

Roseville High School Policies & Procedures Handbook



MISSION STATEMENT

The mission of the Roseville Community Schools, to educate all children of our community by ensuring students have the skills, experiences and knowledge needed to reach their full potential.

ROSEVILLE HIGH SCHOOL PHILOSOPHY

The staff of Roseville High School believes that all students can learn. Since we realize each student has a unique aptitude and ability, it is our responsibility to utilize varied techniques to help students learn. We also realize that learning is a lifelong process, and that high school is the springboard that will help students prepare for an effective and useful future.

Most importantly, we acknowledge that for a high school to be effective there must be a collaborative effort among students, teachers, parents, support staff, and administrators. Only then will our students be able to develop to their potential and become productive members of society.

PARENT INVOLVEMENT

In order for a High School to be effective, it is necessary for parents to become involved. They must be familiar with the building policies and procedures. They should also actively participate in parent teacher conferences and other curricular and extra-curricular activities. Roseville High School is fortunate to have two highly active parent organizations, the Booster Club, and the Band Sponsors. Each group meets regularly and is always looking for new members. Also, we encourage parents to join our Parent Focus Group. It meets four times a year to meet with Administration in order to share information, concerns, and suggestions. For more information, please contact the principal's office at 586-445-5542.

Note: This handbook is organized alphabetically for convenience.

ACADEMICS

NCAA Requirements: If you plan to enter college, you will need to present 16 core courses in the following breakdown:

- 4 years of English
- 3 years of Mathematics (Algebra I or higher)
- 2 years of Natural/Physical Science (one must be a lab science)
- 1 year of additional English, Math, or Science
- 2 years of Social Studies
- 4 years of additional English, math, natural/physical science, social science, foreign language, comparative religion, or philosophy.
- Complete ten core courses, including seven in English, math, or natural/ physical science, before your seventh semester. Once you begin your seventh semester, you may not repeat or replace any of those ten courses to improve your core-course GPA.
- Earn at least a 2.3 GPA in your core courses.
- Earn an SAT combined score or ACT sum score matching your core-course GPA on the Division I sliding scale, which balances your test score and core- course GPA. If you have a low-test score, you need a higher core-course GPA to be eligible. If you have a low core-course GPA, you need a higher test score to be eligible.
- No core courses may be taken a second time for credit.

ATHLETICS

Eligibility: No student shall compete in any athletic contest during any trimester who does not have his or her credit on the books of the school represented, which means at least four classes for the last semester during which he or she shall have been enrolled in grades nine to twelve, inclusive. Additional guidelines are specified in the Athletic Handbook available in the Athletic Office.

ATTENDANCE

The attendance and tardy rules put the burden of responsibility on each individual student, but include the concern and follow-up of classroom teachers, parents, and administrators. It will help give you a realistic idea of what future employers expect and what you should expect from yourself regarding absenteeism and tardiness.

The Board of Education believes in the importance of maintaining regular attendance. Therefore, efforts will be made to identify possible truant students and notify the proper adults or agencies. The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide assistance to parents and guardians with this responsibility.

Regular attendance behavior is essential in achieving a quality education. Classroom attendance provides students the opportunity to participate in group activities, ask questions, participate in classroom discussion, and other related educational experiences. Positive attendance behavior is an important and necessary component to ensure academic success in school and career success in the ever-changing global society. The District is committed to assisting those students who may demonstrate poor attendance behavior to understand the importance of regular and timely attendance. It is critical that parents account for attendance or students may face disciplinary action.

• Absences/Tardies

Definitions:

- A. School Business (SB): School related activities (i.e., field trips, school-sponsored activities during the school day).
- B. Excused Absence (DOC): Verified by parent and/or guardian within 48 hours.
- C. Unexcused Absence (UNV): Not verified by parent and/or guardian within 48 hours.
- D. Excessive Tardy (ETUX): Over 10 minutes to 1st hour, or 5 minutes to other hours.
- E. Suspension (AHS): Student excluded from school for disciplinary reasons.
- F. Tardy (TUX): Late to class – 10 minutes to 1st hour, 5 minutes to other hours. 2 tardies = 1 absence.

