

## **INTRODUCTION**

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty, administration, parents, and school board. The information has been carefully prepared and presented so that it will be of great value in helping students adjust to our school and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen and develop and accept the responsibilities and obligations of good citizenship that will help them to participate successfully in the world of tomorrow. Students are encouraged to participate in various activities and find those things within the school which will prepare them to live a better life. Success in school will be directly proportional to effort and attitude.

## **PHILOSOPHY**

The role of education is to assist every student to acquire the skills, knowledge and habits necessary to become a self-sufficient, thinking member of our democratic society. This includes the learning of not only basic education skills, but also self-understanding and the understanding of others. The school system has a responsibility to create an environment conducive to maximum learning, which requires an atmosphere of fairness and equity.

## **MISSION STATEMENT**

The Reese Public Schools system is committed to providing a quality curriculum in a safe educational environment where the students, parents, educational staff, and community unite to assist students in developing academic skills, employability skills, and career awareness.

## **NONDISCRIMINATION/CIVIL RIGHTS COMPLIANCE**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Reese Public Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Compliance officer: Mr. Keith Wetters, Superintendent  
P.O. Box 389  
Reese, MI 48757  
989-868-9864

## **NONDISCRIMINATION IN EDUCATION**

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, material status, place or residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

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## **CIVIL RIGHTS COMPLIANCE**

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## RELEASE OF INFORMATION/DIRECTORY INFORMATION

Reese Public Schools will provide the following student directory information if requested:

- 1) student name;
- 2) participation in officially recognized activities and sports; height and weight, if a member of an athletic team;
- 3) date of graduation;
- 4) awards received;
- 5) honor rolls;
- 6) scholarships

Armed Forces recruiters and other entities offering educational or employment opportunities will be supplied with the above information and as well as student address and telephone listings of secondary school students. These groups can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies. Reese Public School students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military representatives, businesses, etc. by submitting a signed written request to that effect to the high school principal.

If such a request has been filed, it will remain in effect throughout the student's high school years unless revoked by the student or parent/guardian.

## DRUG PREVENTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. **The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.** The school will strive to prevent drug abuse and help drug abusers by educational means. Drugs include dangerous controlled substances prohibited by Michigan statute, all chemicals which release toxic vapors, all alcoholic beverages, any prescription or patent drug except those for which permission to use in school has been granted pursuant to board policy, look-alikes, anabolic steroids, and any other illegal substance so designated and prohibited by law. Reese Public Schools has been designated as a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property in which it is prohibited to use, possess, conceal, deliver, or distribute any drug or paraphernalia. Disciplinary actions imposed can include expulsion and referral for prosecution. Compliance with these standards is mandatory for all students and community members who are on Reese Public School property.

## STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required without prior written consent of the student (if an adult, or an emancipated minor) or, his/her parents/guardians to submit to or participate in any survey, analysis, or evaluation that reveals personal or family information concerning political affiliations, mental or psychological problems, illegal or anti-social behavior, critical appraisals, legally recognized privileged and analogous relationships i.e. lawyers, religious practices/ affiliations/beliefs, or income. Parents will have the right to inspect any materials used for survey, analysis, or evaluation. Parents can exclude their student from any of the mentioned activities.

## INSPECTION OF INSTRUCTIONAL MATERIALS

Parents have the right to inspect any instructional materials used as part of the educational curriculum for the student. Instructional material includes instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include tests or academic assessments. To review materials, please contact the building principal.

## STUDENT EDUCATIONAL RECORDS

Parents have the right to inspect and review the student's educational records within forty-five (45) days of the request. Amendments may be requested if the record is inaccurate, misleading, or otherwise in violation of the student's rights. Parents may obtain a copy of the Board's policy and administrative guidelines on student records.

## PESTICIDE APPLICATION

Parents will be informed prior to any pesticide application. The information sent to parents will include the type of pesticide and its potential side affects, the location of the application, and the date of the application.

## COMPLAINTS

Complaints regarding the violation of rights under the Family Educational Rights and Privacy Acts of Pupil Rights and Assessments may be submitted to:

Keith Wetters, Superintendent  
See Address in Directory Information

## REESE PUBLIC SCHOOLS BOARD OF EDUCATION

Dawn Kalkman	President	<a href="mailto:dawn.kalkman@yahoo.com">dawn.kalkman@yahoo.com</a>
James Goka	Vice-President	<a href="mailto:jkjtb@aol.com">jkjtb@aol.com</a>
Cathy Brickel	Treasurer	<a href="mailto:cathybrickel@yahoo.com">cathybrickel@yahoo.com</a>
Angela Luth	Secretary	<a href="mailto:luthangela@yahoo.com">luthangela@yahoo.com</a>
Suzanne Klein	Trustee	<a href="mailto:sklein.reese@gmail.com">sklein.reese@gmail.com</a>
Carol Schluckbier	Trustee	<a href="mailto:crschluckbier@hotmail.com">crschluckbier@hotmail.com</a>
Christopher Shores	Trustee	<a href="mailto:shoresc@michigan.gov">shoresc@michigan.gov</a>

## DIRECTORY INFORMATION

Reese Public Schools: Keith Wetters, Superintendent  
Reese Public Schools  
1696 S. VanBuren  
P.O. Box 389  
Reese, MI 48757  
989-868-9864

Reese Public Schools website: <http://www.reese.k12.mi.us>

Reese Elementary School:  
Kristine Krieger, Principal  
9535 Center Street  
P.O. Box 389  
Reese, MI 48757  
989-868-4561

Reese Middle School:  
David Hurst, Principal  
1696 S. VanBuren  
P.O. Box 389  
Reese, MI 48757  
989-868-4191

Reese High School:  
Brian Galsterer, Principal  
1696 S. VanBuren  
P.O. Box 389  
Reese, MI 48757  
989-868-4191

## SCHOOL LOYALTY

Mascot: Rocket

Colors: Maroon and gold

### DEFINITION OF TERMS

**Parent(s):** shall include parent(s) or legal guardian(s)

**Principal:** shall include principal or designee

**Teacher:** shall include teacher or substitute

**Authorized School Personnel:** shall include Superintendent, Principal, Teacher, or designee.

### AUTHORITY OF THE SCHOOL BOARD

In accordance with the laws of the State of Michigan, the Board of Education has the authority to make reasonable rules and regulations relative to anything necessary for the proper establishment, management, and carrying on of the public schools. This includes conduct of pupils while attending school or enroute to or from school.

“A school district shall develop and implement a code of student conduct and shall enforce its provisions with regard to pupil misconduct in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.” Michigan School Code Section 1312(8).

The Board of Education has approved the policies, rules and regulations contained in this publication and such others that may be duly developed (including but not limited to individual building handbooks). Changes in these policies, rules, and regulations may be made throughout the year by the Board of Education. Notification of such changes will be made through the district newsletter and student announcements.

### STUDENT RIGHTS AND RESPONSIBILITIES

Every student is entitled to those rights of citizenship granted by the Constitution of the United States and the State of Michigan. All those enjoying the right of citizenship in the school must accept the corresponding responsibilities. The following is a list of those rights and corresponding responsibilities.

1. **The student has the general right to attend school in the district in which his/her parent resides. Students may also be accepted for attendance under current Schools of Choice rules and regulations.**

#### **The student's responsibilities are:**

- a. To attend school daily and be on time to all classes.
  - b. To be aware of all rules and regulations regarding student behavior and to conduct himself/herself accordingly.
  - c. To study diligently and strive for the best possible level of academic achievement.
  - d. To become actively involved in his/her education, understanding of people, and preparation for adult life.
2. **The student has the right to expect that the school will be a safe place to gain an education; that the school will make every effort to safeguard individual rights; and the student will be afforded a fair hearing and procedural due process in the event of disciplinary action.**

#### **The student's responsibilities are:**

- a. To refrain from actions that present a clear and present danger, disrupt normal school activities, violate laws, or interfere with the rights of others.
- b. To respect the rights and responsibilities of all staff members as they perform their duties (i.e., teachers, secretaries, aides, custodians, etc.).
- c. To respect the inherent human dignity, worth, and rights of every individual.
- d. To assist in the maintenance and improvement of the school environment by preserving school property and exercising the utmost care while using school facilities and/or property.
- e. Avoid confusion or excessive noise in the school hallways, scattered papers, messy lockers, etc.
- f. To safeguard his/her own personal money and/or property in compliance with all school rules and regulations.

**THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN MONEY OR PROPERTY.**

3. **The student has the right to form and hold his/her own ideas and beliefs, and to express those opinions in speech or writing.**

**The student's responsibilities are:**

- a. To express his/her opinions and ideas in a respectful manner.
- b. To communicate ideas and/or beliefs in a way that does not disrupt normal school activities.
- c. To avoid communicating unauthorized commercial messages, an obscene or defamatory message, personal attacks, slander, libel, or messages that advocate racial, religious or other types of intolerance.
- d. To distribute written expressions of opinions in a way that does not interfere with the educational process, at a time and place determined by school authorities. Such written materials must be signed and paid for by their authors.
- e. To avoid distribution of material whose content reflects the special interests of an organization unless such distribution is part of an organized school activity and has the approval of sponsor and building administrator.

4. **The student has the right to be represented by an active student government chosen by free school elections.**

**The student's responsibility is:**

- a. To take an active part in the improvement of the school by becoming involved in or supporting student government and its activities.

5. **The students have the right to associate and assemble peacefully.**

**The student's responsibilities are:**

- a. To hold in school only those meetings that are part of the formal educational process.
- b. To obtain authorization from the principal for all meetings held in school buildings or on school grounds.
- c. To avoid conducting demonstrations that interfere with the operation of the school or classrooms.

6. **The student has the right to petition school officials for redress of grievances without being subject to disciplinary procedures.**

**The student's responsibilities are:**

- a. To collect signatures only at times that do not disrupt classroom procedures or interfere with the educational process.
- b. To avoid initiating or signing any petition that contains obscenities, libelous statements, personal attacks, or statements of intolerance.

7. **The student has the right to expect privacy of his/her school records, with access being granted only as governed by Michigan's Freedom of Information Act and Board of Education Policy. Access to student records is available to authorized school personnel, the student's parents, and the student when arrangements for review are made through the principal or guidance department. Access by persons or agencies outside the school may be obtained only with consent of a parent or by court order or subpoena.**

8. **Court orders for student record disclosure procured by an Assistant U.S. Attorney General or higher ranking government official will be followed.**

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **ATTENDANCE POLICIES**

School district policies are based on the fact that something important happens in class every day, and that the activity or interaction with teachers and students can never be exactly duplicated. In addition, good attendance is required as part of

being a responsible person in school, on the job, etc. Positive traits such as punctuality, dependability, and self-discipline must be developed in preparation for the student's eventual entry into the work force.

In order for the school staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of parents, students, and school staff at all points in the process. One of the most vital points is that of student attendance; a student who is not present cannot be taught.

**Refer to the building policies and disciplinary action.**

### **Closed Campus**

The Board of Education has deemed Reese Public Schools a closed campus. Once students arrive on school grounds, they are to remain on school grounds for the entire day. Students are not allowed in the parking areas or to leave school grounds during the school day for any reason without permission from the office. Students may not leave the premises for lunch or to pick up items for lunch unless accompanied by a parent/guardian. Closed campus applies to all students regardless of age.

**Students who leave school grounds without permission from the office will be considered truant from school.**

1. **Appointments and emergencies.** Parents are strongly encouraged to make appointments after school hours whenever possible. If emergencies or appointments require the student to leave school, the parent should call the office, and permission will be granted for the student to leave school. **The student must sign out in the office or he/she will be considered truant and leaving the school without permission.** The student should be absent from school no longer than is necessary. Any longer than the doctor's note indicates will be considered unexcused.
2. **Leaving early.** No student may regularly leave the school building during the course of the day other than going to the Tech. Center, Work Study, Co-op, BIST, or dual enrollment. If a student leaves the building during the day because of a doctor appointment, funeral, court appearance, etc., he/she must have parental permission before signing out in the office. If the student returns to school that day, he/she must sign in the office and get a pass to class. **Failure to sign in/out will result in a detention being assigned and discipline will progress for repetitive behavior.**  
A student who becomes ill during school hours must report to the office before using the health room or going home. The school will attempt to contact parents in the case of illness or injury. A student will not be allowed to leave the school grounds when he/she is ill without parental permission.
3. **Arriving late.** Students coming to school after the start of the school day must sign in in the office. **Failure to sign in will result in a detention being assigned and discipline will progress for repetitive behavior.**
4. **Tardiness.** Students must be in their assigned classroom when the bell rings. A student will be considered tardy if he/she enters a class within the first 10 minutes of the period. Beyond 10 minutes, he/she shall be marked absent unless he/she has a pass from a member of the staff or the office. **Refer to building section of this handbook for specific tardy policies.**
5. **Pre-arranged absences.** Absence by pre-arrangement for reasons approved by the attendance office (such as family vacation) may be granted if the following conditions are met: The written request (forms may be provided by each school) must be signed by the parent(s) and specifically state the reason for the absence as well as the dates of the absence. Applications for a pre-arranged absence must be made at least one week in advance. If the pre-arranged absence is approved, the student will be given a permit which must be taken to each of his/her teachers for their signatures. The student is responsible for obtaining make-up work from the teachers and should make up as much work as possible before the absence.
6. **School-sponsored activities.** Students who are absent from class due to their participation in school sponsored activities must make arrangements with their teachers for make-up work. Students who are truant from school or who are placed on an out-of-school suspension may not attend or participate in any school activity that day.
7. **Extra-curricular and co-curricular activities.** Half-day attendance is required for participation in extra-curricular and co-curricular activities that day. Exceptions such as for funerals, home emergencies, or doctor appointments may be granted by the principal or designee. Students who will participate in weekend school-related events must have been in school at least one half day Friday or have an excused absence Friday.

