ROSEVILLE COMMUNITY SCHOOLS
Roseville, Michigan

MISSION STATEMENT

The mission of the Roseville Community Schools, in a cooperative partnership with students, the home, and the community, is to develop lifelong learners prepared to meet the challenges of the future.

WE BELIEVE:

- **in the worth and dignity of each individual.**
- **in respect, trust and honesty with self and others.**
- **all students can learn.**
- **learning is a lifelong process.**
- **every student has the right to learn in a safe, positive and healthy environment.**
- **the best interests of students are served when a strong and cooperative partnership exists between home, school and the community.**
- **students have the responsibility to learn, to practice appropriate behavior and to assume the consequences of their choices.**
- **students have the right and responsibility to develop to their fullest potential and be productive members of society.**

Approved by Board of Education on February 18, 1992

DIRECTORY

Listed below are the administrators and support staff that you may need to contact by telephone. They are there to help you solve problems or to answer questions. Feel free to contact them at any time.

Principal
Mr. Peter Hedemark 445-5542

Assistant Principals
Mr. Gary Scheff.....445-5546
Students with Last Names A – G

Mrs. Monica Gabriel.....445-5548
Students with Last Names H – O

Mr. Dan Crow 445-5544
Students with Last Names P – Z

Mr. Dennis Borse 445-5577
Athletic Director

Student Services
Mrs. Lori Coppola.....445-5556
Counselor (Last names A – G)

Ms. Kelly O'Callaghan 445-5557
Counselor (Last names H – O)

Ms. Jennifer Goetzinger.....445-5559
Counselor (Last names P – Z)

Attendance Clerk – Mrs. Lisa Boucher 445-5550

Counselor's Clerk – Mrs. Debbie J. Roberts 445-5553

Liaison Officer
Officer Thomas Pfeifer.....445-5558

CENTRAL ADMINISTRATION

Mr. John Kment 445-5505
Superintendent

Ms. Rebecca Vasil 445-5513
Deputy Superintendent

Mr. Mark Blaszkowski 445-5508
Assistant Superintendent

Mr. Dan Massey, Jr. 445-5699
Transportation Director

Board of Education

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INTRODUCTION

ROSEVILLE SCHOOLS' MISSION STATEMENT

The Mission of Roseville Community Schools and Roseville High School, in a cooperative partnership with students, the home, and the community, is to develop lifelong learners prepared to meet the challenges of the future.

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 succeed. We also realize that learning is a lifelong process and that high school is merely 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.

ADVANC-ED ACCREDITATION

Roseville High School has developed its educational policies under the direction and approval of both state and national accrediting agencies. Roseville High School is fully accredited by AdvancED. It is an honor to be accepted by this highly rated organization.

PANTHER CODE OF RESPECT

The Panther Code of Respect is a product of the first five-year accreditation cycle completed through the North Central Association. The Respect Committee determined that students sometimes act out because of the antagonism or conflict with other students. By establishing some guidelines, we will try to instill the mutual respect of each individual in the school. Hopefully, this will minimize, if not eliminate, certain behavior that is inappropriate in an educational setting (see Page 44).

PARENT INVOLVEMENT

In order for a High School to be effective, it is necessary for parents to cooperate and 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 very active parent organizations. Booster Club and Band Sponsors meet regularly and are always looking for new members. Parents are encouraged to join our School Improvement group, as well. Please call the Main Office if you are interested.

STATE PROGRAMS

NO CHILD LEFT BEHIND ACT NOTICE

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 principal's 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.

DISTRICT POLICIES

INTRODUCTION

It is the intent of all of us at the high school to respect the individual rights of everyone. This means that we intend to listen and treat everyone fairly. To establish a desirable educational climate, it is necessary to establish the following rules and regulations:

ALCOHOL AND DRUG USE

In compliance with the Drug-Free Schools Communities Act, the Board prohibits the possession, use or distribution or any behavior which persuades or attempts to persuade someone to possess, use or distribute alcohol and other drugs on district premises or at any school or district related activity.

Education: The Board will provide services and information to students, parents, employees and the community, including:

- Age-appropriate alcohol and drug prevention education for all students in all grades;
- Training for all district personnel and others in prevention education, student assistance programs, behavior identification and resource availability; and
- Education and information to parents and community in order to discourage alcohol and drug use and develop support for the school prevention program and the student assistance program.

Disciplinary Consequences: A student, who, while under the jurisdiction of the school, violates this policy, will be subject to discipline. Such discipline may include suspension from school for a period of time, or permanent expulsion or such other discipline as the school administration may deem appropriate under the circumstances of the individual case. In addition to any discipline, violations of the criminal law may be referred to a law enforcement agency for prosecution. It is the policy of the Board to expel any student found guilty of selling drugs on school property, to and from school, or at any school related activity.