Any and all unexcused absences (UNV) or unexcused absences resulting from excessive tardy (ETUX) in a semester (term), may involve discipline for absenteeism, and will be at the administration's discretion, up to and including suspension and possible recommendation for expulsion.

• Attendance and Participation Necessary

Roseville Community Schools believes that attendance and participation in class is necessary for academic achievement.

An absence due to school sponsored activity (field trip, assembly, etc.) will not be counted.

Students are not allowed to leave the building or school property without permission. Students who must leave school before their usual dismissal time must first get approval from one of the building principals.

Students are required to check in and out of the building when entering after the beginning of the day or when leaving before their usual dismissal.

• **Truancy**

(irregular attendance) consists of an accumulation of any of the items defined in the following circumstances. The students will be dealt with by receiving a (UNV) for Unexcused Absence or (ETUX) for excessive tardy. Truancy can also consist of an accumulation of excused absences (DOC) with other absences.

- A. Attending school and leaving the building or grounds without permission
- B. Riding the bus to school and not reporting to class.
- C. Leaving school property.
- D. Not reporting to class.
- E. When neither the school nor parents know the student's whereabouts.
- F. Being out of school or off school property for reasons not excusable by the administration will be considered truancy.
- G. Non-attendance of assigned classes.
- H. Once a student arrives at school for the day, he/she is considered "in attendance" and may not leave the school property without permission.
- I. Being in areas designated as "off limits" to students.
- J. Arriving over 10 minutes late to 1st hour or 5 minutes late to other hours.
- K. A student is considered tardy to a class if not in the classroom when the bell stops ringing (unless the student has received a pass from a teacher or administrator to arrive to class after the bell).
- L. Loitering in the halls, lavatories, etc.

Students under 16 years of age that accumulate 15 or more absences in one or more classes per term may be referred to the County Truancy Office (Compulsory School Attendance Law MCLA 380.1561.)

Students over 16 years of age that accumulate 15 or more absences in one or more classes per term may also receive a "Drop/Withdrawal Warning Letter." Refusal to comply with returning to school and maintaining regular attendance after receipt of a "Drop/Withdrawal Warning Letter" may result in up to a 9-day suspension or a "Drop/ Withdrawal Notice."

Continued enrollment may be discussed with the student's Principal. Repeated patterns of truancy/irregular attendance may result in an Expulsion Referral for Persistent Disobedience.

The following shall be considered when examining a record of truancy/ irregular attendance:

- A. Absences have been excused by a parent/guardian and have been for legitimate reasons.
- B. Students' attendance has improved, and the student is making a sincere effort to comply with this policy.
- C. The student has completed assignments, participated in class, and has not been a disruptive influence.
- D. After considering the student's entire school record, it appears that this is an isolated occurrence.
- E. There are social or family issues that have contributed to the absences, such as divorce or illness in the family.
- F. Staff members have indicated knowledge of extenuating circumstances beyond the student's control.

• **Tardiness**

Any and all tardies in a trimester may involve disciplinary action and will be at the administration's discretion, up to and including suspension and possible recommendation for expulsion for chronic tardy behavior.

- A. A student is considered tardy to class if not in the classroom and ready to work when the bell stops ringing.
- B. A student coming late to school at any time will be counted as tardy. Exceptions may be made for medical, dental, or court appointments if official documentation is provided.
- C. A student will not be counted as tardy if upon coming to class he presents an excused, signed pass from another teacher or from the office. Students who are tardy because of a late bus are excused.
- D. Students may make up five tardies per class per term. A tardy may be made up by serving a thirty-minute detention, or the student may fulfill a special teacher designated assignment. Making up tardies to avoid disciplinary consequences is the student's responsibility. Students have one week to make up a tardy.

- **Procedures for Reporting Absences**

If a student must be absent (for any portion of the day), parents and/or guardians are requested to call the Attendance Office as soon as possible. Contact must be made with Roseville Community Schools within 48 hours to have the student's absence reported as excused. If the parent/ guardian is unable to contact the Attendance Office within 48 hours because of an emergency or other situation, please contact one of the school building Administrators directly.

