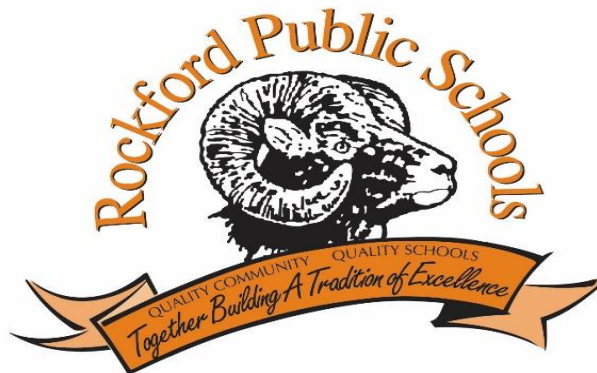




River Valley Academy
STUDENT HANDBOOK

2016-2017



*District Accredited by AdvancED/NCA
Blue Ribbon Exemplary Schools*

**RIVER VALLEY ACADEMY
2016 – 17
350 NORTH MAIN
ROCKFORD, MI 49341
(616)863-6324**

Community:

Rockford is a suburban, residential town 10 miles northeast of the City of Grand Rapids. The school district (District) covers 100 square miles while serving a population of approximately 42,000. The City of Rockford has a strong identity and is a tourist shopping attraction. Rockford is also the home of Wolverine World Wide headquarters, an international shoe manufacturer. Rockford Public Schools consists of one high school with two buildings (one grades 10-12 and one Freshman Center), one alternative high school, two middle schools, and eight elementary schools.

School:

River Valley Academy serves students in grades 9-12. It is accredited by North Central Association of Colleges and Secondary Schools. The school year consists of three trimesters of twelve weeks each. The school day has five class periods.

District Mission Statement

The mission of Rockford Public Schools is to provide a safe teaching and learning environment which will ensure, with the support of the students, parents and community, that all students, upon graduation, will have the academic and social skills to be successful life-long learners in a global society.



DAILY SCHEDULE 2016-2017

1st hour	7:45 AM	9:00 AM
2nd hour	9:05 AM	10:20 AM
3rd hour	10:25 AM	11:35 AM
Lunch	11:35 AM	11:45 AM
4th hour	11:50 AM	1:05 PM
5th hour	1:10 PM	2:20 PM

River Valley Academy

2016-2017 SCHOOL CALENDAR – *Tentative Schedule*

August 29.....	First Student Day
September 2-5.....	Labor Day Weekend
September 14	Parent Open House 6:30 P.M.
September 27	Late Start – 9:45 A.M.
October 12	Parent/Teacher Conferences 5-8 P.M.
October 14.....	Half-Day
November 18.....	End of 1 st Tri
November 23-25.....	Thanksgiving Vacation
December 19-January 2.....	Christmas Vacation
January 3.....	School Resumes
January 18	Parent/Teacher Conferences
January 25	Late Start – 9:45 A.M.
February 20	Mid-Winter Break
March 2.....	End of 2 nd Tri
March 3	Half-Day
March 31	No School – Good Friday
March 31 – April 9	No School - Spring Break
April 10	School Resumes – Late Start 9:45 A.M.
April 26	Parent/Teacher Conferences
May 24	RVA Graduation
May 26.....	No School – Snow Make Up Day
May 29.....	Memorial Day – No School
June 7-9	½ Day for All Students
June 9	Tentative last day of school

ADVANCED ABSENCE PERMITS

Permits must be obtained from the attendance office at least five (5) school days prior to the absence. Students must bring a note from home with the student's name, destination, and the dates of the absence. Approval to circulate the permit must be given by an administrator. Generally, parent-chaperoned vacations and scheduled medical care will be approved. Deer hunting will be allowed only for a maximum of the first two academic days of the hunting season. College visitation requests are limited to two days for juniors and seniors per year. Student group vacations will not be considered excused. If an administrator allows an advance absence permit to be circulated, all teachers must sign and indicate if the absence will or will not likely affect the student's grade. The parent's signature will complete the advance absence permit. Students absent from school without the advance absence permit will be considered unexcused.

ALCOHOL TEST IMPLEMENTATION PROCEDURES

OPTION I

If a student is suspected of violating school rules or policies related to consumption of alcohol, the following procedures shall be implemented as closely as possible:

- Administrators may refer any case involving suspected consumption of alcohol to the police. Administrators may request the police (or district security personnel) to administer a breath-alcohol test to a student reasonably suspected of having consumed alcohol.
- An administrator shall attempt to contact a parent/guardian to request the parent/guardian to come to the school.
- If the student's observable behavior (e.g. impaired speech, impaired coordination, glazed eyes, smell or odor of alcohol on the breath) or the results of a breath-alcohol test demonstrate the student has consumed alcohol, the appropriate discipline for the infraction shall be imposed.
- The student shall be informed of his/her right of refusal to take the breathalyzer test and such refusal shall not be construed as an admission of guilt. However, police will be called.
- Students shall not be suspended from school for refusal to take the breathalyzer test. However, this will not prohibit suspension by the administration based upon observable behavior as previously defined.
- Students receiving a suspension may appeal in writing to the building principal within 24 hours regarding the disciplinary action taken. A summary of the hearing, and action taken, will be provided in writing to the student.

OPTION II

(Parent/Guardian not able to be contacted)

If a student is suspected of violating school rules or policies related to consumption of alcohol, and if the parent/guardian of the student cannot be contacted, the following procedures shall be implemented as closely as possible:

- If the student's observable behavior (e.g., impaired speech, impaired coordination, glazed eyes, smell or odor of alcohol on the breath) or the results of a breath-alcohol test demonstrate the student has consumed alcohol, the appropriate discipline for the infraction shall be imposed.
- Administrators may refer any case involving suspected consumption of alcohol to the police. Administrators may request the police (or district security personnel) to administer a breath-alcohol test to a student reasonably suspected of having consumed alcohol.
- The administrator shall explain to the student that there is reasonable suspicion the student has consumed alcohol. The basis for the reasonable suspicion shall be explained to the student.
- The student shall be advised that he/she has the opportunity to take a breath-alcohol test in order to prove the student's innocence.
- The student shall be advised of his/her right to have another person present on his/her behalf during the breath-alcohol test. If a student desires another person to be present, the administration shall attempt to obtain a person who is readily available.
- The student shall be informed of his/her right of refusal to take the breathalyzer test and such refusal shall not be construed as an admission of guilt. Police will be called.
- Students shall not be suspended from school for refusal to take the breathalyzer test. However, this shall not prohibit suspension by the administration based upon observable behavior as previously defined.

ANNOUNCEMENTS - DAILY

All daily announcements that are submitted by noon the day before will be displayed on the monitors throughout the building (hallways, cafeteria, etc.). The advisor must approve submitted announcements for club or class meetings. Late announcements will be read per administration approval over the public address system. Daily announcements may also be viewed on the Rockford High School website.

ASSEMBLIES AND SPECIAL PROGRAMS

During the year there will be student assemblies and special programs scheduled. These are to include, but are not limited to, pep assemblies. Assemblies are considered scheduled school time and all students are expected to be in attendance.

ATHLETICS

Athletic Training Code

The Rockford Public Schools provide a well-rounded program of interscholastic athletics with a wide range of voluntary athletic activities for both young men and women. To be a member of a Rockford athletic team is a privilege afforded by the Board of Education. Every privilege has a number of responsibilities; athletics is no different.

Student/athletes must develop and maintain habits of personal behavior and health, which will enable them to perform well, to minimize risk of injury and to represent themselves and Rockford in a manner which merits respect for all. Our tradition has taken years to develop. It is a constant desire to win and excel. Do nothing to detract from our PRIDE in Rockford athletics. You have a tradition to uphold and an attitude to display. We will be successful with class, style, and sportsmanship.

I. WHO/WHEN

All members of athletic teams (players, managers, trainers) are bound by the following training rules (as they apply to substance use or possession) at all times throughout the entire calendar year.

II. SUBSTANCE USE/POSSESSION VIOLATION

Athletic training rules forbid the use or possession of tobacco (in any form, including e-cigarettes), alcohol, drugs, anabolic steroids, look-alike drugs, narcotics, or any controlled substance by any student/athlete who represents Rockford High School.

A. PENALTY

1. First offense will result in immediate suspension from competition for one-third of the scheduled athletic contests in the sport the athlete is participating in, or will participate in. The suspension will carry over into the next season of competition if the student/athlete does not complete the required one-third in his/her present season.
2. Second offense will result in suspension from all athletics for a period of 12 months from the date of suspension.
3. Third offense will result in permanent barring of the student/athlete from participating in all athletics for his/her high school years.

B. SUSPENSION PROCEDURE WILL BE:

1. The student/athlete will be informed of the violation by his/her coach and/or the Athletic Director.
2. A letter will be sent to the student/athlete's parents or guardians stating the offense, penalty, and appeal procedure.
3. An appeal may be requested by the parents/guardians of the student/athlete (if adult waiver is on file) to the principal within ten days of receipt of the suspension letter.

III. CONDUCT/BEHAVIOR VIOLATION

During the school year, a student/athlete shall conduct him/herself in such a manner as to not bring discredit to the school, team or him/herself. Examples of conduct/behavior violations include, but are not limited to: vandalism, theft, insubordination, school suspension, inappropriate use of social media, etc.

A. PENALTY

1. As determined by the Head Coach and Athletic Director upon investigation.

B. SUSPENSION PROCEDURE

1. As stated above (Section II-B).

Academic Eligibility

MHSAA STANDARD: All student/athletes must pass at least 66% of credit load potential for a full-time student.

RHS STANDARDS: (GRADE 9-12) Student/athletes must pass four or five classes with a minimum of three C-'s.

Grade Checks

Grade checks will be done on all student/athletes every two weeks. Student/athletes can gain or lose eligibility with each two-week check. For student/athletes who become ineligible, a grade check will be done within the two-week period to determine the eligibility of the student/athlete.

Ineligibility

Student/athletes that do not meet the MHSAA standard at the end of a trimester (passing four classes) are ineligible to play on a Rockford athletic team for the next trimester (60 scheduled school days).

Any student/athlete that does not meet MHSAA or RHS requirements during a trimester will be ineligible for a minimum period of one week – Sunday to Sunday.

Exceptions

If the student/athlete successfully completes summer school, correspondence courses or on-line courses approved by the school, this restores eligibility as soon as the grades become part of the student/athlete's official transcript.

Special Education Waiver

Student/athletes for whom an individualized education plan (IEP) is on file at the time they would have been declared ineligible will automatically be afforded a review of their grades by a committee of the student/athlete's special education teacher, counselor, coach, and athletic administrator. This review may waive the ineligibility period if, in the committee's judgment, the student/athlete has made every effort to meet the standard. In no instance may the student/athlete be declared eligible if he/she is not meeting the minimum MHSAA standards of passing four classes.

ATTENDANCE POLICY AND PROCEDURE

Regular attendance at school is vitally important for each student as it directly affects his/her progress academically and his/her development of attitudes and habits for later life. Studies of student progress in school show a high correlation between attendance and success or absence and failure. Employers and institutions of higher education request attendance records as a part of student application data and weigh such records heavily in their decisions. While keeping records of student attendance is a school function, the primary responsibility for ensuring regular attendance at school rests with the parent and the student. At the same time, the school continually tries to teach students the value and importance of regular attendance. Through the cooperative efforts of students, parents and the school, it is hoped that each student will develop attendance habits and attitudes which will be helpful to his/her present and future endeavors. Finally, as it is sometimes impossible to make up work done in class, students and parents should be aware that any absence might adversely affect the student's progress for grades.

Students who are habitually absent and/or tardy must be reported to ISD Truancy Office by law.