Intervention and Referral: Information about drug and alcohol counseling, rehabilitation and reentry programs will be made available to all students, parents and community members.

Adopted by Board of Education 9/20/93, revised 2/5/96.

ASSAULTS AND WEAPONS

A student who possesses or uses a weapon will be disciplined. Weapons include guns, knives, bladed instruments, martial arts implements, and any other items that are primarily designed for self-defense or inflicting pain or injury on another person. Weapons also include BB guns, pellet guns and toys or replicas that look like weapons. Also, anything that is used to threaten another person or to cause physical injury will be considered a weapon.

State law provides that possession of a "dangerous weapon" can result in permanent expulsion from all Michigan public schools. A dangerous weapon is primarily defined as a gun or a knife.

A student can be disciplined for committing a physical or verbal assault on a school employee, volunteer or contractor, or another student. A student can also be suspended or expelled for making a bomb threat or committing any degree of Criminal Sexual Conduct. State law requires expulsion or other specified penalties for some of these offenses. The penalties are more fully spelled out in Board Policy JCDAD, a copy of which is available at the principal's office.

SECONDARY ATTENDANCE

Grades 7 – 12

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.

In a matter related to school attendance and grades, the Michigan Attorney General issued an opinion cited as 1978 OAG 5414 which states that *"The compulsory attendance law recognizes an educational value in regular*

attendance at school. Presence in the classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion, and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in these results." Based on these considerations, the Attorney General concluded that a school district may consider attendance in determining a student's grade in a course. It is the practice of Roseville Community Schools to include participation as a contributing factor in all classes.

The Board of Education believes in the importance of trying to maintain 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.

1. **Absences/Tardies**

   Definitions:

   A. **School Business (B):** School related activities (i.e. field trips, school-sponsored activities during the school day).
   B. **Excused Absence (X):** Verified by parent and/or guardian within 48 hours.
   C. **Unexcused Absence (U):** Not verified by parent and/or guardian within 48 hours.
   D. **Unexcused Absence Resulting from Excessive Tardy (UT):** Over 10 minutes to 1st hour, or 5 minutes to other hours.
   E. **Suspension (S)**: Student excluded from school for disciplinary reasons.
   F. **Tardy (T):** Late to class – 10 minutes to 1st hour, 5 minutes to

other hours.

1. 2 tardies = 1 absence

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

2. **Attendance and Participation Necessary**

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

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

B. 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.

C. **Truancy (irregular attendance)** consists of an accumulation of any of the items defined in Section 1 B through E and the following. The students will be dealt with by receiving a **(U) for Unexcused Absence or (UT) for unexcused absences resulting from excessive tardy. Truancy can also consist of an accumulation of excused absences (X) with other absences.**

1. Attending school and leaving the building or grounds without permission.
2 Riding the bus to school and not reporting to class.
   a Leaving school property.
   b. Not reporting to class.

3. When neither the school nor parents know the student's whereabouts.
4. Being out of school or off school property for reasons not excusable by the administration will be considered truancy.
5. Non-attendance of assigned classes.
6. Once a student arrives at school for the day, he/she is considered "in attendance" and may not leave the school property without permission.
7. Being in areas designated as "off limits" to students.
8. Arriving over 10 minutes late to 1st hour or 5 minutes late to other hours.
9. 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).

10. Loitering in the halls, lavatories, etc.

D. 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).**

E. 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.

1. 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.
2. 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. Student's 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.

3. **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 5 tardies per class per term. A tardy may be made up by serving a 30-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 1 week to make up a tardy.

4. **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 to 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.

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

1. 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).
2. Recovery from accident.
3. Family emergencies/family needs.
4. Death that directly affects the student.
5. Observation or celebration of a bona fide religious holiday.
6. Pre-approved family vacation.
7. Required court appearances.
8. School-related activities (i.e. field trips, school-sponsored activities during the day).
9. Professional appointment for the student that cannot be scheduled for any time except during (or immediately before/after) the school day.
10. 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).

5. **Parental Notification**

Parents will be notified in the following manner:

A. 2 or more unexcused absences in a day will result in an automated call to the parent.

B. If a student (within one term – 13 weeks) has accumulated 6 unexcused absences or 12 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.

6. **Make-Up Work**

Regardless of 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).

A. **Excused Absences and Suspensions:**

1. It is the responsibility of the student to follow-up on assignments.
2. 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.
3. 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.

