

**EAST ROCKFORD MIDDLE SCHOOL  
STUDENT HANDBOOK**



**2022-2023**

**EAST ROCKFORD MIDDLE SCHOOL**

**8615 9 Mile Rd.**

**Rockford, Michigan 49341**

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**[www.rockfordschools.org](http://www.rockfordschools.org)**

**Principal: Mr. Adam Burkholder**

**Assistant Principal: Mr. Kyle Avink**

**Student Activities Coordinator: Ms. Jennifer Domagalski**

**This handbook belongs to:**

**NAME \_\_\_\_\_**

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**DISTRICT MISSION STATEMENT**

*The mission of the 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.*

**ROCKFORD MIDDLE SCHOOLS**  
**MISSION STATEMENT**

*We, the Rockford Middle School staffs, believe that all students can learn the basic academics and social skills required to be successful, healthy individuals. Being committed to this belief, we dedicate ourselves to teach students so they may attain their maximum educational potential.*

**ROCKFORD'S FIGHT SONG**

*Smash right through that line of blue;  
Watch the points keep growing.  
Rockford Rams are bound to win;  
They're fighting with a vim.  
Rah! Rah! Rah!*

*See their team is weakening;  
Victory is now in view.  
Fight! Fight! Fight, team fight!  
Victory for R.H.S.*

*..... Fight!  
..... Fight!*

*Up with the colors, the orange and the black.  
Fight, Rockford, Fight! Fight!*

**MY SCHEDULE**

**TIME**

**SUBJECT**

1<sup>ST</sup> PERIOD

\_\_\_\_\_

2<sup>ND</sup> PERIOD

\_\_\_\_\_

3<sup>RD</sup> PERIOD

\_\_\_\_\_

4<sup>TH</sup> PERIOD

\_\_\_\_\_

LUNCH

\_\_\_\_\_

5<sup>TH</sup> PERIOD

\_\_\_\_\_

6<sup>TH</sup> PERIOD

\_\_\_\_\_



# EAST ROCKFORD MIDDLE SCHOOL

## DAILY SCHEDULE

2022-2023 SCHOOL YEAR

SCHOOL BEGINS AT 7:40 A.M.

SCHOOL DISMISSES AT 2:30 P.M.

### TRADITIONAL SCHEDULE

FIRST HOUR	7:40 - 8:39
SECOND HOUR	8:44 - 9:43
THIRD HOUR	9:48 - 10:47
FOURTH HOUR	10:52 - 12:21
Lunch A	10:47 - 11:17
Fourth Hour A	11:22 - 12:21
Fourth Hour B	10:52 - 11:17
Lunch B	11:17 - 11:47
Four Hour B	11:47 - 12:21
Fourth Hour C	10:52 - 11:51
Lunch C	11:51 - 12:21
FIFTH HOUR	12:26 - 1:25
SIXTH HOUR	1:30 - 2:30

### WIN TIME SCHEDULE

FIRST HOUR	7:40-8:35 (55)
SECOND HOUR	8:40-9:34 (54)
THIRD HOUR	9:39-10:33 (54)
FOURTH HOUR	10:38-12:02
Lunch A	10:33 - 11:03 (30)
Fourth Hour A	11:08 - 12:02 (54)
Fourth Hour B	10:38 - 11:03 (25)
Lunch B	11:03 - 11:33 (30)
Four Hour B	11:33 - 12:02 (29)
Fourth Hour C	10:38 - 11:32 (54)
Lunch C	11:32 - 12:02 (30)
FIFTH HOUR	12:07-1:01 (54)
WIN TIME	1:06-1:36 (Warning Chime @ 1:33) (30)
SIXTH HOUR	1:36-2:30 (54)

# Rockford Middle School Calendar 2022-2023

(TENTATIVE SCHEDULE) SUBJECT TO CHANGE

September 21	Early Release 12:00
October 19	Early Release 12:00
November 11	Early Release 12:00
November 11	End of 1 <sup>st</sup> Trimester
November 16	Early Release 12:00
November 23-25	Thanksgiving Break
December 19 –January 2	Winter Recess
January 3	School Resumes
January 18	Early Release 12:00
February 20-21	Mid-Winter Break
March 3	Early Release 12:00
March 3	End of 2 <sup>nd</sup> Trimester
March 22	Early Release 12:00
March 30-April 7	Spring Break
April 26	Early Release 12:00
May 29	Memorial Day (No School)
June 1-2	3 <sup>rd</sup> Trimester Exams Half Day Release 10:55
June 2	Last Day of School
June 5-9	Reserved for Make Up

**ROCKFORD MIDDLE SCHOOLS  
ROCKFORD, MICHIGAN 49341**

**ABSENCE**

If a student is absent from school a parent or guardian must call the school, preferably before 10:00 a.m., excusing you from school for that day. If a phone call is not possible, a written excuse is permissible upon your return. If the office has not received a phone call or note within two (2) days of the absence, the student will be unexcused for the day/days absent. This may result in an assignment of an Extended Detention. The note should be written, signed, dated by the parent/guardian and include the dates to be excused. Excused absences will be given for: illness, death in the family, and advanced absence permits. **Students may not attend school activities on days absent from school - unless prior administrative approval is given.** Homework requests can be made on the second consecutive day of absence. This request must be made before 9:00 a.m.

**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. 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.

**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. Athletes 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 at all times throughout the entire calendar year.

**II. SUBSTANCE USE/POSSESSION AND CRIMINAL VIOLATIONS**

Athletic training rules forbid the use or possession of tobacco (in any form), alcohol, drugs, anabolic steroids, look-alike drugs, narcotics, controlled substance, and/or actions deemed misdemeanors or felonies under the criminal code by any student/athlete who represents Rockford Public Schools.

**A. PENALTY**

1. First offense for use or possession alcohol, drugs, anabolic steroids, look-alike drugs, narcotics, or any controlled substance, and/or actions deemed misdemeanors or felonies under the criminal code 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.

First offense for use or possession of tobacco (in any form, including e-cigarettes, vapor pens), will result in suspension from competition for one-fourth of the scheduled athletic contests in the sport the athlete is participating in, or will participate in.

A suspension will carry over into the next season of competition if the student/athlete does not complete the suspension 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. Administration will contact the student/athlete's parents or guardians stating the offense, penalty, and appeal procedure.

**III. CONDUCT/BEHAVIOR VIOLATION**

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: gross misbehavior, vandalism, theft, insubordination, school suspension, inappropriate use of social media, hazing in any form, conduct unbecoming of an athlete, etc.