Objectives

The policy and procedures regarding student attendance are designed to accomplish three primary objectives:

1. Instill a positive attitude among students relative to their school attendance responsibilities.
2. Identify and attempt to remedy situations where student absence is having an adverse effect on the student's progress.
3. Maintain an accurate record of attendance for each student, which becomes a part of the student's permanent school record.

General Procedures

1. Teachers will assist students in making up any work missed due to excused absence if such work can be made up. **Students must initiate this effort** on the day when they return to school and arrange with their teachers to complete work before or after school. Homework can be found on-line at www.rockfordschools.org or requests can be made through the attendance office if the student has been absent for **two or more days**. **Requests must be in before 9:00 A.M. on the second day of the absence.** When an absence is anticipated, students should see the teacher in advance regarding any work which will be missed.
2. Teachers will provide students with work or assignments missed due to an unexcused absence if such work can be made up. However, credit for work missed due to an unexcused absence will not be given.
3. Absence for school-sponsored events, when properly processed, carries the sanction of the school and will not be recorded on daily absence reports.
4. Staff sponsors of school activities, which take students out of class, **MUST** have a list approved by the administration of students participating - alphabetized - to all staff members at least one day prior to the event.
5. Students must be in school for three class periods in order to participate in extra-curricular activities for that day. Exceptions may be granted by the principal.
6. Tardiness to class is not allowed. Offenders may be disciplined by either the teacher or the administration.
7. Teachers are to be outside classroom doors between classes to prevent tardiness and provide supervision.

Absent Reporting Procedures- Students and Parents

If a student is to be absent from school, the parent/guardian must call the attendance office at the High School at 863-6032, or the Freshman Center at 863-6352, and leave a message on the day of the absence, giving the student's name and the reason for the absence. All absences should be cleared up within 24 hours. Excused absences are issued for reasons involving illness or other

situations that the parents and the school attendance personnel feel are justifiable reasons for the student being absent. The school reserves the right to determine if the absence is excused or unexcused. The attendance office will attempt to contact a parent/guardian if no call is received. Written excuses from home will not be accepted for these absences.

**** PERMISSION TO LEAVE BUILDING** - If, for any reason, a student must leave the building, he/she must report to the attendance office and the student or office personnel will attempt to contact the parent or guardian to have him/her excused. If a student has an appointment with a doctor or dentist during the school day, the student must have a parent call the attendance office to have the time missed excused, prior to the time of the appointment. In addition, the student is to sign out in the attendance office before leaving. Failure to sign out in the office can result in an after-school detention.

Chronic Absenteesim/Truancy

Chronic Absenteesim is when students miss 10% or more scheduled school days (to date). This includes excused and unexcused absences.

Truancy is ten unexcused absences in a school year. If a student is chronically absent, truant, the following steps will be taken.

1. After five absences, a letter will be sent home.
2. If attendance issues persist, a meeting will be called between the parent, student and RHS administrator. The Kent ISD Office of Attendance and Truancy will also be notified to support our efforts. An attendance improvement plan will be established (which could include, but not limited to loss of parking pass, loss of passes out of class, loss of privileges to attend dances, sporting events). This meeting may happen at home, with the School Resource Officer, if parents fail to attend.
3. If improvement is not noted, a referral, for Truancy Action, to the Kent County Truancy officer will be made.

General Guidelines

1. Students with seven absences or more per trimester in any class is deemed to have excessive absences and may lose credit for that class.
2. Exceptions to the limit may be granted by the principal in cases of prolonged illness, hospitalization, death in the family, or family crises. The principal may refer individual cases to the building appeal board for their decision on an extension. We also ask that doctor and dental notes be turned in, as the principal can waive any days for which we have a note.
3. Students who show a repeated pattern of non-illness related absences cannot be treated in the same manner as those who have used the absences for unavoidable purposes. Some of the criteria indicating poor attitude attendance include, but are not limited to:
 - a. Frequent absences without the school being notified by parents
 - b. Leaving school early without permission
 - c. Frequent tardiness resulting in unexcused absences
 - d. Frequently missing one or two classes during the day
 - e. Missing classes on test days
 - f. Repeated outside appointments in the same class period

Parent Notification Procedure

Notification is given through "Family Access" www.rockfordschools.org

1-6 Absences

The student will receive the grade earned in the class.

7-10 Absences

The student must attain at least a 70% on the Final Exam to receive the grade earned in the class.

11+ Absences

The student will receive an "F" for the class.

Parent Reminder:

Both excused and unexcused absences count towards the student absences, however excused absence enables the student to make up the missed assignment, quiz or text for full credit

However:

If the student's final exam grade is below 70%, but the student passes the class, the student will receive a NC (No Credit) grade.

However:

If the student passes the class, the student will receive a NC (No Credit) grade for the class, however any student who scores a 78% or higher on a final exam will receive an "E", credit granted, but GPA negatively affected for the class.

11th Absence - (See "Appeal Procedure" below) Upon determination that a student under the age of 16 has a habitual attendance problem, the Kent Intermediate School District Truancy Officer will be notified.

College Visitations

Only juniors and seniors are eligible to apply for visitation days. Requests are limited to two days for juniors and two days for seniors per year. Advanced requests for absences for college visitations should be submitted five days in advance.

Appeal Procedure

Recognizing that discipline and control must be treated on an individual basis for each student, and to insure that each student is afforded sufficient due process, the District has established the following appeal procedure for any student who is being denied credit in a class due to excessive absences:

1. Parents can appeal the denial of credit to their student by contacting the assistant principal. This contact can be made either in writing or by a phone call to the assistant principal.
2. The assistant principal will seek input from the student’s counselor, the student’s teacher(s) of the class(es) where credit is being denied, and the high school principal before rendering a decision to reestablish credit.

BACKPACKS

No backpacks are to be carried during the school day unless permission by main office.

BULLYING

Our policies on bullying directly reflect that of Matt’s Safe School Law (2012). A student will not engage in bullying any student for any reason in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school sponsored activity or event whether or not it is held on school premises. “At school” includes conduct using telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school district or public school academy.

“Telecommunications access device” and “telecommunications service provider” mean those terms as defined in section 219a of the Michigan Penal code, 1931 PA 328, MCL 750.21a “Bullying” means any written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following.

- Substantially interfering with education opportunities, benefits, or programs of one (1) or more pupils.
- Adversely affecting the ability of a pupil to participation in or benefit from the schools district’s or public school’s education programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil’s physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Anyone wanting to report an act of bullying can find a link to the report form on the school’s website under the Announcements and Information section.

Students that do not adhere to our high standards of behavior will be subject to the consequences of the student code of conduct.

The rubric for minor aggressive/mean behavior:

	First Offense	Second Offense	Third Offense	Fourth Offense
Level I Horseplay <ul style="list-style-type: none"> • Play-fighting • Chasing • Grabbing • Tripping • Pushing/shoving • Name calling • Hood flipping, slap games, etc. 	<ul style="list-style-type: none"> • 15 second intervention • Document 	<ul style="list-style-type: none"> • 15 second intervention • Document • Parent contact 	<ul style="list-style-type: none"> • 15 second intervention • Document • Parent contact • Supervised lunch 	<ul style="list-style-type: none"> • 15 second intervention • Document • Parent contact • After-school detention
Level II Teasing – actions that hurt someone emotionally <ul style="list-style-type: none"> • Name calling • Insulting remarks • Spreading rumors • Writing mean notes • Playing mean tricks • Planned exclusion Level II behaviors directed at the same individual may fall under harassment or bullying.	<ul style="list-style-type: none"> • 15 second intervention • Document • Parent contact • 1 supervised lunch • Student reflection form or Mutual Respect Agreement 	<ul style="list-style-type: none"> • 15 second intervention • Document • Parent contact • Extended detention • Student reflection form or Mutual Respect Agreement 	<ul style="list-style-type: none"> • 15 second intervention • Document • Parent meeting • 1 day OSS • Behavior contract or Mutual Respect Agreement 	<ul style="list-style-type: none"> • 15 second intervention • Document • Parent meeting • 3 day OSS • Revised Behavior Contract

BUS REGULATIONS

The buses are operated for your convenience and safety. The major consideration in making regulations for those who ride is the safety of all. We want all students to be happy and comfortable while riding. In order to meet these objectives, the following requirements must be observed while riding a bus to and from school, and during any extra-curricular activities:

1. The driver is in complete command of the bus at all times. The driver's orders are to be respected and followed completely at all times. If there is a misunderstanding at any time, the matter should be brought to the attention of the principal.
2. Students living within the Rockford School District may be required to walk not more than one mile to the bus stop.
3. Once routes are established, the buses will always be within five minutes either way of the published pickup time on the route. Students are to be waiting at their assigned places on time. Except in extreme cases, buses will not wait for students.
4. After boarding a bus, the student will not be allowed to get off prior to arrival at school or home, whatever the case may be. A student will be allowed to get off at another place only if the student presents a note signed by the parent and principal. Students are allowed off the bus for events held at other school buildings (sports practice, etc.).
5. No student will be permitted to ride a different bus without a bus note from the school principal. In order to obtain a bus note, the student(s) involved must each bring a note signed by a parent stating the reason the student needs to ride a different bus. BUS NOTES WILL ONLY BE ALLOWED FOR FAMILY EMERGENCIES at the secondary level.
6. While awaiting the bus at school, students should wait until the bus comes to a full stop before moving toward it.
7. Board the bus with care, go directly to a seat, sit down, and remain in that seat until it is time to get off.
8. While on the bus:
 - a. Be reasonably quiet
 - b. Do not take other student's property or indulge in hitting or horseplay with other students
 - c. Remain in your seat at all times
 - d. No food or beverages are to be consumed on the bus
9. When you get off the bus and have to cross to the other side of the street, cross in front of the bus. Students crossing the street MUST look at the driver/crossing paddle and in both directions of the road before proceeding across the road.
10. Students who persist in breaking any of these rules, or who make themselves general nuisances endangering people's lives by distracting the driver, will be refused the privilege of riding the bus. Such cases will be handled through the principal's office.
11. Make your bus the best one in the fleet by cooperating with the driver and being thoughtful and courteous to other students.

Student Conduct Report (follow School Board Policy)

- 1st Notice: Warning- student may receive an assigned seat for five days
- 2nd Notice: Student may be suspended from the bus for five days
- 3rd Notice: Student may be suspended from the bus for ten days
- 4th Notice: Student may be suspended from the bus for 30 days

Any further incidents resulting in a bus conduct report may result in a suspension of bus riding privileges for the remainder of the school year.

CHANGE OF ADDRESS/STUDENT INFORMATION

If your last name, street address, telephone number, or emergency number changes during the school year, please notify the attendance, counseling or main office immediately. This is very important in keeping our records up-to-date and also in being able to contact a parent/guardian in case of an emergency.

CLOSED CAMPUS

All students will be under the "Closed Campus" concept. This means that students are to remain in the school building and designated areas from the time they first set foot on school property in the morning until the time they board transportation to leave at the end of the day. Only those students attending the Kent Career/Technical Center and approved co-op activities will be the exception to the closed campus regulation. Failure to comply with this policy will result in the student being assigned an After-School Detention or an Out-of-School Suspension.

CLUBS AND ACTIVITIES

Club and Activity information is located online at: www.rockfordschools.org.

COLLEGE CREDIT OPPORTUNITIES

There are opportunities for students to earn college credit during high school:

Early College – Courses taught at RHS in which students earn college credit. Information is available at a spring meeting each year, or through a high school counselor.

Articulation – RHS courses which transfer for college credit. See the RHS course book or a counselor.

Advanced Placement – Students may take the AP courses at RHS and achieve a qualifying score on the AP exam to earn college credit.

