video cameras on school property to ensure the health, welfare, and safety of all staff, students, and visitors to school property, and to safeguard school facilities and equipment. The school shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on school property. Students or staff in violation of board policies, administrative regulations, and building rules, or laws shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record.

DISCIPLINE CODE

The following behaviors are considered to be serious enough to warrant corrective action or suspension from school. Corrective action is detention at lunch or after school and it can also be school service (working with the custodial staff) after school. The assistant principal or principal normally administers short-term suspensions. The suspension may be in-school or out-of-school.

Failure to attend an in-school suspension will result in an absence and a three-day out-of-school suspension.

Behaviors:

❑ **Physical Assault - Student to Adult (P.A. 104, Section 1311A)**

Physical Assault means intentionally causing or attempting to cause physical harm to another through force or violence.

If a student commits a physical assault at school, against a person employed by or engaged as a volunteer or contractor by the school board, the student shall be permanently expelled by the school board. The assault must be reported to administration. This is a mandatory 180 day expulsion.

❑ **Physical Assault - Student to Student (P.A. 102, Section 1308 and 1310)**

Physical Assault means intentionally causing or attempting to cause physical harm to another through force or violence that is premeditated, unprovoked, and clearly initiated by the offending student.

If a student commits a physical assault at school against another student, the student shall be suspended or expelled by the school board or its designee. The assault must be reported to the administration. This is a mandatory suspension or expulsion up to 180 days.

❑ **Verbal Assault - Student to Adult (P.A. 104, section 1311A) or Student**

Verbal Assault is any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.

If a student commits a verbal assault at school against a person employed by or engaged as a volunteer or contractor by the school board, the student shall be suspended or expelled by the school board or its designee. The assault must be reported to the administration. This is a mandatory suspension or expulsion up to and beyond 180 days. If a student commits a verbal assault against another student, the student shall be suspended and may be expelled for up to 180 days.

AGGRESSION AND BULLYING

ROSCOMMON AREA PUBLIC SCHOOLS

ANTI-BULLYING POLICY

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter, motivation or intent.

A. **Prohibited Conduct**

1. **Bullying**: Bullying, by definition, is “unwanted, aggressive behavior among school aged students that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time” (<https://www.stopbullying.gov>). Bullying of a student at school is strictly prohibited.

For the purposes of this policy, "bullying" shall be defined as: *Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:*

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
 - b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. **Retaliation/False Accusation**: Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

- #### B. **Reporting an Incident**
- If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

- *A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned*

individuals.

- C. **Investigation**: All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.
- D. **Notice to Parent/Guardian**: If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of the same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.
- E. **Annual Reports**: At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.
- F. **Responsible School Official**: The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.
- G. **Posting/Publication of Policy**: Notice of this policy will be: (a) annually circulated to all students and staff, (b) annually discussed with students, and (c) incorporated into the teacher, student, and parent/guardian handbooks.

The Responsible School Official shall also periodically arrange or otherwise provide educational programs for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for classroom teachers to address the foregoing issues within the classroom curriculum.

- H. **Definitions**:
 - 1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District's control.
 - 2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:

- a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.
 - b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
- 3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, supra, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:
 - a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
 - b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.

- c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

ROSCOMMON AREA PUBLIC SCHOOLS

DATE ADOPTED: 5/16/2012

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Aggression is when anyone inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings, friendships reputation or possessions. Injury or discomfort is based on how it is received regardless of the intent.

Roscommon High School will not tolerate bullying or aggressive behavior between students. Students are asked to report any incidents of bullying to the school administration. The following is a description of Aggressive Behaviors and the interventions and disciplinary actions that will be taken to correct behaviors.