B. **Unexcused Absences:**

1. 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 to students who live over 2 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:

1. 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.
2. Students will follow the Code of Conduct.
3. Be on time at the designated bus stops. **THE BUS CANNOT WAIT.**
4. Cross in front of the bus when crossing a highway, not in back of the bus.
5. Never open the rear safety door except in case of an emergency.
6. Occupy any seat assigned by the bus driver.
7. No smoking on buses anytime.
8. No food or beverages on buses.
9. Students who vandalize buses will be prosecuted.
10. Students are expected to behave appropriately while on school

buses. The Code of Student Conduct is in effect during this time and any violations 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.

GANG INSIGNIA - GANG ACTIVITY

A student will not wear or possess any clothing, jewelry, tattoo, symbol or other thing that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang.

A student will not commit any act, verbal or nonverbal (gestures, handshakes, etc.), that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang.

A student will not commit any act, verbal or nonverbal, in furtherance of the interests of any gang or gang activity, including, but not limited to:

- soliciting others for membership in any gang or gang related activity;
- requesting any person to pay protection or otherwise intimidating or threatening any person;
- committing any other illegal act or violation of School District rules or policies; or inciting other students to act with physical violence on any person.

Tattoos and body piercing are strongly discouraged. Students can be required to have a tattoo surgically removed, at their parent(s) expense, if the principal decides that the tattoo is gang related.

The term "gang", as used in this Policy, means a group of two or more persons whose purposes or activities include the commission of illegal acts, or violations of School District Rules or Policies, and as more specifically contained in District Policy.

PENALTY - **Administrative intervention to expulsion**

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:

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

SEARCH AND SEIZURE

To maintain order and discipline in the Roseville Schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below, and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain always under the control of the School District. However, students are expected to assume full responsibility for the security of their lockers and desks. Students will not expect privacy regarding items placed in school property, because school property is subject to search anytime by school officials. Periodic general inspection of lockers and desks may be conducted by school authorities for any reason anytime without notice, without student consent, and without a search warrant.

A student's person, vehicle and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or contraband materials. If a conducted search yields illegal or contraband materials, such findings will be turned over to proper legal authorities for ultimate disposition.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

SMOKING POLICY

Tobacco use by students and/or the possession of any tobacco product is prohibited at any attendance center, at a school-sponsored event, on or in School District property, grounds, building, structures, facilities and vehicles, whether owned, leased or operated by the School District.

Adopted Board Policy - October 7, 1974 REVISED: October 1994

In compliance with P.A. 140 of 1993, smoking is banned in all public buildings. As a result, anyone who is found smoking in a school building may be charged with a misdemeanor and subject to a $50.00 fine.
Adopted Board Policy - September 1993 (See Code of Conduct for disciplinary action.)

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 primarily 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

NOTIFICATION OF PRIVACY RIGHTS

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

1. **The right to inspect and review the student's education records within 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.

2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.**
   Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write 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.

3. **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.

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.

4. **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

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 web sites. 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."**

GENERAL INFORMATION

THE PROVISION OF DUE PROCESS – SUSPENSION OF TEN DAYS OR LESS

A student charged with misconduct has a right to due process. A student will be fully informed of the charges brought against him/her including a summary of all of the evidence. Such a student will have an opportunity to explain his or her actions, or status regarding the charges. If the administrator then determines that the charges against a student should stand, he/she will order disciplinary action. A more complete statement of due process procedures can be found in Board Policy JC, a copy of which is available in the principal's office.

Appeal procedures available to parents include:

1. Parents may request a principal conference. The principal will affirm or modify the discipline within two days of the conference. There is no further appeal of a suspension of five (5) days or less.
2. The parent may appeal a suspension of more than five (5) days to the Superintendent of Schools. The Superintendent will affirm or modify the decision of the principal.

THE PROVISION OF DUE PROCESS – LONG TERM SUSPENSION OR EXPULSION

If a suspension of more than ten days, or an expulsion, is being considered, the principal will refer the matter to the Superintendent of Schools. The Superintendent will advise the parent of due process procedures.

An administrator may order the immediate removal of a student whose conduct disrupts the academic atmosphere of the school; endangers fellow students, teachers, school officials or others; or damages property. The student will be given an opportunity to keep up with assignments pending a decision by the Superintendent.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY IN EDUCATION STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

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.

BUILDING PROCEDURES

ANNOUNCEMENTS

Announcements are televised daily over the school television system and then posted on the bulletin board. In order for any information to be read over the television system, a form must be completed (Main Office) and approved by a teacher, sponsor, or administrator.