## **BLOOD BORNE PATHOGENS**

Proper handling of situations in which blood is present will greatly reduce the possibility of any transmission of a blood-borne pathogen.

Administration, teachers, coaches, trainers, and student athletes must observe the following precautions any time there is blood present and treat it with respect regarding its ability to transmit infectious disease.

1. Before competing, a student athlete must cover any open body wound. This will reduce the risk of transmission of a blood-borne pathogen from the open wound to an open wound or mucous membrane of another person or vice versa.
2. A student athlete should render personal first aid and cover open wounds themselves whenever possible. This reduces the risk of transmission of a blood-borne pathogen from one person to another.
3. When rendering first aid to others, an individual will wear protective gloves (such as rubber surgical gloves) whenever blood, open wounds, or mucous membranes are involved. The individual will wear clean gloves for each student/athlete treated or when treating the same student/athlete more than one time.
4. If an individual gets someone else's blood on his/her skin, protective gloves will be worn to wipe the blood off with a disposable towel using a disinfectant such as isopropyl alcohol (rubbing alcohol).
5. During a game or practice, if uniforms or other clothing become contaminated with blood, or other body fluids containing visible blood, to the extent the blood could be transferred from one person to another by touch, this clothing should be wiped off with soap and water or an antiseptic.
6. An individual who has treated an injury where blood is present or has cleaned a potentially contaminated surface will wash his/her hands with soap and hot water even though protective gloves are worn.

## **BREAKFAST/LUNCH PROGRAMS**

The cafeterias are in operation for the use of students and faculty. Prices are established by the Board of Education.

### **Cafeteria Rules**

1. Grades K-6: Students will be allowed to charge twice and then given an alternate lunch for up to three times or until the lunch fee has been paid in full.
2. Grades 7 – 12: Students will **NOT** be allowed to charge for lunches at any time.
3. Students must stay in the proper lines without cutting in front of other students.
4. Throwing and/or other unsanitary use of food will not be tolerated.
5. Students are responsible for cleaning up after themselves.
6. Students will show proper respect to all lunchroom staff.

The Reese Public Schools will receive and use federal funds and United States Department of Agriculture donated foods. No person because of race, color, national origin, sex, age, or handicap shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in our United States Department of Agriculture donated food and child nutrition program. Any person who believes he/she has been discriminated against should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

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

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

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

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit, within (3) days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for



parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

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

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Prevention/Training**

The Superintendent shall establish

- A. A program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

### **Definitions**

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

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

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as: Harassment or Hazing, see Board Policy in Administration Office.

## **BUSES**

Bus transportation is a privilege to be enjoyed by all students as long as he/she accepts responsibility for his/her own conduct, carefully following all rules and regulations and promptly respond to the directions and requests of the bus driver.

Reese Public Schools takes the responsibility to transport students safely to school very seriously. Parents, students, and the members of the Transportation Department need to be aware of the following areas:

- 1) The stop is located according to State Law, Department of Education regulations and school policy;
- 2) The bus driver obeys all laws, regulations, and Board policies;
- 3) Parents must recognize and fulfill their responsibilities in properly instructing their children in the Basic Rules of conduct at the bus stop and on board the bus.
- 4) Taping devices have been installed on some buses to ensure safety of passengers and the driver. Administrators will use tapes to investigate misconduct.
- 5) Each student must recognize his/her responsibility to know and obey all rules and procedures to help the driver and the administration provide safe transportation for students. Students should understand all rules and regulations in regards to bus conduct and procedure. These regulations apply to all school sponsored activities.

### **Basic Rules for Bus Stop Conduct**

- 1) Be on time and about 5 minutes early. Plan ahead, get up early, and allow enough time to be prepared for the bus stop. Remember that other people are waiting and the driver will not be able to wait for you.
- 2) Dress for weather and time of the day. If the driver is late, your clothing will allow you to stay comfortable.
- 3) It is important to be aware of traffic while you wait at the stop and board the bus.

- 4) Wait away from the edge of the road. You must be at least ten (10) feet away from the bus when it stops. A bus stop is no place to play. Help the younger students at your stop.
- 5) Stand back from the road as the bus approaches. Let the bus come to a complete stop before approaching it.
- 6) Cross the road only after the bus has stopped completely and the driver signals you. **NEVER** cross in back of the bus.
- 7) After getting off the bus, you must remain in your yard or at the bus stop until the bus is out of sight. You may not cross the street or walk down the street to you mailbox, etc.
- 8) At no time is horseplay allowed at the bus stop. The property owner may institute rules and regulations for the stop. The school is not responsible for the actions of the students at the stop.

### Basic Rules for Bus Riding Safety

- 1) Walk quickly to the seat assigned to you by the driver. Sit facing forward with your feet on the floor and your books, etc. on your lap. Please keep your feet out of the aisle.
- 2) Keep head, hands, and arms inside of the bus at all times.
- 3) Musical instruments must be held by the owner. Do not leave them at the front or in front of emergency exit doors.
- 4) Expect to be required to sit three to a seat when asked. All the buses will seat up to 90 passengers.
- 5) Remain seated until the trip is over and the bus has come to a complete stop. Enter or exit the bus only at the front door unless instructed by the driver during an emergency situation or a drill.
- 6) Each student is assigned a morning and an afternoon stop. These may only be changed through the Transportation Office. **STUDENTS WILL NOT BE ALLOWED TO RIDE SOMEONE ELSE'S BUS TO OR FROM SCHOOL.**
- 7) Use classroom conduct on the bus. Be courteous. Do not use obscene language or gestures. Do not shout at passing persons or vehicles or make unnecessary disturbing noises.
- 8) Keep the bus clean. **NO EATING OR DRINKING ON THE BUS. NO SMOKING ON THE BUS.**
- 9) Fighting, pushing, shoving, shooting paper wads, throwing any objects or other rowdiness will not be tolerated.
- 10) Report any damage you observe to the driver. Persons responsible for the damage to the exterior or the interior of the bus may be responsible for payment and may be denied bus-riding privileges.
- 11) In bad weather situations, school may start late, close early or be cancelled for the day. Be informed! Listen to the local radio stations or television stations listed under school closings.

### Bus Riding Discipline

#### Category I

- 1) Possession and/or use of weapons: No student is to have any weapons. The possession of a weapon in school or on the way to or from school will result in a suspension and a recommended expulsion from school for one hundred eighty school days (180) as mandated by Michigan statute. The local law enforcement agency will also be notified.
- 2) Physical or verbal abuse of school bus driver (Gross Insubordination): Loss of riding privileges up to one hundred eighty school days (180).

Disciplinary Action: The building principal will determine the total number of days the student is suspended from riding the bus.

#### Category II

Substance abuse, theft, fighting, vandalism, arson, insubordination, smoking, sexual harassment, racial slurs, talking or yelling at the railroad crossing or doing anything that could impede the safety of the bus or students.

Disciplinary Action: Suspension from riding privileges for up to ten school days as determined by the building principal. The principal may determine that the behavior may merit an extreme safety issue and suspend from bus riding privileges for a greater amount of time.

### Category III

Other Incidences such as yelling, swearing, violations of safety procedures, rude discourteous or annoying behavior, excessive mischief, disobeying a direct direction from the bus driver, etc..

Disciplinary Action:

- 1) Depending on the circumstances, a written warning may be issued. If the situation warrants, the driver may refer the situation to the building administrator.
- 2) At the principal's discretion, a bus riding suspension of up to two school days may be imposed.
- 3) At the principal's discretion, a bus riding suspension of up to five school days may be imposed. A conference may be held with the school principal if the inappropriate behavior continues.
- 4) At the principal's discretion, a bus riding suspension of up to ten school days may be imposed.
- 5) At the principal's discretion, a bus riding suspension of up to ninety school days may be imposed.
- 6) At the principal's discretion, a bus riding suspension of up to one hundred eighty school days may be imposed.
- 7) Discipline may be administered in greater or lesser quantities at the administrator's discretion

### CANINE SEARCHES

The schools will periodically use canine searches of the buildings, lockers, restrooms, locker rooms, parking lots/vehicles.

### COATS, BAGS, HATS

Students are prohibited from wearing coats or hats and/or carrying book bags, duffel bags, etc. to classes or in the hallways between classes. Once in school, these items are to remain in the locker throughout the school day.

### COMPUTER USE

Use of school computers is limited to those students who have properly completed the Reese Public Schools contract for use of computers and follow the "Acceptable Use Policy" of Reese Public Schools. Students will be subject to disciplinary action including but not limited to suspension or revocation of their accounts, disciplinary action, repair or replacement expenses, and/or legal action.

### DISTRIBUTION OF LITERATURE

Students are prohibited from distributing literature without prior approval of the building principal. Reasons for denial includes but are not limited to material which is obscene, indecent, defamatory or vulgar; an invasion of privacy; an illegal harassment; violates school rules; addresses illicit substances; is a substantial disruption to the educational process.

### DRESS CODE

The student has the right to dress in a way that expresses his/her personality within the guidelines stated below. Any fashion (dress, hairstyle, or accessory) that disrupts the educational process or presents a safety risk will not be permitted. It is the right of the school administration to interpret and enforce the stated code. To dress and appear in a manner that meets recognized standards of propriety, health, safety and good taste. **(See Building Sections for Building Specific Dress codes)**

- To wear shoes in school at all times.
- To avoid wearing outdoor garments (hats, coats, gloves, etc.) in school, except when arriving or leaving.
- To avoid clothing exhibiting inappropriate words, pictures or other references or innuendoes relating to alcoholic beverages, tobacco products, drugs, sex, etc.
- To avoid inappropriate attire such as pajama pants, swim wear, revealing garments (see-through fabrics, bare midriffs, halter tops, tube tops, tank tops, crop tops, spaghetti strap tops or dresses), sunglasses, or shorts without hems. All students must wear garments with sleeves.
- Mutilated Clothing: Excessively torn or ripped clothing is not considered appropriate dress.
- Over-sized Pants/Shorts: Over-sized pants/shorts must be worn with a belt secured at the waist.
- Accessories such as chains, (belts, necklaces, and wallet protectors), bandanas, or any gang-related apparel are prohibited.

- Piercings which substantially disrupt the educational process are not allowed. Where health or safety is a factor, all visible piercings must be taped or the ornament removed; this includes, but is not limited to, such classes as industrial arts and physical education.
- Shorts: Shorts must reach to the bottom of the fingertips of arms hanging loosely.

### **ELECTRONIC COMMUNICATION DEVICES**

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours the WCDs are stored out of sight and are only used before school, after school, at lunch and between classes or with proper permission.

Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Students are subject to discipline for inappropriate use at any time while accessing the school network. No expectation of confidentiality will exist in the use of WCDs on school premises/property. The requirement that WCDs be stored out of sight will not apply to the following circumstances when the student obtains prior approval from the building principal:

- A. The student is a member of a volunteer fire company/department, ambulance or rescue squad.
- B. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
- C. The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. The use of a WCD as a peer-to-peer (ad-hoc) networking device is prohibited. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms and/or bathrooms. Students who violate these provisions and/or use a WCD to violate the privacy rights of another person shall have their WCD confiscated and held until the end of the school year. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

## **FIRE/TORNADO DRILLS, LOCKDOWN DRILLS, AND EMERGENCY EVACUATIONS**

Emergency procedures for the rapid and safe evacuation of all students and school personnel have been established and will be reviewed periodically. To help all students become familiar with these procedures, maps designating evacuation routes and instructions for tornado drills are posted in each classroom.

**ATTENTION AND IMMEDIATE COMPLIANCE WITH INSTRUCTIONS MUST BE OBSERVED BY ALL STUDENTS IN ANY DRILL OR SITUATION REQUIRING EMERGENCY PROCEDURES.**

### **HAZING**

Students, teachers, and school district staff are prohibited from hazing. District staff shall not allow hazing to occur. Incidents of hazing must be reported to the principal.

### **HOME SCHOOLING**

CREDITS FROM STATE-APPROVED, NON-PUBLIC HOME SCHOOLING

In recognizing its responsibility to uphold the minimum educational standards of the State of Michigan, the Board of Education establishes the following policy and criteria regarding the acceptance of credits from state-approved, non-public home schooling.

In order for credit or coursework to be accepted for courses taken in a state-approved, non-public home school, there must be verification that:

1. The course was taught by a certified teacher
2. The course met at least one hundred and twenty (120) hours per year for instruction in a regular academic course, or the total hours per year as set forth in the State Minimum Standards, if other than a regular academic course.
3. The course content is comparable to district established courses of study.