- **Excused Absences could include, but are not limited to:**

- A. Absence due to illness and/or a medical condition (a doctor's note is preferred if the illness extends for several days or over the course of term).
- B. Recovery from accident.
- C. Family emergencies/family needs.
- D. Death that directly affects the student.
- E. Observation or celebration of a bona fide religious holiday.
- F. Pre-approved family vacation.
- G. Required court appearances.
- H. School-related activities (i.e., field trips, school-sponsored activities during the day).
- I. Professional appointment for the student that cannot be scheduled for any time except during (or immediately before/ after) the school day.
- J. The Principal or her/his designee may accept another good cause.

Excessive numbers of excused absences may be considered truancy/irregular attendance if there is insufficient justification to support the absence.

Odd hour absences cannot be excused after the occurrence. (i.e., student attends 1st and 2nd hour, skips 3rd and 4th hour).

- **Parental Notification**

Parents will be notified in the following manner:

- A. Two or more unexcused absences in a day will result in an automated call to the parent.
- B. If a student (within one term - ten weeks) has accumulated six unexcused absences or twelve tardies (or a combination of the two) in ONE or more classes, a contact (personal, phone or email) will be made with the parent/guardian. Progressive discipline may begin at this point and proceed for a continued pattern.

- **Make-Up Work**

Regardless of whether it is excused or unexcused, it is important to note that in many cases classroom assignments, participation, or activities cannot be replicated and may adversely affect the student's grade (i.e., lab work, lectures, shop work).

- **Excused Absences and Suspensions:**

- A. It is the responsibility of the student to follow-up on assignments.
- B. An equal number of days will be given to turn in make-up work with a maximum of 3 days. (i.e., 3 days absent = 3 days to turn work in). Absences beyond 3 days will be dealt with on a case-by-case basis with the Principal and teacher.
- C. An "Advance Homework Request" can be made for absences of 3 or more days. Work must be returned to pick up additional assignments. Parents should contact the Counseling Office.
- D. Teachers have the right to deny giving make up work if the request is made more than 5 days after return from absence.

- **Unexcused Absences:**

The work missed due to an unexcused absence is the student's responsibility to secure and make-up. This work may, in some cases, be accepted at a reduced rate of credit. Due dates will be set based on the Principal and teachers' discretion. Repeated attendance irregularities will impair a students' opportunity to make up work.

BUS POLICY

Bus transportation is provided for students who live over two miles from school. We consider this service a privilege. Therefore, students must behave properly and follow certain safety rules. Failure to follow the basic guidelines for busing will result in disciplinary action up to, but not limited to, suspension of bus privileges. The following are the basic guidelines for these students:

- A. All bus students must have a school bus pass. The first bus pass is free. Additional bus passes will be made with a cost to the student.
- B. Students will follow the Student Code of Conduct.
- C. Be on time at the designated bus stops. THE BUS CANNOT WAIT.
- D. Cross in front of the bus when crossing a highway, not in back of the bus.
- E. Never open the rear safety door except in case of an emergency.
- F. Occupy any seat assigned by the bus driver.
- G. No smoking on buses at any time.
- H. No food or beverages on buses.
- I. Students who vandalize buses will be prosecuted.
- J. Students are expected to behave appropriately while on school buses.

The Student Code of Conduct is in effect during this time and any violation will be subject to disciplinary action.

Questions regarding busing should be directed to the Transportation Office, 445-5699. Copies of the bus schedule may be picked up at the school office in September.

CAREER PLANNING

Counselors will advise students on pathways for career development and planning.

CONCUSSION AWARENESS

Information on concussions and the protocol we must follow can be found at the following link:
www.cdc.gov/headsup.