**A. PENALTY**

1. As determined by the Head Coach and Athletic Director upon investigation and based on guidelines of student handbook.

**B. SUSPENSION PROCEDURE**

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

**IV. SELF REPORTING**

If a student self-reports a code of conduct violation, the administration and head coach may reduce the suspension as deemed appropriate. Self-reporting to the principal or athletic director will only be allowed for reductions for first offenses and must be made prior to the investigation by RPS administration.

#### **ACADEMIC ELIGIBILITY**

**RPS STANDARDS:** Student must pass four classes with a minimum of three C-'s.

#### **I. GRADE CHECKS**

Grade checks will be done multiple times throughout the athletic seasons. Students can gain or lose eligibility with each grade check. For students who become ineligible, a grade check will be done within the two-week period to determine the eligibility of the student.

#### **II. INELIGIBILITY**

Students 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 RPS requirements during a trimester will be ineligible for a minimum period of one week – Sunday to Sunday.

#### **III. EXCEPTIONS**

If the student 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.

#### **IV. SPECIAL EDUCATION WAIVER**

Students 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's special education teacher, counselor, coach, and principal. This review may waive the ineligibility period if, in the committee's judgment, the student has made every effort to meet the standard.

#### **SCHOOL ATTENDANCE**

##### **I. ATTENDANCE POLICY**

Student-Athletes must be present 4 hours of the school day to participate. Excused absences require a doctor/dentist/orthodontist note, otherwise the student could be deemed ineligible to participate in practice or competition that day. Any team rules for missing practice or contest may apply at the discretion of the coach and/or athletic director.

##### **II. EXCEPTIONS**

This may be waived by RPS Administration for school events, funerals, family requests, etc.

### **ATTENDANCE**

#### **COUNTY ATTENDANCE GOAL**

Attendance is a critical component for student success at the middle and high school levels. Research demonstrates that students who miss five or fewer days per school year have an educational advantage over those who are absent more often. Therefore, Rockford Public Schools is in support of the STRIVE FOR FIVE Attendance Campaign, organized and supported by the Kent Intermediate School District. This benchmark of five absences is also well-aligned with the RPS vision of preparing graduates for college and career. Students and their parents are encouraged to make all attempts to maximize student attendance and school participation.

#### **Strategies for maximizing instructional time for students:**

- **Schedule routine appointments in advance for after school hours or during scheduled time off from school. If your provider offers limited appointments in these windows, voice your concerns about availability for student appointments.**
- **Avoid scheduling vacations during scheduled school days.**
- **Provide medications as appropriate for your student's use in the health office at the school. Parents/Guardians must drop the medications off and fill out a brief form.**
- **Unless your student is showing signs of contagious illness or is physically unable to attend, he/she should attend each day.**
- **Provide regular healthcare for your student to ensure overall wellness.**
- **Take your child to the doctor when illness prevents him/her from attendance on multiple consecutive days.**
- **Establish a consistent sleep schedule, to support waking in the mornings.**

#### **GENERAL ATTENDANCE PROCEDURES**

- Students are responsible for the completion of work that is missed due to absences and are expected to arrange work in advance for planned absences. Teacher support will be provided as necessary.
- Credit may be withheld for work missed to an unexcused absence.
- Absences related to school-sponsored activities (with advanced approval from building administration) are considered "uncounted" in a student's attendance record.
- Absences related to college visitations are considered "uncounted" in a student's attendance record. Only juniors or 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 should be submitted five days in advance.
- Students must be in school for three or more class periods in order to participate in co-curricular activities that day. Exceptions must be approved by the building principal.

- Students are required to arrive to school and to each class on time. See "TARDINESS" for details on consequences for failing to arrive on time.
- Excused Absences are issued for reasons involving illness, recovery from accident, professional appointments, death in the immediate family, observation or celebration of a bona fide religious holiday, or other justifiable cause.
- Unexcused absences are issued for school refusal, missed bus, car problems, oversleeping, or when a parent/guardian deems appropriate.

#### **CHRONIC ABSENTEEISM AND TRUANCY**

- RPS is aligned with all public schools in Kent County with regard to definitions for absenteeism. Schools are required to report chronic absenteeism and truancy to the Kent County Intermediate School District Office of Truancy and School Attendance.
- Chronic Absenteeism is when students miss 10% or more scheduled school days, including excused and unexcused absences.
- Truancy is ten unexcused absences in a school year.

#### **ABSENCE REPORTING**

- Parents or guardians are required to call the school to report absences within 24 hours.
- Please indicate the reason for your student's absence in the call.
- Written notes are not accepted to excuse student absences.

#### **SCHOOL ATTENDANCE ACTIONS**

Students who exhibit attendance patterns that are likely to interfere with their educational attainment, or meet the established criteria for chronic absenteeism or truancy will be subject to school interventions, which may include some or all of the following steps:

- Automated messages related to attendance (email and or phone message).
- Student meeting with school staff (i.e. school counselor, assistant principal, social worker, or teacher).
- Parent/Guardian phone or email contact.
- Development of Attendance Improvement Plan and subsequent monitoring of the plan.
- Reporting from school building to the Kent County Intermediate School District Office of Truancy and School Attendance.
- Period of attendance probation.
- Application of ATTENDANCE POLICY when other interventions have not resulted in improved attendance.

#### **BACKPACKS/ATHLETIC BAGS**

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

#### **BICYCLES, SCOOTERS, SKATEBOARDS**

Bicycles should be kept in the bike rack at NRMS and should be kept locked. No student will be allowed to use his or her bicycle during the school day. If a student violates this rule he/she will no longer be allowed to ride a bicycle to school. Skateboards, scooters, and mopeds (and bikes at ERMS) or similar types of vehicles are not allowed on school property.

#### **BULLYING**

Our policies on bullying directly reflect that of Matt's Safe School Law (2012). "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 participate in or benefit from the school district's or educational 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.

Students are encouraged to report bullying to school staff so that it may be addressed. Bullying may be reported directly to a staff member, in person or through e-mail/Schoolology message, or through Okay 2 Say ([michigan.gov/ok2say](http://michigan.gov/ok2say)). Reports will be confidential at the request of the reporting student, unless there is reason to believe that student safety is in imminent jeopardy.

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



**Rubric for minor mean/ aggressive behavior issues**

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

**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 strive to be within a 10 minute window of the designated route time. Weather, road and traffic conditions dictate our ability to consistency. 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. Notes are NOT accepted. If there is a change-parents or school personnel should contact transportation. (Buses are too full.) Students are allowed off the bus for events held at other school buildings (sports practice, etc.).
5. ONLY in the event of a family emergency are students permitted to ride an alternative bus. Parents must notify the transportation department for such a change. 616.863.6328.
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 students' 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
  - e. Students causing damage to bus seats may be charged a minimum of \$100 for seat cover replacement
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.