All students, grades 1 through 12, entering from a state-approved, non-public school home school may be given an individual achievement test which will be used as an aid in placing these students. Recognition of credits or coursework from state-approved, non-public home schooling shall be granted when the above-stated criteria are satisfied and upon completion of the first year of transfer, if the student demonstrates through successful performance in the regular classroom that she/he has mastered the previous courses. Recognition of the coursework will result in credit being issued. No letter grade will be issued.

### **INSTRUCTIONAL MATERIAL – REVIEW/INSPECTION**

Parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or assessments.

### **LOCKERS**

**Lockers are the property of the school. Under Section 1306(1) of the Michigan School Code, a student is presumed to have no expectation of privacy in his/her locker or that locker's contents.**

The principal or designee may search the student's locker and contents at any time. A law enforcement agency having jurisdiction over the school may assist school personnel in conducting a search of a student's locker and the locker's contents if that assistance is at the request of the principal or designee. School lockers are also subject to canine searches. The privacy rights of the student shall be respected regarding any items that are not illegal or against school policy.

Lockers are installed for the convenience of students. Middle and high school students will be assigned a locker with a combination lock. The lock combination should never be shared with other students; locks should never be "set" for easy opening; and lockers should remain locked at all times.

**THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**

- A. Procedure for obtaining use of a school-owned locker:
  - 1. Lockers will be issued by a school representative.
  - 2. Students may not change assigned lockers unless permission is granted by the building principal or designee.
  - 3. No sharing of lockers between students
- B. Lockers MAY be utilized for the following materials:
  - 1. School-owned or personal books which are school oriented.
  - 2. Garments such as: overcoats and boots.
  - 3. Student classroom aids such as notebooks, pencils, pens, etc.
  - 4. Personal items such as: grooming aids, etc.
- C. Lockers MAY NOT be utilized for the following materials:
  - 1. Any items which are considered dangerous, unsafe, a health hazard, or nuisance by law, school board policies, or administrative decisions.
  - 2. Money or valuables.
  - 3. Excessive books and papers
- D. Responsibility for maintenance and management of the individual lockers:
  - 1. The student(s) assigned to the individual locker will be required by school policy to follow the above stated locker regulations.
  - 2. The building principal or designee may inspect lockers and take appropriate action to insure the health and safety of the student body.
  - 3. At end of each school year, students are responsible to empty their locker. There will be a \$5.00 service fee charged to students who fail to clean or maintain any locker assigned to them.

### **MEDICAL SITUATIONS**

#### **Accidents /Injuries**

All accidents or injuries must be reported to the main office immediately and an accident/injury report must be completed as soon as possible.

#### **Administration of Medication**

As per Michigan State statute, students are not to be in possession of prescription or nonprescription medications (except inhalers as described below). Strict adherence to the guidelines which follow is required.

- 1. The student's physician must provide written orders detailing diagnosis, dosage of medicine, times when medicine should be administered, and a telephone number where the physician can be contacted. "Administration of Medication in School Consent Form" is available in the office.
- 2. The parent or guardian must provide a written request and permission for the school to administer the medicine and a telephone number where the parent or guardian can be contacted in case of emergency. Refer to consent form, all which are included in the "Administration of Medication in School Consent Form".
- 3. Parent/guardian must bring the medicine in its original container; labeled with the date, if a prescription; the student's name; and exact dosage to be administered in school.
- 4. School personnel shall administer the medication in the presence of another adult and in compliance with the instructions of the physician, and log all medication administered.
- 5. No medication, including aspirin, ointments, cold tablets, etc., will be administered to students without written permission of the physician and a parent as outlined above.

## Communicable Diseases

**Per the Michigan Department of Health and Human Services, Divisions of Communicable Disease & Immunization, the following exclusions are to be followed:**

DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD
CHICKEN POX	2-3 weeks Commonly 13-17 days	1-2 days before rash to time of complete drying of vesicles (5-6 days)	Until all lesions are dried and scabbed/5 days after first lesions appeared
CONJUNCTIVITIS (PINK EYE)	Usually 24-72 hours	During course of active infection which is usually 2-3 weeks	Bacterial: exclude until 24hrs after microbial therapy. Viral or allergic: no exclusion necessary
FIFTH DISEASE	4-14 days	During flu-like phase 2-7 days before rash appears	No exclusion if rash is diagnosed as Fifth disease by a healthcare provider
HEAD LICE	Eggs (nits) hatch in 1 week, Maturity is reached in 2 weeks	While lice remain alive on infected person and until eggs in hair have been removed	Until lice are removed or nits (eggs) are removed
NOROVIRUS (viral gastroenteritis)	Average 24-48hrs (range: 12-72hrs)	Usually from onset until 2-3 days after recovery; typically, virus is no longer shed after 10 days	Exclude until diarrhea has ceased for at least 2 days; exclude from food handling for 3 days after recovery
SCABIES	2-6 weeks before itching	Before rash is evident and until treated	24 hours after applying medication or as advised by a physician
SCARLET FEVER (SCARLETINA)	2-5 days	Greatest during acute state of illness, 2-4 days after rash appears	24-48 hours after treatment and no fever
STREP THROAT	1-3 days	Untreated 10-21 days Treated 24 hours	Until 24 hours after antibiotic treatment initiated and no fever for a period of 24 hours

**Additional diseases not on chart above can be found at Reese Website under Communicable Diseases pages 5-9.**

### Inhalers

Michigan law allows a student to “possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or in which the pupil’s school is participating.” if all of the following conditions are met: (a) A student of 12 years or older may carry the inhaler on their person at any time; (b) Students under the age of 12 may carry an inhaler if they adhere to the process: (1) The student has written approval to possess and use the inhaler as stated above from the student’s physician or other health care provider authorized by law to prescribe an inhaler and, if the student is a minor, from the student’s parent. (2) The office/principal has received a copy of each written approval required above.

### Head Lice

A nit-free policy is in effect for all students attending Reese Public Schools. Handouts for care and elimination of Head Lice are available through the building offices.

### Immunizations

All students must be properly immunized according to State of Michigan guidelines.



### Respirator Use

Authorization of the use of a respirator during school hours must be authorized by a physician or health care provider authorized to by law to prescribe the use of, and if the student is a minor, from the student's parent. Also, the principal must receive a copy of each written approval required.

### ROLLER SKATES, IN-LINE SKATES, SKATEBOARDS

Use of roller skates, in-line skates, and skateboards on school property is strictly prohibited.

### SCHOOL CLOSINGS

When weather conditions are extreme or other emergency situations exist, school may be canceled or dismissed early for the safety of the students. This will be notified using our School Messenger system (it is imperative that the primary phone number given to the school be updated) as well as posted on our Facebook page. The following TV and radio stations carry news of school closings for Reese Schools:

WNEM TV5

WJRT TV12

WEYI TV 25

### SCHOOL RECORDS

Access to student records is governed by Michigan's Freedom of Information Act and Board of Education policy. Access to student records is available, in consultation with the school officials, to authorized school personnel, to the student's parents, and to the student. Arrangements for review may be made through the principal or through the Guidance Department. It is the responsibility of the school to protect the student's privacy.

While the Family Educational Right and Privacy Act ("FERPA") *permits* districts to transfer educational records, including disciplinary records of a student transferring to another school, Section 4155 of the NCLBA *requires* schools receiving funds under the Elementary and Secondary Education Act to facilitate the transfer of such records.

In Michigan, the transfer of student records is also addressed by Section 1135 of the Revised School Code Section 1135 states:

*Within 14 days after enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of his or her school record. Any school that compiles records for each student in the school and that is requested to forward a copy of a transferring student's record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to section 1134.*

According to the MDE, a "school record" under Section 1135 "includes a student's disciplinary record, including any suspension and expulsion action against a student." As a result, school districts must establish procedures to transfer student disciplinary records to *any private or public school* to which a student transfers to comply with NCLBA Section 4155. Should a district receive a request from a private school for the records of a pupil who has transferred, or will be transferring, to that school, the district is obligated to provide the student's disciplinary records with respect to a suspension or expulsion in the same manner as it would to a public school.

Please refer to the section RELEASE OF INFORMATION on page 2 for further information.

### SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student; student lockers, desks, and other storage areas; and vehicles on school grounds under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

Student lockers, desks, and other storage areas are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers, desks, etc.

Students should never share locker combinations with other students, and students are responsible for fully securing the lock mechanism—the lock should never be “set.”

Students should not expect privacy regarding items placed in school property; school property is subject to search at any time by school officials. Periodic general inspections of student lockers, desks, and other storage areas may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student’s person and/or personal effects (e.g., purse, book bag, athletic bag, locker, car) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. Parents will be notified when a noninvasive physical examination of a student should be needed.

Police in the School - In accordance with state law, school officials will cooperate in the investigative and enforcement procedures of law enforcement agencies.

### **SELECTIVE SERVICE**

Students must register for selective service within thirty (30) days of their eighteenth (18) birthday as established by federal statute. Forms can be picked up at the local post office.

### **SEX EDUCATION**

Notification will be sent out to the parents prior to the beginning of the sex education and AIDS portion of the health course. The health course is required by law for the students who began to attend high school during or after the 2007 – 08 school year.

### **SEXUAL HARASSMENT**

It is the policy of the Reese Public Schools to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Reese Public Schools staff to harass another staff member or student through conduct or communications of a sexual nature as defined in the Board of Education Policy Book. It shall also be a violation of this policy for a student to harass another student through conduct or communications of a sexual nature.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to another staff member or student or made by any student to another student when: (1) Submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment or education, or when (2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when (3) Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment as set forth above may include, but is not limited to the following: verbal harassment or abuse; written harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcomed touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, job, etc.

Procedures: A student who feels that sexual harassment is/has occurred must first make it clear to the harasser that the behavior is unwelcomed. Any student who alleges sexual harassment by a staff member or another student may complain directly to the building principal.

### **SNOWMOBILES**

Use of snowmobiles on school property is strictly prohibited.

### **TELEPHONE AND OFFICE USE**

The use of the school telephone, except in emergency cases and on school business, is not permitted. Necessary messages will be taken at the office and delivered at the close of class periods. No student will be called from class to answer the telephone unless the call is of a serious or urgent nature. The office telephones are to be used only by special permission.

Students are to stay out of the area behind the counter in the office unless given permission to enter. This area is intended only for administrators, teachers, and office staff.

### **UNDERSTANDING CONCUSSION**

Refer to Athletic Handbook.

### **VISITORS**

All visitors including parents, former students, etc. must check in at the main office and follow building procedures.

The superintendent or the principal has the authority to prohibit the entry of any person to a school of this district or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

### **WORK PERMITS**

Work permits (CA-6 for minors ages 15 and under or CA-7 for minors ages 16 or 17 may be obtained at the superintendent's office at Reese High School. Approved jobs must comply with Michigan Department of Labor and Michigan Department of Education rules.

REESE  
HIGH SCHOOL  
HANDBOOK

### MISSION STATEMENT

The mission of Reese High School is to help all students achieve their maximum potential and to instill in them a desire for lifelong learning.

### PURPOSE OF ATTENDING HIGH SCHOOL

The purpose of attending high school is to earn grades and credits ultimately leading to graduation.

### DIRECTORY INFORMATION

Reese High School  
1696 S. VanBuren

989-868-4191  
Reese, MI 48757

Principal: Mr. Brian Galsterer

Athletic Director: Mr. Kerry Messing

Secretary: Ms. Denise Wright

Secretary: Ms. Heidi Rice

### VISITORS

All persons who are not currently enrolled RHS students or school employees MUST check in at the front office and wear a visitor's badge while in the hallways, cafeteria, classrooms, etc. during the school day to distinguish them as approved visitors. Student visitors may not be at Reese High School when school is in session.

### DEFINITION OF TERMS

**Attendance Director:** shall include attendance director or designee.

**Authorized school personnel:** shall include superintendent, principal, teacher, or designee.

**District Administrator:** shall include superintendent, principal, or designee.

**Parent(s):** shall include parent(s) or legal guardian(s).

**Principal:** shall include principal or designee.

**Teacher:** shall include teacher or substitute.

## DAILY SCHEDULE

The high school office is open and staffed from 7:30 a.m. until 4:00 p.m. daily during the school year. A.M. Tech. Center bus departs at 8:05 a.m.