Educational Material for Parents and Students (Content Meets MDCH Requirements)
 Sources: Michigan Department of Community Health, CDC, and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

- **UNDERSTANDING CONCUSSION WARNING SIGNS**

Balance Problems	Fogginess	Nausea Vomiting	Sensitive to Noise
Blurry Vision	Grogginess	Not Feeling Right	Sluggishness
Confusion	Haziness	Pressure In Head	Sleep Problems
Double Vision	Headache	Poor Concentration	Slow Reaction Time
Feeling Irritable	Memory Problems	Sensitive to Light	

- **WHAT IS A CONCUSSION?**

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

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

- **IF YOU SUSPECT A CONCUSSION:**

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

- **SIGNS OBSERVED BY PARENTS:**

Appears dazed or stunned	Forgets an instruction	Answers questions slowly
Is confused about assignment or position	Is unsure of game, score, or opponent	Loses Consciousness (even briefly)
Cannot recall events prior to or after a hit or fall	Shows mood, behavior, or Personality changes	Moves Clumsily

- **CONCUSSION DANGER SIGNS:**

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

- **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and

school is a gradual process that should be monitored by a health care professional.

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

COUNSELING

A counselor is available to both students and parents whenever you feel there is something you would like to discuss with him or her. Counselors will be glad to listen to what you have to say and what you tell them will be kept confidential, unless it is an item the law dictates must be reported. You should see your counselor when:

- A. You feel you need to talk to someone about a personal matter.
- B. You are having difficulty with a subject or subjects.
- C. You wish to discuss your abilities and aptitudes.
- D. You are planning next year's program.
- E. You desire career information when planning for future goals.
- F. You would like to help with your vocational plans.

Students are assigned to counselors alphabetically according to last name. Please see the directory in front of the book for names and numbers.

Parents are encouraged to contact a counselor when they have questions.

DISABLED STUDENTS

Persons with disabilities have a right to an education in the public schools, just as others do. Special programs and services are provided to those with disabilities as determined by legislation, medical documentation, professional staff evaluation, testing, placement, and individual programming.

DISCLOSURE OF DIRECTORY INFORMATION

The School District may disclose appropriately designated "directory information" without written consent unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists, Graduation programs, and Sports activity sheets, such as for wrestling, showing weights and heights of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two Federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – name, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the third Wednesday in September. The School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports.
- Address
- Telephone listing

- Weight and height of members of athletic teams
- Photographs, video images or other electronic images
- Degrees, honors, and awards received.
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended.

DISPLAY OF STUDENT WORK

The Roseville Community School District displays student artwork and other assignments on bulletin boards in the classroom, in the hallways of the school and at the Administration Building. The District may also display student work in areas frequented by the general public, such as shopping malls. Student work may also be reproduced in school publications or posted to School websites. If you do not wish to have your student's work displayed, you must notify the District in writing by the third Wednesday in September.

DRESS CODE

Reasonable standards for student dress and personal appearance are essential requirements in the maintenance of an acceptable climate for effective instruction. Extremes in wearing apparel or personal appearance tend to be disruptive to learning and teaching, and such disruption is incompatible with a good learning environment. The great majority of students in Roseville take pride in their good appearance. They dress in a manner which reflects favorably upon their school, their class, and themselves.

• **Prohibited Apparel**

- | | | |
|--|------------------------|---|
| • Tank tops/muscle shirts | • See-through clothing | • Exposed undergarments |
| • Spaghetti straps | • Sunglasses | • *Gang clothing |
| • Bare midriff tops | • Pajamas | • Hats, hoods, and head gear |
| • Spandex/underwear as
outerwear | • Bandanas | • U.S. flags shall not be worn, <u>in a
demeaning manner</u> |
| • Low cut shirts | • Slippers | |
| • Inappropriate slogans and emblems (i.e., references to alcohol, drugs, or sex) | | |

*Gang related dress (i.e., emblems) that suggests membership or promotion is prohibited.

- Shorts, skirts, and skorts will not be more than four inches above the knee.
- Hats, coats, and outerwear should be stored in lockers.
- Sagging pants - slacks, jeans, shorts, etc. are to be worn at the waist, not hanging low on the hips, or exposing undergarments. Undergarments are defined as any clothing worn under the outer garment.
- Shoes – All students are required to wear shoes.

- **Secondary:** Shoes must be worn at all times. Slippers are not allowed.

