



STUDENT-PARENT HANDBOOK

2017-2018



ROMEO
COMMUNITY
SCHOOLS

Dear Parents and Students,

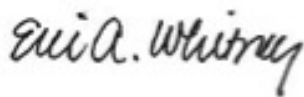
On behalf of the many dedicated school district employees that serve the families of this community, it is my pleasure to welcome you to the Romeo Community Schools! We are pleased to work hand-in-hand with parents to ensure that each student receives the high quality education he or she deserves. I hope this handbook will help establish a common set of expectations and procedures to support our common goals.

I encourage you to take a look at the contents of this handbook as the new school year is beginning and then continue to use it as a reference guide in the coming weeks and months. If at any time you have questions about the handbook, please do not hesitate to contact your child's principal or a member of the district's administration. We are happy to help provide any additional information you may need.

Many research studies have shown that students with involved parents are more likely to have higher grades and test scores, attend school regularly, have better social skills, show improved behavior, and adapt well to school. Getting to know this handbook is one way to help your child, but I hope you will also take advantage of the many opportunities to be involved in your child's school, keep the lines of communication open with teachers and ask questions when needed. We welcome you as partners in the educational process!

I look forward to another great year with you and your child, as we continue in the tradition of excellence for which Romeo Community Schools is known. Our RCS team of committed educational professionals is proud to be part of an outstanding community with outstanding schools. Thank you for choosing Romeo Community Schools and "Go Bulldogs!"

Warm regards,



Eric A. Whitney
Superintendent

WELCOME

A MESSAGE FROM YOUR SUPERINTENDENT

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Joe Yelenich - Transportation

SCHOOL CONTACT INFORMATION

AMANDA MOORE ELEMENTARY SCHOOL

Principal: Roger Bennett

209 Dickenson St.
Romeo, MI 48065
Phone: (586) 752-0260
Fax: (586) 752-0468

ROMEO ENGINEERING AND TECH CENTER (RETC)

CTE Director: Natalie Davis

62300 Jewell Rd.
Washington, MI 48094
Phone: (586) 752-0245
Fax: (586) 752-0452

HAMILTON-PARSONS ELEMENTARY SCHOOL

Principal: Andrea Hasse

69875 Dequindre Rd.
Leonard, MI 48367
Phone: (586) 752-0280
Fax: (586) 752-0421

ROMEO HIGH SCHOOL

Principal: Bernie Osebold

11091 West 32 Mile Rd.
Romeo, MI 48065
Phone: (586) 752-0300
Fax: (586) 752-0402

HEVEL ELEMENTARY SCHOOL

Principal: Paul Essian

12700 29 Mile Rd.
Washington, MI 48094
Phone: (586) 752-5951
Fax: (586) 752-6008

ROMEO MIDDLE SCHOOL

Principal: Brad Martz

297 Prospect St.
Romeo, MI 48065
Phone: (586) 752-0240
Fax: (586) 752-0256

INDIAN HILLS ELEMENTARY SCHOOL

Principal: Lisa Wujczyk

8401 29 Mile Rd.
Washington, MI 48095
Phone: (586) 752-0290
Fax: (586) 752-0467

WASHINGTON ELEMENTARY SCHOOL

Principal: Bill Bock

58230 Van Dyke
Washington, MI 48094
Phone: (586) 781-5563
Fax: (586) 752-0470

POWELL MIDDLE SCHOOL

Principal: Jeff LaPerriere

62100 Jewell Rd.
Washington, MI 48094
Phone: (586) 752-0270
Fax: (586) 752-0276

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SECTION 1: NOTICES AND GENERAL INFORMATION

GENERAL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.romeok12.org or at the Board office located at 316 North Main Street, Romeo, MI 48065.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors may be required to show identification.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

EQUAL OPPORTUNITY/NONDISCRIMINATION

Romeo Community Schools does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, or religion in its programs and activities. The Board of Education designates the following individuals to serve as the District's Compliance Officers.

Eric Whitney
Superintendent
Romeo Community Schools
316 N. Main St.
Romeo, MI 48065
Phone: (586) 752-0225
Email: eric.whitney@romeok12.org

Jennifer McFarlane
Assistant Superintendent
Romeo Community Schools
316 N. Main St.
Romeo, MI 48065
Phone: (586) 752-0231
Email: jennifer.mcfarlane@romeok12.org

The School District's complaint procedure may be obtained from the District's Compliance Officers or the District's website www.romeok12.org. For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-521-2172
Email: OCR.Cleveland@ed.gov

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

SCHOOL VOLUNTEERS

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

In order to ensure the protection of children in the care of Romeo Community Schools, all persons wishing to provide a volunteer service at the school or for any function conducted by the school must complete a State of Michigan Internet Criminal History Access Tool (ICHAT) background check. You may contact the school building to receive and complete the Volunteer Release Form, which is required in order to perform the ICHAT background check. Any individual declining to complete the form will not be considered for volunteer service. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

INVITATIONS AND GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be distributed outside of school. The office is unable to release addresses and phone numbers of students.

TREATS AND SNACKS K-8

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. We strongly encourage you to select a treat or snack with nutritional value.

EMERGENCY SCHOOL CLOSINGS

In case of bad weather and other local emergencies, please check the Romeo Community Schools website www.romeok12.org or listen to any local radio or television station to be advised of school closings or early dismissals. Parents registered with the District's School Messenger system will also be notified by phone, email and/or text message of school closings. If bad weather or another emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

VIDEO MONITORING SYSTEM

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

ACCOMMODATING PERSONS WITH DISABILITIES

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

STUDENT FUNDRAISING

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

SECTION 2: ATTENDANCE, PROMOTION AND GRADUATION

ATTENDANCE

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall ensure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

1. The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
2. The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools.
3. The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
4. The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
5. The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
6. The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

The Romeo Community Schools Board of Education recognizes that there is a direct relationship between

good attendance and school success and believes that attendance is a cooperative effort between parents, students and the school staff.

Parent Responsibility

1. Students should be in school every day possible. If a parent or guardian chooses to take their child out of school, they must also be responsible for the absence(s). At the end of each grading period, students are evaluated, and days missed from school have a negative impact on the education process.
2. Parents should provide an attitude that supports regular attendance.
3. Parents should cooperate with the school to correct any attendance problems.
4. Parents should provide a written note when their child returns to school, stating the reason for his or her absence. Students should present that note to the main office within two days of returning to school. This note only verifies a student's absence; it does not excuse it. If a parent provides written authorization from a physician's office or from a funeral home, then absences for medical appointments or for bereavement purposes shall be excused.
5. Parents should call the school attendance office the morning of a student's absence to inform the school of their child's non-attendance.

Student Responsibility

1. Students should be in school, on time, every day possible.
2. Students should set good examples for others, encouraging them to have good attendance habits is a necessary and important part of school.
3. Students are responsible for making up missed work due to absences. If a student knows of an absence in advance, he/she is encouraged to notify his or her teacher and to make suitable arrangements for work, tests, and quizzes.

School Responsibility

Romeo Community Schools recognizes that there is a direct relationship between good attendance and classroom success. Students who have consistent attendance generally achieve better grades, enjoy school more, and are more employable after leaving high school.

1. Administration will investigate instances of repeated absences and tardiness.
2. The school will notify parents of the consequences of excessive absence or tardiness.
3. The school will obey all legal requirements of students' rights, and provide due process in enforcing the attendance policy.
4. The school will recognize regular attendance as a worthy achievement.

STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent or guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a parent will be contacted by a school official or by the automatic attendance dialer. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

For attendance concerns, the school will issue a letter when a student reaches ten absences. In the rare instance that an attendance concern continues to twenty absences, parents will again be notified by letter and the case may be referred to an attendance enforcement officer.