Roscommon High School -- AGGRESSIVE BEHAVIORS RUBRIC

<u>Behavior</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
MINOR INFRACTIONS Horseplay, Name Calling, Rude Gesture, Mean Teasing, Minor Profanity, Deliberate/ Planned Exclusion of Another, Playing a Mean Trick	Verbal and written warning for documentation purposes	Written referral After-School Detention or Supervised Silent Lunch (SSL) Detention Student is to call parent or guardian Reflection assignment	Written referral 1-day ISS or OSS or 5 SSL Student is to call parent or guardian Reflection assignment	Written referral 3-day OSS Parent meeting before student returns Reflection assignment

<u>MODERATE INFRACTIONS</u> "F"-word, Extortion (\$.01-\$10.00), Pushing, Shoving, Jostling, Taunting, Ridiculing	1 Day OSS/ISS Student is to call parent/guardian Written referral Reflection assignment Possible law enforcement referral	3 Day OSS/ISS Student is to call parent/guardian Written referral Reflection assignment Possible law enforcement referral	5 Day OSS/ISS Student is to call parent/guardian Parent/ Administrator Meeting Written referral Reflection assignment Law enforcement referral	10 Day OSS/ISS Parent/ Administrator Meeting Written referral Reflection assignment Law enforcement referral
<u>SEVERE INFRACTIONS</u> Stalking, Intimidating, Threatening, Punching, Slapping, Kicking, Fighting, Harassment (racial, religious, sexual, gender, or handicap), Extortion (\$10.00 or more)	3 Day OSS Student is to call parent/guardian Written referral Reflection assignment Screening/ Assessment by RHS Counselor Law enforcement referral	10 OSS Law enforcement referral Parent/Counselor/ Administrator Meeting Written referral Behavior contract Anger management class required	Recommendation for expulsion from Roscommon Area Public Schools Law enforcement referral	Not Applicable

***Note:** There are times when the developmental appropriateness and severity of an incident will result in some deviation from the rubric.

AGGRESSIVE BEHAVIOR -- INDIVIDUAL BEHAVIOR PLAN

After the student has experienced the last consequence on the rubric, an individual behavior plan will be developed. The plan will require a face-to-face meeting between the administrator, counselor/social worker, a teacher, student, and parent(s). The plan should include a behavioral assessment to determine what precedes or causes the aggressive behavior and to determine what is motivating the student to continue acting aggressively. The plan may include specific and planned positive behavioral support for the student.

***The following pages outline the additional behaviors rubric with descriptions of the behavior along with the consequences.**

Roscommon High School -- ADDITIONAL BEHAVIORS RUBRIC

<u>Behavior</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
<u>Drug Paraphernalia</u> *Any items which may be considered drug paraphernalia such as pipes, papers, clips, bowls, etc are prohibited and will result in suspension and parent/police notification.	5-10 Day OSS	Long-term suspension and/or recommendation for expulsion	Not Applicable	Not Applicable

<u>Insubordination</u> *Defined as open defiance of authority or refusing to comply with direct instructions given by a school employee. Students are expected to follow the requests and instructions of the administration, faculty, and staff members at all times.	Corrective Action and/or 1 Day OSS	3-5 Day OSS	5 Day OSS	Not Applicable
<u>Theft/Stolen Goods</u> *The theft of school or personal property or the selling of stolen items on school property or at school sponsored events - victims may file a report with law enforcement	3-5 Day OSS	5-10 Day OSS	Long-term suspension and/or recommendation for expulsion	Not Applicable
<u>Vandalism of School Property (Restitution)</u> *Students and their parents are held responsible for loss of or damage to textbooks, equipment, and materials that have been assigned to them and for loss, damage, or destruction of school property for which the student has been judged responsible - violators may be referred to the police for prosecution	Corrective Action and/or 1-5 Day OSS	5-10 Day OSS	Long-term suspension and/or recommendation for expulsion	Not Applicable

Roscommon High School -- ADDITIONAL BEHAVIORS RUBRIC (cont'd)

