



Romulus High School

Eagles Prevail.

Invest. Empower. Achieve.

*9650 S. Wayne Road
Romulus, Michigan 48174
(734) 532-1000*

Dr. Flinnoia Hall, III

Principal

Mrs. Floretta McNeil-Marino

Asst. Principal (A-K)

Mrs. Linda Poirier

Asst. Principal (L-Z)

Mr. Mark Woodson

Athletic Director

Name: _____

Address: _____

City: _____ Zip: _____

Cover designed by Kyran Felder, Class of 2018



RHS BELL SCHEDULE

1st	7:15—8:27	
2nd	8:32—9:43	
3rd	9:48—10:59	A lunch 10:59—11:29
4th	11:04—12:44	B lunch 11:37—12:07
5th	12:49—2:00	C lunch 12:14—12:44

2015-2016 TRIMESTER SCHEDULE

SEP 08—DEC 04

FIRST TRIMESTER

9/16; 9/23; 10/14; 10/21; 11/11; 11/18	EARLY RELEASE DAYS @ 1:00 pm
Sep 08	First Day-Half Day students
Oct 07	Count Day
Oct 16	1st Marking Period Ends
Oct 22	Parent/Teacher Conferences
Nov 03	P.D.*-No School Students
Nov 25	Half Day Students and Staff
Nov 26-27	Thanksgiving Break-No School
Dec 02	End Trimester-First Exam
Dec 03, 04	Half Days-Exams

DEC 07—MAR 18

SECOND TRIMESTER

1/13; 1/20; 2/10; 3/9; 3/16	EARLY RELEASE DAYS @ 1:00 pm
Dec 19—Jan 03	Winter Break-No School
Jan 18	MLK Day-No School
Jan 29	3rd Marking Period Ends
Feb 04	Parent/Teacher Conferences
Feb 10	Supplemental Count Day
Feb 12	Half Day-Mid-Winter Break
Feb 15 - 16	Mid-Winter Break-No School
Mar 16	End Trimester-First Exam
Mar 17, 18	Half Days-Exams

MAR 21—JUN 16

THIRD TRIMESTER

4/13; 4/20; 5/11; 5/18	EARLY RELEASE DAYS @ 1:00 pm
Mar 25 - Apr 03	Spring Break-No School
Apr 12, 13, 14	State Testing Dates
Apr 29	5th Marking Period Ends
May 05	Parent/Teacher Conferences
May 30	Memorial Day-No School
Jun 02, 03	Senior Exams-Last Day 6/03
Jun 14	End Trimester-First Exam
Jun 15, 16	Half Days-Exams
Jun 16	Last Day-Students/Teachers

Graduation Requirements

Each trimester a student is able to earn 2.5 credits toward graduation, for a total of 7.5 credits per year.

A total of 27.5 credits is needed for graduation.

Core Credit Requirements

English	4
Social Studies	3
Mathematics	4
Science	3
P.E. or Marching Band	.5
Integrated Technology	.5
Fine Arts	1
Health	.5
Foreign Language	2
Electives	9

Grade Interpretation**

A = 4.00	B- = 2.66	D+ = 1.34
A- = 3.66	C+ = 2.34	D = 1.00
B+ = 3.34	C = 2.00	D- = 0.66
B = 3.00	C- = 1.66	E = 0.00

Grade Interpretation for A.P. Classes

A = 5.00	B- = 3.66	D+ = 2.34
A- = 4.66	C+ = 3.34	D = 2.00
B+ = 4.34	C = 3.00	D- = 1.66
B = 4.00	C- = 2.66	E = 0.00

Academic Honors

Honor Roll:

Students who achieve a **marking period GPA of 3.00 to 3.49.**

Principal's Honor Roll:

Students who achieve a **marking period GPA of 3.50 to 4.00** or higher.

Academic Achievement Awards:

Given in the fall to students who achieved a GPA of 3.5 or higher **each trimester** the previous school year.

You really need to know...

The following are a summary of some of our important school rules. Please refer to the "Student Code of Conduct" pages in this planner booklet for the complete set.

Classroom Behavior: All students are expected to follow these five rules decided upon by RHS students in all classes:

1. Sit in your assigned seat.
2. Follow the teacher's directions the first time.
3. Raise your hand/talk at appropriate times.
4. Respect the rights and properties of others.
5. Use appropriate language.