At Romeo High School, a student must be present for 90% of the scheduled class days in order to be eligible to earn credit for a course. A Romeo High School student who fails to earn credit because of excessive absences will have the opportunity to appeal that credit decision during the last two weeks of the semester. The student can submit a written appeal form for consideration by the school administration prior to the beginning of the first final exam. The student must be passing the class and complete the appeal form in order to be eligible for an appeal. The student will remain in the class for the remainder of the semester. If the appeal is denied and it is determined that the credit will be lost, the student will receive a grade of "NC" (no credit) if passing or a grade of "F" if failing. During the remainder of the class, if a student continues to have attendance problems or exhibits disruptive behavior, the student will be disciplined in accordance with the student code of conduct outlined in this handbook. In the event of habitual and/or chronic truancy, the school will establish intervention procedures.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent or guardian must give written notice to the building principal at least five calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

MAKE-UP WORK

Students who are absent shall be given appropriate opportunities to make up work. Make-up work will be completed in a timely fashion under the direction of the classroom teacher. The student will be permitted the same number of days as he or she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his or her teachers.

TRUANCY

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

GRADING AND PROMOTION

Of the many forms of communication between school and home, grades are one of the most important. They are used to communicate a student's progress, to help diagnose weaknesses in learning that need improvement, and to assist in planning for future education and careers. Consequently, our district is committed to constantly improving grading and reporting practices. The District has developed a comprehensive set of Grading Standards for Grades 6-12, which is available on our website at www.romeok12.org on the Grading page found under the Academics main menu. In addition, this webpage contains important information for parents of students in grades K-5 on Standards Based Grading practices used by the Romeo Community Schools.

School report cards are issued to students on a quarterly basis in grades 6-12 and at the end of trimesters for grades K-5. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. The Board of Education policy 5410 concerning promotion and retention can be found in its entirety on the District's webpage at www.romeok12.org on the Board of Education page under the Inside RCS main menu. The policy requires procedures for promotion and retention of students which:

1. Ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
2. Require the recommendation of the classroom teacher for promotion or retention;
3. Require that parents are informed in advance of the possibility of retention of a student at a grade level;
4. Assure that every effort will be made to remediate the student's difficulties before he or she is retained;
5. Assign to the building principal the final responsibility for determining the promotion or retention of each student.

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. The Board of Education has developed the following guidelines related to homework:

1. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
2. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
4. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities that make a legitimate claim on the student's time.
5. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
6. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
7. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

DUAL ENROLLMENT

Dual enrollment is a process by which high school students may enroll in college courses for high school and college credit. The Post Secondary Enrollment Option Act (PA 160 of 1996) establishes the opportunity for Michigan high school students to dual enroll in college courses at Michigan postsecondary institutions when certain criteria are met. High school students need to be continually challenged in order to maintain their academic interests and such challenges must include rigorous academic pursuits. Providing a wider variety of options to students by encouraging and enabling them to dual enroll assures new and exciting academic challenges. For students wishing to pursue a dual enrollment option, it is important to consult the Postsecondary Dual Enrollment Handbook available on the Romeo Community Schools website at www.romeok12.org on the Dual Enrollment page under the Academics main menu.

CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS

Students should not assume that the credit opportunities described below will always result in earned credit towards graduation or course prerequisites. Students should first discuss the matter with a guidance counselor or administrator.

Middle School Course Credit

The Romeo Community Schools Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District. Any middle school student who takes any course at the middle school that uses the same content and assessments as the high school courses (i.e., Algebra 1, American Sign Language 1, German 1, or Spanish 1) can receive high school credit for passing that course as defined in the grading policy. This credit for a course may be used to fulfill a course or course-sequence requirement, and shall be counted toward the required number of credits needed for graduation. The grade received in the middle school course will count toward the high school grade point average.

Online Learning

The State of Michigan, under section 21f of the State School Aid Act, has created the option for parents to request that their student, in grades 6-12, be enrolled in no more than two online courses in place of currently scheduled courses. Romeo Community Schools supports online learning. We encourage parents to consider carefully if a 100% online course is ideal for their child given the fact that they will be forfeiting face-to-face teacher classroom instruction and support.

Procedures related to online learning can be found in the 21f Online Learning Handbook available on the Romeo Community Schools website at www.romeok12.org on the Online Learning page under the Academics main menu.

Exchange Programs

An exchange student will be granted an honorary diploma.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in grades 9-12 in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal. Students are limited to two independent study courses.

Dual Enrollment Courses

A student who successfully completes a dual enrollment course may receive credit at both the college and high school level. For students wishing to pursue a dual enrollment option, it is important to consult the Postsecondary Dual Enrollment Handbook available on the Romeo Community Schools website at www.romeok12.org on the Dual Enrollment page under the Academics main menu.

World Language

A student demonstrating proficiency in a world language outside of a public or private high school curriculum shall be granted credit. Proficiency may be demonstrated by a competency test or other established criteria. The amount of credit will be based on foreign language proficiency achieved.

HOMEBOUND INSTRUCTIONAL SERVICES

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound services.

For information on homebound services, contact the Academic Services Department at (586) 752-0231.

EARLY GRADUATION

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Permission to graduate early is subject to approval of the principal. The Early Completion of High School form must be submitted to the principal two semesters prior to the desired graduation date. If an unusual circumstance or opportunity should arise after the deadline, the principal will consider an extended deadline on a case by case basis.

Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e., announcements, cap and gown rental, graduation practices).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

TESTING OUT

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined.

The student will be granted high school credit by attaining a grade of not less than C+ in the final examination in the course. A final examination is a comprehensive examination, which addresses all components of the course curriculum. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course. A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.

If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic

assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation. The course teacher and department chairperson will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.

Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from high school with a high school diploma, each student must earn 22 credits. Students who do not earn 22 credits will not be permitted to participate in commencement exercises. Students completing the necessary credit recovery courses by August following their senior year will be awarded a Romeo High School diploma without participating in commencement exercises. In addition to earning 22 credits, the following criteria must be met:

1. Complete all District graduation requirements.
2. Successfully complete all of the following credit requirements of the Michigan Merit Curriculum, which includes:
 - a. At least 4 credits in English language arts that are aligned with state subject area content expectations.
 - b. At least 3 credits in science that are aligned with state subject area content expectations, including completion of at least biology and one of the following: chemistry, physics, anatomy, agricultural science, or a program or curriculum that are aligned with state subject area content expectations for chemistry and physics.
 - c. At least 4 credits in mathematics that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a retake of algebra II, a course in financial literacy.
 - i. A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded
 - ii. A student also may partially or fully fulfill the algebra II requirement by completing an approved formal career and technical education program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy.
 - iii. Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.
 - d. At least 3 credits in social science that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics or 1/2 credit in personal economics, and a civics course.
 - e. At least 1 credit in subject matter that includes both health and physical education aligned with state guidelines. Students may substitute a 1/2 credit of district-approved participation in either extracurricular athletics or other extracurricular physical activities.
 - f. At least 1 credit in visual arts, performing arts, or applied arts aligned with state guidelines.
 - g. At least 2 credits in a language other than English, based on state guidelines. Students may fully or partially fulfill up to 1 credit of this requirement by completing an approved formal career and technical education program or an additional visual or performing arts course.

3. Students and/or a student's parent/legal guardian(s) are entitled to request a personal curriculum that modifies certain of the Michigan Merit Standard requirements. Personal curricula are subject to school approval, as provided in state law. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his or her personal curriculum even if it does not meet the requirements of the Michigan Merit Curriculum. All of the following apply to a personal curriculum:
 - a. The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/legal guardian, a teacher or the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist will be included in this group. The teacher included in the group developing the personal curriculum will be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in the subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group. This group does not have to meet in person.
 - b. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Curriculum as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.
 - c. Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his or her designee.
 - d. The student's parent/legal guardian shall be in communication with each of the student's teachers to monitor the student's progress toward the goals contained in the student's personal curriculum.
 - e. Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.
 - f. The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum.
 - g. The mathematics credit requirements may be modified as part of a personal curriculum if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school, including algebra I and geometry. The student must successfully complete at least 1 math credit during his or her final two years of high school enrollment. The algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:
 - i. Has successfully completed the same content as 1 semester of algebra II.
 - ii. Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content.
 - iii. Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as the algebra II benchmarks assessed on the state 11th grade assessment.
 - iv. Successfully completes 1 semester of statistics, functions and data analysis, or technical mathematics.