The Bell Schedule is as follows:

Reese High School 2017- 18 Bell Schedule		
Advisory	8:00 – 8:15	15 minutes
Passing Period	8:15 – 8:17	2 minutes
1 <sup>st</sup> Period	8:17 – 9:05	48 minutes
Passing Period	9:05 – 9:09	4 minutes
2 <sup>nd</sup> Period	9:09 – 9:57	48 minutes
Passing Period	9:57 – 10:01	4 minutes
3 <sup>rd</sup> Period	10:01 – 10:49	48 minutes
Passing Period	10:49 – 10:53	4 minutes
1 <sup>st</sup> Lunch (10:49 – 11:19)		
4 <sup>th</sup> Period (student has 2 <sup>nd</sup> lunch)	10:53 – 11:41	48 minutes
Passing Period	11:41 – 11:45	4 minutes
2 <sup>nd</sup> Lunch (11:41 – 12:11)		
4 <sup>th</sup> Period (student has 1 <sup>st</sup> lunch)	11:24 – 12:12	48 minutes
Passing Period	12:12 – 12:16	4 minutes
5 <sup>th</sup> Period	12:16 – 1:05	48 minutes
M.S. Lunch (12:34 – 1:04) 35 minutes		
Passing Period	1:05 – 1:09	4 minutes
6 <sup>th</sup> Period	1:09 – 1:58	48 minutes
Passing Period	1:58 – 2:02	4 minutes
7 <sup>th</sup> Period	2:02 – 2:50	52 minutes
2:50 – Dismiss		

## HIGH SCHOOL POLICIES

### ACADEMIC AWARDS

At the end of each school year (based on the first three marking period grades) students who have earned a 3.0-3.49 grade point average (and been at RHS for at least 100 days) will receive a certificate. Those who have earned a 3.5 or higher grade point average will receive:

First Year: Academic Letter

Second year: Academic Patch

Third Year: Academic Pin

Fourth year: Academic Plaque

### ADULT STUDENTS

Adult students (age 18 or older) are expected to follow all school rules. Upon attaining the age of 18, a student may request in writing, on a form provided by the school's principal, that all rights conferred by the federal Family Educational Rights and Privacy Act (FERPA) be transferred to him or her as an eligible student under that act. An eligible student may provide his or her own absence excuses and sign in and out following all school rules as well as receive his or her report card and test data. However, this does not give the student any other privileges beyond those of any other students in the school district. The student may not sign out or excuse absences unless the reasons for doing so conform to those allowed for parents to excuse minor students. FERPA regulations state that as long as an eligible student qualifies as a dependent under Section 152 of the Internal Revenue Code, the student's parent(s)/guardian(s) also have access to the student's educational records. Thus, the eligible student's parent(s)/guardian(s) will continue to have access to his or her school records (attendance, discipline, grades, or any other written or verbal information concerning school progress) as long as they

can claim the student on their federal tax return. Copies of all educational records will continue to be communicated to the student's parent(s)/guardian(s) unless there is a request in writing on the form provided that the school not do so, either because they do not want such communication or because the student no longer qualifies as a dependent under IRS regulations.

### AFTER-SCHOOL DETENTIONS

Teachers may assign after-school detentions for improper classroom behavior. At least twenty-four hours' notice must be given to the student and parents must be contacted. These after-school detentions are to be served with the teacher's supervision.

The attendance director or principal may assign after-school detentions for attendance/tardy violations as well as discipline issues. These after-school detentions will be served in an assigned room and students must follow the detention rules as provided to them. After-school detentions begin at 3:10 p.m. and end at 4:00 p.m.

### CLASS OFFICERS

Each class will elect a president, vice-president, secretary and treasurer. Their function is to organize class activities to benefit the members of their class. The president and vice-president from each class are members of the Student Council. Election of class officers and student council representatives shall be conducted in the Spring for the following school year. Freshman class officers and Student Council representatives must be elected within two weeks of the school year's beginning.

### CONFERENCES WITH TEACHERS

Teachers will be available for conferences during their preparation periods, before school (7:45-8:00 a.m.), and after school 3:05 - 3:20 p.m. Arrangements for a conference must be made in advance with the teacher.

### DUAL ENROLLMENT GUIDELINES

Due to rising cost of college tuition and the lowering of the state aid for school districts, Reese Public Schools will be using the dual enrollment calculation formula. The formula puts a cap on the amount of tuition that the school district is responsible for and the balance is to be paid by the student or their family. The college will send a bill directly to the student for the balance of the tuition that is not covered by Reese Public Schools.

1. **The student must be in good standing academically** and on line for graduation with their class. Student who receive a **C- or lower in his/her dual enrollment course** will be prohibited from taking a dual enrollment course the following semester. Administration will reassess for the next academic year.
2. Students achieving grades **C** or higher will receive district reimbursement. Reimbursement amount for Dual Enrollment is determined by the state aid funding for the current school year. Reese's portion covered for first semester is \$541.86 based on Statewide Average Foundation.
3. The student must be enrolled in Reese High School and the college **during Reese Public School's academic year and have taken the highest level course of the subject area available at RHS. For example, students wishing to take a biology course for dual enrollment need to have taken our advanced biology course first.**
4. Acceptable course work **must** meet the following criteria:
  - a. course(s) not offered at Reese High School or Tuscola Technology Center
  - b. course(s) not available to a student because of scheduling conflict which fall under the requirements of the Michigan Merit Curriculum.
  - c. The district must not offer the college courses for which state school aid funds are used, and must be an academic course and be a requirement towards a certificate or degree program. Courses that are activity, recreation, or religious in nature will not be approved.
5. Students who apply for NCAA eligibility for Division I or II schools should consult NCAA guidelines before taking a college course.
6. College courses assigned **2-4 credits** will appear on Reese High School transcript as **.5** credit at the end of the Fall/Winter semester.
7. The college course will appear on college transcripts for the credit and grade received.

\_\_\_\_\_ I elect the Dual Enrollment grade I receive to be included in my GPA and on my high school transcript for credit.

\_\_\_\_\_ I do not elect the Dual Enrollment grade I receive to be included in my GPA but understand that the letter grade will appear on my high school transcript.

8. Final approval by the administration is required.
9. These Guidelines are subject to change per the Michigan Department of Education Per Pupil Funding requirements established each year.

### DUAL ENROLLMENT PROCESS

1. Complete a dual enrollment college application
2. Return your course listing with full course title and college label such as: PSY 211 General Psychology (this is the [Tuition Authorization Form at Delta](#)) to Student Services/Principal for approval. Acceptable course work must meet the following criteria:
  - a. course(s) not offered at Reese High School or Tuscola Technology Center
  - b. course(s) not available to a student because of scheduling conflict which fall under the requirements of the Michigan Merit Curriculum.
  - c. the dual enrollment course must be academic in nature and be a requirement for a certificate or degree program; the district is not responsible for tuition of activity courses.
3. Once accepted, you will need to create an online student account, take an entrance exam if required (Accuplacer at Delta), and complete an online orientation if required
4. Register for courses online. You need to find the Academic Calendar of college to know the registration dates, course start/end dates and drop/add dates. These will be different than RHS calendar.
5. If you are not eligible for district paid tuition and fees, be sure to pay all tuition and fees on time.
6. Purchase your books and required supplies by presenting your course schedule to the college bookstore approx. 6 weeks before course start date. Students are responsible for the costs of books and supplies.
7. If you withdraw or stop attending the course(s), you must do this in writing to the college and give a copy to Reese Public School administration. Dates, fees, and costs of refunds are outlined on the college websites. Do not drop course(s) without speaking to school administration. If course(s) is dropped, be sure to verify through your account (such as MyDelta Portal at Delta) that course(s) is dropped.
8. If a full refund is not received to the district from the college, payment to the district is the responsibility of the student. Students will be responsible for the registration fee paid by the district. Students who do not get a full refund for **withdrawing from classes** will be reviewed for future dual enrollment opportunities. The registration fee is not included in the refund.



## GRADING SCALE

<b>Regular Courses</b>			<b>Adv. Placement (AP)</b>
Grade	High Value	Low Value	Grade
A	100.00	92.50	
A-	92.49	89.50	
B+	89.49	86.50	
B	86.49	82.50	A
B-	82.49	79.50	A-
C+	79.49	76.50	B+
C	76.49	72.50	B
C-	72.49	69.50	B-
D+	69.49	66.50	C+
D	66.49	62.50	C
D-	62.49	59.50	C-
E	59.49	56.50	D
E	56.49	52.50	D-
E	52.49	0.00	E

\*Students electing to take an AP Exam while enrolled in our AP course will be responsible for half the cost of the exam in January. In 2016-17, the cost of the exam was \$84 and students would be responsible for \$42.

## GRADUATION HONORS

For the class of 2018-2020, to be valedictorian or salutatorian or a member of the Top Ten at Reese High School, a student must have a minimum of one and one-half years' attendance and grades at Reese High School at the time of graduation. (This would require at least one year of work earned at Reese High School before students are ranked at the end of first semester of the senior year).

To graduate with honors at Reese High School, a student must have a minimum of one year's attendance and grades at Reese High School at the time of graduation.

Because weighted grades are not used at Reese, weighted grades from other schools will not be used in calculating the G.P.A. A straight 4.00 ("A" or "A+" equals 4.00) system will be used to calculate transfer honor points onto the Reese transcript.

Starting with the class of 2021, to be valedictorian or salutatorian or a member of the Top Ten at Reese High School we will use a formula for selecting students for academic honors known as Senior Scholars based on grade point average (GPA) and students SAT/ACT scores. (It is the responsibility of student's to have their ACT scores and additional SAT scores reported to the high school office by end of 1<sup>st</sup> semester in senior year.) At the end of the 1<sup>st</sup> semester of the senior year we will calculate for Senior Scholars.

Formula:

GPA (rounded to 3 decimals) x 250 = \_\_\_\_  
 Combined SAT or ACT score (choose one only)  
 SAT divided by 1.6 = \_\_\_\_  
 or  
 ACT score multiplied by 27.778 = \_\_\_\_  
 Total score of (GPA and ACT) or (GPA and SAT) = \_\_\_\_  
 Scores will be less than 2000

<b>Student example:</b>
GPA = 3.983 ACT = 30
3.983 x 250 = 995.750
30 x 27.778 = 833.340
<b>Total = 1829.090</b>

<b>Student example:</b>
GPA = 3.983 SAT = 1420
3.983 x 250 = 995.750
1420 ÷ 1.6 = 887.5
<b>Total = 1883.25</b>

If a student takes both tests, we will use the test score that gives them the higher number of points. Seniors that achieve a minimum cut score of 1650 points will be recognized as Senior Scholars and receive a double cord at Academic Awards and Graduation. Reese Public Schools is recognizing those who have taken more rigorous course work throughout high school. The Senior Scholar point system would not change a student's rank on their transcript. Single honor cords represent at Academic Awards and Graduation 3.0 GPA and above.

## GRADUATION REQUIREMENTS

1. Twenty-four credits are required for graduation.
2. Each course meeting five days per week will be given ½ credit per semester.
3. The **required** courses and units of credit for the classes are:

English	8 semesters
Math	8 semesters
(2 semesters of Algebra I, 2 semesters of Geometry, 2 Semesters of Algebra II, and 2 semesters of an elective math credit to be taken during their fourth year. The Algebra II credit can be taken over two years.	
Science	6 semesters
(2 semesters of Biology, 2 semesters of either Physical Science or Earth Science, and 2 semesters of either Chemistry or Physics).	
Social Studies	6 semesters
(2 semesters of American History, 1 semester of Government, 1 semester of Economics, 2 semesters of World History).	
World Language	4 semesters (Language other than English)
(One credit can be substituted with the completion of a career and technical education program OR an additional fine arts course)	
Physical Education	1 semester
Health	1 semester
Fine Arts	2 semesters (This includes art, choir, band, or communications.)
On-line Internet Experience	TBD what qualifies
4. All students are required to attend eight semesters of high school.
5. Electives are those subjects which the student may choose for him/herself.
6. Each student must be enrolled in seven classes per semester. A waiver of this requirement may be granted if the student is participating in an approved program through the Tuscola Technology Center or is participating in dual enrollment.
7. Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examinations for the course and receiving a grade of at least C+ (78%+) on each. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement but may not be used to determine the student's GPA.
8. Online computer classes for graduation credit will only be used: 1) for supplementing the current Reese Curriculum. Duplicate courses will only be allowed to be taken if the student has failed the regular education course offered by the school district; 2) when the course is not offered by the Reese Public Schools; and 3) when all scheduling options have been exhausted and a conflict appears in a student's schedule that cannot be resolved. Students will: 1) only be allowed to take coursework after securing permission from the administration and parents; 2) complete the coursework during the school day in a monitored location; and 3) Courses are to be used for high school credit. The transfer of on-line coursework for graduation must be from a board-approved provider. Student who receive a C- or lower in his/her online course will be prohibited from taking an online course the following semester. Administration will reassess for the next academic year.
9. Personal Curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) credit requirements based on the individual learning needs of the student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and to individualize learning requirements. Contact the counseling department or principal if interested. After contact, a committee will meet to determine the student's path for a personal curriculum.

## HIGH SCHOOL ACADEMIC PLAN

It is the responsibility of each student to confer with the counseling department to plan a high school program which will prepare him/her to reach post-graduate goal(s) and, if the student is interested in participating in athletics in college, it is his/her responsibility to confer with the counselor regarding the academic requirements of the NCAA.

## MID MARKING PERIOD PROGRESS REPORTS

Teachers are required to send a progress report to parents at the mid-point of each marking period if the student's grade is at the C- level or below. It is the student's and parents' responsibility to monitor the student's progress for the remainder of the marking period by contacting the teacher. Teachers may send progress reports for students achieving at the C level or above.

