

# Eastland Middle School

## From the Principal...

Our goal at Eastland Middle School is provide students with a clean, safe, and comfortable learning environment during their middle school years. Second, we will equip students with the tools they need for a successful high-school experience and beyond.

I encourage students and parents to have discussions about the learning goals and lessons they are learning at school and future plans. I know that the Eastland staff has high expectations for students, and they have and will continue to have these discussions with students every day. Imagine what we could do for students if, as a school community, we were all having similar discussions.

Eastland Middle School provides a challenging curriculum, after school clubs, sports, and activities for all students. We also provide academic screening to ensure growth and mastery at all levels of our student body. Tutoring and other academic support programs are available for both struggling and advanced learners. We feel strongly that students taking responsibility for their own education with your support will help prepare them for the future.

Eastland Middle School provides counseling, student assistant programs and structured character education and anti-bullying programs to maintain stability in the educational environment. Our programs support students in an effort to develop their intellectual abilities, increase their self-esteem, and cope with the changes they are experiencing.

If you ever have a concern or question, please do not hesitate to call or email me. Communication is paramount for your child's success in school. For this reason, I will always encourage you to contact your child's teacher or me with questions and/or concerns.

*Major Mickens  
Principal*



# Student- Parent Handbook



**EASTLAND MIDDLE SCHOOL  
2018-2019**

# Important Information

Here is some important information to get you through the next school year. Please feel free to call us at any time with questions. We are here to help give your child the best education possible and your involvement is crucial.

## Phone numbers

Main Office	586-445-5700	
Attendance	586-445-5701	Andrea Miskov
Counselor’s Clerk	586-445-5704	Betty Clouse
Principal	586-445-5702	Major Mickens
Assistant Principal	586-445-5703	Chris LaFeve
Secretary	586-445-5702	Alicia Wrubel
Counselor	586-445-5707	Rose Bossenbery
Community Resource	586-445-5707	Officer Gary Turner
Restorative Facilitator	586-445-5700	Scott Palmer

## ATTENDANCE

Please call **586-445-5700**

### ON THE DAY AN ABSENCE OCCURS.

By Board policy, an absence must be called in within 48-hours to be considered verified and documentation provided to be considered medically excused. (See handbook for entire attendance policy.)

## MISSION STATEMENT

The mission of Eastland Middle School, in partnership with students, community, and home, is to develop contributing members of society and life-long learners prepared to meet the challenges of the future.

## VISION STATEMENT

Our students will be productive citizens that demonstrate respect, responsibility and moral integrity. They will develop critical thinking and problem solving skills to become lifelong learners. Our teachers will provide a safe environment based on respect for everyone. They will maximize student achievement through collaboration with stakeholders,

## 217-21. Fighting on School Property– City Ordinance

*“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.”*

Forging	1 - 3 SUS
Gambling	1 - 3 SUS
*Gang Activity	DET/SUS +
*Hazing/Bullying	SUS +
Identification-Failure to/Falsifying Information	1 - 3 SUS
Intimidation/Threatening Behavior/Verbal Abuse	1 - 3 SUS
Voluntary Participant	1 - 3 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	<b>EXP REC</b>
Profanity/Obscene Gestures/Materials	
Directed at Staff	3-5 SUS
Directed at Student	DET/1-5 SUS
Sexual Harassment/Ethnic Intimidation	see contents
Smoking Paraphernalia-cigarettes/lighter/tobacco possession/use of	
**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 - popping lockers	Restitution and 5-10 SUS+
Videotaping /Taking pictures to incite or encourage misconduct (ticketed offense)	1-5 SUS
Weapon - Possession of	EXPULSION - POLICE RPT
Use of any object as weapon	5-10 SUS +

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.

## CODE OF STUDENT 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 law, may be referred to the appropriate police authority.

The Student Code of Conduct applies to all conduct that occurs:

- a. on school property;
- b. on district vehicles;
- c. at school activities regardless of the location; and
- d. while students are going to and from school or school activities.

In addition, students can be disciplined for conduct that occurs at any time or any place if one or more of the following apply:

- a. The conduct was planned or organized at school;
- b. The conduct is a continuation of, retaliation for, or a consequence of something that occurred at school;
- c. A Roseville student, employee or Board member is a victim;
- d. The conduct has a direct effect on the discipline, educational environment or safety of the school.