Disruption of School: There is a zero tolerance rule which includes, but is not limited to, the following: fighting, profanity, force, noise, coercion, threat, intimidation, fear, passive resistance, etc. Students using profanity will be suspended from school. Students involved in a fight will be suspended as well as subject to police/court intervention.

Hall Passes/Slips: There are several types of passes/slips given:

Planner passes: This planner book contains a section for hall passes which are valid when signed by a staff member in ink.

NO PLANNER = NO PASS

Yellow corridor pass: Given by various school personnel to give a student permission to proceed to a class.

Gold sign-out slip: Issued by the Attendance Office at the request of a parent/guardian, allowing the student to exit the building for the day.

Green sign-in slip: **THIS IS NOT A PASS** Issued by the Attendance Office after 7:25 a.m. to verify the time of your **tardy** arrival to school.

Blue Re-admission Pass: Issued by the Assistant Principal to any student returning from suspension. **Students are not allowed to return to any class without presenting the blue re-admission pass to the teacher.**

Attendance Policy: All students are expected to attend each class every day. A student who is unable to attend class is responsible for the work of the class. Students are expected to be in school on time, to be ready to learn, and to maintain excellent attendance in order to optimize learning.

Signing Out of School: Any student needing to leave school early must have a valid reason and an updated emergency card on file in the Attendance Office. Students will only be released to adults listed on their emergency card. Students are expected to leave school immediately after signing out and may not return to school without

permission from an assistant principal.

More things you really need to know...

Student I.D. Cards: All students receive a free I.D. card at the beginning of the year. **Each student is required to wear his/her I.D. card at all times while on the school campus.** The I.D. card is needed for bus transportation, cafeteria purchases, Media Center use, admission to after school events, etc. *I.D. cards must be presented to staff members upon request for identification purposes. Failure to present your I.D. card will result in immediate disciplinary action.* **Replacement I.D. cards may be purchased for \$5.00 in Room 112.**

Planners: All students will receive a planner book on the first day of school at no cost. Students are expected to bring their planner to class every day and use it to record daily assignments, weekly goals, long term projects, etc. Students who request to leave the room on a planner pass must present their own planner. **No planner = No pass.** If the planner presented is not theirs it will be turned over to the appropriate assistant principal's office. **Replacement planners may be purchased for \$5.00 in Room 515.**

I-Pods, cell phones, cameras, and other electronic devices are not permitted in school. These items are disruptive to the learning process and are vulnerable to theft. **Cell phones and headphones** are not allowed until after the end of the student's school day, which may be a 6th hour class, tutoring, being in the media center, at band practice, etc. *Cell phones must never be used, answered, allowed to ring, or in any way disrupt an instructional or educational setting without express permission by the adult in charge for instructional purposes. If they do, the phone will be confiscated, turned in to the student's assistant principal's office, and returned only to the student's parents/guardians.* **Failure to comply will lead to an out of school suspension (OSS).**

Beverage Containers: Glass containers may not be brought to school at any time. Beverages in proper containers must be consumed in the cafeteria only.

Tardy Policy: All students are to be in class when the tone rings.

The following sequence of deterrents enforce this policy:

- 1st — Teacher Warning
- 2nd — Classroom Tardy Plan
- 3rd — Tardy Notification Letter; Parent Signature Required
- 4th — Teacher Assigned After School Detention (ASD)
- 5th+ — Administrative Intervention; Parent Contact

Hall Sweeps: Occur at the beginning of a class period. Any student in a hall sweep is to report to the designated room. 1st offense=Warning; 2nd=ASD; 3rd+=OSS. Refusal to comply w/ staff in hall sweep = OSS. **Tardies/Hall Sweeps - reset to zero (0) at each new trimester.**

Truancy is defined as being late to class by more than **5 minutes** and requires an Office Discipline Referral (ODR) to their assistant principal

Who Does What Where at RHS?