## NATIONAL HONOR SOCIETY

When the National Honor Society was founded in 1921, it was the founder's hope to create an organization that would recognize and encourage academic achievement while developing other characteristics essential in a democracy. These ideals of scholarship, character, service, and leadership are as relevant today as they were in 1921.

To be eligible for membership, the candidate must be a member of the sophomore, junior or senior class. Candidates must have been in attendance at Reese High School at least one semester at the time of application. Candidates must have a cumulative scholastic average of at least 3.0 (on a 4.0 scale). Candidates must properly fill out a student activity information form available in the guidance office as announced. Candidates shall then be evaluated on the basis of service, leadership, scholarship, and character and selected by a majority vote of a faculty council.

## PHONE MESSAGES

Phone messages to the high school to be delivered to staff and students will only be done when the message will not interrupt the educational process. **Messages will only be taken in the case of an emergency and even then there will not be a guarantee the message can be delivered due to changing of classes and students being unavailable.** We strongly encourage that all issues relating to students be taken care of prior to the students leaving for school as this will simplify any issues or conflicts that may occur. Students may check for cell phone message between classes at their locker.

## REPORT CARDS/GRADES

Report cards will be distributed four times a year (at the end of each marking period). Parents should examine the card carefully. Parent-teacher conferences are scheduled every year after the end of the first marking period; first marking period report cards are picked up by parents the night of parent-teacher conferences. Second and third marking period report cards will be distributed directly to the students. Fourth marking period report cards will be mailed to the parents within two weeks after the end of the school year.

In case of unsatisfactory or failing grades, a conference with the teacher is always desirable and is of great value. Parents may call to schedule a conference with the teacher.

For the first three marking periods of the year, all incompletes must be made up within ten (10) days Monday - Friday after the end of each marking period. An incomplete for the fourth marking period must be resolved five (5) days Monday - Friday after the last day of school. A request for an extension must be approved by the principal.

Incompletes not made up within 10 calendar days Monday - Friday of the first three marking periods or within 5 calendar days Monday-Friday of the fourth marking period will result in the student's grade being computed using a score of zero or a grade of E for the missing work.

## SCHEDULE CHANGES

No changes will be made in a student's schedule after the first five (5) school days of each semester without the principal and/or designee consulting with the teacher, and the parent giving written permission.

## SEMESTER GRADING PROCEDURES

School Board policy specifies that each marking period grade will count as 40 percent of the final semester grade and the final exam will count as 20 percent. All high school teachers will use the eleven-point scale for determining semester grades. In the final computation, the grade is to be rounded up if the result ends in a .5 or higher. The student must pass two of the three parts used in determining the semester grade in order to receive credit for the semester.

## STUDENT COMMUNICATIONS

Student announcements will be read over the PA system or by the teacher. In addition, the daily bulletin is posted in the office and on the school web site.

## **STUDENT COUNCIL**

The student body has the right and obligation to form a representative organization to assist and contribute to the school and student affairs. Student Council is a body formed to improve communication between faculty, students, and administration and to promote worthwhile school and community functions and activities including, but not limited to Homecoming and Comehomeing activities.

The Student Council consists of representatives of each class and an executive board of president, vice-president, secretary, and treasurer.

The class representatives shall run for office after submitting a petition requiring twenty signatures of students from that class and two teacher signatures. The executive board members shall run for office after submitting a petition. Each class shall elect its own representatives; the executive board members shall be elected by students who will be sophomores through seniors during the officers' year of service. Elections will occur in the Spring for the following year. Freshman Student Council representatives must be elected within two weeks of the school year's beginning.

## **STUDENT DRIVING AND PARKING**

The privileges of driving to school and parking on school property are conditional on following the driving and parking regulations which have been established for safety and order as well as to provide adequate and accessible parking for students, staff, and visitors. The student must agree to the following conditions:

1. The student must obtain, properly complete, and return a Student Parking Permit Application to the front office.
2. All automobiles parked on the school grounds must be registered with the school and must display the current decal on the right front windshield.
3. If a student is driving a vehicle not regularly driven to school, he/she must register the vehicle on a daily basis in the front office.
4. Parking is strictly limited to the student parking area; vehicles must be properly parked.
5. The speed limit is 10 miles per hour in school areas; driving on school property must be safe and orderly.
6. Students may not be in or near parked cars during school hours unless they are leaving school grounds on pre-approved arrangements or have been given specific permission by a school authority. These students may not give rides to other students. There is no loitering or visitation in the school parking lot during the school day. Students are to exit their cars immediately upon arriving on school grounds.
7. Students are permitted to park on school premises as a matter of privilege, not of right. The Reese Public Schools retains the authority to conduct routine patrols of the student parking lot and inspections. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be searched whenever a school official has a reasonable suspicion to believe that illegal or unauthorized materials are contained inside. At the request of a District administrator, the student shall consent to unlocking, opening, and permitting the administrator and/or designees to search the vehicle and its contents while on school premises. If the search yields illegal or contraband materials, such findings shall be turned over to proper authorities for ultimate disposition. If the student refuses the administrator's request, it shall be considered insubordination, and the student will lose driving privileges in addition to the parents and law enforcement being contacted.
8. Students are not permitted to drive to or from the Tech. Center unless the appropriate permission slip from the Tech. Center is completed properly.
9. Students are not to leave the high school premises for lunch.
10. Failure to follow the above rules may result in:
  - a. Verbal warning.
  - b. Detention or suspension.
  - c. Suspension of driving privileges up to the remainder of the school year.
  - d. Towing vehicle away.
11. Bicyclists are to follow appropriate safety regulations. Bicycles are to be placed in the bike rack at the northeast side of the school.

## **TARDIES**

Teachers may assign an after-school detention beginning with the second unexcused tardy in a given marking period.

# **STUDENT POLICIES, GUIDELINES, AND DISCIPLINE**

## **INTRODUCTION**

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Section 340.613 and 340.614 of the Michigan School Code.

One of the general powers of a school district is the power to provide for the safety and welfare of students while at school or a school-sponsored activity or while enroute to or from school or a school activity. This power grants authority to the board of education to adopt rules regulating student conduct and prescribe penalties for violating the rules. These rules are designed to help preserve the self respect and basic rights of all students, enable students to get along together with as little friction as possible, ensure the orderly function of the school, and enhance the educational environment.

## **PHILOSOPHY**

The Reese Public Schools system has a responsibility to create an environment conducive to maximum learning. It is our goal to ensure that discipline is managed in a firm, fair, and consistent manner with every student, and that whenever possible, the discipline is preventative in nature rather than regulatory and restrictive. Our policy is a progressive one in which each successive infraction carries stronger sanctions; the ultimate sanction being expulsion from school.

This discipline code contains the rules and regulations necessary to maintain that environment. Good discipline is best thought of as helping the student to adjust, and of turning unacceptable conduct into acceptable conduct.

Since students are basically motivated to learn and to meet standards of acceptable behavior, the role of parents, educators and other school employees should be one of guiding pupils in understanding, establishing, and maintaining those acceptable behavioral standards as defined in the Student Rights and Responsibilities section of this handbook.

## **ATTENDANCE POLICIES**

### **School State of Philosophy**

The Reese Board of Education and the school Administration believe that regular attendance at school is very important. To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Class attendance is necessary for learning and academic achievement as well as developing the habits of punctuality, dependability and self-discipline to prepare for the world of work.

Irregular attendance disrupts the teaching process and creates problems for the student as well as other students in class and the teacher. The purpose of this attendance policy is to help students develop these responsibilities and to maintain academic standards for earning credit.

According to Section 380.1561 of the General School Laws of the State of Michigan, every parent/guardian, or other person in this state having control and charge of a child shall send that child to the public schools during the entire school year fixed by the school district in which the child is enrolled.

The Reese Board of Education strongly supports a policy of utilizing every resource available to involve students in an ongoing educational program on the basis of regular attendance. It is the obligation of the school to set minimum standards of attendance to obtain credit for courses taken. The school will keep the parents informed of student absenteeism.

The attendance office will attempt to notify parents with an attendance letter when a student reaches five (5) days absent per marking period. While the attendance office will attempt to notify at the above mentioned time, the overall responsibility lies with the parent in keeping track of their student's attendance. Parents have access to all attendance information via Skyward. Parents are encouraged to keep track of your child's attendance with this program.

### **DEFINITIONS:**

1. Excused/Unexcused: Both excused and unexcused absences are charged.
  - a. If the absence is excused, a student may make up all work for full credit. An excused absence will be given for sickness, vacations, non-verified doctor and dental appointments, or other legitimate absences with a note consisting

- of the date of the absence, the reason for the absence and the parent's signature or a phone call from parent or guardian.
- b. If the absence is unexcused, the student will not have the privilege of make up work for credit. The student will be given an unexcused absence when returning to school without a note or phone call from parent or guardian, or for any non-legitimate absence as determined by the Principal.
2. Charged/Non-Charged determines whether an absence counts as part of the six (6) allowed absences each marking period.

The following rules will apply:

1. Students are responsible for knowing all the attendance regulations.
2. The student will be "CHARGED" with an excused absence for the following reasons: Sickness, vacations, non-verified doctor and dental appointments, and other legitimate absences with a note from parent or guardian. The student will be charged with an unexcused absence when returning to school without a note from parent or guardian.
3. Students who miss class must make up work on a 1-1 ratio (one grace day for each day absent) in accordance with procedures outlined by each individual teacher.
4. If a student misses more than ten (10) minutes of a class, he/she will be charged with an absence for that period.
5. Any student leaving class without permission before the end of the class period will be charged with an absence for the entire period.
6. Doctor, (Chiropractor appointments, accompanied with a parent note will be medically excused for the hour the student missed, unless the note states otherwise) funeral excuses (when accompanied by a funeral card) court appearance and/or lawyer sessions will be counted as a "Non-Charged" absence if a note signed by medical professional personnel is on file in high school office by the end of the current marking period. Pre-arranged educational trips (approved through the high school office such as college visits and job shadowing) and other authorized absences by the principal will be counted as a "Non-Charged" absence if proper documentation is given. Every effort should be made to schedule these appointments after school hours. Students must have a parent note with times attached with a medical/court/funeral note.
7. High school students will be allowed six (6) days of absence per grading period. Work must be made up to keep grades from being affected. Students may not make up any work as a result of an unexcused absence.
8. One additional excused absence after six may be made up in after school sessions if all six (6) absences are excused. Excessive absences as described will result in a grade reduction or failure.
  - a. Your marking period grade in any given class will drop five (5%) percent for each absence exceeding the six (6) allowed but not to be lower than fifty (50%) percent.
  - b. Only excused absences may be made up.
  - c. Two (2) after school sessions or Saturday sessions will be offered for make-up each marking period.
  - d. Make-up will be scheduled at one (1) hour for each class hour missed.
  - e. Dismissal from an after school session will automatically result in a charged absence with no additional make-up for that day.
  - f. The after school session for make-ups will be held from 3:10 p.m.– 4:00 p.m. on Tuesday and Thursday, or 8:00 a.m.– noon on Saturday, if needed. Students arriving late will not be allowed in.
9. Excused absences for hunting, work at home, and family type activities may be granted by a "pre-excused absence". An application may be picked up from the office with a letter of permission from the student's parent. The days in excess of six (6) (up to 1 maximum) will have to be made up in the after school sessions.
10. Upon a parent request, the office will secure homework for any student who has missed three (3) or more consecutive days.
11. In case of hospital confinement or home confinement under the care of a doctor, parents should notify the school and arrangements will be made by the school for the students to receive assignments or have a teacher visit him/her at home or in the hospital.
12. In case of repeated absences, the principal shall have the authority to require a doctor's statement with specific dates for absences before granting an excused absence. He shall refer all cases of irregular attendance to the county attendance officer for students under the age of 16.

13. Attendance is taken at the beginning of each hour. A record of all absences and tardies is kept both by the classroom teacher and the high school office. Parents have access to all attendance information via the Parent Gateway Access. Parents are encouraged to keep track of your child's attendance with this program. The attendance will also be recorded on the report card at the end of each marking period.
14. Written notes from home and medical excuses are to be turned in to the high school office between 7:30 a.m. and 8:00 a.m. daily or by 3:00 p.m. the following day.
15. 18 Year Old – Adult/Student Contract: Any student who has reached the age of 18 and living with parent or guardian shall be required to have all absences excused by the parent or guardian. If an 18 year old signs an adult/student contract (and can show to be independent of his/her parents or guardian as defined by United States Internal Revenue Service Code), he/she will be responsible for all absences as set down in the contract and all graduation requirements.
16. Periodic phone calls will be made to parents at home and work to verify student absences.

### **CLASSROOM RULES**

In addition to the rules listed in this student handbook, each classroom teacher will issue a written list of classroom rules and regulations to each student enrolled in the class. This list will include grading procedures, course requirements, acceptable and unacceptable classroom behavior, etc. These rules and procedures will have been approved by the principal and students are expected to adhere to them.

Efforts shall be made by the staff to solve disciplinary problems within the school setting.

The following actions by teachers are suggested for dealing with behavioral problems short of exclusion from school. This list does not preclude the use of other methods or approaches which are reasonable and purposeful nor must these steps be followed as numbered for serious classroom offenses.