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### Penalties for misconduct:

<b>DET = After school detention</b>	<b>SUS = Out-of-School Suspension</b>
<b>EXT = Extended Detention—After School</b>	<b>EXP = Expulsion</b>
<b>(2 days/2 hours each)</b>	
<b>* = Police Report Filed/Possible Expulsion</b>	
<b>** = Subject to fine in conjunction with Michigan State Law</b>	
<b>Alcohol, Possession/Influence (ticketed offense)</b>	5 SUS
<b>*Arson/Bomb Threat*</b>	5-10 SUS +
<b>*Assault-Student Fighting* (ticketed offense)</b>	5-10 SUS +
<b>Assault of Staff Member (ticketed offense)</b>	EXPULSION
<b>Cell Phone Use - 1st offense</b>	EXT
<b>Cell Phone Use - 2nd offense</b>	1 SUS
<b>Cheating</b>	Up to course failure
<b>Computer Misuse</b>	DET/SUS - loss of computer use
<b>Disruptive/Electronic Devices (Unauthorized)</b>	1-5 SUS
<b>Dress/Grooming</b>	DET/SUS - loss of computer use
<b>*Drugs selling/distribution</b>	<b>EXP REC</b>
<b>*Drugs use/possession/paraphernalia</b>	5-10 SUS
<b>*Explosives/fireworks - possession/use</b>	5-10 SUS +
<b>*Extortion</b>	5-10 SUS +
<b>Failure to Report to Office</b>	DET/SUS
<b>*False Fire Alarm</b>	5-10 SUS +
<b>*False Reporting/Slander Statements</b>	5-10 SUS +

research-based instructional strategies, and continuous improvement. Our parents will play an active role in the education and character development of their student. They will monitor their students' academic progress and form partnerships with teachers to demonstrate the importance of education.

## **ROSEVILLE COMMUNITY SCHOOLS 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

### **CENTRAL ADMINISTRATION**

Superintendent of Schools..... John Kment  
 Deputy Superintendent ..... Mark Blaszkowski  
 Assistant Superintendent..... Peter Hedemark

### **BOARD OF EDUCATION**

Theresa J. Genest, President, Kevin A. Switanowski, Vice President, Joseph D. DeFelice, Secretary, Matthew McCartney, Treasurer, Alfredo Francesconi, Trustee, Ruth H. Green, Trustee, Gregory W. Scott, Trustee

**ROSEVILLE COMMUNITY SCHOOLS**  
Roseville, Michigan 48066  
www.rcs.misd.net

**HANDBOOK**  
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2. Cross in front of the bus when crossing a highway, not in back of the bus.
3. Never open the rear safety door except in case of an emergency.
4. Occupy any seat assigned by the bus driver.
5. No smoking on buses anytime.
6. No food or beverages on buses.
7. Students who vandalize buses will be prosecuted.
8. Students are expected to behave appropriately while on school buses.
9. 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, 586-445-5699.

## STUDENT BUS POLICY

Bus transportation is provided to students in 6th grade who live over 1 mile from school, and students in 7th and 8th grade who live over 1.5 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:

- All bus students must have a student identification card with a bus letter on it to be used as the school bus pass. Additional bus passes will be made with a cost to the student.
- Students will follow the Code of Conduct.



- The following is expected from all students riding school buses:
  1. Be on time at the designated bus stops. **THE BUS CANNOT WAIT.**

## GENERAL INFORMATION

### AdvancED ACCREDITATION

All Roseville schools are accredited with AdvancED, formerly known as North Central Association. Accreditation validates the commitment of the school staff, district personnel and Board of Education to set a standard for providing quality 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 "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.

### 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 the school web sites. If you do not wish to have your student's work displayed, you must notify the district in writing by **September 22, 2017.**

### NOTICE – CRIMINAL SEXUAL CONDUCT

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.

### **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 **September 22, 2018**.

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

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.

al 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:

- 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.

### **BULLYING AND 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.

### **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."

### **ASSAULTS AND WEAPONS**

Any student who possesses or uses a weapon will be disciplined.

- The most recent educational agency or institution attended

### **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 are: Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **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.