**Section 1.01 Student Conduct Report (follow School Board Policy)**

- 1<sup>st</sup> Notice: Warning- student may receive an assigned seat for five days
- 2<sup>nd</sup> Notice: Student may be suspended from the bus for five days
- 3<sup>rd</sup> Notice: Student may be suspended from the bus for ten days
- 4<sup>th</sup> 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. Failure to comply with this policy can/will result in the student being assigned an After-School Detention or an Out-of-School Suspension.

### CUMULATIVE RECORDS

Permanent record folders are kept on each student who attends Rockford Public Schools. The files contain subjects taken and the grades received; attendance records; health records; record of the various schools attended; birth record; and any other pertinent information. Students should note that employers, colleges and others demand the information kept in these files for the acceptance of the student for a job or for admission to colleges and universities.

### DISCIPLINE

The discipline of Rockford middle schools is designed to motivate students to make better choices and decisions in the future. If it becomes apparent that one mode of discipline is not effective, alternative plans may be implemented. The first step is teacher contact with the parents involving behaviors of a minor problem. Major discipline problems will be dealt with immediately and contact with parents made after the fact (i.e. smoking, fighting, disrespectful conduct, etc.). Our discipline philosophy is based on three general goals for the building. They are:

- To provide an effective learning environment for all students at Rockford Middle Schools
- To provide our students with a safe learning environment
- To have students show respect for school property, student property and all people at Rockford Middle Schools

Discipline procedures to be used range from parent contact and student/teacher discussions to assignment of lunch detention, after-school detention, extended detentions, and in school and/or out-of-school suspension.

It is important that parents, staff and students work together to maintain a positive, educational atmosphere. Our goal is that each student learns to be responsible for his or her own actions. Every student and staff member has a right to personal safety and freedom to learn. With regard to discipline procedures, consistency for both administration and staff is held as a high priority.

With changing trends in fads and items available on the market, it would be impossible for the administration of this school to list every potential problem that could surface at the school. In cases that for some reason are not listed in the discipline code where behavior is disruptive to the normal school day or endangers the health, safety and welfare of students, please be assured that discipline will be reasonable and just to correct the behavior. There are six (6) basic disciplinary actions available to teachers and administrators, which are listed below with a brief explanation of each. Should the staff decide to make changes, with board approval, parents and students will be notified.

**DEMERIT:** Behavioral demerits will be given to any 6<sup>th</sup> grade student who violates minor classroom or school rules. Students who receive three (3) demerits and every third demerit thereafter will be issued a before or after school detention. Demerits accumulate for a nine-week period. Demerit examples: chewing gum, eating candy, cough drops, etc. without permission, locker misconduct, classroom misconduct, cafeteria misconduct, inappropriate hallway behavior, etc.

**LEVEL ONE DETENTION:** A 30-minute detention may be assigned to any student who fails to comply with school rules. Students are expected to act in a respectful manner. Reporting late to detention, missed detentions or failure to follow the detention rules will result in assignment of a day of in-school or an alternative consequence determined by the administrator.

**LEVEL TWO (EXTENDED) DETENTION:** Extended Detentions run from 2:35-5:00 p.m. The extended detention will be assigned to students for improper behavior, which warrants this type of disciplinary action or for repeated minor offenses. A student may earn a maximum of two Extended Detentions per nine-week period. Additional violations of school rules **will result in an Out-of-School Suspension**. When a student is assigned an Extended Detention, he/she will report to the assigned detention at 2:35 p.m. and will be required to study until 5:00 p.m. Missing an Extended Detention or arriving late will result in an Out-of-School Suspension.

**SNAP SUSPENSION:** In accordance with State law and Rockford Board of Education policy, Snap Suspensions may be issued by Rockford Public Schools 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 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. The following outlines the snap suspension procedure:

1. The teacher must inform the administration of the suspension before the end of the class, subject, or activity.
2. The teacher must send the student being suspended 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, and may 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 that 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 student returns from suspension. Homework will be made available.

Automatic In-School Suspension and/or Out-of-School Suspensions are the possible consequences for the following situations: possession of fireworks, possession of, use of and /or sale of drugs, alcohol, tobacco, aggressive behavior, gross misbehavior. These items are listed as examples and do not include every situation in which a suspension may be issued.

In School and Out-of School Suspensions will only be assigned by the principal and assistant principal and may be from one to ten days in duration. Regardless of the length of suspension, all homework must be made up within two days after returning to class. The principal, in extenuating circumstances, may grant more than two days. Student will receive credit for work that is completed.

In cases where suspensions do not change a student's behavior, a recommendation for expulsion from school will be filed with the Superintendent of Schools for presentation to the Board of Education. Students participating in athletics, band, choir, or after school activities will be prohibited from participating/practice until the suspension is served and the student returns to school. In order to provide the best educational environment for students at Rockford Middle Schools, good discipline is essential. Mutual respect between students and school staff is important.

#### **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 the restorative practices team 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.

## 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, 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

All students are expected to dress appropriately for the learning environment. Students in violation of the dress code at school or a school-sponsored event will be provided a reasonable opportunity to change. The following guidelines will be considered when making a decision regarding appropriate attire.

Students are required to wear:

- A shirt with solid fabric covering the front, back, and sides under the arms
- Bottoms with solid fabric covering the buttocks and upper thigh.
- Appropriate footwear with a solid bottom/sole

Prohibited clothing includes:

- Clothing that exposes undergarments
- Hats or hoods(during instructional day)
- Clothing that promotes tobacco, alcohol, or drugs
- Clothing that depicts obscene or offensive language, violence, hatred, racism, sexually suggestive messages, or is gang-related

Other clothing-related information:

- Clothing length must be appropriate for the professional/ educational setting.
- Professional, tailored sleeveless clothing will be appropriate.
- Clothing choices should not disrupt the learning environment.

## ELECTRONIC DEVICES

Guidelines for Student Usage of Electronic Devices

1. All electronic devices, including, but not limited to, cell phones, smart devices, tablets, PCs, mobile presenters, wireless tablets, digital recorders, iPods, MP3 players, texting calculators, video/audio devices, digital cameras, laptops, or other disruptive technology are not to be used during class unless the teacher authorizes usage for a class-related purpose.
  - a. In particular, cell phones are to be turned off (not in the vibrate mode) and are not to be used during class time.
  - b. 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.
  - c. Personal electronic devices may be subject to search.
  - d. Examples of appropriate class-related purposes include, but are not limited to, accessing online textbooks, 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:
  - a. 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.
9. A student, who engages in any misconduct off school property (including the internet) that was initiated at school, is related to a school situation, brought into school, or is the result of disciplinary action being taken by school personnel will be subject to disciplinary action up to and including expulsion. PA 104 requires the exchange of information between the school and law enforcement agencies. The school must act upon information obtained through this act. The administration of RPS has the right to monitor social media publications that impact the school day.