- h. The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:
 - i. The student has successfully completed 2 credits of the social science credits, including the civics course.
 - ii. The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- i. The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- j. The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- k. If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

SECTION 3: STUDENT FEES AND MEAL COSTS

FEES, CHARGES, AND FINES

The school may establish fees and charges to cover the costs for certain extracurricular and non credit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

WAIVER OF FEES

A student whose parent or guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. The building principal will notify the parent or guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

SECTION 4: TRANSPORTATION AND PARKING

BUS TRANSPORTATION

The district provides bus transportation to and from school for students living outside the walking zone. A list of bus stops will be published at the beginning of the school year before student registration. parent or guardians must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation director and/or building administrator.

Parents will be informed if their student is engaged in inappropriate behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.

8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct. Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Romeo Community Schools Transportation Department at (586) 752-0267.

PARKING

Visitor Parking

Visitor parking is available at each school. Those dropping off and picking up children should follow the posted instructions. Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Student Parking

Students may park their vehicles in the designated lot. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

Lots designated for school staff, personnel, visitors and others may not be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to

the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

SECTION 5: HEALTH AND SAFETY

IMMUNIZATIONS

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. A student enrolling in the District for the first time or enrolling in grade 7 for the first time shall submit one of the following:

1. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
2. The State of Michigan non-medical waiver form (dated January 1, 2017) from the local health department. In December, 2014, the Joint Committee on Administrative Rules approved a new educational requirement for Michigan parents wishing to opt their children out of getting vaccinated before entering school. The new rule allows parents/guardians to have the opportunity to speak with a health educator from their local health department about their concerns and questions regarding immunizations prior to the non-medical waiver being signed. Any parent or guardian who wants to claim a non-medical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified non medical waiver form through the local health department.

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well being. When a student's licensed health care provider and parent or guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent or guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. This does not include the emergency administration of an epinephrine auto-injector (EpiPen®) by a trained school or district employee as provided under state law.

No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent or guardian has completed and signed an Authorization for Student Self-Medication Form.

GUIDANCE AND COUNSELING

Romeo Community Schools provides a guidance and counseling program for students in grades 6-12. The school's counselors are available to those students who require additional assistance. Parents of students in grades K-5 should contact the building principal for available counseling resources and referrals.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct minimum of five (5) fire drills, two (2) tornado drills, and three (3) lockdown drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

COMMUNICABLE DISEASES

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent or guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent.
3. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

HEAD LICE

The school will observe the following protocols regarding head lice.

1. The student's parent or guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent or guardian.
3. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the infestation.

4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school until it is determined by school officials he or she is free of head lice.

EMERGENCY MEDICAL AUTHORIZATION

The student's parent or guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician).

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school, a Diabetes Care Plan should be developed with the school principal. Parents/guardians should:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of healthcare providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he or she can access educational programs and services. For further information, please contact the building principal.

STUDENTS WITH SEVERE FOOD ALLERGIES OR CHRONIC ILLNESS

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed

and implemented to provide the needed supports and accommodations so that he or she can access educational programs and services. The School District's Section 504 Policy is available on the Romeo Community Schools website www.romeok12.org.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our District also may be able to appropriately meet a student's needs through other means.

SECTION 6: DISCIPLINE AND CONDUCT

GENERAL BUILDING CONDUCT

Students shall not arrive at school before the hours posted by the school administration. The following rules shall apply, and failure to abide by the rules may result in discipline:

1. Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
2. Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
3. Students shall not write on walls, desks, or deface or destroy school property.
4. Chewing of gum is not permitted in the school building.
5. Skateboards are not permitted at school.
6. Water guns, play guns, and/or real guns are not permitted at school.
7. No radios, MP3 players, or cameras are permitted without permission from the principal.

3. Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
4. Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
6. The length of shorts or skirts must be appropriate for the school environment.
7. Appropriate footwear must be worn at all times.
8. If there is any doubt about dress and appearance, the building principal will make the final decision.
9. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

SCHOOL DRESS CODE/STUDENT APPEARANCE

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

1. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

STUDENT DISCIPLINE

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, or selling:
- a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed healthcare provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - g. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a "look alike" weapon.
5. Using or possessing an electronic paging device.
6. Using a cell phone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cell phone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cell phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless the supervising teacher grants permission, use of the device is provided in a student's individualized education program (IEP), it is used during the student's lunch period at the high school level, or it is needed in an emergency that threatens the safety of students, staff, or other individuals. Use of these electronic devices is not permitted at the elementary level and only at the middle school level when authorized by the school administration.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling 911; signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, criminal sexual assault, arson, theft, gambling, eavesdropping, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs

and alcohol, substances ingested by the person.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent or guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.

9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Due Process

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

1. Students subject to short-term suspension: Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him or her and the opportunity to respond prior to

the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

2. Students subject to long-term suspension and expulsion: A student and his or her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the hearing officer to answer the charges. The student and/or his or her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the hearing officer, and a summary of the facts to which the witnesses will testify. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Board of Education Policy 5610 and/or Board of Education Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

Suspension and Expulsion

In compliance with State and Federal law, the superintendent shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

The Michigan Revised School Code section 380.1313 defines a "dangerous weapon" as a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a

projectile by the action of the explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.

"Arson" means a felony violation of chapter X of the Michigan penal code, 1931 PA 328, MCL 750.71 to 750.80. "Criminal sexual conduct" means a violation of section 520b, 520c, 520d, 520e, or 520g of the Michigan penal code, 1931 PA 328, MCL 750.520b, 750.520c, 750.520d, 750.520e, and 750.520g.

The superintendent need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the superintendent that:

1. The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the pupil.
3. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
4. The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

The superintendent shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer or contractor. The superintendent shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

The superintendent shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five or below for a period of time determined at the superintendent's discretion if the student commits verbal assault at school against a District employee, volunteer or contractor or makes a bomb threat or similar threat directed at a school building, property, or at a school-related activity. Verbal assault is communicated intent to

inflict physical or other harm on another person, with a present intent and ability to act on the threat. "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.

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, the superintendent shall consider the following factors:

1. The student's age
2. The student's disciplinary history
3. Whether the student has a disability
4. The seriousness of the violation or behavior
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member
6. Whether restorative practices will be used to address the violation or behavior
7. Whether a lesser intervention would properly address the violation or behavior

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices that emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. A school employee, contractor, or employee may use reasonable physical force as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning and for the reasons otherwise specified by law.

Gang and Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

BULLYING

State law requires all Michigan schools to have an anti-bullying policy in place. The Romeo Community Schools Board of Education Policy 5517.01 addresses the issue of bullying and other aggressive behavior toward students. Parents and students may view the policy in its entirety on the District's website at www.romeok12.org on the Board of Education page under the Inside RCS main menu.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. The Board of Education policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior, including cyberbullying, toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent or guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

The superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and

responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Any student who believes he or she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or school official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the Board of Education president. A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation. The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his or her parent or guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Board of Education Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the superintendent. The superintendent shall submit a compiled report to the Board on an annual basis.

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target

of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as 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. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.). "Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's

property; or to intentionally interfere with or block a person's movement without good reason.

INTIMIDATION AND HARASSMENT

Intimidation and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of intimidation or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass or intimidate another based upon race, color, national origin, sex, sexual orientation, gender identity, failure to comply with gender stereotypes, disability, age, or religion. The school and district will not tolerate harassing or intimidating conduct whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

The Board designates the following individuals to serve as Anti-Harassment Compliance Officers for the District. They are hereinafter referred to as the Compliance Officers.

Eric Whitney
Superintendent
Romeo Community Schools
316 N. Main St.
Romeo, MI 48065
Phone: (586) 752-0225
Email: eric.whitney@romeok12.org

Jennifer McFarlane
Assistant Superintendent
Romeo Community Schools
316 N. Main St.
Romeo, MI 48065
Phone: (586) 752-0231
Email: jennifer.mcfarlane@romeok12.org

LUNCH AND CAFETERIA RULES

Closed Campus Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff and when properly signed out by a parent or guardian. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, drinks.
6. Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.
7. Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
8. Students shall not leave the cafeteria until the after the appropriate bell rings, or otherwise directed by staff.
9. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
10. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
11. Students shall report spills and broken containers to cafeteria staff immediately;

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent or guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

SEXUAL HARASSMENT

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal or to individuals listed below, who have been designated as the school's sexual harassment grievance officer.