Dual Enrollment – A student wishing to take a course in an area of career interest not offered at RHS or online, may be able to enroll in a college course. See a high school counselor for details.

COMPETENCY TEST

All Rockford students must take and score at a Level 4 or above on the WorkKeys assessments. Testing is given once in the 9th grade and again in the 11th grade, both in the spring of the school year. These competency tests are required by the Board of Education to receive a Rockford High School diploma. The WorkKeys test measures real-world skills and career readiness. For more information about this, go to: www.act.org/WorkKeys/index.html.

WORKKEYS: RHS graduates must earn a Platinum, Silver or Gold Career Readiness Certificate on the three subtests of the ACT WorkKeys test. This is a requirement for the RHS Guaranteed Diploma.

COURSE OFFERINGS 2016-17 ROCKFORD HIGH SCHOOL and FRESHMAN CENTER

Complete course descriptions are available online at the Rockford High School and Rockford Freshman Center web pages.

ART

DESIGN 1, 2
DRAWING
PAINTING
POTTERY 1, 2
METAL SMITHING & JEWELRY 1, 2
ADVANCED 2D DESIGN
AP STUDIO ART
ART LEADERS

BUSINESS

BUSINESS TECH 1, 2, 3
ACCOUNTING
FINANCIAL MANAGEMENT
BUSINESS & PERSONAL FINANCE
BUSINESS I NEW PROD & PROMOT
BUSINESS II ENTREPRENEURSHIP
BUSINESS III MANAGEMENT
MARKETING COMM I, II, III
BUSINESS & PRACTICAL LAW I, II
MULTIMEDIA
ADVANCED MULTIMEDIA
TV STUDIO 1, 2, 3
CO-OP TRAINING
SENIOR INTERNSHIP

COMMUNICATIONS

POLICY DEBATE
ADVANCED POLICY DEBATE
THEATER 1,
SPEECH 1, 2
ADVANCED THEATER

ENGLISH

ENGLISH 9, 10, 11
HONORS ENGLISH 9, 10,
INTRO TO PLAYWRITING
CREATIVE WRITING
MULTICULTURAL LITERATURE
WRITING FOR THE PRINT MEDIA 1, 2
MYTHOLOGY
YEARBOOK

TECHNICAL WRITING
SENIOR COMPOSITION
SHAKESPEARE
CONTEMPORARY LIT
PSYCHOLOGY THROUGH LITERATURE
SPORTS LITERATURE
AP LANGUAGE & COMPOSITION
AP LITERATURE & COMPOSITION

LIFE SKILLS/CONSUMER ECONOMICS

PERSONAL LIVING SKILLS
FOODS FOR FITNESS
CLOTHING 1, 2
CHILD DEVELOPMENT
PARENTING PSYCH
INDEPENDENT LIVING

MISC

TEEN LEADERSHIP
ACADEMIC COLL TRANS
STUDENT COUNCIL LEADERS

MODERN LANGUAGES

FRENCH 1, 2, 3, 4
GERMAN 1, 2, 3, 4 (AP)
SPANISH 1, 2, 3, 4, 5 (AP)
JAPANESE 1, 2, 3, 4
CHINESE 1, 2, 3, 4

MATHEMATICS

PRE-ALGEBRA PRINCIPLES & ESSENTIALS
PRE-ALGEBRA
ALGEBRA PRINCIPLES & ESSENTIALS
ALGEBRA 1 CONCEPTS
ALGEBRA 1
"FLIPPED" GEOMETRY
GEOMETRY CONCEPTS
GEOMETRY
HONORS GEOMETRY
BASIC ALG 2 CONCEPTS
ALGEBRA 2 CONCEPTS

ALGEBRA 2
HONORS ALGEBRA 2
ALGEBRA 3
STATISTICS
INTRO TO CALCULUS
PRE-CALCULUS
HONORS PRE-CALCULUS
AP STATISTICS
AP CALCULUS AB
AP CALCULUS BC

MUSIC

CHOIR 9TH
WOMENS' CHORUS
CHORALE
CHAMBER SINGERS
ADVANCED WOMENS' ENSEMBLE
MUSIC LEADERS
ADVANCED MUSIC THEORY
ADVANCED MUSICIANSHIP
CONCERT BAND
SYMPHONIC BAND
WIND ENSEMBLE
ORCHESTRA

PHYSICAL EDUCATION

PHYSICAL EDUCATION 9
HEALTH EDUCATION
STRESS MANAGEMENT
SPORTS ACTIVITIES
DEVELOPMENTAL FITNESS
LIFETIME PHYSICAL FITNESS
AQUATICS FOR FITNESS
LIFEGUARDING
WEIGHT TRAINING
FEMALE WEIGHT TRAINING
AEROBICS
ADVANCED CONDITIONING
MOVEMENT FITNESS
PE LEADERS

SCIENCE

EARTH SCIENCE
 EARTH SCIENCE TEAM
 HONORS EARTH SCIENCE
 BIOLOGY CONCEPTS
 BIOLOGY
 HONORS BIOLOGY
 ENVIRONMENT
 PHYSICS CONCEPTS
 CHEMISTRY CONCEPTS
 CHEMISTRY
 HONORS CHEMISTRY
 PHYSIOLOGY I, II, III
 HON PHYSIOLOGY I, II, III
 PHYSICS
 HONOR PHYSIC

AP BIOLOGY
 AP CHEMISTRY 2
 AP PHYSICS

SOCIAL STUDIES

WORLD STUDIES
 WORLD STUDIES TEAM
 NATIONAL & GLOBAL ISSUES
 MICHIGAN HISTORY
 AMERICAN STUDIES
 ECONOMICS
 WORLD CONFLICTS WW II
 SOCIOLOGY
 WORLD RELIGIONS
 GENERAL PSYCHOLOGY
 US GOVERNMENT

AP US GOVERNMENT
 AP EUROPEAN HISTORY
 AP PSYCHOLOGY
 AP US HISTORY

TECHNOLOGY EDUCATION

PRODUCT DESIGN
 WT STRUCTURAL ENGINEERING
 WT ENERGY & TRANSPORTATION
 WT CAD TECHNOLOGY
 WT MANUFACTURING ENGINEERING
 WT WOODWORKING
 APPLIED ARCHITECTURE CAD 1, 2
 APPLIED MACHINE CAD 1, 2
 APPLIED ENERGY & TRANSPORTATION 1 & 2

CUMULATIVE RECORDS

Permanent record folders are kept on file for each student who attends Rockford High School. They may contain such things as the subjects taken and the grades received; the attendance record; health record; teachers' remarks and appraisals of work; records of the various schools attended; aptitude, preference, and mental maturity test records; records or copies of any exceptionally fine work done; birth record; your ambitions and plans from year-to-year; causes for failures if you have had any; correspondence concerning school work; and any other pertinent information about you. It should be remembered by the student that employers, colleges, and others request information kept in these files for the acceptance of the student for a job, or to attend higher education institutions. They are always interested in academic proficiency and the attendance record of the student, especially in regard to unexcused absences and tardiness. Of course, it is to a student's advantage to build as fine a record as possible, not only for what may go in a file, but also for the building of the person you hope to be. No transcripts can be sent without a signed Consent to Release Records from parent/guardian or student over 18 years of age.

CURRICULUM

Rockford High School offers a comprehensive academic curriculum which includes a regional tech center, internships and co-op work study for seniors and juniors, honors classes in English, Math, and Science; Advanced Placement in History (2), English (2), Math (3), Science (3), German, Spanish, Government, and Art; and extensive Technology classes. Rockford High School students may also enroll in college courses offered locally. RHS students enrolled in 84 college courses in 2015-16. Online courses are offered locally and at the Kent Intermediate School District (KISD). The KISD also has broad technical and academic offerings and a school for the county's students to take core courses in a high-tech, collaborative environment.

DANCES

- Students who attend our high school may attend our dances. Middle school students cannot attend high school dances, nor can high school students attend middle school dances.
- After-game dances are for Rockford High School students only. No guests.
- Semi-formal dances allow high school guests with prior approval from administration. Guests over the age of 20 are not allowed.
- All dance styles must comply with standards of modesty and safety. Dance supervisors in attendance will be the final judges of the appropriateness of dance styles. Inappropriate dancing includes, but is not limited to, the following: slam dancing, moshing, and any dancing that has sexual innuendos.
- Gentlemen are expected to keep their dress shirts on. Dancing with a tank top or a vest alone will not be permitted.

DIVERSITY

The Rockford Public Schools district fosters respect and understanding among all cultures and individuals who learn and work in our school community. We are committed to a philosophy that draws strength from our differences and builds on our similarities in order to:

- Create a positive learning environment free of bigotry and prejudice in which all students can learn free of intimidation, harassment, bullying, or prejudice directed at them or others.
- Empower all people to reach their full potential.
- Promote respect and dignity toward all persons.
- Prepare students to function effectively in a multiethnic and multicultural society.

Everyone in the Rockford Public Schools district has a right to feel respected, safe, and valued.

DRESS CODE

Students are expected to dress neatly and modestly at all times. The dress code is not an issue of morality or decency, but a policy to promote a safe and orderly learning environment. Students are to reflect a positive, businesslike, learning environment.

Students who are not in compliance, and are wearing attire that could possibly cause disruption, must immediately correct the problem (change into something appropriate) or they will be sent home. Parents will be called to provide proper attire if the student is unable to find proper clothing at school. Students who are uncooperative or repeatedly violate the dress code policy are subject to disciplinary action under the Student Code of Conduct.

Inappropriate clothing for school includes, but is not limited to:

- Halter tops, Tank tops or dresses
- Undergarments should not be visible at any time.
- Clothing with spaghetti straps
- Clothing that exposes the midriff
- Clothing with holes
- Short shorts (inseams must be a minimum four inches)
- Pajamas
- Hats or head coverings
- Spiked jewelry
- Chains (unless functionally attached to a wallet)
- Clothing that promotes tobacco, alcohol, or drugs
- Clothing that depicts violence, hatred, racism, Satanism, sexually suggestive messages, or is gang-related
- Short skirts (mid-thigh as worn)
- Sagging pants

Since it is difficult to predict in advance what the inappropriate dress will be, guidelines will be communicated to students at various times throughout the school year if necessary. Students will be asked to change if an item is deemed inappropriate by a staff member. Also, state law requires that footwear be worn at all times.

DROP AND ADD POLICY

To minimize disruption and to maintain the integrity of the educational process, student schedule changes will be considered as follows:

- Must be completed by the fourth day of the trimester.
- After the deadline, changes will be considered for extenuating circumstances only.
- Any exceptions must be approved by an administrator. When a student is removed from a course by administrative action, the grade to be recorded will be determined by the administrator in conjunction with the teacher.

ELECTRONIC DEVICES

Rockford Public Schools is not responsible for electronic devices that are brought to school. Students are encouraged to keep these devices at home. Personal electronic devices can enhance the educational experience for our students. However, personal electronic devices can also be detrimental to the learning environment. As a school district, we need to address and embrace the opportunities these devices bring, which is anywhere/anytime learning, but also safeguard the learning environment. In summary, those that bring an electronic device are encouraged to use them for educational purposes in a safe and reasonable manner.