## **EMERGENCY PROCEDURES**

### **Lockdown**

Lockdown is our procedure for a coordinated response to a potentially life-threatening situation in one of our buildings. When students hear the announcement of Lockdown, 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 Lockdown procedure drills shall be practiced in accordance with State of Michigan mandated drill guidelines.

### **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 shall take attendance and advise administration or security if any students are missing or if they have students other than their own with them. Once the all-clear is given, all staff and students shall return to their 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.

## **EQUITY POLICY FOR ALL STUDENTS**

It is the policy of Rockford Public Schools to offer students the opportunity to participate in curricular and co-curricular programs, services, and activities without regard to race, color, religion, sex, national or ethnic origin, disability, sexual orientation, or social and family background.

While in school or participating in school-related activities, students, staff and volunteers are entitled to an environment free from:

- Discrimination and/or harassment.
- Slurs or innuendoes about race, color, religion, sex, age, nation or ethnic origin, disability, sexual orientation, or social and family background.
- Comments or actions related to race, color, religion, sex, age, nation or ethnic origin, disability, sexual orientation or social and family background that could interfere with an individual's school performance or participation in educational opportunities.
- Sexual advances, requests for sexual favors, or physical conduct of a sexual nature.

Students shall report policy violations directly or by Schoology message, OK2say, or through a parent/guardian to any district personnel. If the student wishes to remain anonymous, reports shall include as much information as possible (ex: who, when, where, witnesses, what). Administration will investigate allegations and respond in accordance with our Student Code of Conduct. Please note - substantiated case of a false claim in which a student willfully, intentionally, in bad faith wrongfully accuses another student or adult, shall result in disciplinary action as noted in the Student Code of Conduct.

## FERPA/DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that gives parents the right to have access to their children's educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records. FERPA defines "education records" as "those records, files, documents, and other materials which:

- Contain information directly related to a student; and
- Are maintained by an educational agency or institution or by a person acting for such agency or institution.

The term "education records" does not include student work that is created, used, or kept in the classroom and does not become part of the student's institutional record.

FERPA prohibits the release of educational records to a third party without parental or eligible student consent, except when it comes to student directories. A student directory generally includes the student's name and address (we have chosen not to include items such as phone number, date and place of birth, field of study, participation in officially recognized activities and sports, and other personal information). Photographers for senior pictures, school class ring companies for freshman students, and other vendors such as this may request student directory information. By law, we must inform parents that we will be giving the information stated above (name and address) to vendors, if requested, on a limited basis. By law, parents have the option of "not participating" in the student directory information. If you do not want your son/daughter's name included in the Rockford School student directory, please indicate by putting such in writing and return to the school's front office. If you have any questions or would like additional information, please feel free to contact the school's administration.

## GRADES

**Philosophy:** It is important for students to do the best they possibly can. The grade you earn in a given subject is not the most important thing, what you learn is what really counts. If you do the very best you are capable of doing in each of your subjects, you are likely to receive at least a passing grade. If you are at risk of failing a class, a teacher will consult with you and, when possible, with your parents. It is our business to help you succeed. If you fail, we fail also.

**Grading System:** Every twelve weeks each student in grades 6-8 receives a letter grade in each course. These grades or marks are given so that the student, parents and teachers know where the student stands. This grade is the evaluation of the student's performance for the 12-week period. A final grade is given at the end of each trimester. This grade is entered on the student's cumulative record and is available to high schools and other institutions of learning to assist them in determining the merits of the student for entrance to their course of study.

### GRADING SCALE

<u>Grade</u>	<u>GPA</u>
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

**Note: While a student may receive an A+, it counts as a 4.0 GPA.**

## GUIDANCE

The Rockford Middle Schools have two full-time guidance counselors to assist students with individual problems in terms of physical, educational, social, emotional and moral needs. Daily or weekly progress reports may be utilized through our counseling office on a needs basis or through parental request.

## HOMEWORK 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 on Schoology.

### Teacher Responsibilities

1. Provide the students and parents with a written communication of the teacher's policies on homework, including:
  - a. How homework affects the final grade
  - b. Procedures for homework submission
  - c. Policies for missing, late, or incomplete work
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 Responsibilities

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 Includes:

1. Assigned activities to be done at home to reinforce and/or extend learning.
2. Special projects and reports which require added efforts at home.
3. Study required in preparation for tests and/or class work.
4. Opportunities for students to demonstrate mastery of the material.

### Homework/Classwork and Absences

Students who miss class due to an excused absence shall be given the opportunity to complete the assigned work for full credit. To avoid an accumulation of work, students are encouraged to view Schoology and complete assignments as physically able while absent. Students unable to complete work during the absence shall be given additional time (1 additional day per day of excused absence) to complete and submit the work for full credit. The due date extension only applies to work that is assigned or administered during the absence.

### Homework Guidelines

Grade Level	Time Suggested
7 and 8	60 - 80 minutes per night
9 - 12	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.

### HONOR ROLL

In order to be eligible for the "Principal's Honor Roll", a student must have a 3.8 GPA or better. Students receiving a 3.5 to 3.7999 GPA will be on the "Honor Roll".

### LIBRARY/MEDIA CENTER

Students may have up to five (5) materials checked out from the Media Center at any one time. Books are checked out for a period of three (3) weeks; magazines for overnight only; and reference books for the school day. Fines are charged on overdue material at the rate of \$.05 each per school day. Books/magazines that are lost must be paid for at the purchase price. Students will be notified weekly of overdue fines/books. Students who have two (2) or more overdue materials will need to return or pay for those materials before they may check out other items. Fines of \$1.00 or more also need to be paid prior to checking out further materials.

### **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. All of the serving lines are computerized and a debt account can be set up for each student and money 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. 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. Students are expected to clean up after themselves.

### **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.

### **MONEY AND VALUABLE ARTICLES**

Rockford Middle Schools are not responsible for items not locked up. Use lockers in 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 JUNIOR HONOR SOCIETY**

Any seventh or eighth grade student with a cumulative GPA of 3.7 or higher is invited to join the National Junior Honor Society each spring. Membership requires that you maintain a GPA of 3.7 or higher as well as perform a minimum of two hours of community service each semester.

### **PLEDGE OF ALLEGIANCE**

All students will 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 semester/trimester using Family Access.