BICYCLES

Bicycles are to be parked in the bike rack. They may be removed if not parked in the designated area.

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.

DISRUPTIVE DEVICES

Use and possession of disruptive devices such as selfie sticks, laser pointers, IPODS, MP3 players, games, etc. is strictly forbidden in school during school hours. The possession of such items during the school day may be grounds for confiscation and suspension. Cell phones may be used within compliance of the school's Green/Yellow/Red Policy.

The school will not be responsible for any of the above items at any time or in any location. **School time will not be disrupted to deal with the loss or theft of these items.**

FIRE AND TORNADO DRILLS

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.

LOCKDOWN DRILL

Roseville Community Schools has added a lockdown drill to assure a safe learning environment at all times. In the event of a building crisis, doors will be closed or locked, lights turned out and window blinds closed. Students will be moved away from the door and remain quiet until there is an "All Clear" from the office.

LOCKERS

THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS IN LOCKERS

The school will provide the best locker service that is possible to 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 end of year.
(See Search and Seizure, page 16.)

LOST AND FOUND

The lost and found area for all general articles is located in the Main Office. Lost **textbooks** should be turned into the 9th Grade Assistant Principal's Office.

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. **A "closed" lunch period will be observed.**

PARKING PERMITS

Students wishing to park in the student lot must obtain a parking permit within the first two weeks of school. The cost of the permit is $30.00.

PREGNANCY

Pregnant students have a right to continue their education. They are advised to see a counselor immediately.

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

Any Senior Class Trip is not school related. We do **not** endorse nor support such a trip.

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 for an additional fee. A student I.D. card must be presented when requested by any member of the school staff.

STUDENT ORIENTATION

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

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.** Failure to follow this procedure may result in a suspension.

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 first register at the Security Desk or Main Office. Students are not allowed to have Visitor Passes for other students of high school age. Any specific questions are to be directed to a principal.

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.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

Refer to Course Catalog for your Freshman year of entry.

ATTENTION: Students pursuing NCAA athletics in college:

If you plan to enter college in 2010 or after, 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 core courses (from any area listed above,

or from foreign language, non-doctrinal religion or philosophy).

- No core courses may be taken a second time for credit.

DUAL ENROLLMENT

Students are allowed to attend courses at local colleges or universities while attending their own high school. This is called "dual enrollment."

The State School Aid Act contains a provision that directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Selections must meet the approval of the principal.
2. The college courses must be academic courses (as opposed to "activity courses").
3. A student may only dual enroll for courses not offered at Roseville High School or where there is a scheduling conflict.
4. Roseville Community Schools will count the college course as high school credit. The school will not include the course grade in the student's GPA. Each individual college will determine if they will count the course as college credit.
5. Dual Enrollment courses are limited based on State Requirements.
6. Students must meet the Roseville Community Schools' assessment requirements.

School districts are required to pay the lesser of (a) the actual charge for tuition and fees; or (b) the students' state school aid foundation allowance, adjusted to the proportion of the school year they attend the district. Students are no longer eligible when all high school graduation requirements have been met.

If you believe you are eligible for dual enrollment and that you qualify for tuition or fee support, and you wish to participate, contact the Counseling Office.

Note: If the student does not complete the above course(s), or fails the course(s), Roseville Community Schools will invoice the parents for reimbursement for dual enrollment costs paid to the post-secondary institution.

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 (2) credits per year may be earned. Exceptions could be made by the principal. See counselor for online class opportunities.

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

Here is a link to the acceptable online courses through MVU.
www.micourse.org.

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 s/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 3rd trimester 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, November 15 – second term or March 1 – third term. **APPLICATIONS RECEIVED AFTER THE DEADLINE, WILL BE SCHEDULED FOR THE NEXT TESTING WINDOW**. Tests will be administered in August, January & June of each school year. Notice of dates, times and location will be given two weeks prior to testing.

CAREER PLANNING

Guidance personnel will advise students in regards to pathways for Career Development and Planning. In addition, our media specialist coordinates and guides students as they research areas of interest in career preparation.
The methods offered in this area will be group and individual counseling and classroom sessions, oftentimes directly to ongoing classroom curriculum. Students may also go directly to the Media Center for career materials.

DROPPING/CHANGING COURSES

- 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.
- Generally no course can be taken a second time for credit. Exceptions may be reviewed by the High School Principal.
- Except under extenuating circumstances, a student who drops a course will receive an "F" for the course.
- No student may drop a course without having received permission in writing from a principal and parent/guardian.
- 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-	

GUIDANCE AND 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. You should see your counselor when:

1. You feel you need to talk to someone about a personal matter.
2. You are having difficulty with a subject or subjects. (Note: Additional support services are available for vocational education students.)
3. You wish to discuss your abilities and aptitudes.
4. You are planning next year's program.
5. You desire career information when planning for future goals.
6. You would like help with your vocational plans.