Guidelines for Student Usage of Electronic Devices

1. All electronic devices, including, but not limited to, cell phones, smart phones, table PCs, mobile presenters, wireless tablets, digital recorders, iPods, MP3 players, texting calculators, video/audio devices, digital cameras or laptops, are not to be used during class unless the teacher authorizes usage for a class-related purpose.
 - In particular, cell phones are to be turned off (not in the vibrate mode) and are not to be used during class time.
 - If the teacher gives permission for the use of a personal computer and/or digital recorder for note-taking, that is the sole purpose to which these devices should be used.
 - Personal electronic devices may be subject to search.
 - Examples of appropriate class-related purposes include, but are not limited to, accessing online text books, viewing Student Access, and use of calendar planner for academic organizations.
2. The use of any electronic devices during testing or exams, other than those sanctioned by the teacher in charge of the testing, is strictly prohibited. During the testing session, electronic devices are to be turned off and stored in a case, book bag, or purse, and may not be in the possession of the student during testing.
3. At no time may electronic devices be used in restrooms or locker rooms.
4. Students may access the internet, utilizing their own data plans (non-District portals), during class for only teacher-authorized, class-related purposes.
5. Students with disabilities or exceptional needs, who require electronic devices for their day-to-day functioning in the classroom, are to coordinate the use of electronics with their teacher, counselor, parent, and/or administration.
6. Any activity related to compromising the integrity of the District network will result in disciplinary actions.
7. Students may use electronic devices (not attached to the District's network) during the following time periods:
 - High School - Students may use electronic devices before school, after school, during breaks, or when directed to do so by the teacher.
8. Inappropriate use of electronic devices can carry over into the other portions of the student code of conduct, such as harassment, threatening statements, etc. As a result, the code of conduct for each of these areas will be enforced.

EMERGENCY PROCEDURES

Code Red

Code Red is our procedure for a coordinated response to a potentially life-threatening situation in one of our buildings. When students hear the announcement of Code Red, they are to follow the directions of the staff. If a student is out in the hall, he/she should go to the nearest classroom. Students in the restrooms should remain there until given directions. The Code Red procedure will be practiced at least once each school year.

Fire Drills

When the fire alarm is activated, students will follow the direction of the staff. They will move as quickly as possible out of the building and remain together as a class. Teachers will instruct students to the safest exit route. Staff will close classroom doors and turn out lights after everyone has exited the classroom. Teachers will remain with their class. Once outside, teachers are to take roll and advise administration or security if any students are missing. Once the all-clear is given, return to classroom.

Tornado Instructions

If there is a "Tornado Watch" or "Warning", students will be sheltered at school in designated areas as posted throughout the building.

FIELD TRIPS

Prior to a student going on a field trip, a parent/guardian must have given electronic approval on family access. Without electronic approval, the student will not be allowed to leave the school. Parents/guardians will be notified prior to all field trips. Students on a field trip must take Board of Education approved transportation with school personnel supervision, unless transported by a parent or guardian.

FINAL EXAMS

All students must take final examinations in all classes when they are given. The grade is averaged along with the progress report grade to determine the final trimester grade. Seniors taking mixed level classes may be required to take the exam with the class. Seniors with a "B" average or better and no unexcused absences or suspensions based on each class hour, with permission from teachers, may be allowed to waive 3rd trimester final exams.

GRADES

Students are generally graded on the following basis:

- A Does a very superior quality of work
- B Does a good quality of work
- C Does average work
- D Generally does less than minimum requirements
- E Completed less than minimum classroom requirements, but demonstrated mastery (C+ or better) on final exam
- F Always does less than minimum requirements
- NC No grade or credit given
- CR Credit only
- I Incomplete - An incomplete grade is given to any student who, due to extended absences, does not complete the required work prior to the end of a marking period. All incompletes must be made up within one week from the conclusion of the trimester (only extenuating circumstances will be allowed). Plus or minus grades are used for the purpose of having more flexibility in the grading system, and will be used in computing academic averages.

Grading Scale for Class Rank calculation:

A = 4.0	A- = 3.7	B+ = 3.3	B = 3.0	B- = 2.7	C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7	E = 0.0 with credit by exam	F = 0.0 with no credit			
I = Incomplete	CR = Credit not in GPA	NC = No Credit not in GPA					

Weighted grades for Honors and AP courses are used for GPA and class rank (A = 5.0, B = 4.0, etc.).

Class rank is calculated at the end of each trimester. All grades for all classes for all students are used in calculating rank.

GRADUATION REQUIREMENTS

RHS graduation requirements align with Michigan Merit Curriculum legislation, and go beyond with local requirements. RHS is the only high school in the State of Michigan which awards a guaranteed diploma: if any RHS grad is determined by an employer to be less than proficient in Reading, Mathematics, or Locating Information, RHS will provide the graduate with instruction to bring him/her to a proficient level.

Credits required for graduation: 27.5

(.5 credit equals 1 trimester, 1 credit equals 2 trimester)

Course Requirements:	Credits Required:	Qualifying Courses and Other Notes:
-----------------------------	--------------------------	--

Computer Literacy - R	0.5	Business Tech, Multimedia, TV Studio 2, World Tech (WT) CAD, WT Structures, WT Manufacturing, WT Controls, WT Energy & Transportation, Product Design, KCTC (Accounting, Info Tech, Graphic Design, Mechatronics), Computers in 7th or 8th grade with C or higher. Rockford Public Schools: middle school Tech 1 and Tech 2 (must be both) with a grade of C or better.
Communications - R	0.5	Speech, Policy Debate, Theater, TV Studio 1.
English	4.0	English 9 English 10 English 11 or AP English Language & Composition English in 12th - two options: Option 1 - Senior Composition or Technical Writing PLUS one of: Contemporary Lit, Shakespeare, Psychology through Lit, Multicultural Lit, Sports Lit. Option 2 - AP English Literature & Composition.
Mathematics	4.0	Must include Algebra 1, Geometry, Algebra 2, and Math or Math-related in 12th grade. Credit may be earned in middle school. Math-related approved classes for 12th grade (please note that "math-related" classes do not count as a math credit for college admissions): Chemistry or Physics beyond the graduation requirements, WT Controls, Accounting, Business & Personal Finance, Financial Management, and selected KCTC courses (see your counselor for details). 4th-year math may be a repeat of Algebra 2.
Physical Education	1.0	Health & Phys Ed 9.
Physical Education - R	0.5	Additional 0.5 credit of Phys Ed, or participation in Marching Band or an RHS-sanctioned sport or club for two seasons. Approved clubs are Dance and Equestrian. A student may also apply for a waiver of this 0.5 credit for outside athletic activities; see your counselor for details.
Science	3.0	Earth/Science: 1.0 credit. Biology: 1.0. Chemistry and/or Physics: 1.0.
Social Studies	3.0	World Studies: 1.0 credit. American Studies: 1.0 credit. Economics: 0.5 credit. Government: 0.5 credit.
World Languages	2.0	2.0 credits of the same language. May be earned in grades K-8 under certain circumstances.
Visual, Performing, or Applied Arts	1.0	Art (all classes), Business (Marketing Communications, Multimedia), Communications (all classes), English (Writing for the Print Media, Yearbook), Life Management (Parenting Psychology, Clothing), Music (all classes), Tech Ed (all classes), qualifying KCTC programs (see your counselor for details).
Other Requirements:		
Credits Earned - R	27.5	
Online Experience	Incorporated into RHS curriculum.	
Competency Test - R	RPS requires students to pass a competency test, administered junior year. At the time of publication, students had to earn at least a Platinum, Gold or Silver score on the ACT WorkKeys test.	
Junior Testing Requirement - R	Good Faith Effort on testing sequence in March of junior year.	
R = Local RHS Graduation Requirement		
A course may fulfill both a State and a local graduation requirement.		

(R) = Rockford requirement. An individual class may be used to meet both a state requirement and a Rockford requirement.

Additional graduation requirements include:

- Total Number of credits 27.5
- Successful score on the District competency test ACT WorkKeys: Platinum, Gold or Silver level.
- Attendance at Rockford High School and/or River Valley Academy at least a full school year prior to graduation
- Good Faith effort on the Michigan Merit Exam (MME) or other state-approved assessment

GUIDANCE SERVICES/COUNSELING

General Procedures

Counseling services are available to assist students with academic matters, personal problems, social issues, career choices, college selection, and scholarship applications. Students may see a counselor by making an appointment in the Counseling Office with the receptionist. Counselors monitor student academic progress and assist in post-high school planning in a variety of ways individually and in the classroom setting. Academic performance, career interest evaluations, student involvements, and work experiences are utilized in the process. Counselors have an alphabetical caseload of students, keeping the same students for their grade 10-12 years. This way the student, parent, and counselor can develop a working relationship. This also insures that services are delivered to every student. Counselor caseloads are posted in the guidance office. Please check for your assigned counselor. Counselors are listed below:

Freshman Center

Deb Gibson and Tara Holwerda

High School

Rachel Eldersveld, Ken Parker, Tara Holwerda, Sarah Young, and Jonathan Taylor

HOMWORK POLICY

We believe that homework is an integral part of the educational process that reinforces and enhances learning. Teachers, students and parents need to cooperate to make homework a valuable experience. The following guidelines will help make learning more successful.

Homework for most classes can be found at: Student Access and/or Family Access @ www.rockfordschools.org.

Teacher Responsibilities

1. Provide the students and parents with a written communication of the teacher's policies on homework, including how homework affects the final grade.
2. Assign homework that enhances learning.
3. Demonstrate study skills applicable to the class.
4. Provide opportunity for students to receive feedback on homework.

Student Responsibilities

1. Complete homework as assigned.
2. Complete own work utilizing necessary resources.
3. Manage time to complete work.
4. Understand what their assignment is. (Ask questions!)
5. Have necessary materials to complete homework.

Parent Responsibility

1. Establish homework as a family priority.
2. Provide a quiet study place in the home.
3. Help the child to schedule a regular study session.
4. Provide assistance and encouragement.
5. Monitor homework performance and insure completion of daily assignment.
6. Notify the teacher if persistent problems or difficulties are noticed during study times at home.

Homework Definition

1. Teachers are reminded that homework is not busywork. Homework is that activity which is assigned to be done at home to reinforce and/or extend learning.
2. Homework is that work assigned but not completed during the allotted school time. This work usually is expected to be completed at home and returned the day following its assignment or when it is due.
3. Reinforcement work specifically assigned for completion at home.
4. Special projects and reports which require added efforts at home.
5. Study required in preparation for tests and/or class work.
6. Independent reading.
7. Read aloud activity for elementary students.

Purposes of Homework

1. Extend classroom learning.
2. Provide reinforcement for in-school learning.
3. Assist students in developing study skills
4. Encourage student self-discipline.
5. Provide a link between school and home.
6. Provide opportunity for the teacher to check student mastery of material.

Homework Guidelines

Grade Level

7 and 8

9 - 12

Time Suggested

60 - 80 minutes per night

75 - 120 minutes per night

The above figures are approximations. These figures may vary according to an individual student's test schedules, reports due, etc. Incomplete Assignments: Teachers are expected to provide a written policy statement to all parents at the beginning of each school year, which outlines procedures, expectations, and policies for missing, incomplete, or unacceptable homework.

HONOR ROLL

To be eligible for the Honor Roll, a student must have a 3.0 GPA in a minimum of four letter grades (or three letter grades plus CR) with no failing grades (E or F).

IDENTIFICATION CARDS

All students will receive a multi-use ID card. This card, in addition to being an ID card, can be used as a lunch debit card and a library card. Every student should have his/her identification card in his/her possession while on campus or while attending school functions. Any student who does not have an identification card should see the secretary in the Food Service office. A \$3.00 replacement fee may be charged. As its name indicates, an identification card is for the purpose of identifying the holder of the card - in this case you, the student. On occasion, you may be asked to show your identification to a staff member or security personnel and failure to do so will constitute a violation of the discipline code and may result in disciplinary action.

ILLNESS IN SCHOOL

Students who become ill at school and do not report to class must immediately report to the attendance office. Freshman students please report to the main office or health room. The student will be attended to and a parent/guardian will be contacted by phone. Any student who becomes ill at school and does not report to the attendance office prior to leaving school will be held to the truancy policy.