ACT/MME/MEAP/PLAN/AP Testing	Counselors-300
Athletics	Mr. Woodson-801
Attendance	Ms. Richardson-505
Business Professionals of America	Mrs. Salerno-404
Career/Tech Classes	Ms. Tarrow-505G
Class of 2016	Ms. Dixon-519
Class of 2017	Mr. Hinger-708
Class of 2018	Ms. Hill/Ms. Montague-508
Class of 2019	TBD
College Applications	Counseling Office-300
College Coordinator	Mr. Bass-108
Color Guard	TBD
Community Service Applications	Ms. Youtsey-Main Office
Custodians	Mr. Garland-706
Debate Team	Ms. Easterling-707
Drama	Ms. Dixon-519
FCCLA	Ms. Willerick-507
FIRST Robotics	TBD
Free/Reduced Lunch Apps	Asst. Principals' Offices/Cafeteria
French Travel Club	Ms. Lazette-208
Healthy Living Committee	Mrs. Brinston-702
H.O.S.A.	Mrs. Brinston-702
Homework Requests	Mrs. Webb-300
I.D. Card Replacement	Mrs. McEvilly-112
Internet Permission Forms	Mr. Bonam-Media Center
Lockers/Locker Jams	Mrs. L. Edwards (A-K)-515
Lockers/Locker Jams	Mrs. McEvilly (L-Z)-112
National Honor Society	Ms. Abdo-117;Ms.Mockeridge-300
Parking Permits	Mrs. McEvilly-112
Planners-New Students Only	Mrs. McEvilly-112
Planners-Replacement	Mrs. L. Edwards-515
Police Liaison Officer	Off. Hathorn-113
Quiz Bowl	Mr. Shivnen-402
Report Cards	Counseling Office-300
Schedule Concerns	Counselors-300
Scholarships	Counselors-300
School Improvement Team	Mrs. Brinston-702
School Social Worker	Mrs. McDonald-505H
School Store	Mr. Babler-805
Skills USA	Mr. Banks-701
Social Studies Olympiad	Mr. Shivnen-402
Student Fines	Mrs. L. Edwards-515
Student Government	Ms. Willerick-507
Student Newspaper <i>The Wingspan</i>	TBD
Student of the Month	Mrs. McEvilly-112
Work Permits	Attendance Office-505
Yearbook	Mr. Babler-516

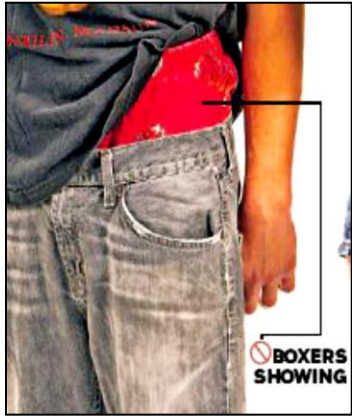


ROMULUS HIGH SCHOOL EXPECTATIONS MATRIX

Target Areas

Expectations	Classroom	Hallway	Cafeteria	Activities	Restroom	Bus/Parking Lot	All Settings
Be Respectful	<ul style="list-style-type: none"> Communicate in a positive way Remain focused Complete all assignments on time with honesty and integrity Help others 	<ul style="list-style-type: none"> Keep hallways clean & clear Keep traffic moving/flowing (i.e. walk and talk) Get permission to put up/take down flyers/decorations 	<ul style="list-style-type: none"> Wait your turn Be courteous to cafeteria staff Maintain single file lines 	<ul style="list-style-type: none"> Participate in a positive way Encourage others to do the right thing Keep area clean Respect the personal space of others Use equipment appropriately 	<ul style="list-style-type: none"> Respect the privacy of others Keep writing off all surfaces 	<ul style="list-style-type: none"> Use indoor (quiet) voice on the bus Use kind words and actions Listen to and follow instructions of the bus driver and parking attendant 	<ul style="list-style-type: none"> Treat others how you want to be treated Use appropriate language at an appropriate volume Adhere to the dress code Be courteous to all
Be Responsible/Resourceful	<ul style="list-style-type: none"> Be prepared Be on time Follow instructions Be a positive participant Put forth your best effort 	<ul style="list-style-type: none"> Carry academic materials Be on time Use passing time efficiently and wisely Arrive and leave at appropriate times 	<ul style="list-style-type: none"> Arrive at cafeteria in a timely fashion Make healthy food choices Pay for all items Use lunch time appropriately Clean up after yourself 	<ul style="list-style-type: none"> Make transportation arrangements prior to event Bring appropriate items only Keep your belongings with you Arrive and leave at appropriate times 	<ul style="list-style-type: none"> Keep area clean. Use restroom between classes and during lunch Use a signed planner Return to class promptly Flush and use proper receptacles 	<ul style="list-style-type: none"> Be prepared and on time On the bus, keep all of your belongings in your backpack (including food and drink) Keep bus/parking lot clean 	<ul style="list-style-type: none"> Follow all staff directions Set goals and plans to achieve them Know/understand expectations Listen carefully Carry planner and identification at all times Be on time
Be Safe	<ul style="list-style-type: none"> Maintain personal space Use materials appropriately 	<ul style="list-style-type: none"> Walk on the right and at an appropriate pace Have identification Use planner when exiting and reentering classrooms Wait in designated area for rides Remove outer-wear & store in locker 	<ul style="list-style-type: none"> Remain seated Wait to be dismissed by bell Remain under supervision of staff Report problems to staff (i.e. spills, conflicts) Walk safely 	<ul style="list-style-type: none"> Be aware of your surroundings Report any problems to an adult Stay in assigned/appropriate areas under adult or staff supervision Have identification 	<ul style="list-style-type: none"> Report graffiti, spills and/or damage to staff Use for designated purposes only Wash hands 	<ul style="list-style-type: none"> Observe driving/parking lot procedures Enter and exit safely Face forward and stay seated until bus comes to a complete stop Stay quiet at untoward crossings When crossing, walk 10 steps in front of bus then STOP; LOOK, and LISTEN 	<ul style="list-style-type: none"> Avoid conflict; talk to an adult Sign in if arriving after 7:30 a.m. Know how/when to get help Keep hands, feet and objects to self