### **RESIDENT/NON-RESIDENT**

State laws, rules, regulations and guidelines; decide the residence requirements for a student in the day school program. If under 18, the residence is that of parent or guardian unless:

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

### **NON-DISCRIMINATION STATEMENT**

It is the policy of the Roseville Community School District that no discriminatory practices based 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.

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.

### **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

### **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 sexu-



ments. Students who will have difficulty complying with the attendance policy because of a medical condition or other disability should contact the building principal at the start of the school year or when the disability becomes known. The building principal can make special accommodations based upon the individual circumstances of the student. Medical documentation will be required. Students who have a chronic or medical condition must file medical documentation, **at the beginning of each school year**, to help the school in administering this policy.

### **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. 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.

### **STUDENT 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

### **FIRE/EVACUATION AND TORNADO DRILLS**

Fire and tornado and drills are conducted at regular intervals throughout the school year. These are required by state laws. We expect all students to treat fire, evacuation and tornado drills seriously. It is well to 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 drills.

### **LOCKDOWN DRILLS**

The term “Lockdown” will be used to issue a crisis alert by the public address system. Students will move to an area away from doors and windows. Schools will practice lockdown drills twice a year (fall and spring).

### **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 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 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 three days or less.
2. The parent may appeal a suspension of more than five 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.

### RESTORATIVE JUSTICE

Eastland Middle School has adopted **Restorative Justice** as a model 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, the Restorative Justice system is utilized.

Below you will find a brief description of the ways the Restorative Justice system is used at Eastland Middle School.

**Peace Circles** are used to allow students to effectively resolve their conflicts with another student in a safe atmosphere. Students talk out their problems, take responsibility to make things right, and create agreements to repair any harm they have done to another.

**Restorative Justice Conferences** engage students, parents, teachers, and other staff in situations where there is a victim who has been caused some type of harm by another's actions. Accountability is imposed on the offender, and the opportunity is given for them make things right.

**Classroom Circles** enable large groups of students to have open discussions in a safe environment to resolve class issues so that all students can learn and feel welcome.

**Restorative Service** allows students the opportunity to make things right at school when there has been a Code of Conduct violation. Students engage in Restorative Service, reflect on their actions, and avoid conventional school discipline.

**Progressive Discipline Interventions** are conducted when a student repeatedly incurs discipline despite attempts at intervention. In these instances a student is taken out of the restorative process and is sent to the principal for all further incidents. Continued persistent disobedience may lead to expulsion.

**Incorrigibility Charges** may be filed with the county truancy offic-

### 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. All 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.

**Students with Disabilities** – This policy fully applies to students receiving special education services under I.D.E.A. unless the student's Individual Education Plan (IEP) specifies other arrange-

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 1<sup>st</sup> and 2<sup>nd</sup> hour, skips 3<sup>rd</sup> and 4<sup>th</sup>).**

ers for students who are persistently disobedient. These charges could result in the student being assigned a prevention officer or could lead to incarceration in the Macomb Juvenile Justice Center (youth home).

#### **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.

#### **ANNOUNCEMENTS**

Announcements are made daily over the school P.A. System. In order for any information to be read over the P.A. System, a form must be completed (Main Office) and approved by a teacher, sponsor, or administrator.

#### **CAFETERIA**

All food is to be consumed in the **CAFETERIA**. **NO** food or drink is allowed in the halls or classrooms. Beverages are not to be brought into the building unless they are unopened and part of a bag lunch. Glass containers and twist-off bottles are **prohibited**. The students will not be allowed to leave the cafeteria without special authorization. A "closed" lunch period will be observed. Any student who leaves the cafeteria

during his/her lunch period will be subject to a detention/suspension.

### LOCKERS

The school will provide the best locker service that is possible to the student. To guarantee the safety of the contents of the locker is virtually impossible, so every student is cautioned to see that his/her locker is secure and to keep the locker combination secret. **The school is not responsible for items missing from lockers.** Hall lockers and gym lockers are individually assigned. **Lockers are not to be shared with other students.** Lockers are the property of Roseville Community Schools and students writing in or on them or putting stickers or otherwise defacing them may be charged with vandalism. Restitution must be made or the student will be fined.