KENT CAREER / TECHNICAL CENTER

Attendance Policy

The Rockford High School attendance policy is in effect for all Rockford High School students that attend Kent Career/Technical Center (KCTC).

Driving Policy

Rockford High School provides bus transportation to and from KCTC. Only students who get pre-approved parking permits from KCTC are allowed to drive to KCTC. Students who drive that develop poor attendance records are subject to having their permits revoked. Students who have approved parking permits to KCTC may transport themselves only. **2nd session** students who have classes at RHS before and after their classes at KCTC are required to ride school transportation (except with Administrator approval).

Suspension Policy

Students suspended from Rockford High School will also be suspended from KCTC (unless administrative approval is given to attend).

LOCKERS

Students will be assigned a locker for their use at the beginning of each school year. Students will be responsible for the contents of the locker and its upkeep. Students are advised that the lockers are owned by the school and are assigned on a temporary basis. The building administration, therefore, reserves the right to inspect the contents of any locker at any time when, in the opinion of the school official, he/she is acting to protect the health, safety, and welfare of the school community, to enforce school rules, and/or there is a reasonable suspicion that the search will produce evidence of a violation of school rules relating to the health, safety, or welfare of the student body or staff. In the event of such an inspection, every effort will be made to have the student present when the inspection takes place. Students **MAY NOT** change or use lockers from those originally assigned without permission from an administrator.

LUNCH/ BREAKFAST PROGRAM

The school food service program provides a planned, well-balanced menu featuring a main dish and ala carte items daily, including a fast food line. All of the serving lines are computerized and a debt account can be set up for each student and money may be deposited in this account any time during the three lunch periods. Students will be able to use this money for food items only and any refund of money in accounts will be sent by check upon request of the parent/guardian. Students must remain in the cafeteria or other designated areas during lunch/breakfast. Students are not to be in the academic or athletic wing during lunch periods. All food or beverages must be consumed in the cafeteria area.

MEDIA CENTER RULES

To be distributed at the building level.

MEDICATION PROCEDURES

- Students may not possess medications in school, except in the case of emergency, such as inhalers or epi-pens.
- Parents must submit a medication permission form to the nurse's office.
- No medications will be administered to a student without written permission from the parent/guardian.
- All medications must be brought to and from school by the parent/guardian.
- All medications must be in the original container and the label must include the student's name, doctor, medication, and dosage.
- Any changes in the type of drug, dosage, or time of administration should be accompanied by a new physician and parent permission signature.
- All medication must be stored in the nurse's office.
- In cases where a deviation is necessary (inhaler, epi-pen), arrangements and procedures will be coordinated by the school principal in consultation with the school nurse.
- Unused medications must be claimed by the parents at the end of the school year, or they will be discarded.
- Secondary students participating in after school or away events may self-administer *non-prescription* medication provided all rules/regulations for After School Hours/Out of District are followed, including:
 - Prior written permission from the parent and administrator is obtained;
 - Prior approval must be obtained from coach/advisor/athletic administrator. Permission forms are available in the athletic department or from school advisor.

MME (Michigan Merit Exam)

The MME consists of the SAT college entrance exam, the WorkKeys exam, and State of Michigan tests known as M-STEP. The MME is given to all high school juniors in the state beginning in April. The MME will be used to determine whether students are meeting or exceeding the Michigan Curriculum Standards. Students will also be able to submit their SAT test score for admission to colleges and universities. For more information regarding the MME, visit: www.michigan.gov/mme. For information regarding the SAT, visit: www.collegeboard.org. WorkKeys information can be found at: www.act.org/products/workforce-act-workkeys

MONEY AND VALUABLE ARTICLES

Rockford High Schools is not responsible for items not locked up. Use lockers in the hall or PE locker rooms to protect all valuables. Rockford Public Schools encourages students to not bring valuables to school. Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles, including iPods, MP3 players, cell phones, etc.

NATIONAL HONOR SOCIETY

Selection to the National Honor Society (NHS) is carefully controlled by the NHS at the national level. Each chapter is given a charter based upon a pledge to uphold the NHS by-laws. These rules cover who may be selected. Rockford High School criteria for induction into the NHS:

1. Be a junior or senior and have completed the 2nd trimester of their junior year in high school
2. Have a minimum 3.5 GPA or be a senior with a 3.36 GPA or higher and SAT Score of 1280 or higher.
3. Proof of service, leadership, and character
4. Be in attendance for two trimesters at Rockford High School prior to induction
5. Be reviewed by the Faculty Council (students are selected by the Faculty Council**)

**After a student has been nominated, he/she is then given the opportunity to submit evidence of character, service, and leadership including: (1) a list of activities they have been involved in, either inside or outside of school, (2) a letter of recommendation, (3) two personal essays stating their character and what they would contribute to NHS. Once all the information has been accumulated, the Faculty Council meets to review the total evidence supplied by each applicant. The decision of the council is based on all of the information presented.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are planned for the fall, winter, and spring of each school year. Teachers will be available to meet with parents to discuss student progress. Please feel free to contact your student's teachers at any time during the year. A schedule of conference dates and times may be announced through Family Access, the school website, various school newsletters and the local media.

PARKING GUIDELINES

PARKING ON SCHOOL PROPERTY IS A PRIVILEGE, NOT A RIGHT

1. Parking permits are **required** to park at Rockford High School and are purchased every year. Students may park their vehicles in the lot designated. Seniors may park in the senior lot, tennis lot, or underclassmen lot. All juniors,

sophomores, and freshman will park in the underclassmen lot, which is the largest lot east of the athletic entrance that borders the Freshman Center.

2. Parking permit costs per school year are as follows: \$15 for first permit. If you have multiple students that drive to Rockford High School, each additional permit is \$10. If your sticker is lost, stolen, or is on a vehicle that is in an accident or replacement during the school year there will be no cost for replacement
3. All permits must be **displayed on the backside of the inside rear view mirror**. Parking sticker must be visible. (If you are unsure of this location, see any security officer and he/she will assist you.)
4. **If you are driving a vehicle other than your currently-registered vehicle, you must sign it in at the main office upon arriving to school.**
5. Vehicle must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lots. Vehicles must be driven safely and must yield to pedestrians. Students parking outside the painted lines or designated parking spots may be ticketed, disciplined, or vehicle towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot will be subject to disciplinary action.
6. The staff lot is for school staff, personnel, and visitors designated by administration. This lot **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.
7. The school is not responsible for student vehicles, damage to 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.
8. 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 student discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.
9. Discipline for parking violations or misconduct includes all disciplinary measures in the Student Discipline code and/or withdrawal of parking privileges.

PLEDGE OF ALLEGIANCE

All students have an opportunity to recite the Pledge of Allegiance to the United States flag each day.

PROGRESS REPORTS

The purpose of the progress report is to communicate student performance. Parents/students have the ability to view current grades at all times throughout a trimester using Family Access.

REFERRAL AGENCIES

For all ages, all needs (mental health, food, etc.):

United Way Quick Referral	2-1-1
Family Resource Guide – Kent County Area	www.familyresourceguide.info

Hotlines – For Kids Who Need Help

National Hope-line Network	800-784-2433
U.S. Department of Health & Human Services, Substance Abuse Services Administration	800-662-4357
Poison Control Centers	800-222-1222
National Runaway Switchboard	800-786-2929
National Eating Disorders Association	800-931-2237
Pax Real Solutions to Gun Violence	866-773-2587
Girls & Boys Town National Hotline	800-448-3000
Covenant House Neline	800-999-9999

General

Network 180	616-336-3909
United Way First Call for Help	616-459-2255

Runaway

Bridge for Homeless Youth Services	616-451-3001
17th Circuit Court/Crisis Intervention Program.....	616-632-5861
RAP Line (Runaway Assistance Program)	1-800-292-4517

Mental Health

Network 180	616-336-3909
-------------------	--------------

Child and Family Resource Council

Child & Resource Council	616-454-4673
Kent County Department of Protective Services	616-247-6300

Services for Children and Families

Arbor Circle	616-456-7775
Bethany Christian Services	616-224-7610
Child & Family Resource Council	www.childresource.cc
DA Blodgett Services.....	616-451-2021
Family Outreach Center.....	616-247-3815
Life Guidance Services – lifeguidanceservices.org	616-954-1991
Wedgewood Youth & Family Services	616-942-2110

Substance Abuse

Al Anon, Ala-Teen	616-257-8089
Pine Rest	616-242-6400
Project Rehab: Dakotah/Shilo Treatment Center	616-776-0891
St. John’s Home	616-361-9564

Suicide Prevention

Network 180	616-336-3909
Forest View Hospital.....	616-942-9610
Pine Rest Crisis Unit.....	616-455-9200

REPORTING AGENCIES

SILENT OBSERVER/OK2SAY INFORMATION

Goals

The goals of these programs is to make the environment in the Middle and High Schools safer by providing an avenue to anonymously report the presence of dangerous weapons, drugs, major thefts, and damage of property within or upon school property; and to give students the opportunity to empower themselves by stopping crime from occurring.

Reporting Procedure

Parties reporting information are to utilize either OK2SAY or Silent Observer at the number below. The caller is to provide the necessary information to OK2SAY or Silent Observer staff.

- OK2SAY – text 65279 – migov/ok2say
- SILENT OBSERVER - 616.773.2345 – silentobserver.com

All tips will be investigated by school and/or police. As a caller or tipster you may never know the outcome of the investigations.

SALES AND SOLICITATIONS

All sales and solicitations within the school or school grounds by individuals or groups must have the approval of an administrator. All school club or group fundraisers must have previously completed the fund raising request form and received administration approval. A student may not sell any item(s) to school personnel or another student for individual profit.

SEXUAL HARASSMENT POLICY

Policy Statement

The Rockford Public Schools' sexual harassment policy prohibits sexual harassment of students and staff. Sexual harassment of students disrupts the educational process and interferes with the District's commitment to provide a stable learning environment to its students. All students are expected to conduct themselves with respect for the dignity of others. The Rockford Public Schools, because of its desire to prevent and prohibit sexual harassment of its students and staff, adopts this policy to give notice that sexual harassment of students and staff is wrong and will not be tolerated by the District.

Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature that is unwanted by, or unwelcome to, the student, and/or has the purpose or effect of substantially interfering with a student's educational environment. Such conduct or communications may be illegal and will subject the harassing student to appropriate corrective action, including discipline, when such conduct or communication has the purpose or effect of substantially interfering with the other student's education or creates an intimidating, hostile, or offensive educational environment. Sexual harassment of students may take many forms. Examples of conduct prohibited by this policy include, but are not limited to, the following:

1. Verbal harassment or abuse of a sexual nature.
2. Pressure for sexual activity.
3. Repeated remarks with sexual or demeaning implication to students.
4. Unwelcome touching of a sexual nature.
5. Suggestions or demands of sexual involvement that are accompanied by implicit or explicit threats.
6. Sexual name calling, gestures, jokes, and spreading sexual rumors about students.

Reports of Sexual Harassment

The District encourages any student who believes he/she has been subjected to sexual harassment to report his/her concerns directly to any building principal or counselor (they will also explain the complaint procedure). Complaints or reports of sexual harassment shall be handled as confidentially as possible. However, in certain circumstances, the District may be required by the Child Protection Law to report child sexual abuse to the Department of Social Services or other designated law enforcement agency. All reports or complaints of sexual harassment will be promptly investigated by appropriate District representatives. Any student who violates this policy will be subject to appropriate corrective action, including suspension or expulsion. The District prohibits retaliation against students who file or make such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon an individual's status, nor will it affect a student's grades or work assignments. However, the District will take appropriate action if it finds that a student has deliberately filed a false complaint.