## PROMOTION/RETENTION POLICY

The staff at Rockford Middle Schools believes that each student must and will have the skills to be a successful life-long learner. Therefore, to qualify for promotion, each student in grades 6-8 must earn the necessary credits per year to pass on to the next grade. Retention will occur only after steps for intervention have been implemented and have not been successful. Each class will be assigned one credit for each nine-week marking period. Students would then earn 4 credits for a yearlong class and 2 credits for a semester class, giving them 24 credits for each year. A student must earn 20 credits per year to pass on to the next grade. In order to receive credit for a course, students must pass their classes with a D- or better. They will have the opportunity to make up failed classes in summer school and receive credit for successfully completing those classes. If a failed class in 7<sup>th</sup> grade cannot be made up in summer school, failed classes may be substituted for electives in their 8<sup>th</sup> grade year. In the 8<sup>th</sup> grade, if failed classes cannot be made up in summer school, that student will be retained.

In grades 6, 7, and 8, students will be considered for retention if:

- They don't receive at least 20 credits.
- They are achieving significantly below ability and grade level.
- Retention wouldn't cause an undue social and emotional adjustment.
- Retention would have a chance of benefiting the child's long-range educational interest.

The decision for promotion or retention will rest with the building principal. A letter recommending retention, signed by the parents and principal, either approving or denying the request for retention would be placed in the student's file.

Parents may appeal the decision of the building principal to 1) the assistant superintendent for instruction, 2) the Superintendent, 3) the Board of Education.

## 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](http://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 Hotline ..... 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](http://www.childresource.cc)  
DA Blodgett Services ..... 616-451-2021  
Family Outreach Center ..... 616-247-3815

Life Guidance Services – lifeguידanceservices.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

**RESTORATIVE PRACTICES**

Rockford Public Schools will consider the inclusion of Restorative Practices in all appropriate disciplinary situations. Restorative Practices are actions with the purpose of repairing harm. Restorative Practices are also useful in helping the offending student understand the impact of his/her actions. Examples of restorative practices include:

- Reflection Form or Learning Opportunity
- Restorative Conference between Offender and Victim
- Apology
- Payment of Restitution
- Repair/Clean Vandalism
- Make Up Time Missed
- Counseling/Therapy
- Behavior Contract

Restorative Practices do not replace disciplinary consequences, but will be used in conjunction with discipline that warrants suspension. Restorative Practices will not be used when considerations indicate that:

- The offending student is unwilling to participate.
- The practices could cause further harm or discomfort to the victim.
- There is a significant perceived threat of safety

**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 fundraising request form and received administration approval. A student may not sell any item(s) to school personnel or another student for individual profit.

**SCHOOL SPONSORED ACTIVITIES**

Activities sponsored by the school are an opportunity for students to grow into courteous and well-mannered young adults. This includes after school events or any other school sponsored activities. The following regulations apply to all students that attend these activities and are designed with the safety of each student in mind. School I.D. will be required.

1. After school activities are generally two hours in length and will be at the end of the school day. (2:30 - 4:30 p.m.)
2. All activities will be chaperoned by teachers and parents. The organization sponsoring the activity will be responsible for obtaining the necessary chaperones.
3. Students attending school-sponsored activities will be required to stay in the building and will not be allowed to leave early. Parents should arrive on time and request their child from the door. Students that do not adhere to designated pick-up times can be placed on social probation. Parents are encouraged to attend as guests or to come early and observe.
4. Only Rockford Middle Schools’ students will be permitted to attend.
5. Dress will be appropriate school clothing.
6. Any student who does not obey these rules will be removed from the activity, their parents will be notified and the students will be put on social probation for an appropriate period of time, meaning the student will not be allowed to attend any school sponsored activities during that time.
7. Students will be prohibited from attending school-sponsored activities while on a suspension and/or until they have served his/her assigned extended detentions. A student’s suspension is completed once they return to school.

### **SCHOOL TRIPS/SIXTH GRADE CAMP**

When school sponsored trips or activities are scheduled students may be denied the opportunity to attend if their social behavior has been disruptive. Sixth grade camp is viewed as an optional extension of the regular Rockford Public Schools curriculum and is made available to all students that have exhibited responsible behavior as Rockford Middle School students.

Students with two suspensions (in or out) during the school year will face a review of their records to determine if they should be permitted to attend the camp or trips, if such an event is scheduled. All students with three or more suspensions will not be allowed to attend the class trip. The experience will also be denied to any student who consistently fails to exhibit responsible behavior or whose attendance record is not in good standing as a Rockford Middle School student.

Certain unacceptable behaviors may result in automatic denial of the activity. These unacceptable behaviors include but are not limited to: arson, possession of weapons, alcohol and drug possession or use, assault of school personnel and/or other students, serious acts of aggressive behaviors, gross acts of indecency and/or obscenity, serious acts of insubordination and/or insolence, and excessive disciplinary actions for disrespectful or irresponsible behavior.

### **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.

## 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.

## 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 IDENTIFICATION

Rockford Middle Schools' students will be issued a photo identification card at Orientation. This card is required for media center, cafeteria, and school activities. Rockford Middle School students will be required to provide proof of their ID when asked.

### 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 before 8:00 A.M. will be considered tardy, and must report to the attendance office. Any student missing more than 20 minutes of class will be considered absent for the class.

#### 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**, a 30-minute detention will be issued.
3. **Tardies beyond the third** in a single class will result in additional consequences, which may include lunch detention, after-school detention, or Saturday School.
4. On the **seventh tardy**, the principal will schedule a meeting with the student, and the student's parent to develop an attendance improvement plan, which will address the cause of the tardiness and identify consequences that may improve timely attendance, which may include revocation of driving privileges. 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. **No tardy slip will be issued by the office in these cases.**

## TECHNOLOGY USE

### District Policy

The network is provided for students to research and communicate with others. Access to the network is given to students who agree to act in a considerate and responsible manner. Users of the Rockford Public Schools Network are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards. Network storage areas may be treated in a similar fashion to school lockers. Network administrators may review files and communications to maintain system integrity and ensure users are using the system responsibly. Users should not expect that files stored on district servers would always be private. Here are some guidelines to keep in mind when students use the district's network:

- Use of the network is only for the purpose of education and research.
- The district will not be responsible for any damages the student may experience such as: delays and interruptions, non-delivery of files/documents or loss of data that is caused by the student's errors or omissions or otherwise.
- The district has a filtering program available through the network. Though the district will make efforts to block inappropriate material, students may be exposed to inaccurate or offensive material. The district makes continuous efforts to block student access to inappropriate material but even the best filtering software cannot guarantee total blockage.
- The student knows that the network belongs to the district and that the district in accordance with district policy, may examine all information stored on the network.

### 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 Ms. Korie Wilson-Crawford, 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: Ms. Korie Wilson-Crawford, 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 Ms. Korie Wilson-Crawford.

### 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.

**2022-2023 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 in-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.