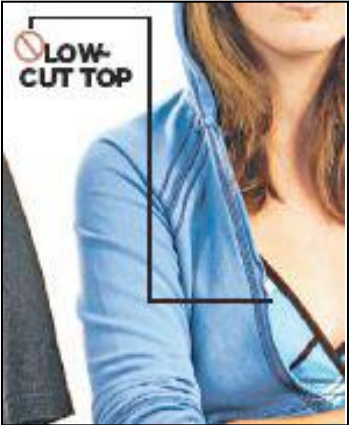
**Romulus High School
Prohibited Clothing Guidelines**



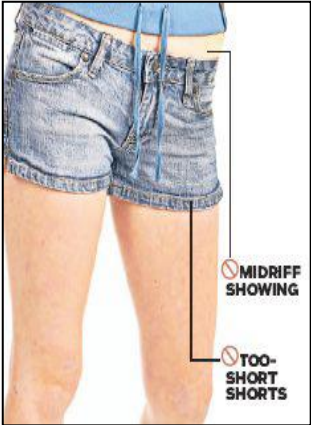
No exposing of underwear or other undergarments including shorts.



The wearing of sleepwear is prohibited. This includes houseshoes/slippers.



No spaghetti strap shirts, no tank tops, and no low, revealing attire.

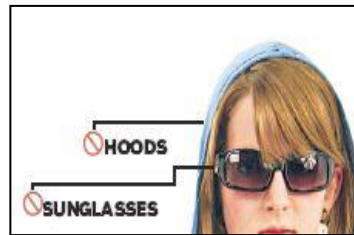


Do not wear inappropriate shorts or bare your midriff.

Romulus High School Prohibited Clothing Guidelines



T-Shirts and any garments with inappropriate words, pictures or implied messages will not be permitted in school.



No headwear or sunglasses are permitted to be worn in school.

These reference charts are a helpful reminder that school is a **learning zone** for all students. Physical distractions must be eliminated to ensure all male and female students can learn, grow, and feel comfortable to excel. The reference chart is applicable to both genders to use as a guide to determine appropriateness of attire.

- **NO BACK EXPOSED.**
- **NO CHEST EXPOSED.**
- **NO BELLY EXPOSED.**
- **NO BEHIND EXPOSED.**

Romulus High School Student-Parent Handbook and Code of Conduct

This Student-Parent Handbook includes all major rules and regulations of Romulus High School as well as a listing of all the rights and responsibilities of Romulus students. Each student has received a copy and is responsible for the contents. Failure to read this handbook is an unacceptable reason for not following the rules. Students unsure of any rule or regulation should discuss their questions with their assigned Assistant Principal. Contact their office for a convenient meeting time.