Eric Whitney
Superintendent
Romeo Community Schools
316 N. Main St.
Romeo, MI 48065
Phone: (586) 752-0225
Email: eric.whitney@romeok12.org

Jennifer McFarlane
Assistant Superintendent
Romeo Community Schools
316 N. Main St.
Romeo, MI 48065
Phone: (586) 752-0231
Email: jennifer.mcfarlane@romeok12.org

PHYSICAL ASSAULT

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

HAZING

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

SECTION 7: INTERNET, TECHNOLOGY AND PUBLICATIONS

INTERNET ACCEPTABLE USE

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use

Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges

The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;

6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his or her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.
14. Cyberbullying

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of viruses.

Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides email to aid students as an education tool.

1. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the user. Unauthorized access by any student to an email account is prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language or images, or is otherwise harmful to minors; or
 - d. Is reasonably viewed as promoting the use of illegal substances.

Guidelines for Student Distribution of Non-School-Sponsored Materials

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students at school or a school-related activity must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at the designated times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with the above guidelines.

The distribution of non-school-sponsored materials must comply with the above guidelines and must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

STUDENT USE OF ELECTRONIC DEVICES

Electronic devices are permitted only when authorized by school personnel. A student at the high school level may possess or use a cellular telephone and/or other electronic communication devices (including netbooks) in school, on school property (including school buses), at after school activities and/or at school-related functions; however, use of a cellular telephone and/or other electronic communication device is prohibited while in the classroom or engaged in a learning environment such as a field trip or assembly unless the use is instructed by instructional staff.

Possession of a cell phone and/or other electronic communication devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular telephone and/or other electronic communication devices.

The student who possesses a cellular telephone and/or other electronic communication devices shall assume responsibility for its/their care. At no time shall the District be responsible for preventing theft, loss or damage to cellular telephones and/or other electronic communication devices brought onto its property.

SECTION 8: SEARCH AND SEIZURE

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment, Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

SECTION 9: ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

ATHLETIC DEPARTMENT MISSION STATEMENT

Educating for life through competition, activity and opportunity.

ATHLETIC DEPARTMENT BELIEF STATEMENTS

- We believe that education is our primary goal.
- We believe that there are many lifelong educational values and learning moments associated with extracurricular activities.
- The focus of our program is student outcomes....that which is gained by each individual's experience.
- We believe in respect for one's self, teammates, opponents, coaches, fans, officials and others.
- We believe in responsible behavior to be demonstrated by athletes, coaches, fans, cheerleaders, and others to accept the results of interscholastic competition.
- We believe that anyone choosing to participate has responsibilities to the school, teammates, coaches and community.
- We believe, that in order to achieve, one must be dedicated, committed, set goals and be prepared both physically and mentally.
- We believe in community, that we got to where we are because others cared enough to give. Now, in some way, we must do our part and give back to our community.
- We believe in healthy lifestyles, that part of being committed, prepared and dedicated is deciding to do all we can to improve ourselves and stay healthy.
- We believe in teamwork, knowing that what we do, in and out of school, and on and off the field/court, affects not only us but our teammates, my school and my community.
- We believe safety is vital and is the responsibility of players, parents, administrators and the community.
- We believe in sportsmanship, that our athletes can play hard, play safe and play competitively within the framework of good sportsmanship.
- We believe, without scholastics, sportsmanship, safety, values, respect and responsibilities, we can never truly be winners.

ATHLETIC RULES AND CODE OF CONDUCT

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

ATHLETIC PROGRAM PHILOSOPHY

The goal of education is to help young people to develop physically, emotionally and intellectually. The athletic program at Romeo Community Schools is meant to contribute to this goal by providing our student athletes with opportunities to participate as team members in interscholastic athletic competition. Desirable individual outcomes include the development, not only of physical skills, but of sportsmanship, teamwork, self-discipline, loyalty, tolerance and perseverance.

As an athlete, you are a highly visible representative of your team, your school and your community. You are expected to demonstrate high standards of conduct and sportsmanship as a member of the team. Whether on the court, on the sidelines or just wearing your colors, you will be commended for, or be held responsible for, your actions. Romeo Community Schools expects good sportsmanship, fair play and good citizenship at all times for athletes, coaches, fans and teams. Athletes not in compliance with the Romeo Community Schools Code of Conduct and the Student Athletic Code of Conduct during the Michigan High School Athletic Association (MHSAA) athletic school year of August through June, inclusive, will be disciplined under the Romeo Community Schools' Code of Conduct and the Student Athlete Code.

Rules, which have been adopted by the Romeo Community School District and are also covered

by MHSAA rules, are noted in this handbook with an asterisk (*). Students are subject to all MHSAA rules and regulations even though such rules may not be included specifically in this document.

PARTICIPATION STATEMENT

It is a privilege, not a right, to participate on one of the Romeo High School Athletic Teams. Participation on a sports team is earned through academics, commitment, dedication and skill development, together with an athlete's actions in and out of school, on the practice field or during competition. An athlete's conduct will also determine this participation privilege by following all team rules, the Romeo School District Code of Conduct and the Student Athlete's Code of Conduct. Student athletes are expected to demonstrate a high value of sportsmanship and respect towards their school, coaches, teammates, equipment, officials and opponents. Athletes and parents need to understand that they are taking part in a team sport and decisions will be made for the benefit of the entire team, not for individuals. Participating in a sport is considered an extension of the classroom with an athlete's actions to, from and on the playing field being dealt with under the Romeo School District Code of Conduct, the Student Athlete's Code of Conduct and team rules.

STUDENTS WITH SPECIAL NEEDS

The Romeo High School Athletic Department is committed to making athletic teams accessible to special needs students. Accessibility will follow the MHSAA guidelines and rules. Please contact the Athletic Director to discuss your special needs requirements.

ATHLETIC PROGRAM PARTICIPATION FEES

In order to maintain a full athletic program, the Board of Education has established an athletic participation fee. The per season rate for high school athletics is set at \$195 and the per season rate for middle school athletics is set at \$125.

Financial aid is available. Students qualifying for the Federal Child Nutrition Program or Free and Reduced Price School Meals are eligible. If the student qualifies for free meals, the participation fee is only 25% of the full rate, \$49 for high school students and \$31 for middle school students. If the student qualifies for reduced meals, the fee is set at 50% of the participation fee, \$98 for high school students and \$63 for middle school students. Information about a student's financial needs is strictly confidential. A student's family must sign a release and complete the Athletic Application form.

The Athletic Participation Fee is due five days after the team is selected. Once your athlete has been notified that he or she has made a team, the payment is due five working days later. For teams that do not cut players (football, cross country, wrestling, track, tennis and swim), the athlete must pay the athletic fee by the fifth day of scheduled practice. Payment not received in the Athletic Department Office by 2:30 p.m. on the fifth day will result in your child not being able to take part in any team activities (practices, scrimmages or games) until the fee is paid. Cheerleading and Dance Teams will be considered one season.

Students participating in self-funded sports (bowling, ice hockey and lacrosse) are not required to pay the Athletic Participation Fee. Students in self-funded sports will be required to pay 100% of their assigned participation fee once they are selected for the team. No refund will be given.

Coaches cannot accept applications and/or fee payments. Payment is only accepted online through PaySchools.

Refunds of Participation Fee

Refunds of the Athletic Participation Fee will not be given for the following reasons:

1. Voluntary withdrawal.
2. If the athlete is removed from a team for disciplinary reasons.

3. If an athlete becomes academically ineligible.
4. For contests that cannot be rescheduled.
5. If full allotment of games cannot be scheduled.
6. Violation of MHSAA, District, School, Athletic & team policies, rules, regulations & requirements.

Refunds of the Athletic Participation Fee will be given in the following cases:

1. If the student suffers a season-ending injury which precludes him or her from participating any further. A medical authorization letter from a physician must accompany such requests. A portion of the participation fee will be returned based on proration of the remaining season. The return portion cannot be less than one-half of \$195.
2. Cancellation of a team due to low enrollment.

Payment of participation fee does not give athletes or parents any control over any conditions of the team. Payment of the participation fee in no way guarantees any playing time of an athlete, except required time for middle school.