When possible, Rockford Public Schools believes in using restorative practices either in conjunction with or in lieu of traditional school consequences as outlined in the code of conduct. Essentially, the idea is to repair the harm that has been done by the student(s), involving the student(s) as much as possible in the process. Potential benefits of including restorative practices include improved school climate, reduction in student-student and student-staff conflicts, and reductions in suspension and expulsion.

UNACCEPTABLE STUDENT BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p><b>1. Academic Dishonesty:</b> Any situation in which a student copies the work of another, submits the work/thinking/writing of another as their own, violates testing protocol, uses resources beyond those explicitly allowed by the teacher, or helps another student engage in academic dishonesty.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Student will receive zero credit on assignment, paper, quiz, and/or test</li> <li>• After-school detention for minor offense</li> <li>• One to three-day suspension for major offense</li> </ul>
<p><b>2. Aggressive Behavior:</b> (student to student) Any form of physical or verbal action that results in harm to others.</p> <ul style="list-style-type: none"> <li>• Physical actions such as hitting, shoving, tripping, kicking, spitting, pinching, or poking.</li> <li>• Interfering with, hiding, damaging, extorting, or stealing another’s property.</li> <li>• Offensive, insulting, or obscene gestures with hands, fingers, or face.</li> <li>• Written or spoken name-calling, put-downs, humiliating or demeaning remarks, taunting, harassment, threats, offensive graffiti, demeaning sounds such as animal noises, or insulting a person’s family, religion, ethnicity, or disability</li> <li>• Hate speech or actions that include racial slurs, supremacist remarks, voiced or written support of hate groups, written hate symbols, or other actions intended to intimidate a historically marginalized group.</li> <li>• 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</li> <li>• Any form of hazing that has the purpose or effect of causing injury, discomfort, fear, humiliation, suffering, or exclusion from a group</li> </ul> <p><b>2a. Aggressive Behavior:</b> (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>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Refer to police (at principal’s discretion)</li> <li>• 1st Offense: Up to Five-day suspension and/or expulsion</li> <li>• 2nd Offense: Five-day minimum suspension and/or expulsion</li> <li>• 3rd Offense: Ten-day suspension and/or expulsion</li> </ul> <ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Refer to police (at principal’s discretion)</li> <li>• 1st Offense: Five-day minimum suspension and/or expulsion</li> <li>• 2nd Offense: Expulsion</li> </ul>

UNACCEPTABLE STUDENT BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p><b>3. Alcohol and Drugs:</b> This section pertains to alcohol, drugs, narcotics, unauthorized prescription drugs, look-alike drugs, synthetic substances, anything represented as a drug, anything represented as alcohol, or any related paraphernalia.</p> <p><b>3a. Over-the-Counter Drugs/Medication:</b> Over-the-counter drugs/medications: This section pertains to unauthorized use or possession of over-the-counter medications or drugs.</p> <p><b>3b. Prescription Drugs:</b> Prescription drugs: This section pertains to unauthorized use or possession of a prescription drug <b>prescribed for his/her personal use.</b></p>	<ul style="list-style-type: none"> <li>• Possession of, use of, under the influence of <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Offense <ul style="list-style-type: none"> <li>▪ Notify parent</li> <li>▪ Notify police (unless unwarranted)</li> <li>▪ 10-day suspension and/or expulsion</li> </ul> </li> <li>○ 2<sup>nd</sup> Offense <ul style="list-style-type: none"> <li>▪ Notify parent</li> <li>▪ Notify police (unless unwarranted)</li> <li>▪ Expulsion</li> </ul> </li> </ul> </li> <li>• <b>Delivery of, sale of, attempted delivery or sale of</b> <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Offense <ul style="list-style-type: none"> <li>▪ Notify parent</li> <li>▪ Notify police (unless unwarranted)</li> <li>▪ 10-day suspension and/or expulsion</li> </ul> </li> </ul> </li> </ul> <p><b>Over-the-Counter Drugs/Medication: Use or Possession of:</b></p> <ul style="list-style-type: none"> <li>○ 1st Offense <ul style="list-style-type: none"> <li>▪ Notify parent</li> <li>▪ Up to 3-day suspension</li> </ul> </li> <li>○ 2nd Offense <ul style="list-style-type: none"> <li>▪ Notify parent</li> <li>▪ Up to 5-day suspension</li> </ul> </li> </ul> <p><b>Prescription Drugs: Use or Possession of:</b></p> <ul style="list-style-type: none"> <li>○ 1st Offense <ul style="list-style-type: none"> <li>▪ Notify parent</li> <li>▪ Up to 3-day suspension</li> </ul> </li> <li>○ 2nd Offense <ul style="list-style-type: none"> <li>▪ Notify parent</li> <li>▪ Up to 5-day suspension</li> </ul> </li> </ul>
<p><b>4. Arson:</b> Purposefully setting fire to school property, or personal belongings for the purpose of doing damage or injury.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Refer to police (at principal's discretion)</li> <li>• Expulsion</li> <li>• Seek payment of damages</li> </ul>



UNACCEPTABLE STUDENT BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p><b>6. Bullying:</b> Behavior that is directed at one or more students and is intentional and/or repeated.</p> <ul style="list-style-type: none"> <li>• Substantially interferes with educational opportunities, benefits, or programs;</li> <li>• 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</li> <li>• 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.</li> </ul> <p><b>Cyber Bullying:</b> 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"> <li>• Notify parent</li> <li>• 1st Offense: Up to three days suspension and/or expulsion</li> <li>• 2nd Offense: Three to five-day suspension and/or expulsion</li> <li>• Refer to police (at principal’s discretion)</li> </ul>
<p><b>7. Computer Misconduct:</b></p> <ul style="list-style-type: none"> <li>• Computer Misconduct includes the following: <ul style="list-style-type: none"> <li>○ Possession and/or use of unauthorized software (including but not limited to music, movies, and games);</li> <li>○ Logging in as another student or teacher;</li> <li>○ Tampering with a teacher’s equipment;</li> <li>○ Circumventing security software;</li> <li>○ Destruction, deletion, or modification of files;</li> <li>○ Unauthorized access to network, network modems, or computer stations;</li> <li>○ Physical destruction or disassembling of computer equipment including peripherals and cables;</li> <li>○ Use of the internet to view, print, copy, or distribute materials deemed inappropriate, profane, sexual, or unethical nature.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Minor</b> <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Offense <ul style="list-style-type: none"> <li>▪ Notify parent</li> <li>▪ Suspension of computer privileges</li> <li>▪ Up to 1-day suspension</li> </ul> </li> <li>○ 2<sup>nd</sup> Offense <ul style="list-style-type: none"> <li>▪ Notify parent</li> <li>▪ Suspension of computer privileges</li> <li>▪ Up to 3-day suspension</li> </ul> </li> </ul> </li> <li>• <b>Major</b> <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> Offense <ul style="list-style-type: none"> <li>▪ Notify parent</li> <li>▪ Suspension of computer privileges</li> <li>▪ Up to 1-day suspension</li> </ul> </li> <li>○ 2<sup>nd</sup> Offense <ul style="list-style-type: none"> <li>▪ Notify parent</li> <li>▪ Suspension of computer privileges</li> <li>▪ Up to 3-day suspension</li> </ul> </li> </ul> </li> </ul>
<p><b>8. Driving, Careless or Reckless:</b> Any driving on school property that creates a potential hazard or danger.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Refer to police (at principal’s discretion)</li> <li>• Loss of driving privileges</li> <li>• Up to three-day minimum suspension and/or expulsion</li> </ul>