STUDENT ASSISTANCE PROGRAM

A K-12 Student Assistance Program, based within the school, provides a means for schools to continue quality education in the classroom while providing a mechanism for addressing high-risk behaviors in youth that interfere with their academic and/or social development. The objective of such a program is to assist, identify, refer, and follow-up with students experiencing, or at high risk for, problems, depression, suicide, incest, family violence, family problems, or health-related issues. The Program links school systems with local networks or community agencies and resources in providing appropriate assistance to students. If in need of these services, contact your counselor.

Action Steps for Students

There is much students can do to help create safe schools. Talk to your teachers, parents, and counselors to find out how you can get involved and do your part to make your school safe. Here are some ideas that students have tried:

- Listen to your friends if they share troubling feelings or thoughts. Encourage them to get help from a trusted adult, such as a school psychologist, counselor, social worker, leader from the faith community, or other professional. If you are very concerned, seek help for them. Share your concerns with your parents.
- Work with local businesses and community groups to organize youth-oriented activities that help young people think of ways to prevent school and community violence. Share your ideas for how these community groups and businesses can support your efforts.
- Participate in violence prevention programs such as peer mediation and conflict resolution. Employ your new skills in other settings, such as the home, neighborhood, and community.
- Work with your teachers and administrators to create a safe process for reporting threats, intimidation, weapon possession, drug selling, gang activity, graffiti, and vandalism. Use the process.
- Help to develop and participate in activities that promote student understanding of differences and that respect the rights of all.
- Volunteer to be a mentor for younger students and/or provide tutoring to your peers.
- Know your school's code of conduct and model responsible behavior. Avoid being part of a crowd when fights break out. Refrain from teasing, bullying, and intimidating peers.
- Be a role model - take personal responsibility by reacting to anger without physically or verbally harming others.
- Seek help from your parents or a trusted adult, such as a school psychologist, social worker, counselor, or teacher if you are experiencing intense feelings of anger, fear, anxiety, or depression.

Tips for Parents

Parents can help create safe schools. Here are some ideas that parents have tried:

- Discuss the school's discipline policy with your child. Show your support for the rules and help your child understand the reasons for them.
- Involve your child in setting rules for appropriate behavior at home.
- Talk with your child about the violence he/she sees on television, in video games, and possibly in the neighborhood. Help your child understand the consequences of violence.
- Teach your child how to solve problems. Praise your child when he/she follows through.
- Help your child find ways to show anger that do not involve verbally or physically hurting others. When you get angry, use it as an opportunity to model these appropriate responses for your child and talk about it.
- Help your child understand the value of accepting individual differences.
- Note any disturbing behaviors in your child. For example, frequent angry outbursts, excessive fighting and bullying of other children, cruelty to animals, setting fires, frequent behavior problems at school and in the neighborhood, lack of friends, and alcohol or drug use can be signs of serious problems. Get help for your child. Talk with a trusted professional in your child's school or in the community.
- Keep lines of communication open with your child, even when it is tough. Encourage your child to always let you know where and with whom he/she will be. Get to know your child's friends.
- Listen to your child if he/she shares concerns about friends who may be exhibiting troubling behaviors. Share this information with a trusted professional, such as the school psychologist, principal, or teacher.
- Be involved in your child's school life by supporting and reviewing homework, talking with his/her teacher(s), and attending school functions such as parent conferences, class programs, open houses, and PTA meetings.
- Work with your child's school to make it more responsive to all students and to all families. Share your ideas about how the school can encourage family involvement, welcome all families, and include them in meaningful ways in their children's education.
- Encourage your school to offer before-and-after school programs.
- Volunteer to work with school-based groups concerned with violence prevention. If none exist, offer to form one.
- Find out if there is a violence prevention group in your community. Offer to participate in the group's activities.
- Talk with the parents of your child's friends. Discuss how you can form a team to ensure your children's safety.
- Find out if your employer offers provisions for parents to participate in school activities.

STUDENT COUNCIL

Every student, teacher, and employee of Rockford High School is a citizen of the Rockford High School Cooperative Association. The executive head of this association is the Mayor, who is elected to office by the citizens in the spring, and takes office in the fall when school opens. The Mayor serves as presiding officer over the council and gives leadership to the school. Laws and rules governing the student body are made by the School Council. Membership to the Council is made up of representatives elected by each of the grades, as well as class presidents, and a faculty representative. Commissions appointed by the executive heads are assigned various tasks in the operating of the school.

STUDENT RECOGNITION

Each month students can be nominated by their teachers for outstanding effort, a job well done, or substantial improvement in a class. Nominees will have pictures posted in a showcase and receive a certificate of recognition.

SUSPENSIONS

Any student who receives a suspension will be allowed to make up the work for credit at a maximum of two times per semester. No credit will be given if further suspensions are given during the semester. Students under suspension may not attend any school related activities.

School Detentions

This practice can be implemented by teachers or administrators as a form of discipline correction. Supervised detention may be assigned after school. Parents will be notified when detention is assigned. Students are required to report for detention with school work. Transportation to detention and home from detention is the responsibility of the student and parent. Failure to report for assigned detentions may result in additional after school detentions. Alternatives to the detention can be arranged if parent contact is made with the assistant principal.

After-School Detentions

After-school detentions assigned by administrators for violations of truancy and other minor disciplinary infractions are typically held from 2:36-4:00 P.M. on Wednesdays. Those students who choose not to attend the after-school detention will be suspended out of school the next day with "No Credit".

Snap Suspension

In accordance with State law and Rockford Board of Education policy, snap suspensions may be issued by Rockford Public School teachers in accordance with the following definitions, policies, and procedures. A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity for up to one day for violation of the following inappropriate behaviors as defined by the student discipline code of conduct: 1) harassment/bullying and/or sexual harassment; 2) profanity/obscenity; 3) insubordination/insolence; 4) gross misbehavior. Note: All other violations of school policy should be referred to school administration.

Snap Suspension Procedure

1. The teacher must complete a snap suspension referral form to inform administration of the suspension before the end of the class, subject, or activity.
2. The teacher must send the student being suspended (with an escort) to the office as soon as the student is removed from the class.
3. The teacher will contact the parent/guardian of the student by phone by the end of the day, or in writing within two school days, to request that the parent/guardian attend a conference to discuss the student's inappropriate behavior. An administrator will be present at the conference if requested. The school counselor, psychologist, or social worker shall also attend this meeting if requested by the parent/guardian or school.
4. The student shall not be returned to the classroom that day unless the teacher and administrator agree it is appropriate.
5. The teacher will maintain written documentation of the snap suspension and place a copy in the student's discipline file.

Out-of-School Suspension

Out-of-school suspensions will result for serious misconduct and/or as part of the progressive disciplinary action to help students modify unacceptable behavior(s) when it appears other measures are ineffective. Exclusion from school-related activities will occur until the student returns from suspension. Homework will be made available.

Appeal Procedure

Students receiving a suspension may appeal in writing to the building principal within 24 hours regarding the suspension. A summary of the hearing and action taken will be provided in writing to the student.

Expulsion Procedure

Students who are guilty of continued serious misconduct according to Board Policy may be recommended to the Board of Education for expulsion from all schools in the District, according to the following conditions:

1. The principal of the school with his/her staff shall exhaust all means of bringing about a correction in the misconduct and shall have brought the case before the Superintendent or the Superintendent's delegate.
2. Juvenile authorities and law enforcement agencies shall have been consulted if they are involved.
3. Parents shall have been consulted freely and all possible support from them shall have been secured.
4. The assistant principal, or his/her delegate, shall suspend the student until the time of the next Board meeting, at which time the student's name will be presented to the Superintendent and hence to the Board of Education with a recommendation.
5. The Board of Education will arrange for a review of the case at a closed session with the parents and the principal, and other parties involved and expulsion will be determined by the Board of Education.
6. A complete written record of each case is to be kept and submitted to the Board of Education 48 hours in advance of the Board of Education meeting when this hearing will be held.
7. Expulsion means that the student's relationship with the Rockford Public Schools is terminated. This includes access to school property and school-related events

Reinstatement of the Student - Request

1. Reinstatement following the expulsion can only be granted formally by the Rockford Board of Education, if a formal application for reinstatement is submitted. Requests for reinstatement must be directed to the Assistant Superintendent of Instruction.
2. A reinstatement hearing will be held within 10 school days after receiving the formal application for reinstatement.
3. The Board of Education, after hearing from the parent, student and administrator, will reach a decision whether to reinstate the student or reject reinstatement.
4. Once a decision is made by the Board of Education, the process is complete. If the decision was made to reinstate the student, the administrator will decide on proper placement, educational program and possible behavior plan.

TARDINESS

All students with excused, pre-arranged (doctor, dental, etc.) tardies to school must report to the attendance office upon arrival at school. **Excused calls must be received before student's arrival at school.** All students arriving after 8:00 A.M. must report to the attendance office.

Tardy Policy

1. Students will be allowed **two free tardies for each class** each trimester. Teachers will record tardies and keep track of accumulated tardies.
2. On the **third tardy**, the teacher will contact the student's parents and assign a 30-minute after-school detention to be served with the teacher.
3. The **fourth, fifth, sixth, and all successive tardies** will result in an after-school detention assigned by the principal. A behavior referral will be completed by the teacher.
4. On the **seventh tardy**, the principal will schedule a meeting with the student, the student's parent and the student's teacher. The student will not be allowed to return to class until this meeting takes place.
5. On the **eighth tardy**, the student's driving privileges on school grounds will be revoked for the rest of the trimester.

The following is a partial list of what are considered unexcused tardies:

- Oversleeping or the alarm not going off.
- Missing the bus.
- Car problems of any kind. A bus is provided for your transportation. If you choose to drive or ride with someone else, be prepared to be unexcused for vehicle breakdowns.
- Bad road conditions, unless the administration excuses you. Again, if you choose to drive yourself or ride with someone else, give yourself enough time to arrive to school on time and safely.
- Riding with another student who forgets to pick you up. It is your responsibility to get to school on time, not someone else's.

Tardiness Between Classes

If a teacher has detained you and made you tardy to your next class, that teacher will give you a slip that will admit you to the class without penalty. If, however, you are tardy for any other reason, you must account to the teacher to whose class you are tardy, and that teacher will admit you or penalize you as the case may warrant. **No tardy slip will be issued by the office in these cases.**

Teachers may assign detention for students who are tardy to class, per the schedule above. Continual tardiness to class may result in a behavior referral to the assistant principal and an after-school suspension being assigned.

TELEPHONES (OFFICE)

Except in emergency cases and for school business, use of the office telephone is not granted to students. Emergency messages only will be taken in the office and delivered at the close of school.

TEST INFORMATION

WORKKEYS

Rockford High School graduates must earn a Platinum or Gold or Silver Career Readiness Certificate on the three subtests of the ACT WorkKeys test. This is a requirement for the Rockford High School Guaranteed Diploma.

MICHIGAN MERIT EXAM

Percentage of the Class of 2015 performing at the Proficient or Advanced level on the Michigan Merit Exam:

Reading 70%, Science 37%, Writing 65%, Social Studies 56%, Mathematics 33%.

SAT – Spring 2016

MEAN Total Score

1081/1600

52% met both benchmarks

MEAN ERW Score

546/800

79% met benchmarks

MEAN Math Score

535/800

54% met benchmarks

PSAT – Spring 2016

MEAN Total Score

992/1520

52% met both benchmarks

MEAN ERW Score

503/760

80% met benchmarks

MEAN Math Score

489/760

53% met benchmarks

ADVANCED PLACEMENT

Score distributions for 634 Advanced Placement tests taken by 410 students in 2015. The score distribution for those tests are: Level 5 (206-32%), Level 4 (184-29%), Level 3 (184-29%), Level 2 (54-9%), Level 1 (3-1%).