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

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

HOMEWORK REQUEST(S) DURING AN EXTENDED ABSENCE

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

HOMEWORK POLICY

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:

Students:

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

Parents/ Guardians:

1. Provide a quiet time and place for students to work.
2. See that students have the necessary materials including paper, pencil, books, etc.
3. Schedule times into the student's daily routine and promote time management and positive study habits.
4. Ask students about their homework assignment and assist in explaining the assignment if necessary.
5. Do not do the work for the students, but encourage the student to

complete each assignment.

6. Be available to meet with teacher/school official to develop a common understanding of how to assist the student.
7. Participate in mutual feedback activities.
8. 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.

PROGRESS REPORTS

Progress reports will be distributed approximately the sixth week of each 13-week trimester. The purpose of these reports is to notify parents of their son or daughter's classroom progress. A parent may access the same information at any time through the Parent Portal.

REPORT CARDS

Report cards are issued at the end of each 13-week trimester except in June. The final report card in June will be mailed home for all students. Parents are encouraged to call the school if they do not receive a report card.

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:

1. 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.
2. Student parking will be in the North Lot only (near the Athletic field.)
3. Park according to striping in the lot. Parking along sidewalks, behind school (Auto Shop area) or on any lawn area is prohibited.
4. Lock your car.
5. Do not smoke in your car. The smoking rules apply to the entire school property.
6. 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.
7. Driving in a reckless, careless manner, gunning the engine, squealing tires, etc., could result in the loss of the parking permit, suspension, or both.
8. Students drive their cars at their own risk. **The school is not responsible for vandalism, damage, or theft from the vehicle.**
9. 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 license plate number of car.)
10. The parking lot will be locked each evening and on weekends.
11. 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.

STUDENT CODE OF CONDUCT

For further detail, please reference the Roseville Community Schools – School Board Policy – on the district website – **www.rcs.misd.net**

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:

1. is on school property;
2. is in a vehicle being used for a school business-related purpose at a school business-related activity, function, or event;
3. is in route to or from school;
4. engages in a prohibited act involving another student who is in route to or from school;
5. or 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.

Penalties for Misconduct

DET = After school detention
SUS = Saturday School Suspension or Out-of-School Suspension
EXP REC = Expulsion Recommended **Note: Only the RCS Board of Education can expel a student**
*** = Police Report Filed**

Act of Misconduct	Consequence
***Alcohol, Possession/Influence (ticketed offense)**	5-10 SUS*
***Arson/Bomb Threat**	5-10 SUS* **EXP REC**
***Assault/Student Fighting (ticketed offense)**	5-10 SUS*
***Assault of Staff Member (ticketed offense)**	**EXP REC ***
Cell Phone Use	
• **1st offense**	1 SUS
• **2nd offense**	3 SUS
Cheating	Up to course failure
Computer Misuse	DET/SUS and loss of computer use
Unauthorized Electronic/Disruptive Devices	1-5 SUS
Dress/Grooming	Corrective Action/SUS
***Driving/Parking Lot Misconduct (ticketed offense)**	1-5 SUS* and loss of parking permit
***Drugs** - selling/distribution	**EXP REC***
* Use/possession/paraphernalia	5-10 SUS *
***Explosives/fireworks - possession/use**	5-10 SUS * **EXP REC**
***Extortion**	5-10 SUS * **EXP REC**
Failure to Report to Office	DET/SUS
***False Fire Alarm**	5-10 SUS*
***False Reporting/Slanderous Statements**	5-10 SUS * **EXP REC**
Forging	1 - 3 SUS
Gambling/Gambling Activities	1 - 3 SUS
***Gang Activity**	1-10 SUS *
***Hazing/Bullying**	1-10 SUS *
Identification-Failure to/Falsifying Information	1 - 3 SUS
***Intimidation/Threatening Behavior/Verbal Abuse**	1 - 5 SUS*
*Chronic Repeat Offender	5-10 SUS*
Insubordination/Disruptive Behavior	DET/1-5 SUS
Leaving Building Without Permission	
• 1st offense	1 SUS
• 2nd offense	2 - 3 SUS
Misbehavior for Substitute	DET and/or SUS
Off-Limits areas - Loitering, etc. (ticketed offense)	DET/SUS
***Persistent Disobedience**	5-10 SUS * **EXP REC**
Profanity/Obscene Gestures/Materials	
• **Directed at Staff**	**3-5 SUS**
• Directed at Student	DET/1-5 SUS
***Sexual Harassment/Ethnic Intimidation**	see contents*
***Smoking-Possession of cigarettes/lighter/tobacco**	
*1st offense **(ticketed offense)**	2 SUS*
*2nd offense **(ticketed offense)**	3 SUS*
*3rd offense **(ticketed offense)**	5 SUS*
"Look Out" or "Tip Off"	1 SUS
Spitting	1 SUS
***Theft or Possession of Stolen Property**	Restitution and 5-10 SUS*
Throwing Objects	1 - 3 SUS
Truancy - Classroom/Lunchroom	DET/SUS
Truancy - All Day	
• 1st offense	1 SUS
• 2nd offense	2 SUS
***Vandalism**	Restitution and 5-10 SUS*