<u>Behavior</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
<u>Off Limits Areas</u> *The parking lots, sides of the building (beyond the outside walls of the building, and woods are off limits - Students MUST have administrative permission	Warning and written documentation	1 Detention Student is to call parent	3 Detentions Student is to call parent	1 Day OSS

to go to the parking lot during the day - Passes to the parking lot must be picked up in the office				
<u>Public Display of Affection (PDA)</u> *Public display of affection other than holding hands is inappropriate behavior	Warning	Student/Parent conference	Lunch or After-School Detention	Not Applicable
<u>Sexual Activity</u> *Any sexual activity by students during the school day, on school property, or during school sanctioned events is strictly forbidden	5-10 Day OSS	Long-term suspension and/or recommendation for expulsion	Not Applicable	Not Applicable
<u>Bagging</u> *Students who hit another student in "private parts"	3 Day OSS Student is to call parent/guardian Written referral Reflection assignment Screening/Assessment by RHS Counselor Law enforcement referral	10 OSS Law enforcement referral Parent/Counselor/ Administrator Meeting Written referral Behavior contract Anger management class required	Recommendation for expulsion from Roscommon Area Public Schools Law enforcement referral	Not Applicable

Roscommon High School -- ADDITIONAL BEHAVIORS RUBRIC (cont'd)

<u>Behavior</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
<u>Pantsing</u> *Students who engage in pantsing, depantsing, or shucking, defined as removing someone's clothing (e.g. shorts or	3 Day OSS Student is to call parent/guardian Written referral	10 OSS Law enforcement referral	Recommendation for expulsion from Roscommon Area Public Schools	Not Applicable

shirts), or mooning, defined as deliberately exposing oneself	Reflection assignment Screening/ Assessment by RHS Counselor Law enforcement referral	Parent/Counselor/ Administrator Meeting Written referral Behavior contract Anger management class required	Law enforcement referral	
<u>Weapons/Explosives</u> *Items which are considered weapons and firearms, i.e. guns, knives, etc are strictly prohibited on school property or in vehicles on school property	Recommendation for expulsion as per Board Policy #6035	Not Applicable	Not Applicable	Not Applicable
<u>Pocket Knives/ Dangerous Items</u> *Pocket knives, chains, or other dangerous items which do not meet the weapon standard and which threaten the safety of other students are strictly prohibited on school property or in cars on school property	1-5 Day OSS	3-5 Day OSS	Long-term suspension and/or recommendation for expulsion	Not Applicable
<u>Truancy/Skipping School</u> *Skipping school/truancy is defined as any unexcused absence or failure to follow proper sign out procedures	Warning Written documentation	1 Detention Student is to call parent/guardian	3 Detentions Student is to call parent/guardian	1 Day OSS

Roscommon High School -- ADDITIONAL BEHAVIORS RUBRIC (cont'd)

<u>Behavior</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
<u>False Fire Alarms/ Bomb Threats</u>	Long-term suspension and/or	Not Applicable	Not Applicable	Not Applicable

*Violators will be prosecuted along with long-term suspension and/or recommendation for expulsion	recommendation for expulsion			
<u>Arson</u> *Commit, or attempt to commit, arson will result in prosecution along with recommendation for expulsion as per Board Policy	Prosecution Recommendation for expulsion	Not Applicable	Not Applicable	Not Applicable
<u>Forgery</u> *Fraudulently using, in writing, the name of another person, or falsifying times, dates, addresses, or other data used by the school	1-3 Day OSS	3-5 Day OSS	5-10 Day OSS	Long-term suspension
<u>Gambling/Card Playing</u> *Not permitted on school property	Verbal and written warning for documentation purposes	Written referral After-School Detention or Supervised Silent Lunch (SSL) Detention Student is to call parent or guardian Reflection assignment	Written referral 1-day ISS or OSS or 5 SSL Student is to call parent or guardian Reflection assignment	Written referral 3-day OSS Parent meeting before student returns Reflection assignment

Roscommon High School -- ADDITIONAL BEHAVIORS RUBRIC (cont'd)

<u>Behavior</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
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<u>Skateboards, Rollerblades, & Scooters</u> *These are not allowed on school property.				
<u>9th-12th Graders in 8th Wing</u> *9th-12th Grade students are not allowed to hang out in the 8th Grade locker bays at any time during the school day. Students may have to pass through to get to their classes in that end of the building, but they are not to “hang out” with those students.	Verbal warning	Verbal and written warning for documentation purposes	Lunch or After-School detention assigned	Conference with students and parents

Disciplinary Notification to Parents: In serious discipline matters, parents will be notified via phone call, email, and/or disciplinary referral given to the student.