RULES OF ELIGIBILITY FOR PARTICIPATION

The following rules of eligibility must be observed in order to participate in the interscholastic athletic program.

***Enrollment**

The student must be enrolled in the school for which he or she competes by the Monday of the fourth week of the semester in which he or she competes or must move into the school district with his or her parents or guardian with whom they live during the current school year. The student must reside in the school service area in which he or she attends school unless he or she has received prior district and MHSAA approval to compete in a different school.

***Age**

A student in grades 9 through 12, who participates in any interscholastic athletic contest, must be under nineteen (19) years of age. When a student's 19th birthday occurs on or after September 1st of a current school year, he or she is eligible for participation for the balance of the school year.

***Physical Examination**

A student must have a physical examination by a physician certifying that the student is fully able to compete in athletics. This physical must take place on or after April 15th of the previous school year to be used for the current school year. The student must submit the completed physical form to the Athletic Director. The student SHALL NOT PARTICIPATE in any practice sessions or contests until the completed form has been turned into the Athletic Director.

***Seasons of Competition**

A student, while enrolled in grades 9 through 12, shall be eligible to compete in no more than four (4) seasons in either first or second semester athletics. For example, a student may not compete in more than four (4) seasons of a particular sport: football, soccer, tennis, etc. A student shall be limited to participation in only one sport season when that sport, leading to a state championship, is sponsored twice during the school year.

***Semesters of Eligibility**

A student shall not be eligible to compete in any branch of athletics who has been enrolled in grades 9 to 12 for more than eight semesters. The seventh and eighth semesters must be consecutive.

Academic Eligibility (Romeo Community Schools Requirements)

A student must have received passing grades in a minimum of five (5) classes and cannot have three (3) negative grades during the previous semester and must maintain passing grades in a minimum of five (5) classes and cannot have three (3) negative grades during the current semester to be eligible to participate in athletics. (A non-credit or incomplete for a class is considered not passing.) For a student to maintain academic eligibility during a semester, he or she must be passing the required number of classes. Compliance will be checked at the end of each marking period (every 5 weeks).

ACADEMIC PARTICIPATION PLAN

The Romeo High School athletic program believes that academics are a priority. This plan is meant to encourage our student athletes to focus on their academics and to set, maintain and seek academic goals. This plan is also meant to relay the importance of academics as a priority for their future. In order for an athlete to be eligible for a current semester, they must have first met the minimum academic standards in the previous semester.

For each grade check period (every five weeks), a student must be passing a minimum of five classes. In addition, a student cannot have three or more negative grades (D's or F's) and he or she must meet minimum standards at the end of each semester to be eligible for the next semester.

Student-athletes not meeting the minimum academic standards during a semester will be academically ineligible to compete week to week until standards are met. Ineligibility starts Monday through Sunday.

Athletes who are academically ineligible will need to improve their grades to the minimum standards before resuming competition. They are strongly encouraged and may be required to seek tutoring, meet with their teachers, work on extra credit, study more, complete all homework assignments and to meet with their counselor.

For end of semester grades in January and June, a student must meet the academic minimum standards in the previous semester in order to be eligible to participate in athletics. At the completion of a semester, an athlete must be passing five classes and cannot have three negative grades (D's or F's). Not meeting these minimum standards at the end of the semester will result in the athlete's ineligibility to compete for the next 60 school days. The student can resume competition on the 61st day.

Consideration may be made for athletes with three negative grades (three D's or two D's and one F) provided they are committed to academic improvement. They will remain ineligible until grades improve. These athletes are encouraged and may be required to seek tutoring, meet with their teachers, study more, complete all homework assignments and to meet with their counselor (exceptions for summer school classes).

Any student who fails to meet any of the above regulations will not be allowed to participate in a scrimmage or game competition until such time as he or she complies with the regulations in this section. The student is ineligible until deficiencies are corrected. Students who fail to pass the required classes during the previous semester are not eligible to participate the entire following semester. Student athletes who are not academically eligible at the end of the season will not be given any post-season awards including Varsity letters.

Appeals Process

A student athlete who is not meeting the minimum academic standards and becomes academically ineligible to participate in athletics and feels their low grades are due to extenuating circumstances may ask for an appeal. If the student athlete does not meet the MHSAA requirements of passing 66% of their classes, they will not be allowed to appeal. The appeal process is as follows:

1. The student athlete must fill out and return an appeal form (located in the Athletic Department Office) with a parent signature.
2. An Academic Appeal Board is made up of five school staff members (one administrator, one teacher, one counselor, one coach and the athletic director) and will meet to review the appeal request.
3. The Academic Appeal Board will meet after each progress report, as well as, each quarter and semester grade report. The participants on the Board will not be directly associated with the appeal.
4. The decision of the Academic Appeal Board is final.
5. If the appeal is granted, the student will be placed on academic probation and must adhere to terms set forth by the Academic Appeal Board to remain eligible for that season.
6. Failure to meet the set requirements will result in the student becoming ineligible and the student will remain ineligible until the conditions of the appeal are satisfied.
7. During the period of ineligibility, the student may, if the coach and Academic Appeal

Board allows, practice but not participate in contests or scrimmages.

8. The Academic Appeal Board may ask for the student and the student's parent(s) to present their circumstances in person. If the Academic Appeal Board does not accept the student's appeal, the student will become ineligible for the next Monday through Sunday (see end of semester policy) and will continue to be ineligible until the student meets the minimum academic standards.

*AWARDS

A student will not accept, from any source, anything for participation in athletics other than an emblematic award. An emblematic award would include, but not is not limited to, any medal, ribbon, badge, plaque, cup, trophy, banner, pictures or regular letter award. No acceptable award shall exceed Twenty-five dollars (\$25.00) in value with the exception of the regular letter award of the school. The cost of engraving a medal or similar award need not be included in determining the value of the award. No one, such as a parent, friend, or other person may accept an award on behalf of the athlete at any time prior to graduation from high school. Acceptance of items, such as cash, merchandise, memberships, privileges, services, sweaters, athletic equipment or wearing apparel, is a violation.

Any student violating any area of this section will be ineligible for interscholastic competition for a period of at least one semester from the date of the violation. If the violation occurs after Monday of the fourth week of the semester, a student is ineligible for the balance of that semester and for the succeeding semester.

*MAINTAINING AMATEUR STATUS

A student participating in athletics or planning to do so in his or her school career will:

1. Not accept any money for participating in athletics, sports, or games;
2. Not receive any money or other valuable consideration for officiating in interscholastic athletic contests; or

3. Not sign a contract with a professional athletic team.

The above rule applies to the following sports: baseball, basketball, competitive cheer, cross country, football, golf, gymnastics, skiing, soccer, softball, swimming and diving, tennis, track, volleyball, and wrestling.

A student violating this section is ineligible and may not apply for reinstatement until the equivalent of one full school year has elapsed from the date of the last violation.

***OUTSIDE OF SCHOOL ATHLETIC COMPETITION**

A student who has participated in any athletic contest as a member of a school team cannot participate in the same sport in the same season in any athletic competition outside of and not sponsored by the school. The exception to this rule is individual sport athletes who may participate in a maximum of two (2) individual sports' meets or contests at any time in any sport season while not representing his or her school. A student may not compete in any "all-star" contests at any time in any sport not sponsored by the MHSAA during the school year.

A student violating rules in this section will be ineligible to participate in athletic contests and scrimmages for a period from a minimum of the next three contests up to a maximum of one school year, depending on the violation.

SCHOOL ATTENDANCE REQUIRED FOR ATHLETICS

Students are to attend school at least three hours in a school day in order to participate in athletics during the same day or evening. Should there be a situation whereby a student cannot attend school, the student may be allowed to participate in the contest with the approval of the building principal or designee.

A student who is absent from school more than three hours may not participate in the athletic contest or practice scheduled for that day.

ATTENDANCE AT ATHLETIC PRACTICE SESSIONS AND CONTESTS

Attendance at practice sessions is essential to prepare athletes physically and mentally for athletic contests. All team members are required to be at all athletic practice sessions and contests at the times designated by the coach. Should situations occur when it is impossible for a participant to attend due to illness, injury, and other required school or family commitments the student shall make prior arrangements with the coach for an excused absence.