TESTING OUT

Rockford High School, in compliance with the School Code of Michigan, (Public Act 335, Section 1279B, of the State School Code), will allow students to “test out” of specified courses. These tests will be sound demonstration of course mastery based on the standards of learning expected of the students enrolled in the same course. Because some end-of-year tests do not serve as comprehensive measures of content and skill “mastery” as expressed in the Michigan School Code, students may be required to demonstrate a reasonable degree of mastery either through a written examination, written papers, projects, portfolios, or other comparable forms.

1. This policy will apply equally to all students at Rockford High School.
2. Course advancement or waiver will only be granted for a C+ (78%) or better. Credit earned is to be based on a passing grade C+ (78%) and will not affect the student’s GPA.
3. Students may not receive credit thereafter for a lower course in the course sequence concerning the same subject area.
4. Students can take the “test out” option one time only for a specific course. Students may not attempt to “test out” of a course more than once, and may not “test out” of a course they failed.
5. Testing out is offered one time a year.
6. **Registration for testing out will be in June; testing takes place in August.**

TEXTBOOKS

Students who use textbooks, supplies, library materials, or equipment issued by Rockford Public Schools are expected to return these materials in good condition. Students failing to return these items will not receive their report card or diploma until full payment for the items has been made. Students are required to show student ID when checking out and returning text books.

TITLE IX, SECTION 504, AGE DISCRIMINATION ACT AND TITLE II

The government has made legal provisions to insure that no person is discriminated against on the basis of race, color, national origin, sex, age, disability, religion, height, weight, or marital status. In order to protect these rights and assure compliance, the Rockford School District has appointed Dr. Douglas VanderJagt, Assistant Superintendent for Human Resources, as Coordinator of Title VI, Title IX, Section 504, the Age Discrimination Act, and Title II. Inquiries concerning the application of, or grievances for, any of these regulations should be addressed to: Dr. Douglas VanderJagt, Assistant Superintendent for Human Resources, Rockford Public Schools, 350 N. Main Street, Rockford, Michigan 49341. Phone: 616-863-6554. Any person, who feels that the rights of an individual have been misused in relationship to the provision of equal opportunity in any educational programs and activities, or in employment, may contact Dr. Douglas VanderJagt.

18 year old release: Paperwork for an 18 year old release may be picked up from the main office from September through April each school year.

VISITORS

- No student visitors are allowed during the school day from 7:40 A.M. until 2:35 P.M.
- Parents are welcome to visit any time. Please stop in the office for a Visitor’s Pass.
- Guest speakers and sales representatives are to report to the office.
- Anyone who would like to meet with a teacher may do so by making an appointment.
- Anyone wishing to talk with a student (other than the parent) must receive permission from an administrator.

WEAPONS-FREE SCHOOL ZONE POLICY

The Board of Education of Rockford Public Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous articles.

In this interest, and under the terms of this policy, Rockford Public Schools shall be designated a Weapons-Free School Zone. No person shall possess a weapon on school property unless:

1. They are serving in the capacity of a peace officer; or

2. They are a person with prior permission from the Superintendent or his/her designee that a weapon may be possessed for educational or safety purposes; or

3. They are otherwise exempt under Michigan law.

Furthermore, the Board of Education of the Rockford Public Schools (or the Superintendent) shall permanently expel a student from attending school in the District if the student possesses a weapon or dangerous article on District grounds or at District or school events. Such expulsion is mandatory unless the student establishes in a clear and convincing manner at least one of the following:

1. That the object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The weapon or dangerous article was not knowingly possessed by the student.
3. The student did not know, or have reason to know, that the object or the instrument possessed by the student constituted a weapon or dangerous article; or
4. That the weapon or dangerous article was possessed by the student at the suggestion, request, or direction of, or with the express permission of school or police authorities. Expulsions mandated under this policy shall be imposed in accordance with the procedures for student discipline as established by the District, and as set forth in the student handbook or other appropriate documents.

WITHDRAWAL AND TRANSFER FROM SCHOOL

The following is required for a student withdrawing from or transferring away from Rockford Public Schools.

- Parent/guardian authorization to withdraw or transfer
- Obtain appropriate form from the counseling office
- Pay all fines and fees
- Return all books or make restitution
- All classes must be cleared by teacher's signature
- Books are cleared in library by librarian's signature
- Take completed form to the counseling office for final clearance.

WORK PERMITS

By Michigan law, all students under 18 years of age must file a work permit prior to actually working. The work permit may be picked up in the main office. It has three parts: the employer fills out part one, the student fills out part two, and the school gives approval on the third part. After the employer and student parts are completed, the student needs to bring his/her **birth certificate or driver's license** with the permit to the main office for final validation and approval. Work permits are not issued during regularly scheduled school vacations (i.e. Thanksgiving, Christmas, Spring Break, Good Friday) during the school year.

2015-2016 DISCIPLINE CODE OF CONDUCT

The Rockford Board of Education does hereby establish the following categories of misbehavior that may result in suspension or expulsion from school of any student regardless of age, under its jurisdiction. The student may be referred to the Student Assistance Program for referral to an appropriate support agency. This list is offered as an example of unacceptable behavior and is not intended to be all-inclusive. These policies are applicable to all school-related activities and also apply while the student is on school property, before or after school, and en route to and from school on District-provided transportation.

The disciplinary action identified for the various types of unacceptable behavior enumerated in the student disciplinary code of conduct states the minimal disciplinary action. The District reserves the right and discretion to impose more severe disciplinary action, up to and including expulsion, for unacceptable behavior regardless of whether it is the first offense. Additionally, when appropriate, school administration reserves the right to deny any student that receives disciplinary action the privilege of attending school activities such as roller skating, dances, athletic contests, etc.

UNACCEPTABLE STUDENT BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p>1. Academic Dishonesty: Students found to be guilty of “cheating” or plagiarism.</p>	<ul style="list-style-type: none"> • Notify parent • Student will receive zero credit on assignment, paper, quiz, and/or test • After-school detention for minor offense • One to three-day suspension for major offense
<p>2. Aggressive Behavior: (student to student) Any form of physical violence such as hitting, shoving, tripping, kicking, spitting, pinching, poking</p> <ul style="list-style-type: none"> *Interfering with, hiding, damaging, extorting, or stealing another’s property *Offensive, insulting, or obscene gestures with hands, fingers, or face *Name-calling, put-downs, humiliating or demeaning remarks, taunting, harassment, offensive graffiti, notes, text messages, Facebook messages, or email; cyber-bullying and electronic intimidations, directed profanity, implied or explicit threats of emotional or physical harm, demeaning sounds such as animal noises, insulting a person’s family, religion, ethnicity, or disability *Undermining the person’s relationship with others by arranging social exclusion and shunning, spreading rumors, setting a person up to be publicly humiliated, revealing private and confidential information to embarrass others, sabotaging a friendship, forcing others to act against their will *Any form of hazing that has the purpose or effect of causing injury , discomfort, fear, suffering, or exclusion from a group <p>2a. Aggressive Behavior: (student to District employee, volunteer, contractor, or any visitor) No student shall engage in, or threaten to engage in, physical action upon an individual.</p> <p><i>*The rubric for minor aggressive/mean behavior is located on page 16</i></p>	<ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension and/or expulsion • 2nd Offense: Five-day minimum suspension and/or expulsion • 3rd Offense: Ten-day suspension and/or expulsion <ul style="list-style-type: none"> • Notify parent • Refer to police (at principal’s discretion) • 1st Offense: Five-day minimum suspension and/or expulsion • 2nd Offense: Expulsion

UNACCEPTABLE STUDENT BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p>3. Alcohol and Drugs: Possession of, use of, under the influence of, delivery of, sale of, or delivery of alcoholic beverages, narcotics, unauthorized prescription drugs, including look-alike drugs, synthetic substance or what is represented as a drug or alcohol, including other related paraphernalia. such as rolling papers.</p> <p>3a. Over-the-Counter Drugs/Medication: Unauthorized possession, or delivery, of Tylenol or similar over-the-counter medication including look-alike over-the-counter drugs, or what is represented as a drug. Possession of, use of, transferring of, or under the Influence of:</p> <p>3b. Prescription Drugs: Any student in possession of prescription drugs for his/her use must immediately register them in the nurse's office. Failure to comply will result in disciplinary action.</p>	<p>Possession of, Use of, or Under the Influence of, delivery of, or sale of:</p> <ul style="list-style-type: none"> • Notify parent • Refer to police (at principal's discretion) • Referral to counselor/Student Assistance Team • 1st Offense: Ten-day suspension and/or expulsion • 2nd Offense: Expulsion <p>Over-the-Counter Drugs/Medication: Delivery of, transferring, or sale of:</p> <ul style="list-style-type: none"> • Notify parent • Refer to police (at principal's discretion) • 1st Offense: Up to five-day suspension and/or expulsion • 2nd Offense: Ten-day suspension and/or expulsion • 3rd Offense: Expulsion <p>Prescription Drugs: Possession of:</p> <ul style="list-style-type: none"> • Notify parent • Refer to police (at principal's discretion) • 1st Offense: Up to five-day suspension • 2nd Offense: Five-day minimum suspension
<p>4. Arson: Purposefully setting fire to school property, people, or belongings for the purpose of doing damage or injury.</p>	<ul style="list-style-type: none"> • Notify parent • Refer to police (at principal's discretion) • Expulsion • Seek payment of damages
<p>5. Assault, Physical (student to District employee, volunteer contractor, or any visitor): Causing or attempting to cause gross or serious harm to another through intentional use of force or violence</p> <p>5a. Minor Assault: Intentionally causing or attempting to cause physical harm to another through force or violence with circumstances that warrant consideration.</p> <p>5b. Assault, Physical (student to student): Major Assault: Intentionally causing, or attempting to cause gross or serious physical harm to another through force or violence.</p>	<ul style="list-style-type: none"> • Notify parent • Refer to police (at principal's discretion) • 1st Offense: Five-day suspension and/or expulsion <ul style="list-style-type: none"> • Notify parent • Refer to police (at principal's discretion) • 1st Offense: Suspension (one-day minimum) or short term expulsion (up to ten days) or expulsion • 2nd Offense: Suspension (up to ten days) and/or expulsion <ul style="list-style-type: none"> • Notify parent • Refer to police • 1st Offense: Expulsion

UNACCEPTABLE STUDENT BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p>6. Bullying: Behavior that is directed at one or more students and is intentional and/or repeated.</p> <ul style="list-style-type: none"> • Substantially interferes with educational opportunities, benefits, or programs; • Adversely affects the ability of a student to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and • Is based on a student’s actual or perceived distinguishing characteristic (i.e., race, color, religion, ancestry, national origin, gender, physical features, sexual orientation, gender identity and expression, a mental, physical, or sensory disability or impairment, or by any other distinguishing characteristic), or is based on an association with another person who has, or is perceived to have, any of these characteristics. <p>Cyber Bullying: Willful and/or repeated harm inflicted through the use of computers, cell phones, and other electronic devices and/or social networking sites. Could include the development of a website used to promote and disseminate defamatory content.</p>	<ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three days suspension and/or expulsion • 2nd Offense: Three to five-day suspension and/or expulsion • Refer to police (at principal’s discretion)
<p>7. Computer Misconduct:</p> <p>Computer Piracy: Having possession of and/or use of unauthorized software including, but not limited to, music, movies, games and other software programs.</p> <p>Computer Misconduct: Logging in as another student, circumventing security software, destruction of files (deletion and modification), unauthorized access (network, network modems and computer stations), physical destruction of computer equipment, disassembling of computer, peripherals, or network cables.</p> <p>Inappropriate Use of Internet: Viewing, printing, copying or distribution of materials of an inappropriate, profane, sexual, or unethical nature.</p>	<ul style="list-style-type: none"> • Notify parent • Loss of computer usage • Up to three-day suspension and/or expulsion <ul style="list-style-type: none"> • Notify parent • Loss of computer usage • Payment of damages • Up to three-day suspension and/or expulsion <ul style="list-style-type: none"> • Notify parent • Loss of computer usage • Up to three-day suspension and/or expulsion
<p>8. Driving, Careless or Reckless: Any driving on school property that creates a potential hazard or danger.</p>	<ul style="list-style-type: none"> • Notify parent • Refer to police (at principal’s discretion) • Loss of driving privileges • Up to three-day minimum suspension and/or expulsion