1. Warning - a verbal or written notice.
2. Parent contact.
3. Student conference.
4. Teacher assigned detention period after or before school.
5. Parent conference
6. Behavioral contract
7. Referral to counselor, principal, etc.

### **RULES GOVERNING ACTIVITIES**

Any school dances, parties or activities, etc. outside of school hours must be scheduled in advance and must be approved by the faculty sponsor and principal. To obtain permission for any such activity, the sponsoring organization must secure an activity permit, complete the form, including proper signatures, and return it to the principal at least two weeks before the event. At least two staff members must be present as chaperones. School parties, dances, etc. are for Reese Public Schools students and their invited guests. If a student wishes to invite a guest from another school, prior arrangements must be made with the advisor (using a guest slip, sign-up sheet in the office, etc.) The following procedures will govern all school social functions:

1. School parties, dances, etc. are not open to the public.
2. Students are under school guidelines during all school activities.
3. Guests must be under age of 21 and have guest form completed before day of dance.
4. Normal school dress is acceptable at all school functions unless the dress is specified for a certain activity.
5. Students who leave the building will not be allowed to return.
6. Students are not to be in school at night or during the weekend unless under the direct supervision of a faculty member, class advisor, coach, etc. Likewise, students participating in athletic and other extracurricular activities may not be in the building or using school equipment unless under the direct supervision of a coach, class advisor, etc.

## SPECIFIC OFFENCES/PENALTIES

**Affection (Inappropriate displays of) (other than holding hands)** demonstrating affection between each other is personal and not meant for public display.

First offense is a verbal warning

Second offense is two after school detentions

Third offense is a one day in-school suspension

**Alcohol (Possession or use of alcoholic beverages on school property or at school activities) including “look-a-like” alcoholic beverages**

First offense: Option A – (For Controlled Substances) – five day out of school suspension and counseling at an accredited Drug and Alcohol rehab center or at County Mental Health (paid for by the parent), and police contacted.

Option B – 10 day out of school suspension and police contacted

Second offense: Recommendation for expulsion

**Alcohol (Selling, furnishing, purchasing or exchanging alcoholic beverages including “look-a-like” alcoholic beverages)**

Recommendation for expulsion. Notification of law enforcement and seizure of contraband.

**Arson (Malicious)**

Recommendation for expulsion

**Assault (Physical) (grade 6 or above) against a school district employee, volunteer, or contractor.** Physical assault is intentionally causing or attempting to cause physical harm to another through force or violence.

Recommendation for an automatic, permanent expulsion

**Assault (Physical) (grade 6 or above) against another student.** Physical assault is intentionally causing or attempting to cause physical harm to another through force or violence.

Recommendation for a suspension or expulsion of up to 180 school days.

**Assault (Verbal) (grade 6 or above) against a school district employee, volunteer, or contractor.**

This includes bomb threats or any serious threat to school property or activities.

Recommendation for a suspension or expulsion of up to 180 school days.

**Beverage (Consumption of in hallway or classroom)**

First offense is a verbal warning

Second offense is two after-school detentions

Third offense is a one day in-school suspension

**Bomb Threat**

Recommendation for expulsion

**Bullying – Jeopardizing the physical or mental health of staff and/or students.** This includes online that interferes with the educational process.

First offense is up to a ten day suspension

Second offense - expulsion recommendation



### **Cell Phones/Electronic Devices**

First offense the item will be kept in the office until the end of the day, at which time the student may pick it up from the principal.

Second offense the item will be kept in the office until the parent/guardian picks it up.

Third offense is a one day suspension.

Further offenses will result in progressive discipline.

### **Cheating – which includes allowing a student/peer access to your personal work w/o teacher consent.**

First offense student will receive a zero on the assignment/assessment and parent notified.

Second offense student will receive a failing grade for the semester.

### **Computer Use (Inappropriate)**

Students will be subject to disciplinary action including but not limited to suspension or revocation of the computer use account, disciplinary action, repair or replacement expenses, and/or legal action.

### **Demonstrations (Unauthorized)** Participating or inciting others in activities which disrupt the normal educational process.

First offense is up to a one day suspension

Second offense is up to a two day suspension

Third offense is up to a three day suspension

### **Detention (Failure to serve teacher or office assigned)**

First offense is one after-school detention

Second offense is two after-school detentions

Third offense is a one day in-school suspension

**Detrimental Conduct to the normal function of the school.** Acceptable social behavior is characteristic for which we are constantly striving in Reese Public Schools. The above violations contain many unacceptable behaviors; they do not include all. Any violation of state statute, board of education policy, or social norms which is not specifically stated above will result in detention, suspension, or expulsion from school based on the circumstances of the situation.

First offense is a one day in-school or out-of-school suspension.

Second offense is up to a 10 day suspension.

Students who have been suspended three times for serious problems may face expulsion from school.

### **Dishonesty – Not being straightforward and honest**

First offense is a one day in-school suspension

Second offense is up to one day suspension

Third offense is up to two day suspension

### **Disruption (Constant) – Constantly interrupting or interfering with the orderly education of self and/or other students.**

First offense is a one day in-school suspension.

Second offense is up to a 3 day out-of-school suspension.

Students who have been suspended three times for serious problems may face expulsion from school.

### **Dress Code Violation** – The student will not attend class(es) until the violation is corrected.

First offense is a verbal warning

Second offense is one after-school detentions

Third offense is up to two after-school detentions

Fourth offense is up to a one day in-school suspension

**Drug Paraphernalia (Possession and use of)**

First offense is up to a five day suspension  
Second offense is recommendation for expulsion

**Drugs (Possession and/or use of on school property or at school activities) – Including “look-a-like” drugs**

First offense: Option A – (For Controlled Substances) – five day out of school suspension and counseling at an accredited Drug and Alcohol rehab center or at County Mental Health (paid for by the parent), and police contacted.  
Option B – 10 day out of school suspension and police contacted  
Second offense: Recommendation for expulsion

**Drugs (Selling, furnishing, purchasing or exchanging narcotics or illegal drugs including “look-a-like” drugs)**

Recommendation for expulsion. Notification of law enforcement and seizure of contraband.

**Electronic Communication Devices Violations**

First offense is up to a 10 day suspension or recommendation for expulsion. Law enforcement to be contacted when act or contents are deemed criminal.  
Second offense will result in progressive discipline to be rendered with possible recommendation for expulsion.

**Extortion**

Recommendation for expulsion

**Failure to report to office when directed by authorized school personnel**

First offense is a one day in-school suspension  
Second offense is up to a one day suspension  
Third offense is up to a two day suspension

**False Alarm – Including falsely setting off a fire alarm or calling 911.**

First offense is up to a five day suspension  
Second offense is recommendation for expulsion

**False Call – Making a false call to school**

First offense is a one day suspension  
Second offense is a two day suspension  
Third offense is a three day suspension

**Fight**

First offense is up to a five day suspension  
Second offense is up to a 10 day suspension  
Third offense is recommendation for expulsion

**Fight (Provoking and/or Encouraging)**

First offense is up to a five day suspension  
Second offense is up to a ten day suspension  
Third offense is recommendation for expulsion

**Firecracker (Possession and/or use of) – Including smoke bombs**

First offense is up to a ten day suspension  
Second offense is recommendation for expulsion

### **Food (Consumption of in hallway or classroom)**

- First offense is a verbal warning
- Second offense is two after-school detentions
- Third offense is a one day in-school suspension

### **Forgery – Falsifying a signature**

- First offense is a one day suspension
- Second offense is a two day suspension
- Third offense is a three day suspension

### **Gambling**

- First offense is a one day suspension
- Second offense is a two day suspension
- Third offense is a three day suspension

### **Hall Pass (Failure to be in possession of during class time)**

- First offense is a verbal warning
- Second offense is one after-school detentions
- Third offense is two after-school detentions
- Fourth offense is a one day in-school suspension

### **Harassment – The act of continually annoying another verbally or physically becoming progressively worse and assume physical dimensions.**

- First offense is up to a 3 day suspension
- Second offense is up to a 10 day suspension
- Third offense is recommendation for expulsion

### **Insubordination – Disobedience of authority**

- First offense is a one day in-school suspension or out-of-school suspension
- Second offense is up to a three day suspension
- Third offense is up to a ten day suspension

### **Internet Use (Inappropriate)**

- First Offense: The student exits the computer. The student will not be allowed to use the Internet for 45 school days in any class or for the remainder of the school year. Teachers may still allow the student to use the computer without Internet privileges if necessary for class work.
- Second Offense: The student will not be allowed to use the Internet for 90 school days in any class or for the remainder of the school year if less than 90 days. Teachers may still allow the student to use the computer without Internet privileges if necessary for class work.
- Third Offense: The student will not be allowed to use the Internet for the remainder of the school year. Teachers may still allow the student to use the computer without Internet privileges if necessary for class work.

### **Leaving a class without permission – Any student leaving class without permission will be considered truant from class.**

- First offense is a one day in-school suspension
- Second offense is up to a three day suspension
- Third offense is up to a ten day suspension

**Leaving a school related event without permission**

First offense is up to a one day in-school suspension

Second offense is up to a three day suspension

Third offense is up to a ten day suspension

**Leaving the building without permission**

First offense is up to a one day suspension

Second offense is up to a three day suspension

Third offense is up to a ten day suspension

**Locker (Damaging) – Including but not limited to adhesives, scratches, stains, bent door, damaged mechanism.**

Reimbursement for repair or replacement

**Obscenities – Including but not limited to profane language, gestures, etc.**

First offense is up to a one day in-school suspension

Second offense is up to a one day suspension

Third offense is up to a three day suspension

**Parking Lot Violation – Going to the parking lot during school time without a pass from the main office.**

First offense is up to a one day in-school suspension

Second offense is up to a three day suspension

Third offense is up to a ten day suspension

**Projectiles (Throwing of) – Including, but not limited to pens, pencils, snowballs, etc.**

First offense is up to a one day in-school suspension

Second offense is up to a three day suspension

Third offense is up to a ten day suspension

**Property Destruction (Malicious)**

Recommendation for suspension or expulsion

**Restricted Area Violation – Must be directly related to the present class with an authorized pass.**

First offense is a verbal warning

Second offense is two after-school detentions

Third offense is up to a one day in-school suspension

**Sexual Activity, Inappropriate – Including any sexual activity that occurs on the school grounds beyond kissing.**

First offense is up to a ten day suspension

Second offense is recommendation for expulsion

**Speech (Hate) to cause harm – Including, but not limited to derogatory references in regard to race, religion, gender.**

First offense is one after-school detention or one day in-school suspension

Second offense is up to a three day suspension

Third offense is up to a ten day suspension

Fourth offense is recommendation for expulsion

**Stolen Property (Possession of or attempt to purchase) – Law enforcement may be contacted**

First offense is up to a five day suspension

Second offense is up to a ten day suspension

Third offense is recommendation for expulsion

**Tardies – Excessive**

- First offense is one after-school detention
- Second offense is a one day in-school suspension
- Third offense is up to a three day suspension
- Fourth offense is up to a ten day suspension

**Theft (Public and Private Property) – Law enforcement may be contacted**

- First offense is up to a three day suspension
- Second offense is up to a ten day suspension
- Third offense is recommendation for expulsion

**Threats (Physical) toward another student – Law enforcement may be contacted**

- First offense is up to a five day suspension
- Second offense is up to a ten day suspension or expulsion
- Third offense is recommendation for expulsion

**Truancy – Unexcused absence from class**

- First offense is a one day in-school suspension
- Second offense is up to a three day suspension
- Third offense is up to a ten day suspension

**Tobacco (Possession and/or use of)** – Students are not permitted to use and/or carry in their possession any type of tobacco in the school, on the school grounds, or within the area surrounding the school grounds. This includes all smokeless tobacco and all “look-a-like” tobacco products.

- First offense is up to a three day suspension
- Second offense is up to a ten day suspension
- Third offense is recommendation for expulsion

**Tobacco Paraphernalia (Possession and/or use of)** – Including pipes, lighters, cigarette papers, etc.

- First offense is up to a three day suspension
- Second offense is up to a ten day suspension
- Third offense is recommendation for expulsion

**Toys, Dangerous (Possession and/or use of)** – Including but not limited to squirt guns, laser pointers, stink “bombs”, etc..

- First offense is up to a one day suspension
- Second offense is up to a two day suspension
- Third offense is up to a three day suspension

**Vandalism (Malicious)**

- Recommendation for expulsion

**Weapons, Possession of (including ammunition or explosives and “look-a-like” weapons)**

- Recommendation for expulsion. Notification of law enforcement and seizure of contraband

**SNAP SUSPENSION**

Under Michigan law a teacher has the right to suspend a student from a class for one day for inappropriate conduct such as, but not limited to, throwing objects, fighting or making threatening remarks, inappropriate language or gestures, insubordination, vandalism, computer usage policy violation, an unauthorized student demonstrations, using an educationally

disruptive device, violating a safety rule. If a student is suspended from a class by the teacher using this procedure, the teacher must personally contact the parent and arrange for a meeting of parent(s), teacher, and principal to review the student's conduct and removal from class.