Other Offenses/Inappropriate Behaviors: It should be noted that the above listing is general in nature and does not specify all infractions, which may result in disciplinary action (detention, suspension, expulsion).

DRESS CODE

A student will not dress in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. A student will not dress in a manner that is disruptive and indecent, to the extent that it interferes with the teaching and learning process.

Students inappropriately dressed and/or groomed will have two options:

- ☐ Change into other clothes that he/she may have at school or
- ☐ Wear oversized clothes provided by administration

1. Clothing, or jewelry, that is obscene, defamatory, or contains emblems, printing, or pictures advocating or advertising drugs, alcohol, or tobacco products are not permitted. Clothing with sayings which contain profanity or sexually suggestive language or innuendo that suggest attitudes which undermine the basic objectives of education are not appropriate for school.
2. Jewelry or apparel that creates a health or safety hazard or displays drugs or alcohol is not permitted. For example, chains and/or “spikes” are not to be worn on school property. This includes any jewelry with drug insignias or representations.
3. Clothing which allows undergarments to be seen is not appropriate for school. This

applies to both pants and tops.

4. Clothing is deemed, by administration, to be disruptive to the classroom or school environment.
5. Head coverings are not to be worn or carried during the school day. They are to remain inside lockers until students are ready to exit the building.

*Hats, hoods, and other head coverings may be worn at the discretion of the administration.

NOTE: No list of guidelines can be written that will anticipate potential dress and/or grooming extremes. In case of questionable dress, the administration will make the final decision.

SUSPENDED STUDENTS

A student that is suspended (out-of-school) from school is not to enter the building nor be on school property.

During a period of suspension, a student is denied the opportunity to participate in any school-related activity such as an athletic event and/or dance. Violations of this provision will result in one day being added to the suspension.

DUE PROCESS

The constitutional rights of individuals assure the protection of due process of law. For short-term suspensions and minor disciplinary infractions, due process requires that the student be given oral or written notice of the charges against him/her, an explanation of the evidence that the authorities have, and an opportunity to present his/her explanation of the incident(s).

For long-term suspensions (exceeding ten days) or expulsions a more formal due process procedure is required. This formal due process procedure may include the right to counsel, the right to cross-examine and bring forth one's own witnesses, and a hearing before the Board of Education.

LOCKERS – BOARD POLICY #5040

Each student is assigned an individual locker for coats, books and school materials. Each student is responsible for all items inside his/her assigned locker. A student should never give another student his/her locker combination. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR ITEMS STOLEN FROM LOCKERS.** Each locker has a built-in lock. Any other type of lock, placed on the locker, will be removed from the locker. Writing on student lockers and suggestive material posted inside student lockers is prohibited. Dress Code #1 also applies to lockers. School lockers are school property and lockers are subject to search at any time. School administration has the right to search bags, backpacks, lockers, and vehicles when there is suspicion of illicit activity.

SEXUAL HARASSMENT

Sexual harassment of students, teachers, or other school personnel by students and/or employees is strictly prohibited and will be subject to severe disciplinary action. Sexual harassment may be defined as unwanted sexual advances, unwanted sexual contact, or unwanted sexual comments or innuendoes. Staff or student shall promptly report to the principal, assistant principal, or guidance counselors any incident of discriminatory and/or sexual insult, intimidation, or harassment, in any form.

TITLE IX: EDUCATIONAL AMENDMENT OF 1972

The federal government mandates non-sexual discrimination in all phases of the school's operation, including class work, employment practices and assignments and sports not involving contact. The act mandates a grievance procedure to be published and given to each student and employee and also mandates an "umpire," called a coordinator, to investigate any grievance. The steps of grievance are: principal - coordinator - superintendent - Board of Education - Office of Civil Rights. Roscommon High School complies with this act in all of its practices.