- Any clothing indecently exposing the person of a student is prohibited.
- Any clothing or jewelry in laboratory, vocational, Physical Education class or recess that might endanger the student or other students is prohibited.
- Any clothing that is torn or worn indecently exposing themselves or undergarments is prohibited.

• **Enforcement**

Whether or not a student is dressed appropriately or properly groomed shall be left to the discretion of the principal or designee. A student whose clothing or apparel violates the dress code will be subject to the code of conduct and must change the inappropriate clothing or be sent home.

Exceptions to the dress standards may be designated "Spirit Days" or other exceptions approved by administration.

However, in the cases of an intentional violation of the dress code, a student may be disciplined without the benefit of a prior warning. An intentional violation may be shown by either of the following:

- A. Flagrant conduct where the only reasonable conclusion is that the student intends to flaunt the dress code. Examples include sagging pants exposing undergarments, low-cut shirts exposing chest, exposed midriff, T-shirts with profanity, racial or ethnic slurs, or which advocate sex, violence, or use of drugs, alcohol, or tobacco.
- B. Repetitive conduct designed to test the limits of the dress code will be considered insubordination and subject to discipline.

Revised Policy July 11, 2011.

DROPPING/CHANGING COURSES

- A. If it is determined by the counselor/teacher during the first half of the year that a course was inappropriate for a student's needs or abilities, it can be dropped. In this case, the record should show dropped. No course is dropped without permission.
- B. Generally, no course can be taken a second time for credit. A principal may review exceptions.
- C. Except under extenuating circumstances, a student who drops a course will receive an "F" for the course.
- D. No student may drop a course without having received permission in writing from a principal and parent/guardian.
- E. Credit will not be granted unless a course is completed.

GRADE POINT AVERAGING SYSTEM

Grade point average and rank-in-class are determined, based on the 13-point system below, at the end of the 11th trimester for final class rank. Additional Honor points are awarded for accelerated classes (see course catalog).

13-point system:

13=A+	10=B+	7= C+	4=D+	1=F+
12=A	9=B	6=C	3=D	0=F
11=A-	8=B-	5=C-	2=D	

HOMEWORK

The Roseville Community Schools has high expectations for the students and believes that the school day includes homework. Homework is an integral part of students' learning. It provides students with the opportunity to independently practice new learning or to apply previous learning to new situations. Homework builds student achievement when it is graded, and students receive timely specific feedback. Homework helps develop the necessary skills for independent study, learning outside of school and sound work habits. Maximum benefit from homework can be attained when students and parents/guardians take the following responsibilities:

- A. A homework request will be accepted for absences of 3 days or more.
- B. A parent or legal guardian must call the Counseling Office at (586) 445-5553 to place the request.
- C. Allow 36 hours for processing.
- D. Teachers will be asked to send homework for 2 days. Once that work is completed and turned in, additional work may be requested.
- E. Teachers or staff cannot gather textbooks; please make arrangements with your child.
- F. Students serving a suspension may take their books with them as they leave, however homework must be requested as outlined above.
- G. It is the responsibility of the student to gather and make up additional work missed during their absence once they have returned to school.

The following should be followed when requesting homework for an extended absence:

Students:

- A. Ask for assistance and/or clarification of the assignment if they are unclear of the instruction.
- B. Have the necessary materials in class and/or home to complete the assignment.
- C. Complete the assignment legibly, neatly, and on time.
- D. Return all borrowed or checked out materials in a timely manner.
- E. Assume the responsibility for getting and completing assignments after an absence.

• **Parents/Guardians:**

- A. Provide a quiet time and place for students to work.
- B. See that students have the necessary materials including paper, pencil, books, etc.
- C. Schedule times into the student's daily routine and promote time management and positive study habits.
- D. Ask students about their homework assignment and assist in explaining the assignment if necessary.
- E. Do not do the work for the students but encourage the student to complete each assignment.
- F. Be available to meet with teacher/school official to develop a common understanding of how to assist the student.
- G. Participate in mutual feedback activities.
- H. Upon returning to school, students should be turning in work within 3 days.