### **SUSPENSION FROM SCHOOL**

When other procedures fail to attain satisfactory behavioral changes, or where specifically required by the nature of the problem, a student may be excluded from school. Such exclusion may involve temporary suspension for a period up to ten days.

Suspended students will not participate in classes or extracurricular activities or be on school grounds while suspended. This includes away games.

The purpose of a suspension is to turn the student over to the parent for disciplinary action for a period of time. The level of suspension will be dependent on the severity of the violation.

### **TYPES OF SUSPENSION**

**In-school Suspension:** The student is not allowed to attend class, but is required to be AT SCHOOL in a designated area and may be required to complete an in-school suspension packet related to the offence for which he/she has been suspended before being allowed to work on classroom assignments. Prior to the suspension the student must get the classroom assignments he/she will miss. The assignments are to be completed and turned in at the end of the day or as directed by the teachers.

**Out-of-school Suspension:** The student is suspended from school by action of the administration. A conference with the parents may be requested. The student is responsible for getting the classroom assignments he/she will miss. The assignments are to be completed and turned in when the student returns to school or as directed by the teacher(s). Students who are suspended from school are not to be on school grounds, enter the buildings, or take part in any school activities.

### **EXPULSION**

Expulsion is defined as removal of a student by the Board of Education from school attendance for a specific period of time beyond ten days.

An administrator may suspend a student for a maximum of ten days at one time (except in cases involving physical or verbal assault). A student may not be removed from school for longer than ten days at one time unless the following expulsion procedures are followed:

1. Written notice of charges against a student will be provided to the student and his/her parents by registered mail. Included with this notice shall be a statement of the time and place for the hearing. Such time and place shall be reasonable for the parties involved.
2. Parents may be present at the hearing.
3. The student and parents may be represented by legal counsel.
4. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she will be allowed to offer the testimony of other witnesses and present other evidence.
5. The student and parents shall be allowed to observe all evidence offered against the student. In addition the student shall be allowed to question any witness.
6. The hearing shall be conducted by the Board of Education which shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
7. A record shall be kept of the hearing.
8. The Board of Education by a majority vote shall state within a reasonable time after the hearing, its findings as to whether or not the student is guilty of the conduct charged and its decision as to expulsion. A majority vote of the Board must be obtained from those present at the hearing.
9. The findings of the Board shall be reduced to writing and sent to the student and his/her parents.
10. The student and his/her parents shall be made aware of their right to appeal the decision of the Board of Education to the appropriate judicial authority.

### **DUE PROCESS**

While students have rights to have hearings and to appeal decisions as stated below, these hearings and appeals are not automatic. **Students must request them.** A student has the following rights when action is taken against him/her by a teacher or administrator.

- a. To be informed of the reason for the action.
- b. To present school administrators with any facts that will support his/her defense.
- c. To have a hearing to contest the appropriateness of the action.
- d. Action by the principal or school personnel must be appealed in writing to the principal. The written notice must be submitted to the principal within three school days of the action.
- e. A decision by the principal may be appealed in writing to the superintendent of schools. The written appeal must be submitted to the superintendent within three school days of receiving the principal's decision.
- f. A decision by the superintendent of schools may be appealed in writing to the Board of Education. The written appeal must be submitted to the Board of Education within three school days of the superintendent's decision.
- g. The decision of the Board of Education shall be final.

### **POSTERS AND NOTICES**

Administration controls the posting of all notices and posters in the hallways. Approval for hanging posters and notices, either on the bulletin boards or in hallways, must be secured from the Administration or designee for approval prior to distribution.

### **SCHOOL INDEBTEDNESS**

- A. All fines/fees/replacement costs must be paid by the end of the school year.
- B. The final report card will be delayed if debt issue is not settled.
- C. Notice to parent/guardians will be sent.

### **REESE HIGH SCHOOL FIGHT SONG**

We're gonna send our team across the field and show you the Rockets are here  
We're gonna send the earth reverberating with that Rocket cheer RAH! RAH! RAH!  
Hit them hard and see how they fall, Reese High Rockets win overall  
Hail! Hail! The gang's all here as we march on to victory!

### **REESE ROCKET SCHOOL SONG**

We're loyal to you o'Reese High, we'll back you to win, lose or tie  
We'll back you to stand; you are the best in the land  
We're loyal to you Reese High, RAH! RAH!  
We're loyal to you o'Reese High, we'll back you to win, lose or tie  
You are our educator, you are our almatmater  
We're loyal to you Reese High,  
REESE HIGH!

# **ATHLETIC HANDBOOK**



## **ATHLETIC PHILOSOPHY**

The Reese Public Schools believe that each student should be accepted as he/she is into the program. We will strive to provide a stimulating curriculum with varied experiences designed to advance the student intellectually, emotionally, and socially, keeping in mind the development of the whole person. Because we have students of varying interests and abilities, we feel that each one should have an equal opportunity to fulfill his/her educational needs. In applying this philosophy we will provide opportunities for each student to work to the limits of his/her capacity.

## **OBJECTIVES OF THE ATHLETIC PROGRAM**

The objectives of the athletic program are to assist each participant to develop into a physically, mentally, and emotionally adjusted contestant; to show him/her the responsibilities of group appreciation in the role of competitive athletics; to make him/her aware of habits which are socially acceptable; and to train him/her in the care of his/her own physical well-being while being intelligent and selective in his/her recreational and vocational affiliation in later life. Reese Public Schools subscribe to the principle that an athlete is first and foremost a student, and that, as such, the first responsibility must be directed to classroom work.

It is also felt that athletics can make a great contribution to any student who participates and make him/her a more complete individual. Athletic participation will also provide the student with many hours of satisfying wholesome activity under the guidance of a qualified athletic staff. All athletic programs at Reese High School will be in accord with this philosophy.

## **PROGRAMS AVAILABLE**

Reese High School athletic teams participate in the Greater Thumb West Athletic Conference.

The boys' program consists of the following sports:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Fr. Football	Fr. Basketball	J.V. Baseball
J.V. Football	J.V. Basketball	Vars. Baseball
Vars. Football	Vars. Basketball	Track
Cross Country	Bowling	

The girls' program consists of the following sports:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Fr. Volleyball	Fr. Basketball	J.V. Softball
J.V. Volleyball	J.V. Basketball	Vars. Softball
Vars. Volleyball	Vars. Basketball	Track
Cross Country	Bowling	
Pom Pon		

## **DUAL SPORT PARTICIPATION**

Student athletes at Reese High School are allowed to participate in two sports during the same seasons. The coaches of the two sports must agree to allow the athlete to participate in both sports. The student must pick a primary sport that will take priority when a conflict in schedules occurs. The athlete must complete the dual sport participation form in which they will indicate which sport they will play when a conflict occurs. This form and a meeting between the coaches, athlete's parents and athletic director must be completed before the first practice.

## **ADMINISTRATIVE FEE**

An Administrative fee will be collected for all levels for the following sports: Baseball, Basketball, Cross Country, Football, Fall & Winter Poms, Softball, Track, and Volleyball. A payment form must be submitted to the main office before the first practice or a preset date.

## **POM PON SQUADS**

The Pom Pon squads are considered part of our interscholastic athletic program. As such, members are subject to the same eligibility rules and function under the same Athletic Code as do other athletes. Pom Pon will be selected according to a policy determined by the Pom Pon coach and administration. The team will be selected in the spring for participation the following year during the fall and winter sports seasons.

## **NCAA CORE CURRICULUM REQUIREMENTS**

Students planning on participating in sports at the college level must meet NCAA Core Curriculum Requirements, which can be found at the NCAA **Eligibility** website: <http://www.ncaa.org/student-athletes/future/eligibility-center>  
The guidance counselor and athletic director should be consulted **before** your Junior year in order to make sure these NCAA requirements are being met.

## **SCHOLASTIC ELIGIBILITY**

### **MHSAA ELIGIBILITY RULES from the MHSAA HANDBOOK**

**Enrollment** - To be eligible for interscholastic athletics, a student must be enrolled in a high school no later than the fourth Friday after Labor Day (1<sup>st</sup> semester) or fourth Friday of February (2<sup>nd</sup> semester). A student must be enrolled in the school for which he/she competes.

**Age** - A student who competes in any interscholastic athletic contest must be under nineteen (19) years of age with the exception being a student whose 19<sup>th</sup> birthday occurs on or after September 1<sup>st</sup> of a current school year is eligible for the balance of that school year.

**Physical Examination** - No student shall be eligible to represent a high school for whom there is not on file, in the offices of the superintendent, principal, or the athletic director of that school a statement for the current school year certifying that the student has passed a physical examination and is physically able to compete in athletic practices and contests. (A physician's statement for the current school year is interpreted as physical examination given after April 15<sup>th</sup> of the previous school year).

**Semesters of Enrollment** - A student shall not compete in any branch of athletics that has been enrolled in grades 9-12, inclusive, for more than eight semesters. The seventh and eighth semester must be consecutive. Enrollment must take place prior to fourth Friday count dates.

**Semesters of Competition** - A student, once enrolled in grade nine shall be allowed to compete in only four first semesters and four second semesters. A student shall be limited to participation in only one sports season when that sport is sponsored twice during the school year.

**Undergraduate Standing** - A student who is a graduate of a regular four-year high school shall not be eligible for interscholastic athletics.

**Previous Semester Record** - No student shall be allowed to compete in any athletic contest during any semester that does not have to his or her credits recorded with school represented. At least twenty (20) credit hours of work must be completed for the last semester during which he or she shall have been enrolled in grades 9-12, inclusive.

**Current Semester Record** - Academic eligibility checks of not more than ten weeks are required. If a student is not passing at least twenty credit hours when checked, that student is ineligible for competition until the next check but not less than the next Monday through Sunday.

**Transfers** -A student enrolled in grades 9-12 who transfers from one high school to another high school is ineligible to participate in an interscholastic athletic contest or scrimmage for 1 full semester in the school to which the student transfers unless they qualify under a transfer exception. (Please check with the Athletic Director on all transfers.)

**Awards** - A student may accept, for participation in athletics, a symbolic or merchandise award, which does not have a value or cost in excess of **\$25.00**. Awards for the athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed. A violation of this rule may lead to ineligibility.

**Amateur Practices** – After once representing a MHSAA member school in competition in any sport, a student shall not be eligible to represent his or her school if that student: (1) receives money or other valuable consideration from any source for participating in athletics, sports or games, or has signed a professional athletic contract to participate in that sport.

**Limited Team Membership** - A student shall become ineligible for a minimum of the next three contests and a maximum of the remainder of that season in that school year due to the following:

Practicing with or participating in an athletic contest or scrimmage, as a member of a high school athletic team.

Participating in any athletic competition not sponsored by his/her school in the same sport season. \*\*Full policy can be found in Reg. I, Sec. 12 of the MHSAA handbook.

### **ATHLETIC POLICIES**

The following policies as adopted apply to all athletes whether male or female participating in athletics in the Reese Public Schools.

- A. The rules are in effect throughout the school year beginning the first day of practice.
- B. The rules are in effect during the sports season, starting with 7<sup>th</sup> grade until the athlete finishes all athletic competition under the authority of the Reese Public Schools as a senior.
- C. The rules are in effect at all times day or night, in school or out of school, home or away, in town or out of town.
- D. Teachers, administrators, coaches, or law enforcement personnel reporting to have seen an athlete in the act of breaking any of the following rules shall notify the athletic director or the athlete's current coach. The administration has the right to investigate all information or rumors that are reported regarding athletes breaking training or athletic rules. If the athlete is found in violation of any of the rules, he/she will be disciplined accordingly.

### **ATHLETIC RULES**

- A. No drinking, smoking, stealing, or use of illegal drugs or being in the vicinity of minors using the aforementioned items.
- B. The coach may suspend an athlete from the sport if he/she acts in an unsportsmanlike manner or is detrimental to team morale.
- C. Other training rules applying to a specific sport will be furnished by the coach. These individual sport rules are to be in writing and distributed to all participants along with verbal explanation on the first day of practice. These training rules are to be submitted to the athletic director prior to the beginning of the season. Violations of these individual sport training rules will be dealt with within the limit of the individual sport.
- D. The athlete must have had a physical exam prior to the beginning of practice. One physical exam is valid for the remainder of the school year. Physical cards are available from the coach or front office.
- E. The athlete must have medical insurance—this may be provided either through the parent's health coverage or by purchasing insurance. Insurance information is available from the coach or in the front office. Parents are responsible for the athlete's insurance and all medical costs (including ambulance fees) due to injuries.
- F. The athlete must return or pay for all athletic equipment.
- G. In the event that an athlete is injured and an ambulance is called, the parents of the athlete will assume the financial responsibility of said ambulance.

### **PENALTIES**

It is the philosophy of the Reese Public Schools that penalties and discipline should be harsh enough to encourage the correction of undesirable behavior, yet not as strong as to be unenforceable or stifling to a student's future growth in athletics. We subscribe to the philosophy that all penalties should be issued for behavioral modification and not participant elimination. Our objective is to produce as many fine athletes with good sportsmanship as possible. Much the same as the youth in the home is given a symbolic discipline and then a chance to develop and formulate positive behavior, athletes at Reese demonstrating undesirable behavior will be disciplined according to the following guidelines:

The administration has the right to investigate all information or rumors that are reported regarding athletes breaking training or athletic rules. If the athlete is found in violation of any of the rules, he/she will be disciplined accordingly. The

athletic director, principal, and coach involved will serve as a judge and jury of whole in determining what penalty will fit each major violation. Consideration will be given to prior offenses, the severity of the offense, and demonstrated behavior, and attitude of the student in the sport. All suspensions for athletic rules violations will be for “school days” and not calendar days.