UNACCEPTABLE STUDENT BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p>9. Electronic Devices: Unauthorized use of electronic device including, but not limited to, cell phones, iPads, etc. during the school day (7:40 A.M. – 2:35 P.M.).</p> <p>NOTE: Electronic devices. Used to violate other policies, will be disciplined according</p>	<p>1st Offense</p> <ul style="list-style-type: none"> ▪ Verbal warning or after-school detention ▪ After-School Detention ▪ Device will be returned at administrator’s discretion ▪ Suspension of device privileges on school property (unless unwarranted) <p>2nd Offense</p> <ul style="list-style-type: none"> ▪ After-School Detention ▪ Parent contact ▪ Device will be returned at administrator’s discretion ▪ Suspension of device privileges on school property (unless unwarranted) <p>3rd Offense</p> <ul style="list-style-type: none"> ▪ Up to three day suspension ▪ Parent, student and administration meeting required before device is returned ▪ Suspension of device privileges on school property (unless unwarranted)
<p>10. Extortion: Taking money or items of value through “strong-arm” tactics.</p>	<ul style="list-style-type: none"> • Notify parent • Refer to police (at principal’s discretion) • Up to five-day minimum suspension and/or expulsion
<p>11. False Alarm: <u>Fire Alarm:</u> Activating</p> <p><u>Deliberate breaking of glass in fire alarm or removal or discharge of fire extinguisher.</u></p>	<ul style="list-style-type: none"> • Notify parent • Refer to police (at principal’s discretion) • One-day minimum suspension and/or expulsion • Payment of damages <ul style="list-style-type: none"> • Notify parent • Refer to police (unless unwarranted) • One to five-day suspension and/or expulsion • Payment of damages
<p>12. Forgery: Fraudulent use of school-related documents or equipment, including false phone calls to the attendance office.</p>	<ul style="list-style-type: none"> • Notify parent • 1ST Offense: Up to three-day suspension and/or expulsion • 2nd Offense: One to five-day suspension and/or expulsion
<p>13. Gambling: Student involvement in betting or wagering.</p>	<ul style="list-style-type: none"> • Notify parent • One to five-day suspension and/or expulsion
<p>14. Gang-Related Activity: Zero tolerance. Rockford Public Schools will not tolerate any gang-related activities, clothing, “flashing-signs”, graffiti, strong-arm tactics, etc.</p>	<ul style="list-style-type: none"> • Notify parent • Refer to police (at principal’s discretion) • Five-day minimum suspension and/or expulsion

UNACCEPTABLE STUDENT BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p>15. Gross Misbehavior: Deliberate or willful conduct detrimental to the normal functioning of any school activity. For example: throwing food, false reporting, use of items of torment, spitting, etc.</p> <p>Endangerment: Any conduct that jeopardizes the health or safety of other persons by means of an intentional act.</p>	<ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension and/or expulsion, snap suspension, and/or expulsion • 2nd Offense: Three to five-day suspension and/or expulsion
<p>16. Habits or Bodily Conditions Detrimental to the School: Conditions under which the student is suspected of having a communicable disease or who have persistently neglected personal hygiene to the point where it is disruptive.</p>	<ul style="list-style-type: none"> • Notify parent • Notify school nurse • Student may be sent home until the condition is corrected.
<p>17. Indecency: Offending acts against recognized standards of propriety and good taste (as interpreted by this building's administration). This may include items of clothing that the administration determines to be inappropriate (dress code violations included).</p>	<ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension and/or expulsion • 2nd Offense: Three to five-day suspension and/or expulsion
<p>18. Insubordination: Defiance of authority. Attitudes or behavior insulting or contemptuous. Non-compliance of a reasonable request from school personnel.</p>	<ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension and/or expulsion • 2nd Offense: Three to five-day minimum suspension and/or expulsion <p>** NOTE: Being uncooperative or insubordinate during an emergency situation or drill receives up to ten-day suspension and/or expulsion.</p>
<p>19. Leaving School Building/Designated Areas (Unauthorized): Students may not leave school building/designated areas without authorization from school personnel.</p>	<ul style="list-style-type: none"> • Notify parent • 1st Offense: After-school detention • 2nd Offense: Up to three-day suspension and/or expulsion <p>**NOTE: Unauthorized leaving during K-9 searches receives up to ten-day suspension and/or expulsion.</p>
<p>20. Nuisance Items: Possession or use of any item that is disruptive to the educational process will not be allowed. Examples: laser pens, eggs, hats, hoods, hacky sacks (in the building), lighters, matches, shaving cream, squirt guns, etc.</p>	<ul style="list-style-type: none"> • Notify parent • After-school detention for minor offenses • 1st Offense: Up to three-day suspension and/or expulsion • 2nd Offense: Three to five-day suspension and/or expulsion
<p>21. Panhandling: Soliciting, begging, or mooching money from other students.</p>	<ul style="list-style-type: none"> • Notify parent • After-school detention for minor offense • One to three-day suspension for major offense and/or expulsion
<p>22. Profanity/Obscenity: The use of inappropriate or offensive language, whether written or spoken, action or gestures or vulgarity.</p>	<ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension and/or expulsion • 2nd Offense: Three-day minimum suspension and/or expulsion. <p>**NOTE: Profanity/obscenity directed at staff members will result in a minimum three-day out-of-school suspension.</p>

UNACCEPTABLE STUDENT BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p>23. Public Display of Affection, Inappropriate (i.e., hugging, kissing, etc.): Students are expected to conduct themselves as ladies and gentlemen.</p>	<ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension and/or expulsion • 2nd Offense: Up to five-day suspension and/or expulsion
<p>24. Pyrotechnics: The use and/or possession of any explosive, smoke, or odor-producing pyrotechnic item is prohibited in or on school property.</p>	<ul style="list-style-type: none"> • Notify parent • Refer to police • Five-day minimum suspension and/or expulsion
<p>25. Sale of Goods/Services: All unapproved sale of goods or services on school grounds</p>	<ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension and/or expulsion, snap suspension and/or expulsion • 2nd Offense: Three to five-day suspension and/or expulsion
<p>26. School Security: Intentionally circumventing locked doors/windows. The propping of, unlocking door and windows or circumventing the locking system is not allowed.</p>	<ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to three-day suspension • 2nd Offense: Up to 10 days suspension • 3rd Offense: Expulsion recommendation
<p>26. Sexual Harassment: Includes, but is not limited to, any unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature that is unwanted by, or unwelcome to, the student and/or has the purpose or effect of substantially interfering with a student's educational environment</p> <p>26a. Sexting: Act of sending sexually explicit messages or photographs electronically, or possessing sexually explicit messages or photographs electronically.</p> <p>26b. Sexual Misconduct: Constitutes consensual, non-consensual, or mutual acts of sexually inappropriate behavior (touching, tampering with clothing, obscene gestures, indecent exposure, or physical conduct of a sexual nature).</p>	<ul style="list-style-type: none"> • Notify parent • 1st Offense: Up to five-day suspension and/ or expulsion • 2nd Offense: Five-day minimum suspension and/or expulsion <ul style="list-style-type: none"> • Notify parent • Contact police (at principal's discretion) • 1st Offense: Up to five-day suspension or expulsion • 2nd Offense: Five-day minimum suspension and/or expulsion <ul style="list-style-type: none"> • Notify parent • Contact police (at principal's discretion) • 1st Offense: One to ten-day suspension and/or expulsion • 2nd Offense: Ten-day suspension and/or expulsion
<p>27. Theft: Stealing (or in possession of stolen property) or taking from another without right or permission.</p>	<ul style="list-style-type: none"> • Notify parent • Notify police (at principal's discretion) • 1st Offense: One-day minimum suspension and/or expulsion • Return of item or restitution • 2nd Offense: Same as above <i>except</i> five-day minimum suspension or expulsion • 3rd Offense: Same as above <i>except</i> ten-day suspension and/or expulsion
<p>28. Threats, Bomb: A threat or act against property, to commit violence, to cause evacuation of a building, or to cause serious public inconvenience.</p>	<ul style="list-style-type: none"> • Notify parent • Refer to police • 1st Offense: Expulsion

UNACCEPTABLE STUDENT BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p>29. Threats, Verbal (student to District employee, volunteer, contractor, or any visitor): Any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent intent and ability to inflict injury.</p> <p>29a. Threats, Verbal (student to student): Any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent intent and ability to inflict injury.</p>	<ul style="list-style-type: none"> • Notify parent • Refer to police (at principal’s discretion) • 1st Offense: Up to ten days suspension and/or expulsion <ul style="list-style-type: none"> • Notify parent • Refer to police (at principal’s discretion) • 1st Offense: Short-term expulsion (up to ten days) and/or expulsion
<p>30. Threats, Written: Any written or implied threats to school personnel or students.</p>	<ul style="list-style-type: none"> • Notify parent • Refer to police (at principal’s discretion) • Up to five-day minimum suspension and/or expulsion
<p>31. Tobacco, Electronic Cigarette Liquid: Possession or use of tobacco or electronic cigarette liquid in any form is prohibited on school property or at any school-sponsored event, regardless of location.</p> <p>Smoking Related Offense – Smoking on campus or possession of any item related to smoking; in addition to cigarettes, this includes e-cigarettes and/or chargers, vapor pens, lighters, matches, rolling papers, etc.</p> <p>31a. Tobacco: Sale or Transferring of.</p>	<ul style="list-style-type: none"> • Notify parent • 1st Offense: Three-day suspension • 2nd Offense: Five-day suspension • 3rd Offense: Ten-day suspension and/or expulsion <ul style="list-style-type: none"> • Notify parent • Notifying police if warranted • Up to 10 day suspension and/or expulsion
<p>32. Trespassing: The unauthorized entry to Rockford Public Schools’ grounds, buildings, classrooms, and other property.</p>	<ul style="list-style-type: none"> • Notify parent • Refer to police • 1st Offense: Up to five-day suspension and/or expulsion • 2nd Offense: Minimum five-day suspension and/or expulsion.
<p>33. Truancy: Skipping classes or school.</p>	<ul style="list-style-type: none"> • Notify parent • Referral to truant officer • Skipping class: After-school detention • Skipping day: After-school detention and/or suspension • <u>Chronic truancy:</u> One to five- day suspension and/or expulsion. Parent meeting required before student may return.
<p>34. Vandalism: Defacing or destroying school property or staff/student personal property.</p>	<ul style="list-style-type: none"> • Notify parent • Notify police (at principal’s discretion) • Payment of damages • Up to three-day suspension or expulsion
<p>35. Weapons: Possession, using, threatening to use, or transferring any weapon or instrument capable of inflicting harm or considered dangerous by school administration (e.g. tazers). Includes look-alike weapons. Certain weapons, as defined under state law, require mandatory expulsion.</p>	<ul style="list-style-type: none"> • Notify parent • Refer to police (at principal’s discretion) • 1st Offense: Up to five-day suspension and/or expulsion • 2nd Offense: Up to ten-day suspension and/or expulsion