HONOR STUDENTS

A "B" overall average with O's or S's in Citizenship is necessary for the Honor Roll. No grade lower than a C- will be accepted.

INCOMPLETE GRADES

Any student who received an "Incomplete" in a course generally has two weeks to make up work necessary for the grade. If it is not made up, the "Incomplete" is changed to an "F" for that grade.

LOCKERS

The school will provide the best locker service that is possible for the student. Every student is cautioned to see that his/her locker is secure and also to keep the locker combination secret. Students must bring in their own locks for gym lockers. The school is not responsible for items missing from lockers. Hall lockers and gym lockers are individually assigned and are not to be shared with other students. Food is not to be left in lockers overnight. Jackets and outerwear are to be kept in lockers. Lockers must be cleaned out at the end of year.

LUNCHROOM GUIDELINES

All food is to be consumed in the cafeteria. NO food or drink is allowed in the halls or classrooms. The students will not be allowed to leave the cafeteria without special authorization. All lunch periods are closed.

MEDICATION

When it is medically necessary that a child receives medication at school, and written instructions from the physician are on file, school personnel may administer the medication in strict compliance with the district policy and procedures.

The Student Medication Request form must be completely filled out by the parent or legal guardian and signed by the physician. The form is good for the current school year only. All medications, inhalers, and kits for asthma and diabetes will be kept in the students' principal's office. (Students with asthma inhalers may carry them to school if specific criteria are met).

All prescription medication should be brought to school by the parent, legal guardian, or other reliable adult in an original pharmacy container with a label identifying student name, name of medication, dosage, and physician's name. Over the counter medication must be in the original manufacturer's container with a label identifying student name and dosage. The district has strict guidelines and procedures for dispensing medication. Please contact the school office for complete information. Medication Request forms are available in the main school office and in the principals' offices.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

It is the policy of the Roseville Community School District that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Civil Rights Coordinator at Roseville Community School District, Administration Building, 18975 Church Street, Roseville, Michigan, 48066, or call (586) 445-5513.

POLICY FOR TESTING OUT OF COURSES

The Roseville Board of Education recognizes the need to provide alternative means by which students can complete the graduation requirements prescribed by the State and Roseville Community Schools.

Any high school student who wishes to test-out of a Michigan Merit core curriculum course in which she/he is not currently enrolled/attending may do so by taking the final examination for the course and receiving a grade of at least 75% (C+). The grade on the assessment will not be used to determine a student's GPA. Credit for a course earned by a student through this process may be used to fulfill a course or course sequence requirement and may be counted toward the required number of credits needed for graduation.

Students must still maintain a six-hour schedule during grades 9 – 12. Exception: Seniors who are enrolled in an externship program or participating in dual enrollment may take four hours. Seniors who have never failed a class may seek approval to adjust their 2nd semester schedule; Adding volunteer experience or Work Force experience may also be an exception.

To test out of a required Michigan Merit Curriculum course, complete and return the application form to your building principal by August 1 – first term, January 1 – second term. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL BE SCHEDULED FOR THE NEXT TESTING WINDOW. Tests will be administered in August and January of each school year. Notice of dates, times and location will be given two weeks prior to testing.

PRIVACY

As required by Federal law, the District has a policy restricting the collection of information from students concerning political and religious beliefs, mental or psychological problems, and other information of a private nature without the advanced written consent of the parents. A copy of the policy is available in the school office. The policy also provides that parents have the right to inspect any surveys prepared by outside agencies before the survey is used. Parents have the right to "opt out" of any survey that requests private information as described in the policy.

Parents also have the right to inspect any curriculum, textbooks, or teaching materials of the school in which the pupil is enrolled as provided by Board Policy KMA.

- **Privacy Rights**

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

- A. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access: Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- B. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate: Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal; clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement personnel; a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- D. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- E. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, S.W. Washington, DC 20202-4605

PROGRESS REPORTS

A parent may access the progress information at any time through the Parent Portal.

REPORT CARDS

Report cards are issued at the end of each quarter and semester. Report cards are only sent home via email. Parents are encouraged to call the school if they do not receive a report card, and to sign up for the Parent Portal.