- A. First Degree Offenses – Violation of coach’s rules. Penalty according to coach’s rules.
- B. Second Degree Offenses – Stealing, and use or possession of tobacco products, drugs, or alcoholic beverages. An infraction of this rule, if reported by a coach, administrator, teacher, or law enforcement official, will result in the following disciplinary procedure:

*1<sup>st</sup> Offense* - The athlete will be suspended for a duration of ten school days. During this period of suspension, the athlete may have NO contact with their sports team.

*2<sup>nd</sup> Offense* - If at any time during an athlete’s career at Reese Schools he/she commits a second offense, the athlete will be suspended from athletic participation for the remainder of the school year.

*3<sup>rd</sup> Offense* - If at any time during an athlete’s career at Reese Schools he/she commits a third offense, the athlete will be suspended from athletics at Reese Schools for the duration of his/her junior high or high school career.

*Note 1* - No penalties or offenses will be carried over from an athlete’s junior high athletic career to his/her high school athletic career unless the athlete has committed a third offense.

*Note 2* - Any athlete on suspension at the completion of a season may not earn a letter, receive league, area or state recognition, although a portion of the requirement for an award may have been met. Those suspended will be considered not to have completed the season.

*Note 3* - If an athlete is dropped from a team for training violations, he/she is not allowed to go out for another sport during the season, and/or practice or be associated with another team during his/her suspension.

### REESE HIGH SCHOOL ELIGIBILITY RULES

To be eligible to participate in athletics at Reese, a student must meet the standards listed below:

- 1. Any athlete who did not pass five academic classes the previous spring semester will be ineligible from athletics for 60 scheduled School Days (MHSAA rule). A grade of “no credit” counts as failing grade.
- 2. Each athlete **must be passing five academic classes** from the start of the marking period and maintain a **minimum 1.0 G.P.A.** through the most recent eligibility check during the current semester to be eligible.
- 3. An eligibility report will be done every two weeks during the sports season. If a student is found to be ineligible, the student will be ineligible for a period of 7 calendar days, at which time that student’s eligibility will be reevaluated. If the student meets the eligibility requirements, they may return to competition.
- 4. A student with special circumstances who does not meet the eligibility requirements will have his/her status reviewed by the principal, athletic directors, staff member and counselor.
- 5. An ineligible student may participate in practice and team events; they may travel with the team and be present with the team during contests **but may not be in uniform on the bench.**

### TEAM RULES AND POLICIES

If coaches have additional rules, they are required to issue a copy of those team rules to team members at the beginning of the sports season.

### EXCUSING ATHLETES FROM CLASS

- 1. Athletes will not be excused from class for practice without Athletic Director or Principal approval.
- 2. Athletes will be excused no earlier than fifteen minutes before the time the bus scheduled to leave for an away game, unless approved by the Athletic Director or Principal

3. **Athletes are required to be in school four of the seven academic periods in a school day to be eligible for practices or games.** If the contest takes place on a weekend, the athlete must be in school the previous Friday. Exceptions must have prior approval from the Principal or Athletic Director.

### **ATHLETIC ATTENDANCE POLICY** **(Absences from games or practices)**

**Attendance** - Coaches are required to take daily attendance. Athletes are not allowed to have an unexplained or unauthorized absence from practice or a game. The athlete or his/her parents must communicate to the Coach or Athletic Director why the athlete will not be at practice. Teammates are not allowed to report absences.

If a parent or guardian verifies the absence, the missed practice will not be considered as an unexplained or unauthorized absence. If an athlete is unexcused the following will take place:

- 1<sup>st</sup> offense: Coaches choice.
- 2<sup>nd</sup> offense: One game suspension
- 3<sup>rd</sup> offense: May result in dismissal from team. The coaching staff will review the situation with the Athletic Director and student athlete.

### **REINSTATEMENT PROCEDURES**

Athletes dropped from the team for unauthorized absences may petition in writing, within five school days, for reinstatement. The petition will be made to the head coach, who will refer it to the team for review. Coaches enjoy their associations with players; the team depends upon them. Because players who cut practice harm the team more than the coaches, the team will be involved with reinstatement conditions. If the head coach disagrees with conditions, the team can re-petition for coach's approval. If the coach agrees, reinstatement will occur. If the head coach disagrees, dismissal from the team will stand.

### **MEDICAL CONSENT FORMS**

Coaches must have a medical consent card for all athletes in their first aid kits. **Parents are required to fill this form out and return it to the coach by the second practice.**

### **TEAM MEMBERSHIP**

1. Once an athlete has decided upon a sport he/she wishes to try, he/she may not change to another sport without permission from the coach of the sport he/she is dropping.
2. If an athlete is dropped from a team for disciplinary reasons, he/she is not allowed to try out or participate in another sport during the same season.
3. Athletes are **required** to be in school when school begins on the morning following a previous night's game. Coaches and parents should impress this upon their athletes.
4. Athletes must travel to and from away contests with the team. In the event a parent has a justifiable reason to have the athlete return with them, that parent must request this from the Coach prior to departure. The parent must pick up the athlete from the coach after the game and sign them out for the coach.
5. During Out of School Suspension (OSS), students are suspended from participation in all extra-curricular activities, including athletic practices and contests. Suspended students are not permitted on school grounds without permission from the Principal.
6. If a coach suspends an athlete from his/her team, the coach must notify the Athletic Director by the next morning stating the reasons for the action.

### **ATHLETIC TEAM AWARDS**

Coaches shall set their own standards for the earning of an athletic team award in each sport. **Please give those guidelines to your athletes prior to the season.**

1. An athlete shall not receive more than one freshman, one sophomore, one junior, and one varsity letter award during his/her school career. The school reserves the right to recall, for just cause, any athletic award granted. It also reserves the right to request that students remove improperly worn letter awards.

2. The freshman athletic team award shall be numerals of graduation year (only once, even if in more than one sport), maroon in color.
3. The sophomore athletic team award shall be the triangular patch, white with a rocket on it (only once, even if in more than one sport).
4. The junior athletic team award shall be a circular patch with gold "R" on it (only once, even if in more than one sport).
5. The varsity athletic team award shall be a full block "R", six inches high, and maroon in color. Pins of the particular sport will be provided for each season on varsity
6. Designated captains for each sport will receive a Gold full block "R" (only once, even if in more than one sport).
7. Gold stars will be provided for each sport at which athlete was designated captain.
8. Conference champions will receive a patch signifying year and championship.
9. Coaches may give special awards.

### VACATION POLICY

Sports teams may hold practices during vacation. Athletes must provide written permission from parents to coaches stating their reason for not attending practices or games. Coaches are encouraged to keep practices to a minimum during vacation days. Playing time may be affected if a student misses practices or games during vacations.

### WEIGHT ROOM

This room is for the students and staff of Reese Public Schools. People who use this room must abide by the following rules or they will be dismissed. This room will be open only when supervision from a coach or staff member is available. Please use care when using this room and the equipment in it. The user assumes risk.

1. **Athletes are not permitted in the weight room without a coach.**
2. Coaches must supervise all activities.
3. Coaches and athletes are responsible for making sure the weight bars are cleared, weights are stacked, the weight room is clean, the stereo and lights are turned off and doors locked when leaving.
4. No tobacco, gum, glass, drinks or food is allowed in the weight room.
5. Shirts and athletic shoes must be worn at all times.
6. Spotters must be used for all lifts over the head and body.
7. Use weight belts for safety—especially those involving lifts with the lower back.
8. Anyone behaving in an inappropriate manner may be removed from the weight room and may have their privileges suspended.
9. Music played in school facilities must be appropriate for school. No obscene music is permitted.

### TRANSPORTATION

1. Reese Public Schools will provide for most transportation to away contests.
2. A departure schedule will be issued to each coach when one is provided.
3. Athletes will not board the bus at any time until the coach is present. Everyone will board the bus together. Coaches should verify before leaving that all athletes, coaches and managers are present.
4. All athletes must travel with the team to away contests. The Coach must approve athletes leaving with parents in extenuating circumstances. **Parents must sign their athlete out for the coach.**
5. **If a parent request that their athlete goes home with another parent**, this request must be made in writing before 3:00 the day of the event. This must be approved by the Athletic Director or the High School Principal. (Middle School athletes may have approval by the Middle School Principal or Assistant Principal). A signed copy will therefore be given to the coach by the athlete.
6. No bus will leave unless the coach is on the bus.
7. When food is taken on the bus, it will be the responsibility of the coach and athlete to make sure all refuse is picked up and deposited in a container.
8. Athletes are to remain in their seats when on the bus. This means no walking around, standing up and banging on the ceiling, hanging out of the window, yelling out of the bus or making any obscene gestures from inside the bus to passersby.

9. Any athlete violating the transportation policy may be removed from the team.
10. All athletic equipment must be removed from the bus when the trip is completed. No storing athletic equipment on the bus.

## **SQUAD SELECTION PROCEDURE**

### **I. Philosophy**

In accordance with our overall athletic philosophy, and our desire to see as many student/athletes as possible participate in the athletic program while at RHS, we encourage our coaches to keep as many student/athletes as they can without unbalancing the integrity of their sport. Obviously, time, space facilities, personal preference and other factors will place limitations on the most effective squad size for any particular sport. Coaches, when developing individual sport policy should strive to maximize the opportunities for our student/athletes without diluting the quality of the program.

### **II. Limitation of Team Membership Policy**

The coaches of respective sports and the Athletic Director will determine minimum and maximum team membership limits. When the "Squad Reduction Policy" is utilized, the coach should keep the Athletic Director informed concerning the method and time of "cuts".

### **III. Squad Reduction Policy**

#### **A. Responsibility**

1. Choosing the members of any athletic team is the sole responsibility of the coaches of those teams.
2. There is no such thing as a final team cut. The athlete's membership on any team is always subject to proper behavior and the following of specified team guidelines.
3. Lower level coaches shall follow the policies as established by the head coach in that particular program when selecting team members.
4. Prior to try-outs, the coach shall provide the following information to all candidates for the team:
  - a. Extent of the try-out period
  - b. Criteria used to select team
  - c. Number to be selected
  - d. Practice commitment if they make the team

#### **B. Procedure**

1. When a squad cut becomes necessary, the process should include these important elements:
  - a. Have completed a minimum number of practices.
  - b. Be allowed, when possible, to compete in a scrimmage situation.
  - c. Be informed by the coach of the cut and the reason for it.
2. Cut lists should not be posted.
3. Coaches should take the opportunity to discuss alternative possibilities for participation in the sport or other sports.
4. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the Athletic Director ahead of time.
5. Parents may set up a meeting with a coach to discuss why an athlete was cut and what the athlete can work on to improve his or her skills.

## **APPEALS PROCEDURE**

- A. The athlete may appeal to the athletic council within seven calendar days of notification of discipline if he/she wishes to do so. The athletic council members are the principal, athletic director, and coach. The athletic director is responsible for notifying the principal and coach immediately of such an appeal request.
- B. The athletic director shall notify the athletic council members, the athlete, and the athlete's parents regarding the appeals hearing. All members of the council, the athlete, and his/her parents must be present at the hearing.
- C. The athletic council will make all decisions by secret ballot, and the final decision must be by a two-thirds majority of the council members.

## ACKNOWLEDGEMENT OF RISK

Participation in athletic activities does open opportunities for injuries of many different varieties. By choosing to participate in athletic activity, both the parents and the students have assumed the responsibility of acknowledging that there is some risk involved with participating.

### Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

## UNDERSTANDING CONCUSSION

### Some Common Symptoms

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

### WHAT IS A CONCUSSION?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### IF YOU SUSPECT A CONCUSSION:

- SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student, who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

### SIGNS OBSERVED BY PARENTS:

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

### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously).



### **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

### **HANDBOOK CHANGES**

Changes in school policy may be made throughout the school year. Students and parents will be informed of changes through the daily student announcements and the district newsletter.

# REESE HIGH SCHOOL

## Receipt of Reese Public Schools District Student Handbook

### 2017-2018 School Year

I acknowledge that Reese High School has provided my son/daughter with a copy of the Reese Public Schools District Student Handbook and Athletic Handbook for the 2017-2018 school year.

I understand that my student is responsible for all information contained in the daily announcements. If not heard over the P.A., copies are available in the office, on the bulletin board across from the office, and on the school website at [reese.k12.mi.us](http://reese.k12.mi.us)

Student Name \_\_\_\_\_ (Please print)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature\* \_\_\_\_\_ Date \_\_\_\_\_

\*Your signature indicates that you have received and read the District Student Handbook for the 2017-2018 school year and are responsible for information contained in the daily announcements. Your signature also indicates that you understand all the information in the District Student Handbook and have sought clarification on any policy that you do not understand.

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