### LOST AND FOUND

The lost and found area for all general articles is located in the Main Office.

### STUDENT IDENTIFICATION 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 ID card for identification during school hours and at school functions. Lost cards must be replaced for a small additional fee. A student ID card must be presented when requested by any member of the school staff. These student ID cards are used as bus passes, as well.

### SCHOOL RESOURCE OFFICER PROGRAM

The School Resource 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 community, school, faculty, students, students' families and the Police Department.

### 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 any-

to comply with returning to school and maintaining regular attendance after receipt of a "Drop/Withdrawal Warning Letter" may result in 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.

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 1<sup>st</sup> 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

time 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 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.

#### **SCHOOL ACTIVITIES**

All school activities held on an evening before a school day must end by 10:00 p.m. Any student using alcoholic beverages, smoking, or acting disorderly at a school event (including sports) or on school property, will be refused admission to succeeding events and is subject to suspension from school. Middle school activities are only for students from their own building. Students will be held responsible for their conduct while attending any Roseville Community Schools activity.

#### **PHYSICAL EXAMINATION**

A physical examination is recommended for any student enrolling in a physical education class for the first time. A student is encouraged to have his/her family doctor give him/her regular checkups. A physical exam is required for any student participating in any school sport.

### STUDENT INSURANCE

Student insurance programs are available to students at the beginning of each school year. Although insurance is not a requirement, the cost is minimal and it offers desirable protection. This policy covers a student while in school and on the way home. It also covers all sports except football. A separate football policy is available.

### 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 when the book is returned. Students will be charged for damages to books and supplies over normal wear and tear. The school does not accept responsibility for lost or stolen books.

### HALL PASSES

Students must have a written signed pass from a faculty member to be in the halls during a class period or they may be assigned a disciplinary referral.

### 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. The counselor will be glad to listen to what you have to say, and what you tell him/her will be kept confidential. See your counselor when:

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

Parents are encouraged to contact a counselor when they have questions about their student's career planning, grades, personal matters, etc.

### CAREER PLANNING

Guidance personnel will advise students in regards to pathways for Career Development and Planning. The methods offered in this area will be group and individual counseling and classroom sessions, oftentimes directly to ongoing classroom curriculum.

### WORK PERMITS

Work permits are issued in the main office at Roseville High School after 2:40 p.m. Before any permit may be issued, the student must pre-

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:

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

- 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

## **ATTENDANCE POLICY - SECONDARY SCHOOLS**

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

sent an Application for Work Permit, which must be filled out by the prospective employer and returned with evidence of age (birth certificate or driver's license). All Offer of Employment forms will be approved by a principal before a Work Permit is issued. We do not sign deviation of work hour forms. State law permits the school to deny a work permit if a student's attendance and work in school is sub-standard.

### **BICYCLES**

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

### **STUDENT PERSONAL PROPERTY**

Roseville Community Schools are not responsible for the theft or loss of any type of electronic device or personal belongings. We advise students to leave valuables at home.

### **STUDENTS LEAVING SCHOOL**

Students are not permitted to leave the school building at any time during the school day without a written permit from the school office. If you must leave the building because of illness or any other emergency, you must receive permission from the office. Failure to follow this procedure may result in a suspension.

### **VISITORS**

All visitors must first report to the Main Office. Students are not allowed to have visitor passes for other students.

### **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. The detailed Technology Acceptable Use Policy is available in the Principal’s office.

### **USE OF PERSONAL COMMUNICATION**

#### **DEVICES**

#### ***In Roseville Secondary Schools***

#### **Definitions**

Personal communication device means a cellular phone, pager, or any other mechanical or electronic communication device which is capable of sending or receiving voice or text messages or which is capable of



alerting the user of a message through noise, vibration or otherwise.

### **Restrictions**

Students may use or possess a personal communication device with the following restrictions:

- A. The device ***will be turned off during the school day***, which means all time between the start of the school day and dismissal.
- B. The device will be kept in a locker, purse, backpack, pocket or other inconspicuous location and ***will not be taken out or displayed during instructional hours***.
- C. The device shall not be used on a school bus or other transportation provided by the District.
- D. At extracurricular events outside of the school day, the device must be put in vibration or silent mode. The student must leave the room, if otherwise allowed, to use the device to communicate. Athletes or participants may only use the device with the permission of the coach or sponsor.