EQUAL OPPORTUNITY

The policies, programs, and practices of the Roscommon Area Public School District, an equal opportunity employer, do not discriminate on the basis of race, color, religion, age, sex, handicap, national origin, ancestry, or limited English speaking ability. Inquiries or complaints may be directed to the Superintendent's office at (517) 275-5800 or the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. 20221

FAMILY RIGHTS AND PRIVACY ACT OF 1974

Roscommon High School will release student information to colleges, universities, and directory services only at the request of students who are eighteen or older or parents. Students making applications to colleges, universities, and other academic services are to sign a release form available in the counselor's office before records and transcripts can be sent. Student pictures, with identifying name will be published in area newspapers and the yearbook when they qualify for special recognition or receive awards. Lists of students' names, addresses, telephone numbers or other information will not be released to parties or individuals outside the school. Parents may request that all such information be withheld during the first three weeks of school.

BUS RULES

Bus transportation is considered a privilege and students are expected to cooperate at all times with the school authorities and bus drivers. It is necessary that all students observe the rules and regulations for safety for all. Bus rules will be distributed to all students by the transportation department. Failure to comply with these regulations will result in disciplinary action up to and including removal from all Roscommon Area Public Schools transportation. School conduct rules are in effect while riding all buses.

INTERNET

Students must obtain a copy of the "Acceptable Use Policy," and student and parent must sign the contract that outlines the terms and conditions for use of technology resources in the Roscommon Area Public Schools.

DRIVING AND PARKING REGULATIONS

No students are to park in the faculty parking area. Roscommon High School will assume no responsibility for damage to vehicles parked in the parking lot. All students who drive to school MUST obtain a Student Vehicle Parking Permit and a copy of the "Parking Regulations and Contract." Only registered vehicles are to be parked on school property. Roscommon High School reserves the right to suspend or revoke on-campus parking privileges of any student who does not register his/her vehicle and/or who abuses driving and parking regulations. The school reserves the right to search a car parked on school property if there is reasonable suspicion of wrongdoing.

FIRE DRILLS, LOCKDOWNS, AND EMERGENCY EVACUATION

Fire drills and other drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. The exits used for evacuation are posted in a conspicuous spot in each classroom. Teachers will accompany classes to the lower parking lot or designated areas and remain outside the building until the all-clear buzzer has sounded. Students are to evacuate the building quickly and quietly in an orderly manner.

A FALSE FIRE ALARM IS A FELONY IN THE STATE OF MICHIGAN AND VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

ILLNESS AT SCHOOL/MEDICATIONS

If a student needs prescription or non-prescription medication during the school day, the student's parent/guardian must provide the school with written permission from a doctor and request to administer medication. For health and safety reasons students should not be in possession of medication on school property.

LIBRARY/MEDIA CENTER

The library/media center is a place for studying and research. Therefore, the following activities will not be permitted: loud-talking, games, drinking or eating. This behavior may result in the loss of library privileges. Media center personnel reserve the right to check any books or materials entering or leaving the library.

PETS

No animals are to be brought to school or allowed in the school building because of health factors.

LOST AND FOUND

Lost and found articles are kept in the main office. All thefts and malicious destruction of property should be reported immediately to the assistant principal.

VISITORS/VOLUNTEERS

ALL VISITORS ARE TO CHECK IN AT THE MAIN OFFICE. Students are not to bring visitors to school. SUSPENDED STUDENTS, DROPOUTS, OR STUDENTS WHO HAVE GRADUATED WILL NOT BE ISSUED VISITOR'S PASSES. NO VISITORS WILL BE ALLOWED IN SCHOOL DURING EXAMS.

**Visitors are not eligible to ride the school buses.

FIELD TRIPS

Field trips will be permitted on a limited basis. Requests for field trips must be presented to building administration in advance.