RESIDENT-NON-RESIDENT

The residence requirements for a student in the day school program are decided by state laws, rules, regulations, and guidelines. If under 18, the residence is that of parent or guardian unless:

- A. The student is furnished with a home in the district with a relative because the parent/legal guardian cannot provide a suitable home.
- B. A student is placed in a licensed home by parents, a court, or a child-placing agency.
- C. The student is an emancipated minor with residence apart from the parents.

SHELTER IN PLACE SAFETY DRILLS

Lockdown, Fire and Tornado Drills are conducted at regular intervals throughout the year. This is required by law. We expect all students to treat fire and tornado drills seriously. Please remember that a practice drill may one day save your life.

Exit signs are posted in each room and should be observed when exiting for fire, and tornado drills.

SCHOOL LIAISON OFFICER

The School Liaison Officer Program is designed to allow students, faculty, and parents to discuss problems or concerns with a Police Officer in a relaxed setting. The program will not only handle problems that arise in the schools but will establish a positive working relationship between the community, school faculty, students, their families, and the Police Department.

SENIOR CLASS TRIP

RHS does not endorse nor support a senior class trip.

SEXUAL HARASSMENT AND INTIMIDATION

The Board will maintain an environment in the district for all employees and students that is free from discriminatory and/or sexual insult, intimidation, or harassment. Students who feel they have been offended under this policy should report it immediately to a Counselor or a Principal or an appointed grievance officer. The District Grievance Officers are: Peter Hedemark (586) 445-5513 or Mark Blaszkowski (586) 445-5508, 18975 Church Street, Roseville, Michigan 48066.

Behaviors including, but not limited to the following behavior, will be grounds for disciplinary action according to the Student Code of Conduct:

- Sexual activity on school property is grounds for expulsion.
- Sex-oriented verbal teasing or kidding. (Slang terminology or jokes).
- Subtle or overt pressure for sexual activity. (Unwelcome conversation about sexual prowess).
- Wearing any clothing that depicts sexual reference.
- The threat or suggestion that a student's educational career and/or advancement depends on whether the student submits to sexual demands or tolerates such improper behavior.
- Retaliation against any student for complaining about sexual harassment.

Penalties will depend on the severity of each individual case and can range from reprimand to suspension/expulsion.

A copy of the district's sexual harassment policy (Board Policy GAAD) can be obtained from the Principal's office or by contacting a grievance officer.

The Michigan School Code (MCLA 38.1766a) mandates that schools include information in its sex education instructions that:

"State law makes it a crime, punishable by imprisonment, to have sex or sexual contact with an individual (male or female) under the age of 16. One of the results of being convicted of this crime is to be listed on the Sex Offender Registry on the Internet for up to 25 years."

STUDENT CODE OF CONDUCT

Students have the responsibility of avoiding any behavior that is detrimental to their own or other students' achievement of educational goals. In addition, students are expected to behave on buses or at any school activities.

Students must cooperate in maintaining reasonable orderliness in the school and in the classroom, take reasonable care of books and other instructional materials, and encourage a climate where learning is valued. Most particularly, students must refrain from engaging in conduct that violates the provisions of this Code of Conduct.

In accordance with the Board's authority under law, a student violating any of the prohibited acts listed below will be deemed guilty of a gross misdemeanor and will be disciplined. Additionally, a student who engages in a prohibited act, which violates the law, may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student:

- A. Is on school property;
- B. Is in a vehicle being used for a school business-related purpose at a school business-related activity, function, or event;
- C. Is in route to or from school;
- D. Engages in a prohibited act involving another student who is in route to or from school.
- E. Engages in a prohibited act off school premises, which act, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would be a present danger to the health and safety of students or school personnel and/or would endanger the proper establishment, maintenance, management and carrying on of the educational process.

- **Disciplinary Consequences**

This policy will be based upon the facts surrounding the event as determined by the School Board. The full Student Code of Conduct can be found on our website.

STUDENT I.D. CARDS

Students will receive a picture identification card near the beginning of the school year. The first card is free. All students must carry this school I.D. card for identification during school hours and at school functions. Lost cards must be replaced at a cost. A student I.D. card must be presented when requested by any member of the school staff.