### **Penalties**

A personal communication device used or possessed in violation of this policy **will be confiscated**. The **device will only be returned to a parent**, after a conference with the principal or assistant principal. Violation of this policy will also subject the student to discipline, as provided in the Student Code of Conduct. Students who refuse to turn them over will incur a suspension.

**Devices such as:** iPods, MP3 players, recorders, laser pointers, cameras, skateboards, roller blades, motorbikes, student driven cars, etc. are not allowed on school premises. **These items will be confiscated**. Students will be subject to disciplinary action according to our Code of Conduct. **The school will not be responsible for any of the above or similar items. School time will not** be disrupted to deal with the loss or theft of these items.

It is the intent of all of us at the middle schools 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:

### **CORPORAL PUNISHMENT**

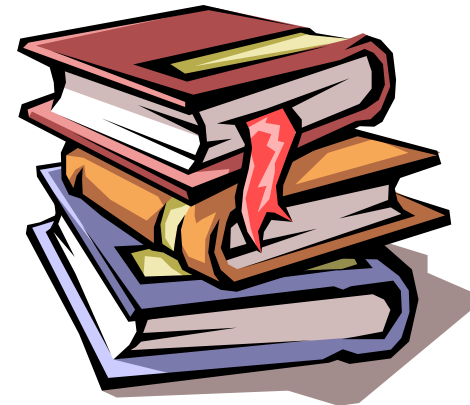
Corporal punishment of a student is prohibited. Physical force may be used on a student to control dangerous or disruptive behavior under the following circumstances only:

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.



## ACADEMIC POLICY

Sixth through eighth grade classes (except for 8th grade Algebra I, Spanish or French) are not counted toward the credits required for a high school diploma. A sixth, seventh, or eighth grader must successfully show evidence of mastery in the core area classes (Language Arts, Math, Science, and Social Studies) to be promoted to the next grade. (Subject to principal review.)

## DROPPING/CHANGING COURSES

1. 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.
2. Except under extenuating circumstances, a student who drops a course will receive an "F" for the course.
3. No student may drop a course without having received permission in writing from a principal and parent/guardian.

## PROGRESS REPORTS

Progress reports will be issued approximately the seventh week of each thirteen-week marking period. The purpose of these reports is to notify parents of their son's or daughter's classroom progress. A parent may request a conference by calling a principal, teacher, or counselor **at any time**. **Parent Portal is available throughout the school year. Please call the school for more information.**

## REPORT CARDS

Report cards are issued at the end of each trimester. Report cards will be mailed home for all students. Parents are encouraged to call the school if they do not receive a report card.

## 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 class.

## 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

1. Do not do the work for the students, but encourage the student to complete each assignment.
2. Be available to meet with teacher/school official to develop a common understanding of how to assist the student.
3. Participate in mutual feedback activities.

## RULES AND REGULATIONS

## INTRODUCTION

## CLUBS AND ORGANIZATIONS

### ATHLETIC ELIGIBILITY

According to Michigan High School Athletic Association, no student will compete in any athletic contest during any semester who does not have to his/her credit on the books of the school represented, at least twenty (20) credit hours/(4) classes for the last semester during which he/she will have been enrolled. Additional guidelines are specified in the Athletic Handbook available in Athletic Office at the high school.

### BOYS' ATHLETIC TEAMS

7th and 8th Combined Football  
7th and 8th Basketball  
7th and 8th Combined Track  
7th and 8th Wrestling

### GIRLS' ATHLETIC TEAMS

7th and 8th Basketball  
7th and 8th Volleyball  
7th and 8th Combined Track

Other clubs may be offered as interest is shown.



Their purpose is to give leadership, develop school spirit, and express student opinion. All students may participate in student council. Information on meetings will be given in the morning announcements.

### NATIONAL JUNIOR HONOR SOCIETY

This is an organization of outstanding students. Membership requirements include, among other things, a high grade point average and recommendation by the faculty.

## 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 a demeaning manner
- ♦ Inappropriate slogans and emblems
- ♦ Low cut shirts
- ♦ Exposed undergarments

\*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 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:

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.