Participants shall be excused from team practice during regular school vacation periods when taking part in a school sponsored or parent approved trip. Parent approved trips are defined as family trips. Practices missed by students electing to go on a trip on their own will be considered an unexcused absence from the team. Athletes must meet state practice requirements prior to participating in any game.

A participant who fails to attend a regularly scheduled practice session or contest during a season and receives an unexcused absence may be withheld from all interscholastic athletic contests for up to one calendar week from the date of the unexcused absence. (Upon reinstatement, the participant will be a regular member of the team. If additional unexcused absences occurs, the participant may be excluded from team membership for the remainder of that sport season.)

TRAVELING TO AND FROM AWAY CONTESTS AND PRACTICE

When Romeo Community Schools can provide transportation to student athletes, the teams will be notified of the scheduled departure time. In that case, all student athletes are expected to ride the bus to and from the contest as scheduled unless they have a signed written note from a parent in the Athletic Department Office prior to the trip. In addition to the note, the parent will need to call the Athletic Department Office in advance in order to verify the note. Parents can also sign out their athlete with the coach after the contest.

On the majority of trips, teams will only be transported to the contest but not home from the contest. It will be the responsibility of the parents to arrange for their child's transportation home.

There will be many occasions that Romeo Community Schools will not be providing transportation to or from sports contests. In that event, it will be the parent's responsibility to arrange transportation to and from home or school at the time designated by the coach.

If Romeo Community Schools can provide transportation to and from a contest, parents may have their athlete ride home with another parent as long as they send a note to the Athletic Department followed by a phone call. The driving parent must sign out your child.

UNIFORMS AND EQUIPMENT

Athletic participants are responsible for the care, security and use of uniforms and equipment issued to them. Do not put uniforms in the dryer. Only clothing issued or authorized by the Athletic Department will be permitted to be worn at contests. When purchasing shoes or other items, ask the coach about colors (our school colors are red & white).

Athletic participants will be responsible to pay the replacement cost for uniform or equipment items that are abused or not returned. Athletes will not be allowed to participate in athletics in succeeding seasons until all Athletic obligations are met.

USE, POSSESSION, OR SALE OF TOBACCO, ALCOHOL, OR DRUG SUBSTANCES OR PERFORMANCE ENHANCING SUBSTANCES

Excellent physical and mental condition is necessary for high performance in athletics as well as to protect the personal health and safety of the participant.

Students participating or planning to participate in the athletic program are prohibited from the use, possession or transmittal of tobacco, alcohol, illegal drugs, performance enhancing substances or any prescription drug substance not prescribed to the student by a doctor. Said students are prohibited from attending any activity or gathering at which illegal drugs or alcohol are present and/or being

consumed. In addition, said students are prohibited from attending any activity or gathering at which tobacco is present and/or being used, unless the activity or gathering is supervised by a parent or legal guardian of a student or students, and the tobacco and/or alcohol are not being used or consumed by persons under the age of 18 (tobacco) or under the age of 21 (alcohol.) Performance enhancing substances are a violation of MHSAA and School District Policy. It is vital that you refrain from taking any substance that claims to enhance your performance.

All referrals for disciplinary action shall go to administrative personnel designated by the principal. Athletes must comply in and out of school, in or out of season.

First Offense

See the Student Code of Conduct for alcohol, performance enhancing substances and controlled substance drugs policy and discipline. The athlete will not be allowed to participate in practice, scrimmages or games during suspension for a minimum of 10 school days (or team meeting dates) for drugs or alcohol and 2 days for tobacco. The suspension will include a minimum of at least 1 game.

Second Offense

A student found to be in violation of Section IX a second time during a MHSAA calendar year will be excluded from all interscholastic participation for the remainder of the current MHSAA calendar year for alcohol, drugs and performance enhancing substances. For 2nd offense of tobacco, there will be a 10 day suspension from the team.

Third Offense

A student found in violation of Section IX a third time during his or her high school years will be excluded from all interscholastic participation for the remainder of his or her high school years. See RHS website for a list of illegal performance enhancing substances.

Attending a prohibited activity or gathering shall mean being present on the property. A student will not be deemed to have attended a prohibited activity or gathering if the student can present convincing evidence that the student immediately left the prohibited activity or gathering after the student knew or reasonably should have known that tobacco, alcohol or illegal drugs were present and/or being consumed at the activity or gathering, and that the student in question did not himself or herself consume such tobacco, alcohol or illegal drugs. Whether or not the student can present convincing evidence shall be left to the judgment of the building administrator or designee.

The penalties for violation of this section are cumulative for the four (4) years of a student's participation in high school. Interscholastic athletic competition is defined as contests between two or more schools and complies with the MHSAA limits of competition.

A student, in completing his or her penalty, must begin and finish the sports season in good standing. Any act or acts committed by an athlete, whether in school or out of school, which are detrimental to the athletic program, including violation of the Student Code of Conduct or criminal code, will result in further disciplinary action by the Athletic Department. This disciplinary action may include, but is not limited to, suspension or dismissal from the team.

SUMMER AND OFF-SEASON PROGRAMS

A variety of sports' camps, schools, clinics and training programs are offered to athletes during the off-season and summer months by individual coaches, parks and recreation programs and the district community education program. These programs provide opportunities to aspiring athletes to improve their skills in a chosen sport. These summer and off-season programs are voluntary. Athletes shall not be required to enroll in these programs as a condition for membership or placement on an athletic team the succeeding season.

EXTENUATING VIOLATIONS

Students participating in the Interscholastic Athletic Program are expected and held to higher standards. Athletes are to refrain from any infraction of school and team athletic rules not covered explicitly by the above Student Athlete Code and the Student Code of Conduct. A team member who is suspended from school, as outlined in the Student Code of Conduct, may not participate in practices or contests because the suspension covers all school activities. This should be considered an unexcused, missed practice. Athletes suspended for violating school conduct codes are subject to team discipline. Student athletes who miss an assigned detention or Saturday school will be suspended for at least one contest. However, a team member ruled academically ineligible to participate in contests and scrimmages may still be able to practice with the team. Any participant who is dismissed from the team for the remainder of the sports season will have forfeited the opportunity to earn an athletic award and/or Varsity letter.

GENERAL RULES

Athletes are expected to display sportsmanship towards opponents, teammates, coaches, officials and spectators. Use of profanity, abusive language, obscene gestures or loss of self-control could result in the removal of the offender for the remainder of the contest and possibly the next scheduled contest. If this conduct continues, the athlete may be suspended from athletic competition. Student athletes evicted from any athletic contest are subject to penalties as imposed by the MHSAA. The student athlete is also subject to further penalties deemed appropriate by Romeo High School administration. These penalties may exceed those penalties as imposed by the MHSAA.

Each athlete is responsible for all equipment issued to him or her by the Athletic Department and must return this equipment upon completion of the season. If this rule is violated, suspension from further athletic competition will be in order until equipment is satisfactorily returned and/or satisfactory monetary reimbursement is made to the Athletic Department.

Team Rules

Coaches may set rules for their athletes in addition to the standards outlined in this code; however, they cannot supersede or lessen those detailed in this handbook. Coaches may not set standards less stringent than those in the code.

Coaches who choose to set additional standards must follow these guidelines:

1. The standards must have building administration approval.
2. The standards must be in a written form which has been read and signed by athletes and their parents indicating their understanding and willingness to adhere to the standards.

Appeal Process

Refer to other sections of the Romeo Community Schools Student Handbook for a description of disciplinary infractions. Students may not participate or attend athletic or extracurricular activities in the afternoon or evening when suspended from school. In the event a suspension ends on a Friday and extends to weekend school activities, an appeal can

be made to the Building Principal to possibly allow athletic or extracurricular participation on the Saturday or Sunday following the suspension.

Participation Level

If the coach feels it will benefit the student athlete to participate on a team at a different level, the coach must receive permission from the following people:

1. Varsity Head Coach of the sport involved
2. Athletic Director
3. Parents

Simultaneous Participation

Past experiences have shown that it is difficult for students to participate simultaneously in both a school sport and an out-of-school season sport, such as AAU. However, if a student elects to participate in a school sport and an out-of-season sport, the following terms and conditions apply:

1. School sports take priority.
2. Complete attendance at all school practices and contests is required.
3. Cannot participate (game/practice) in same sport, same season.