Mrs. Marino
Last Names A-K

Mrs. Poirier
Last Names L-Z

ACADEMIC HONESTY

An important part of each student's social growth is the realization that honesty to oneself and to others is an essential feature of a well-adjusted person. People who are honest enjoy the confidence that results from having the respect of others. Honesty involves acting in accordance with accepted behavior and avoiding the temptations to bypass standards.

At Romulus High School, students are expected to fulfill their course assignments, reports, tests, etc. according to the rules. Students who experience difficulty fulfilling their tasks may receive assistance from teachers, counselors, administrators, and other staff that specialize in helping students overcome difficulties. If, in spite of the support offered, students choose to cheat, they will be referred to the administration for disciplinary action as follows:

- First offense: "0" on assignment and parent contacted by teacher. ASD assigned.
- Second offense: "0" on assignment. Student is placed on Academic Probation. Parent contacted by teacher; meeting between the student, parent, and counselor held to sign an Academic Contract. One day Out of School Suspension.
- Third and subsequent offenses: Failing grade for the current six week grading period. (Student to receive a grade of 59% in the class, unless the student's grade is lower.) Conference between counselor, student and parent to be held. One day Out of School Suspension assigned.

The disciplinary process above for academic dishonesty (cheating) includes all subjects collectively (not individually), and spans the student's entire high school career.

Students on Academic Probation are not eligible for Honor Roll listing, or be the recipient of an Academic Achievement Award, if qualified.

AFTER SCHOOL ACTIVITIES

1. Students staying after school must remain under adult supervision at all times.
2. Students in the hall after 2:10 p.m. must have signed hall passes.
3. Students must bring their coats and books to their after school activity.
4. Students are to leave school grounds upon dismissal from activity.
5. The athletic area will be open to athletes only under the supervision of their coach.
6. Students waiting to be picked up after school must wait in the Student Lobby.

Consequences: Administrative Intervention

ANSWERS TO COMMON PROBLEMS

These are general procedures for solving problems in school.

• When to get help and support:

Class breaks or before and after school are the only times for making phone calls, picking up missed assignments and setting appointments to see teachers, counselors or assistant principals. **You should miss class only for emergencies and only after getting permission from the teacher** in whose class you are enrolled during that time.

• Where to get help and support:

- Locker problem (during breaks) - We will fix it if you report it. Go to your Assistant Principal's office before school, after school, and during passing time.
- Grading problem - Talk with the teacher. If you then feel a mistake has been made, make an appointment with your counselor. If necessary, have parent contact teacher.
- Conflict with student, teacher or staff member - Try talking directly with the person. If that fails, see your counselor, assistant principal, school social worker, teacher, or another adult for assistance.
- Stolen property - Notify your teacher immediately, and request a "theft report." **Prevent theft by leaving valuables at home.**

Use your school provided locker if necessary. Do NOT share your locker or combination with anyone. If you bring a valuable item to school, you must protect it from theft. **Romulus High School insurance does not cover personal property.**

- Personal or family problem - See your counselor.
- Lost book/property - Check with the main office where the lost and found is located. Report lost books to your teacher immediately.
- Class credit or scheduling problem - Complete a request to see your counselor in the counseling office.
- Class changes - See your counselor about the procedure. Prior to and during the first three days of the trimester, changes may be made for valid reasons if spaces are available. Changes made after this time may result in loss of credit.
- Illness/Injury - Notify your teacher of all injuries. Students who are ill may report to the Guidance Office or the Attendance Office.
- Phone calls - A phone is available for **student use during non-class time** in the **Attendance Office**. Emergency calls for students are only **accepted** from those individuals listed on their emergency card. Students are not permitted to use classroom phones. Parents, please contact the school's Attendance Office if you need to get in touch with your student.

ATHLETIC SCHOLASTIC ELIGIBILITY AND ADMITTANCE

Eligibility

Student athletes participating in athletic competition shall meet the following criteria if below a grade point average of 2.0 from the previous six-week marking period. For additional rules, guidelines, policies, etc., please contact the Athletic Director at 532-1123.