UNACCEPTABLE STUDENT BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p><b>9. Electronic Devices:</b> Unauthorized use of electronic device including, but not limited to, cell phones, iPads, etc. during the school day (7:40 A.M. – 2:30 P.M.).</p> <p>NOTE: Electronic devices. Used to violate other policies, will be disciplined according</p>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense <ul style="list-style-type: none"> <li>○ Verbal warning</li> <li>○ Device will be returned at the end of the school day if appropriate</li> </ul> </li> <li>• 2<sup>nd</sup> Offense <ul style="list-style-type: none"> <li>○ Notify parent</li> <li>○ Detention</li> <li>○ Device will be returned at the end of the school day if appropriate</li> </ul> </li> <li>• 3<sup>rd</sup> Offense <ul style="list-style-type: none"> <li>○ Notify parent</li> <li>○ Up to 1-day suspension</li> <li>○ Suspension of device privileges on school property (unless unwarranted)</li> <li>○ Device will be returned following a meeting with parent, student, and administrator</li> </ul> </li> </ul>
<p><b>10. Extortion:</b> Taking money or items of value through “strong-arm” tactics.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Refer to police (at principal’s discretion)</li> <li>• Up to five-day minimum suspension and/or expulsion</li> </ul>
<p><b>11. False Alarm:</b>  <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"> <li>• Notify parent</li> <li>• Refer to police (at principal’s discretion)</li> <li>• One-day minimum suspension and/or expulsion</li> <li>• Payment of damages</li> <li>• Notify parent</li> <li>• Refer to police (unless unwarranted)</li> <li>• One to five-day suspension and/or expulsion</li> <li>• Payment of damages</li> </ul>
<p><b>12. Forgery:</b> Fraudulent use of school-related documents or equipment, including false phone calls to the attendance office.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• 1<sup>ST</sup> Offense: Up to three-day suspension and/or expulsion</li> <li>• 2<sup>nd</sup> Offense: One to five-day suspension and/or expulsion</li> </ul>
<p><b>13. Gambling:</b> Student involvement in betting or wagering.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• One to five-day suspension and/or expulsion</li> </ul>
<p><b>14. Gang-Related Activity:</b> 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"> <li>• Notify parent</li> <li>• Refer to police (at principal’s discretion)</li> <li>• Five-day minimum suspension and/or expulsion</li> </ul>
<p><b>15. Gross Misbehavior:</b> Deliberate or willful conduct that interferes with the normal functioning of any school activity or jeopardizes the health or safety of another person.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• 1st Offense: Up to three-day suspension and/or expulsion, snap suspension, and/or expulsion</li> <li>• 2nd Offense: Three to five-day suspension and/or expulsion</li> </ul>
<p><b>16. Habits or Bodily Conditions Detrimental to the School:</b> 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"> <li>• Notify parent</li> <li>• Notify school nurse</li> <li>• Student may be sent home until the condition is corrected.</li> </ul>

UNACCEPTABLE STUDENT BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p><b>17. Indecency:</b> 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"> <li>• Notify parent</li> <li>• 1st Offense: Up to three-day suspension and/or expulsion</li> <li>• 2nd Offense: Three to five-day suspension and/or expulsion.</li> </ul>
<p><b>18. Insubordination:</b> 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"> <li>• Notify parent</li> <li>• 1st Offense: Up to three-day suspension and/or expulsion</li> <li>• 2nd Offense: Three to five-day minimum suspension and/or expulsion</li> </ul> <p><b>** NOTE: Being uncooperative or insubordinate during an emergency situation or drill receives up to ten-day suspension and/or expulsion.</b></p>
<p><b>19. Leaving School Building/Designated Areas (Unauthorized):</b> Students may not leave school building/designated areas without authorization from school personnel.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• 1st Offense: After-school detention</li> <li>• 2<sup>nd</sup> Offense: Up to three-day suspension and/or expulsion</li> </ul> <p><b>**NOTE: Unauthorized leaving during K-9 searches receives up to ten-day suspension and/or expulsion.</b></p>
<p><b>20. Nuisance Items:</b> 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"> <li>• Notify parent</li> <li>• After-school detention for minor offenses</li> <li>• 1st Offense: Up to three-day suspension and/or expulsion</li> <li>• 2nd Offense: Three to five-day suspension and/or expulsion</li> </ul>
<p><b>21. Panhandling:</b> Soliciting, begging, or mooching money from other students.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• After-school detention for minor offense</li> <li>• One to three-day suspension for major offense and/or expulsion</li> </ul>
<p><b>22. Profanity/Obscenity:</b> The use of inappropriate or offensive language, whether written or spoken, action or gestures or vulgarity.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• 1st Offense: Up to three-day suspension and/or expulsion</li> <li>• 2nd Offense: Three-day minimum suspension and/or expulsion.</li> </ul> <p><b>**NOTE: Profanity/obscenity directed at staff members will result in a minimum three-day out-of-school suspension.</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>