Transfers

Students who transfer to Romeo High School from another high school and wish to participate in athletics must fill out an Educational Transfer Form and submit it to the Athletic Department prior to participation in an athletic contest.

Safety

Safety is the responsibility of all involved. Parents, players, coaches and the school should take an active role in assuring our athletic facilities and equipment are in safe condition. Please notify the Athletic Department immediately of any concerns you may have. Together we can maintain quality.

Insurance

In connection with athletic activities, it is possible that an athlete can become injured, severely injured or even die. All athletes must have some form of health insurance to provide coverage should one of these instances occur. If students are not covered, they can purchase insurance through the school. Romeo Community Schools does not provide individual accident insurance.

Missing Practice

Perfect attendance for all practices is the expectation of all Romeo athletes. If it is necessary for an athlete to miss a practice, the coach of that team should be notified prior to the absence. Unexcused absences are unacceptable and can lead to consequences related to the athlete's status on the team. Such consequences will be determined by the team coach.

Dropping Out of a Sport

Dropping out of a sport without a valid reason is always considered a serious matter. If an athlete wants to quit any sport, he or she should notify the coach and return all equipment. If an athlete does quit a sport, he or she will not be permitted to try out for another sport until the conclusion of that sport season. The exception would be if the athlete would get the approval of the Athletic Director. Consideration will only be given if it is very early in the season and games have not been played.

College Recruitment Requirements

Before an athlete can play a sport or receive an athletic scholarship at a Division I or II college, he must meet specific academic criteria as set forth by the NCAA. Athletes should meet with their counselors as early as possible to discuss all NCAA requirements and to make sure that they are taking the right courses. They should also pick up a NCAA Clearinghouse Student Release Form from their guidance office. This form should be submitted after completion of their Junior year. College recruitment information is available in both the guidance and athletic offices. Athletes should make the head coach aware of their situation in regards to being recruited.

Dress Code

As a condition of participation and as a representative of the school and our community, student athletes are required to dress neatly and respectfully at all contests. Coaches will specify required dress code for each team. An athlete may not be able to participate in contest.

Early Dismissal from School

Students dismissed early from school for an athletic contest are responsible for all missed work and should be in good academic standing.

Pets

No pets are allowed at any athletic event or on school property.

RESTRICTED PRACTICE DAYS

Weekend Practices

All practices are to be held on school days if possible. Saturday practices are to be minimal in number and duration. Sunday practices will be permitted only when special permission is granted by the Athletic Director, a contest has been scheduled the following day and/or a tournament or playoff contest falls on the following day

Holiday Practices

Holiday practices are to be discouraged, especially by non-varsity level teams. Holiday practices will be permitted only when special permission is granted by the Athletic Director, a contest has been scheduled the following day, and/or a tournament or playoff contest falls on the following day

Summer Dead Period

The first full week in July (exact dates set by the Athletic Department by March 1 of each year) is a dead period. There can be no contact between athletes and coaches. No practices, conditioning, games, scrimmages, camps or clinics are to be held except baseball and softball.

SQUAD SELECTION AND REDUCTION

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Romeo High School, we encourage coaches to keep as many students as possible within the framework of high school interscholastic competition. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport.

Prior to trying out, the following information will be made available to all candidates for the team:

1. Extent of try-out period (a minimum number of practice sessions).
2. Criteria used to select the team.
3. Number of athletes to be selected
4. Practice commitment if they make the team (including possible holiday conflicts and/or commitments)
5. Game commitments
6. Season commitment

Choosing the members of the athletic squads is the sole responsibility of the coaches of those teams. When a squad reduction becomes a necessity, the process will include three important elements. Each candidate shall:

1. Have a predetermined minimum number of practice sessions.
2. Have performed in at least one game-like setting (unless extenuating circumstances prevent such a setting, e.g., weather and spring sports).
3. Be informed by the coach if they did not make the team.

Coaches will discuss specific alternative possibilities for continued participation in the sport or other areas of participation within the athletic program with the athletes.

HAZING OR TEAM INITIATION

Soliciting, encouraging, aiding or engaging in “hazing” on or in any school property at any time, or in connection with activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

“Hazing” means any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation or rights, or that creates physical or mental discomfort and is directed against a student for the purpose of being initiated into, affiliated with holding office in, or maintaining membership in any organization, club or athletic team sponsored or supported by the District. Students who engage in any act of hazing are subject to disciplinary action, up to, and including, suspension or expulsion.

PARENT/COACH COMMUNICATION

Research indicates that students involved in extracurricular activities have a greater chance for success during adulthood. We believe Romeo High School’s athletic program helps develop the character traits that promote successful living. Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of each other, providing greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program. If a situation arises which requires a conference between the coach and the parent, this is encouraged. It is important that both parties involved have a clear understanding of the other's position.

The following communication can be expected from the coach:

1. Philosophy of the coach
2. Expectations the coach has for your child and other players on the squad
3. Locations and times of all practices and contests
4. Team requirements, i.e., fees, special equipment, off-season conditioning

5. Procedure should your child be injured during participation
6. Discipline that results in the denial of your child's participation

Coaches expect the following communication from parents

1. As Romeo High School athletes become involved in the athletic program, they will experience some of the most rewarding moments of their lives. It is important to understand their wishes. At these times, discussion with the coach is encouraged
2. Concerns expressed directly to the coach
3. Notification of any schedule conflicts well in advance
4. Specific concerns regarding a coach's philosophy and/or expectations.
5. Athlete's health or medical conditions

The following are appropriate concerns to discuss with coaches:

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve
3. Concerns about your child's behavior

Parents often find it difficult to accept limitations a coach may place on their child's playing time. Coaches are professionals. They make decisions based on what they believe to be best for all students involved. Issues not appropriate to discuss with coaches are:

1. Playing time
2. Strategy
3. Play calling
4. Other student athletes

When parent-coach conferences are necessary, the following procedure should be followed to help reach a resolution to the issue of concern:

1. Call the high school at (586) 752-0300 to set up an appointment with the coach. at (586) 752-0300
2. If the coach cannot be reached, call the Athletic Director at (586) 752-0431 to facilitate setting up a meeting
3. Please do not attempt to confront a coach before or after a contest or practice
4. If the meeting with the coach does not provide a satisfactory resolution, a parent may call to set up an appointment with the Athletic Director at (586) 752-0431 to discuss the situation and determine appropriate next steps

Athletes are encouraged to maintain open lines of communication with their coaches. Student athletes should ask what is expected of them and what they need to do to improve. Athletes are encouraged to talk to the Athletic Director on any problems or situations not satisfactorily covered by the coach.

CRIMINAL CONDUCT

Athletes in the Romeo Community School system shall not engage in any criminal conduct. Such conduct is injurious to the proper operation and general welfare of the School District, its athletic program, students, property, staff, and our community that supports us. Criminal conduct is defined by state law, local ordinances and other regulations which have the force and effect of law. Violation of this section shall include:

1. Engaging in any activity that results in the athlete being charged with a criminal offense, whether a felony or misdemeanor, that occurs whether on or off campus.
2. Engaging in illegal activity or dangerous driving on school property, regardless of whether any criminal charges are filed or prosecuted.
3. Conviction of, or plea of guilty or no contest to, a criminal offense.
4. Serving a sentence or being placed on probation for a criminal offense

5. Association or involvement with individuals during their commission of a criminal act.
6. Participation in, or pretending or attempting to participate in, a gang or gang-related activities.
7. Engaging in any of the following activities on school property or out in the community: acts of physical violence, illegal possession of a controlled substance or imitation controlled substance, performance enhancing substance or other intoxicant, trespassing, and property crimes including, but not limited to, theft and vandalism.

A violation of this section may result in suspension or expulsion from the athletic program. Alternative or additional restrictions may be imposed if, in the discretion of the administration, they are necessary or desirable for purposes of protecting the safety and welfare of other persons or school property. All court orders regarding bond conditions or no contact provisions must be followed, and the administration may impose rules to effect such orders.