Videotaping/Taking Pictures to incite or encourage misconduct (ticketed offense)	1-5 SUS
***Weapon - Possession of**	**EXP REC***
The above list is not all-inclusive, but infractions not listed will be dealt with on an individual basis. Students are not permitted on school grounds during out of school suspensions. They are not allowed to attend or participate in school activities while on any type of suspension.	

This Ordinance was passed by the City of Roseville on February 9, 2010
It took effect immediately.

217-21. Fighting on School Property.

"No person shall, while present in any building or on any property that is owned, occupied, or otherwise used by a school, incite, participate, or otherwise be involved in any fight or other physical confrontation with another. This includes during and after school hours or other social or sporting events hosted at any school. A person who violates this section is responsible for a municipal civil infraction, punishable by a fine of not more than $100, plus costs. A second or subsequent violation shall result in a fine up to $500, plus costs. In addition or in lieu of a fine, the court may order the person to perform community service.

BULLYING OR HAZING

Bullying and hazing are prohibited by Board Policy JCDD. Hazing is not allowed even if the victim agrees or willingly participates. Anyone involved in hazing can be suspended or expelled. Hazing which involves risk of injury can be a criminal offense and will be reported to the police.

CORPORAL PUNISHMENT

Corporal punishment of a student is prohibited. Physical force may be used on a student to control dangerous or disruptive behavior under the following circumstances only:

- To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity if that pupil has refused to comply with a request to refrain from further disruptive acts.
- For self-defense or the defense of another.
- To prevent a pupil from inflicting harm on himself or herself.
- To quell a disturbance that threatens physical injury to any person.
- To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
- To protect property.

DISCIPLINARY CONSEQUENCES

Penalties for violation of this policy will be based upon the facts surrounding the event as determined by the School Board.
Adopted Board Policy, May 16, 1994

DRESS AND GROOMING 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 good appearance. They dress in a manner which reflects favorably upon their school, their class, and themselves.

Prohibited Apparel

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

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

Shorts, skirts, and skorts will not be more than 4 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.

Elementary: All students are required to wear socks and shoes, not slippers or flip flops. Sandals must have heel straps.

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

Any clothing indecently exposing the person of a student is prohibied.
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.

Flexibility may be given for kindergarten, first, and second grades.

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:

1. 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.
2. Repetitive conduct designed to test the limits of the dress code will be considered insubordination and subject to discipline.

Revised Policy July 11, 2011

ETHNIC INTIMIDATION

The legislature passed P.A. 371, 1988 which establishes ethnic intimidation as a felony under the Michigan Penal Code.

Ethnic intimidation means that a "person maliciously and with specific intent attempts to intimidate or harass another person because of that person's race, color, religion, gender or national origin."

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: Rebecca Vasil, (586) 445-5513: or Mike LaFeve, (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)
- Unwelcome physical contact. (Patting, pinching, hugging, etc.)
- 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.

WEAPONS, CRIMINAL SEXUAL CONDUCT, ARSON, ASSAULT, OR BOMB THREATS

Expulsion Required

Any student who brings a dangerous weapon to school, or to any school related activity, or who possesses a dangerous weapon while traveling to or from school or any school related activity shall be permanently expelled.

Any student who commits criminal sexual conduct in a school building or on school grounds, or who commits arson in a school building or on school grounds shall be permanently expelled.

Any student, grade six (6) or above, who commits a verbal assault at school against a school employee, volunteer, or contractor shall be disciplined for a period of time as determined by the Board or Superintendent.

Any student, grade six (6) or above, who makes a bomb threat or similar threat directed against school property or persons shall be disciplined for a period of time as determined by the Board or Superintendent.