UNACCEPTABLE STUDENT BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p><b>23. Public Display of Affection, Inappropriate (i.e., hugging, kissing, etc.):</b> Students are expected to conduct themselves as ladies and gentlemen.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• 1st Offense: Up to three-day suspension and/or expulsion</li> <li>• 2nd Offense: Up to five-day suspension and/or expulsion</li> </ul>
<p><b>24. Pyrotechnics:</b> 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"> <li>• Notify parent</li> <li>• Refer to police</li> <li>• Five-day minimum suspension and/or expulsion</li> </ul>
<p><b>25. Sale of Goods/Services:</b> All unapproved sale of goods or services on school grounds</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• 1st Offense: Up to three-day suspension and/or expulsion, snap suspension and/or expulsion</li> <li>• 2nd Offense: Three to five-day suspension and/or expulsion</li> </ul>
<p><b>26. School Security:</b> Intentionally circumventing locked doors/windows. The propping of or unlocking doors and/or windows, or circumventing the locking system in any way is not allowed.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• 1st Offense: Up to three-day suspension</li> <li>• 2nd Offense: Up to 10 days suspension</li> <li>• 3rd Offense: Expulsion recommendation</li> </ul>
<p><b>26. Sexual Harassment:</b> 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><b>26a. Sexting:</b> Act of sending sexually explicit messages or photographs electronically, or possessing sexually explicit messages or photographs electronically.</p> <p><b>26b. Sexual Misconduct:</b> 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"> <li>• Notify parent</li> <li>• 1st Offense: Up to five-day suspension and/ or expulsion</li> <li>• 2nd Offense: Five-day minimum suspension and/or expulsion</li> </ul> <ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Contact police (at principal’s discretion)</li> <li>• 1st Offense: Up to five-day suspension or expulsion</li> <li>• 2nd Offense: Five-day minimum suspension and/or expulsion</li> </ul> <ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Contact police (at principal’s discretion)</li> <li>• 1st Offense: One to ten-day suspension and/or expulsion</li> <li>• 2nd Offense: Ten-day suspension and/or expulsion</li> </ul>
<p><b>27. Theft:</b> Stealing (or in possession of stolen property) or taking from another without right or permission.</p>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense <ul style="list-style-type: none"> <li>○ Notify parent</li> <li>○ Notify police (at principal’s discretion)</li> <li>○ Up to 3-day suspension and/or expulsion</li> <li>○ Return of the item or restitution</li> </ul> </li> <li>• 2<sup>nd</sup> Offense <ul style="list-style-type: none"> <li>○ Notify parent</li> <li>○ Notify police (at principal’s discretion)</li> <li>○ Up to 5-day suspension and/or expulsion</li> <li>○ Return of the item or restitution</li> </ul> </li> <li>• 3<sup>rd</sup> Offense <ul style="list-style-type: none"> <li>○ Up to 10-day suspension and/or expulsion</li> <li>○ Suspension of device privileges on school property (unless unwarranted)</li> <li>○ Device will be returned following a meeting with parent, student, and administrator</li> </ul> </li> </ul>
<p><b>28. Threats, Bomb: A threat or act against property, to commit violence, to cause evacuation of a building, or to cause serious public inconvenience.</b></p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Refer to police</li> <li>• 1st Offense: Up to 10-day suspension and/or expulsion</li> </ul>

UNACCEPTABLE STUDENT BEHAVIOR	RANGE OF DISCIPLINARY ACTION
<p><b>29. Threats, Verbal</b> (student to District employee, volunteer, contractor, or any visitor):</p> <ul style="list-style-type: none"> <li>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.</li> <li>Contributing to fear by spreading rumors of a threat or false reporting that disrupts the learning environment during the school day.</li> </ul> <p><b>29a. Threats, Verbal</b> (student to student):</p> <ul style="list-style-type: none"> <li>Any 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.</li> <li>Contributing to fear by spreading rumors of a threat or false reporting that disrupts the learning environment during the school day.</li> </ul>	<ul style="list-style-type: none"> <li>Notify parent</li> <li>Refer to police (at principal’s discretion)</li> <li>1<sup>st</sup> Offense: Up to ten days suspension and/or expulsion</li> </ul> <ul style="list-style-type: none"> <li>Notify parent</li> <li>Refer to police (at principal’s discretion)</li> <li>1<sup>st</sup> Offense: Up to ten days suspension and/or expulsion</li> </ul>
<p><b>30. Threats, Written:</b></p> <ul style="list-style-type: none"> <li>Any written or implied threats to school personnel or students.</li> <li>Contributing to fear by spreading rumors of a threat or false reporting that disrupts the learning environment during the school day.</li> </ul>	<ul style="list-style-type: none"> <li>Notify parent</li> <li>Refer to police (at principal’s discretion)</li> <li>1<sup>st</sup> Offense: Up to ten days suspension and/or expulsion</li> </ul>
<p><b>31. Tobacco, Vapes, Electronic Cigarette Liquid:</b> Possession or use of tobacco, vapes, or electronic cigarette liquid in any form is prohibited on school property or at any school-sponsored event, regardless of location. 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><b>31a. Tobacco:</b> Sale or Transferring of.</p>	<ul style="list-style-type: none"> <li>Notify parent</li> <li>Refer to police (at principal’s discretion)</li> <li>1<sup>st</sup> Offense: Three-day suspension</li> <li>2<sup>nd</sup> Offense: Five-day suspension</li> <li>3<sup>rd</sup> Offense: Ten-day suspension and/or expulsion</li> </ul> <ul style="list-style-type: none"> <li>Notify parent</li> <li>Refer to police (at principal’s discretion)</li> <li>Up to 10-day suspension and/or expulsion</li> </ul>
<p><b>32. Trespassing:</b> The unauthorized entry to Rockford Public Schools’ grounds, buildings, classrooms, and other property.</p>	<ul style="list-style-type: none"> <li>Notify parent</li> <li>Refer to police</li> <li>1<sup>st</sup> Offense: Up to five-day suspension and/or expulsion</li> <li>2<sup>nd</sup> Offense: Minimum five-day suspension and/or expulsion.</li> </ul>

<p><b>33. Truancy:</b> Skipping classes or school.</p>	<ul style="list-style-type: none"> <li>• Skipping Class <ul style="list-style-type: none"> <li>○ Notify parent</li> <li>○ Detention</li> </ul> </li> <li>• Skipping Day/Unexcused Absence <ul style="list-style-type: none"> <li>○ Notify parent</li> <li>○ Detention, Saturday School, or combination resulting in the number of hours missed</li> </ul> </li> <li>• Chronic <ul style="list-style-type: none"> <li>○ Develop attendance contract through meeting with parent, student, and administrator</li> <li>○ Referral to Kent ISD Office of Truancy &amp; School Attendance</li> </ul> </li> </ul>
<p><b>34. Vandalism:</b> Defacing or destroying school property or staff/student personal property.</p> <p>*Vandalism affecting security equipment or materials in place for the safety of staff and students will result in up to a ten-day suspension.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Notify police (at principal's discretion)</li> <li>• Payment of damages</li> <li>• 1<sup>st</sup> Offense: Up to five-day suspension and/or expulsion</li> <li>• 2<sup>nd</sup> Offense: Up to ten-day suspension and/or expulsion</li> </ul>
<p><b>35. Weapons:</b> Possession, using, threatening to use, or transferring any weapon or instrument capable of inflicting harm or considered dangerous by school administration (e.g. tazers, pepper spray). Includes look-alike weapons. Certain weapons, as defined under state law, require mandatory expulsion.</p>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• Refer to police (at principal's discretion)</li> <li>• 1<sup>st</sup> Offense: Up to five-day suspension and/or expulsion</li> <li>• 2<sup>nd</sup> Offense: Up to ten-day suspension and/or expulsion</li> </ul>