PARTICIPATION IN OFF-SEASON WORKOUTS

Romeo Community Schools, the Athletic Department and all coaches pledge to, first and foremost, support our student athletes by adhering to all MHSAA rules, Macomb Area Conference (MAC) rules and School District rules and policies. We believe in and support our student athletes in becoming multi-sport athletes. We also believe that our athletes need to demonstrate their willingness to be committed and dedicated to their in-season coach, team and teammates.

Our coaches agree to support and not put undue pressure on athletes to participate in out-of-season workouts. Our coaches agree and support that our in-season athletes need to be committed to their teams and teammates, they need time do homework and time to just be a kid. In-season athletes have a responsibility to stay healthy, rested, stay on top of their academics and be ready to perform at their highest level for their in-season team and not for their next season team. Each athlete should provide their in-season coach with their extracurricular activity schedule so they can work together for an all-around high school experience. This should include all AAU and travel team sports.

Romeo Community Schools, the Athletic Department and all coaches agree that we cannot dictate what an athlete does in their leisure free time. No out-of-season coach will allow an in-season athlete to participate in an out-of-season competition (e.g., basketball scrimmages, wrestling competitions/matches, games, open gym). Out-of-season workouts for in-season athletes should only be skill development drills in nature. In-season athletes should not be asked to condition, lift weights, run or swim for an out-of-season sport unless approved by the in-season coach, as not to conflict with training schedules. In-school academic classes supersede this rule.

Athletes taking an academic weightlifting class must follow and meet all class curriculum requirements and assignments. Physical Education teachers may give consideration on game days. Off-season coaches cannot have in-season athletes participate in offseason workouts during the first two weeks of a new sports season, or on game days or during the entire State playoff season. In-season athletes that are struggling in school or are not meeting the minimum academic standards, should not attend any off-season workouts. They should be at home studying, doing homework and finding ways to improve their grades.

ATTENDANCE AT SCHOOL DANCES

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate." All rules, consequences and procedures are expected of student guests.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;

3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school
6. Be insubordinate or disrespectful toward teachers and chaperones; or
7. Engage in sexually explicit dancing.

Students will be required to show photo identification and must be willing to submit to a search of vehicle and/or person for alcohol, drugs, or tobacco products.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent or guardian will be contacted. No refunds will be given if a student is directed to leave. The school may also impose other discipline as outlined in the school's discipline code. Students who commit illegal acts are subject to legal action, including issuance of a citation or arrest.

EQUAL ACCESS FOR NON-SCHOOL SPONSORED STUDENT CLUBS

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The principal shall grant the group's request and first determining that:

1. The activity has been initiated by students
2. Attendance at the meeting is voluntary
3. No agent or employee of the District will promote, lead, or participate in the meeting
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
5. Non-school persons do not direct, conduct, control, or regularly attend the activity.

A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

CONCUSSIONS AND HEAD INJURIES

A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he or she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat concussions and receives written clearance to do so. Written medical clearance will then be maintained in the student's CA-60 file until he or she is 18 years of age.

State law requires all Michigan schools to provide educational materials on the signs and symptoms and consequences of concussions to each student participating in an athletic activity (extra-curricular sports and/or gym class) and their parents/guardians and to obtain a signed statement acknowledging receipt of the information to keep on record.

SECTION 10: SPECIAL EDUCATION

EDUCATION OF STUDENTS WITH DISABILITIES

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

1. Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office, or from the Special Services Department.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

SECTION 11: STUDENT RECORDS AND PRIVACY

STUDENT PRIVACY PROTECTIONS

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

1. Consent before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - a. Political affiliations or beliefs of the student or the student's parent or guardian;
 - b. Mental or psychological problems of the student or the student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom the students have close family relationships;
 - f. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or the student's parent or guardian; or
 - h. Income, other than that required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of –
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect

the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and

- c. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use –
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum

Parents or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Instructional Material

A student's parent or guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to: Family Policy and Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.
5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from the Superintendent's Office.
6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information, which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information:"
 - a. a student's name;
 - b. address;
 - c. telephone number;
 - d. date and place of birth;
 - e. major field of study;
 - f. participation in officially recognized activities and sports;
 - g. height, if member of an athletic team;
 - h. weight, if member of an athletic team which requires disclosure to participate
 - i. dates of attendance;
 - j. date of graduation;
 - k. awards received;
 - l. honor rolls;

- m. scholarships;
 - n. telephone numbers for inclusion in school or PTO directories;
 - o. school photographs or videos of students participating in school activities, events or programs; and
 - p. student email address.
7. You have 10 days from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to the building principal.

AGE OF MAJORITY

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access or control of their student records;

2. Represent themselves during disciplinary conferences and be the addressee for their grade reports
3. Sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
4. Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

SECTION 12: PARENTAL RIGHTS NOTIFICATIONS

TEACHER QUALIFICATIONS

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

1. Whether the teacher has met state certification requirements;
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. The teacher's college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
5. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades K-12 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school district's designated "homeless liaison" is Chris Fadanelli in the Academic Services Department. You may reach her at (586) 752-0231.

SEX EDUCATION

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his or her right to have the student excused from the class.

Upon the written request of a student or the student's parent or guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent or guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent or guardian submits a written authorization for that enrollment.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be:

1. given an opportunity to provide input to the program, and
2. provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs

For questions related to this program or to express input in the school's English Language Learners program, contact the Academic Services Department at (586) 752-0231.

MANDATED REPORTERS

Schoolteachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

PARENTAL INVOLVEMENT (TITLE 1)

The following schools have been designated to receive Title 1 funds: Amanda Moore Elementary and Washington Elementary.

The schools annually hold a meeting for all parents/guardians, which takes place in conjunction with Curriculum Night. At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides parents/guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the school office or Celia Ciecko at (586) 752-0231.

PESTICIDE APPLICATION ADVISORY TO PARENTS

State of Michigan law requires that schools and daycare centers that may apply pesticides on school or daycare property must provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that the Romeo Community Schools district utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or daycare grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or antimicrobial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notice of pesticide applications, other than a bait or gel formulation, will be given 48 hours before the application by at least two methods. The first method will be by posting at the main entrance to the school or daycare center. The second method will be by School Messenger email.

Please be advised that parents or guardians of children attending the school or daycare center are entitled to receive advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least three days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please submit your request and contact information, including parent name, student name, street address, city, state, zip code, and telephone number to:

Don Gratton, Executive Director of Operations
316 North Main Street
Romeo, MI 480965
Phone: (586) 752-0221

Please be advised that parents of guardians of children attending Romeo Community Schools may review the District's Integrated Pest Management program and records of any pesticide application upon request. If you have any questions, please contact Don Gratto, Executive Director of Operations, at (586) 752-0221.

ADMINISTRATIVE PROCEDURE FOR SCHOOL MEAL CHARGING

The primary responsibility to provide or pay for student lunches belongs to the parent or guardian/student.

Parents/guardians/students are encouraged to prepay for lunch using cash/personal checks or by using credit cards via www.sendmoneytoschool.com.

Elementary students who wish to purchase a lunch and do not have the adequate funds shall be allowed to charge up to two meals on their food service account and will be served the lunch entrée for the day.

Elementary students whose food service account already has two (2) credits (negative balances) and are seeking another lunch without adequate funds, will be provided an alternative reimbursable lunch and charged appropriately. Secondary students who do not have adequate funds are unable to charge meals will be provided an alternative lunch to ensure they receive something to eat.

Only reimbursable lunches may be charged. A la carte or breakfast purchases may not be charged.

Families may apply for free/reduced priced meals anytime during the school year. Applications are available at www.lunchapp.com or a paper application can be acquired from the school office.

The Food Services Department will notify parents periodically of negative account balances. parent or guardians are expected to repay negative balances within five school days. Uncollected funds will be turned over to the Business Services Department at the end of the school year.

The Food Services Department is required to provide these guidelines to all households at the start of the school year and to new households that transfer to the District during the school year. The Food Services Department is also required to provide these guidelines to all food service staff that are collecting payments or negative balances and to other related staff.

Under no circumstances shall the student be embarrassed in front of his or her peers.

The District will write-off bad debts for school lunches to the general fund annually.