WORK PERMITS

Students between ages 14 and 18 may not be employed without obtaining a work permit. Forms are available in the office. The principal may refuse to grant a working permit, or revoke a previously issued permit, if it may hinder the student's ability to perform in school or if attendance or grades do not meet expectations.

POLICE VISITATION TO SCHOOL

Law enforcement officers may not remove a student for questioning while the student is properly in attendance, without permission of the student's parents or unless the student is 17 or older.

Students 16 or younger, who may be considered a suspect, may not be questioned in school without parental consent. Law enforcement officers may question students as witnesses. Every effort will be made to contact parents to notify them of this interview. The civil rights of the student will be respected.

ITEMS NOT COVERED IN THE STUDENT HANDBOOK

During the course of the year there may be situations that arise that are not specifically covered in this handbook. In these cases, the administration will use its best judgment in carrying out Board of Education policies, resolving conflicts and answering questions.

SCHOOL HEALTH CLINIC AT RMS

The Roscommon School Based Health Center is sponsored by Mid-Michigan Community Health Services, with funding from the Michigan Department of Health and Human Services, Michigan Department of Education and Roscommon United Way. The center offers health care services to students enrolled in Roscommon Area Public schools, year round. The goal of the School Based Health Center is to improve the health and well being of our students.

The School Based Health Center target population is 10-21 year old students and the dependent children of those students. Services include: primary health care, first aid, well child checks, immunizations, preventative care, sports physicals, confidential services in accordance with Michigan Law, mental health services and health education. The center can assist student enrollment for Medicaid services. Charges are billed to insurance and all students are eligible for a medical care discount, so no cost should prohibit access to care.

All students seen in the School Based Health Center (with the exception of services allowed by law) must have a parental consent form on file before accessing services. Consent forms are sent home at the beginning of each school year. You can reach the center directly at 989-275-6658.

CHROMEBOOK USAGE

Roscommon High School students will be issued chromebooks to be used during the school year. Students/parents will be expected to complete the following in order to obtain their chromebooks at the start of the school year:

- ☐ Complete and return ALL required school paperwork including:
 - Emergency form
 - Acceptable Use Policy
 - Family Information/Household Information Survey
- ☐ \$25.00 insurance fee

Students issued chromebooks are responsible for their upkeep and appropriate usage for classroom work. If students repeatedly use the chromebook for activities that are not school appropriate, the chromebook can be taken from the student.

In the event that devices are to be sent home for remote learning, families are responsible for returning the device to the school when requested. If the device is not returned there may be a fee. Additionally, technology use will be tracked by district administration.

Any student who has incurred an insurance deductible or other fee related to a Chromebook must have the fee paid in full no later than the end of the school year. If the fee is not paid, the student will not be issued a Chromebook the following year until the fee is paid in full.

Students who are assigned a Chromebook for use during school hours MUST return the Chromebook to the library at the end of each day, or they will lose the privilege of using it for no less than one day. *Extenuating circumstances may require a student to need a Chromebook overnight. The student must receive special permission before being allowed to take it home on a case by case basis.*

CO-CURRICULAR ACTIVITIES POLICY

(See attached Handbook Document)

ROSCOMMON HIGH SCHOOL INFORMATION SITES:

RHS GOOGLE GROUPS/LISTSERV

DISTRICT WEBSITE: www.rapsk12.net

SPORTS SCHEDULES: www.rapsk12.net

RHS FACEBOOK : <https://www.facebook.com/BuckSports>

**RHS REMIND: [https://www.remind.com/send the app](https://www.remind.com/send_the_app)
TEXT @rhsbuc to 81010**

Roscommon Area Public School is an Equal Opportunity Program/Employer. Auxiliary aids, services, and alternative formats will be made available upon request to individuals with disabilities. Michigan Relay Center (1-844-578-6563) -- Voice and TTY. The Roscommon Area Public School District gives notice that it does not discriminate based on race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class in the education programs and activities operated by the District, including employment. Inquiries regarding discrimination or Title IX complaints should be addressed to Catherine Erickson, Superintendent, ericksonc@rapsk12.net, 989-275-6600.