Not a Limitation

This policy is designed to implement specific requirements of State law and is not intended as a limitation on the jurisdiction of the district over student conduct. Students may be disciplined for conduct that does not meet the definitions in this policy so long as the conduct is otherwise described in the Student Code of Conduct and the student is under the jurisdiction of the district as described in Policy JC.

Definitions

"Dangerous Weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, and includes a "firearm" as that term is defined in Section 921 of Title 18 of the U.S. Code.

"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.

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

SATURDAY SUSPENSIONS - ROSEVILLE HIGH SCHOOL

- The following procedures are followed when you are assigned to the Saturday Suspension program at Roseville High School. You must be there before 8:30 a.m. You will leave at 11:30 a.m.
- You are to enter by way of the cafeteria doors at Roseville High School (North entrance or Normal Street/Student Lot side of building).
- You must have textbooks with you to work on your school assignments.
- You may take a snack. You will have a 15-minute break.
- Failure to be on time or to report to the Saturday program results in an out-of-school suspension. Any parent who feels there are special circumstances may discuss this with the Principal on Monday morning.

TIME-OUT

Roseville Secondary Schools have adopted the **Responsibility Training** model developed by Dr. William Glasser, psychiatrist, for helping students to accept responsibility for and to improve their behavior. When students choose to act in ways which are disruptive to the educational process or which interfere with their own education, they are placed in the **Time-Out System.**

Time-Out I – Interventions

In this first step, the teacher handles student behavior problems on a one-to-one basis with individual students. Examples of Time-Out I interventions include looking at or standing next to a misbehaving student, a questioning process to make the student aware of the actions that are creating a problem or even direct verbal reminder about class rules.

Time-Out II – Interventions

In this step, the classroom teacher isolates the offending student by changing the location of that student to the Time-Out II seat. Time-Out II is not a punishment. It is an opportunity to allow separation from the group so that the student may calm down, think and evaluate their behavior, and then plan an alternative behavior.

As part of Time-Out II, the student develops a plan acceptable to both the teacher and the student. This plan is written on the Time-Out II form and signed by both the student and the teacher. The student is responsible for work missed while in Time-Out II. It should be understood by the student in Time-Out II, that he/she must sit quietly in the Time-Out II seat or he/she will be choosing Time-Out III.

Time-Out III – Responsibility Room
When teachers have exhausted reasonable efforts to help students change their irresponsible behavior, the Responsibility Room provides an opportunity for the student to be separated from the classroom environment.

Students are referred to the Responsibility Room for the following reasons:

1. If a student spends two (2) consecutive days in Time-Out II without developing an acceptable plan.
2. If the student misbehaves while in Time-Out II.
3. If the Time-Out II area provided by the teacher is occupied.
4. If the student's Time-Out II plan is not effective in changing his/her behavior.
5. If the student failed to follow his/her Time-Out II plan.

Upon the second referral, the student's parent/guardian is notified that the next referral to the Responsibility Room will result in Time-Out IV.

Time-Out IV – Removal from Class
If the Responsibility Room facilitator feels that a student has abused the privilege of Time-Out III, or when it becomes apparent to the principal that Time-Out III has not been effective in changing inappropriate behavior, he/she may initiate the next step, Time-Out IV (suspension).

On the third referral to Time-Out III, the student is sent to his/her principal's office. The parents will be notified of the referral and the suspension as a consequence of the Time-Out IV. The student choosing Time-Out IV must be removed from class for at least one day. The student will develop a plan for new behavior. That plan should be discussed with the student's parents/guardians, written on a plan form and signed by both parent/guardian and student.

The student must be removed from class until a plan is completed – **including parental signature.** Upon completion of the form, the student must meet with his/her principal to present the completed plan form for approval. After receiving approval from the student's principal, the student will request approval of the plan by the responsibility room teacher, and the referring teacher, then the student may return to class.

EXTRA-CURRICULAR INFORMATION

ATHLETIC 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, at least twenty (20) credit hours (4 classes) for the last trimester 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.

BOYS' ATHLETIC TEAMS

Baseball, Basketball, Cross Country, Football, Soccer, Swimming, Track, Wrestling

GIRLS' ATHLETIC TEAMS

Basketball, Cross Country, Soccer, Softball, Swimming, Track, Volleyball

CHEERLEADERS

The Varsity and Junior Varsity cheerleaders generate enthusiastic support for the school's athletic programs. They are selected on the basis of competitive tryouts and school spirit.