STUDENTS LEAVING BUILDING

Students are not permitted to leave the school building at any time during the school day. If you must leave the building due to illness or emergency, you must first obtain a written permit from the Attendance Office. If you must go to your car, a pass must be obtained from a principal.

STUDENT ORIENTATION

Each year prior to the start of school there will be a Student Orientation Program which all students are expected to attend. Students will have the opportunity to have I.D. pictures taken, clear up fines, purchase parking permits, and pick up schedules.

STUDENT PARKING POLICY

At this time, Parking Permits are only available for students in 11th and 12th grade. If you choose to drive, to do so you must follow these regulations:

All cars must be properly registered in the designated office and have an authorized sticker permanently attached to the passenger side windshield. Any car without a permit may be ticketed. All vehicles on school grounds may be subject to search.

- A. Student parking will be in the North Lot only (near the Athletic field.)
- B. Park according to striping in the lot. Parking along sidewalks, behind school (Auto Shop area) or on any lawn area is prohibited.
- C. Lock your car.
- D. Do not smoke in your car. The smoking rules apply to the entire school property.
- E. Students are not permitted to sit in cars during school hours (7:45 a.m. to 2:50 p.m.) nor are students allowed to leave during lunch periods, or any other time during the school day unless it is part of the student's schedule. Any student going to his car or to the parking lot during school hours for any purpose must have a pass from a principal.
- F. Driving in a reckless, careless manner, gunning the engine, squealing tires, etc., could result in the loss of the parking permit, suspension, or both.

- G. Students drive their cars at their own risk. The school is not responsible for vandalism, damage, or theft from the vehicle.
- H. Emergencies might demand that a student use a parent's car for a day. Permission to park without a sticker can be obtained in the designated office. (Please have the license plate number of car).
- I. The parking requirements are in compliance with the Roseville Community Ordinance No. 557, Sec. 5-823, and noncompliance will Result in a ticket being issued by the Roseville Police Department.

SUMMER SCHOOL/ADULT EDUCATION CREDITS

Credit may be earned in an approved summer school, adult education, credit recovery program or online course. Current students must seek prior approval from the principal or his designee to enroll for any of these above programs.

A maximum of two (2) credits per year may be earned. The principal could make exceptions. See counselor for online courses.

If the student does not complete his or her online course, or fails the course, then RCS will not fund future online courses.

RCS offers a Secondary Credit Recovery program at RHS.

TECHNOLOGY ACCEPTABLE USE POLICY

The policy of the district is to provide technology to support curriculum and instruction. All of the district's computers are intended to be used for instructional purposes, and not for entertainment, advertising, recreation, or commercial purposes. Further, use of the district's computer equipment by any person is a privilege, and not a right, and the district reserves the right to prohibit any use which does not further the instructional objectives of the school district. Any student violating the provisions of this policy is subject to discipline up to and including permanent expulsion from school.

Board Policy EBCAB

TEXTBOOKS

All textbooks are issued to students without charge. When a student loses a textbook, another will be issued, providing the lost book has been paid for. A full refund will be given if and when the lost book is returned. Students will be charged for damages to books and supplies beyond normal wear and tear. The school does not accept responsibility for lost or stolen books.

VISITORS

All visitors must register at the Security Desk, and provide ID. ID will be checked through Raptor Visitor Management Systems. For more information see the Safety/Security section on our website.

WORK PERMITS

Work permits are issued in the Main Office. The student must take the work permit to his/her employer to fill out the "employer" section. The student then fills out the "student" section. The student then brings the completed work permit to Roseville High School to be signed by the principal or stamped with the principal's signature and dated. Before any working permit may be signed and dated, the student must present proof of birth date (driver's license, birth certificate, baptismal certificate, hospital record.)

We do not sign deviation of work hour forms. State law permits the school to revoke a working permit if a student's attendance and work in school are unacceptable.

YEARBOOK

Our yearbook is produced by our students each year and delivered in May. Students/families have the opportunity to purchase a yearbook each year.