CLUBS

Anime Club, Book Club, Chess and Euchre Club, Dance Team, Dazzle! Show Choir, Drama, Envirothon, French Club, Gaming Club, HEAT, Marching Band, National Honor Society, Ocean Bowl, Quiz Bowl, REST Club, Roseville Community Coalition, RHS Cares, SADD, Science Olympiad, Soccer Club, Spanish Club, STATIC Club, STEP Club, Student Assembly, Teens Talking Truth (T3)

SCHOOL ACTIVITIES

All school activities held on an evening prior to a school day must end at 10:00 p.m. Any student using alcoholic beverages, smoking, or acting disorderly at a school event or on school property, will be refused admission to succeeding events and will be subject to suspension from school. Students on suspension cannot attend school activities. Activities such as senior high dances are for students in grades 9 through 12 only. Guests will be admitted provided they have been properly registered in advance and are familiar with the school rules by which they must abide.

STUDENT ACTIVITIES

Student activities are the other half of the educational experience. Students should become actively involved in the total educational experience. Most employers and post-secondary programs believe that activities are essential to

a well-rounded individual. Students are to maintain good attendance in every class. Students are responsible to monitor their attendance and only on rare occasion miss class time for student activity programs. Student activities will be scheduled for after school hours. For information please contact the Athletic Director/Student Activities Office (586-445-5577).

SOCIAL ELIGIBILITY

Students must have their attendance in the 80th – 100th percentile (less than 1 absence in 5). This will be applied to all activities including but not limited to:

- Homecoming
- Attending after school events
- Prom

PANTHER PROWL

The Panther Prowl is the school newspaper and is produced by the Newspaper Class. It contains school news, sports information, and activity announcements.

YEARBOOK

"Reflections" is the school yearbook and is produced by the Yearbook Class. It is concerned with everything that happens within a school year regarding student organizations and events.

CAUGHT CARING/HALLWAY HERO

Roseville High School takes special pride in providing recognition to all students that "STAND UP AND SPEAK OUT FOR KINDNESS & JUSTICE" in and around the school setting. Special cards are available to staff, parents, and students to recognize students for doing something special in and around the school. A drawing is held each week to select the one student who will receive a $10.00 prize for being a "Hallway Hero." This is one more way of recognizing outstanding student behavior. Students and staff are encouraged to wear their "Hallway Hero" shirts each Wednesday as a visual reminder. Hallway Hero shirts are available in the school store.

PANTHER CODE OF RESPECT

The Roseville High School family consists of students, teachers, administrators, clerical personnel, custodians, kitchen/lunchroom personnel, bus drivers and paraprofessionals. We all share an important and vital place in this large family. The main qualities that hold a healthy family together are love, cooperation, respect and communication. We believe that even in a family as large as Roseville High, these qualities must be promoted and can be promoted through the adoption of certain beliefs and practices:

1. **We believe that every person has a right to coexist in a safe and comfortable environment.**
2. **We treat others and ourselves with concern, regard, and consideration.**
3. **In class, we accept each other's opinions and responses with polite attention and an open mind.**
4. **Throughout the school, we refrain from language, names and gestures that are abusive and/or offensive to others.**
5. **We realize that insults, ridicule, and put-downs damage people's self-esteem, so we refrain from using them in our communication with others.**
6. **Throughout the school we use language that reflects educated minds.**
7. **We look at one another's accomplishments (both academic and personal), however large or small, and give credit and encouragement.**
8. **We practice common courtesy and friendliness throughout the school in the manner that we greet each other, support each other, and care for each other.**
9. **We respect privacy and personal property, treating others and their property perhaps even better than we would treat our own.**
10. **We are careful to show our best selves to persons outside our family so they may see us as positive representatives.**

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 Equipments (NOCSAE)

UNDERSTANDING CONCUSSION

Headache	Balance Problems	Sensitive to Noise	PoorConcentration
Pressure in the Head	Double Vision	Sluggishness	Memory Problems
Nausea/Vomiting	Blurry Vision	Haziness	Confusion
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"
Not "Feeling Right"	Feeling Irritable	Grogginess	Sleep Problems
		SlowReactionTime	

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 a 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 haven't been knocked out.

You can't 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 and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

1. SEEK MEDICAL ATTENTION RIGHT AWAY – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.

2. 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 heath care professional says it's okay. A student who returns to play 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 a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very 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.

3. 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 • Is confused about assignment or position • Forgets an instruction	• Can't recall events prior to or after a hit or fall • Is unsure of game, score, or opponent • Moves clumsily	• Answers questions slowly • Loses Consciousness (even briefly) • Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

• One pupil larger than the other • Is drowsy or cannot be awakened • Weakness, numbness, or decreased coordination	• A headache that gets worse • Repeated vomiting or nausea • Slurred speech • Convulsions or seizures • Has unusual behavior • Cannot recognize people/places	• 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.

Notes

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