1. Possess a minimum 2.0 GPA as stipulated by the Athletic Department to be eligible to participate at the beginning of a six-week grading period. (This is the GPA based on the previous six-week marking period, not Trimester or Career GPA.)
2. Attend scheduled after school tutoring as determined by the building principal for the six-week period. (**Minimum of six hours per week**). The tutor will take attendance.
3. Raise the GPA to 2.0 for the following three weeks of the marking period.
4. Failure to raise GPA to 2.0 for the following three weeks results in:
 - Continues to attend practice.
 - Cannot participate in games.
 - Continues to attend tutoring.
5. Following three weeks of the above, if a student increases his/her GPA to 2.0, he/she may participate in game.

Special considerations of revised policy:

- Qualifying minimum GPA reduced from 1.8 to 1.5.
- Tutoring becomes mandatory for six-week period if below 2.0 at beginning of trimester.
- Failure to attend tutoring (six hours per week for six weeks) will result in dismissal from sport.
- Student may be eligible at beginning of each six-week marking period if student has 1.5 GPA.
- Student may attend practice for three weeks when he/she is below 2.0 as long as they are attending tutoring.
- Summer school grades influence eligibility for fall sports.

Tutoring is available after school, and is announced and posted in the bulletin. It is the student's responsibility to attend tutoring as required. Tutoring opportunities are also listed in the parent newsletter.

Admittance Rules

1. All Romulus students with a current identification card will be admitted.
2. All visiting schools current identification cards will be accepted if they are the opponent for that scheduled event. Students without appropriate school identification will not be admitted.
3. Community members and alumni of both Romulus and the visiting school will be admitted.
4. The price of admission is \$5 for students and adults.
5. Once you leave for any reason, you may not re-enter.
6. Cellular phones may not be used in the gymnasium. If you are going to make or receive a phone call, please step into the lobby area.
7. Spectators are expected to be seated in the gymnasium and to watch the contest. Anyone loitering in the parking lot or in the hallways during or after the game will be asked to leave, and may be excluded for the remainder of the season or longer.
8. All school rules apply to all athletic contests. Persons involved in any behavior that disrupts the scheduled activities will be banned from further activities for at least the remainder of the season.
9. All spectators will be asked to immediately exit the building at the conclusion of the game.

Good sportsmanship is expected of fans as well as players. Attendance at athletic contests is a privilege not a right.

BEVERAGE CONTAINERS

Glass containers may not be brought to school at any time. Beverages for lunch must be in proper containers and are intended for consumption in the cafeteria only. Beverages must be capped or closed when carried. Water or other beverages (i.e. Gatorades, juices, or sodas) may be consumed in the classroom with teacher permission only.

BREAKFAST PROGRAM RULES

Students who participate in the school breakfast program must go directly to the cafeteria upon entering the building before school. After completing breakfast, students are to go to their locker (if need be) then directly to class. No breakfast will be served after 7:10 a.m. Students are expected to follow all applicable rules listed in the "Lunch Program Rules," and to be in class on time. All food and drink must be consumed inside the cafeteria.

BULLYING/CYBERBULLYING

Bullying is deliberate behavior where someone repeatedly perceives that harm is being inflicted upon them by others whose intent is to intimidate, harass, or threaten their physical safety. Bullying is chronic, occurs over time and involves an imbalance of power or strength between the bully(ies) and the victim. The victim may have difficulty defending himself/herself from aggressive behaviors which may be physical, verbal, and/or non-verbal. Bullying can also involve actions of discrimination based on race, class, gender, or sexual orientation. Cyberbullying is a type of bullying behavior that occurs when the bully(ies) uses digital media (i.e. computers, cell phones, and other electronic devices).

Students shall not initiate not shall they participate as a spectator in bullying and/or cyberbullying acts that intentionally or unintentionally cause the disruption or obstruction of any function of the school, or if such disruption or obstruction of any function of school is likely to occur. This includes, **but is not limited to, the following:**

- Getting another person to assault someone;
- Spreading gossip and harmful rumors;
- Encouraging others to reject or exclude someone from a group, activity, or a relationship;
- Hitting, kicking, shoving, spitting;
- Taunting, humiliating, name calling, intimidating, making degrading comments or hurtful written communications;
- Threatening someone;
- Using obscene gestures;
- Posting or sending harassing, intimidating or threatening e-mails, instant messages, or public/private social media postings via the use of an Internet-connected computer;

- Posting or sending images or video/audio recordings of incidents of harassment;
- Developing web pages to promote and disseminate defamatory content;
- Posting or sending harassing, intimidating or threatening messages through a computer, cell phone or by any other electronic means;
- "Borrowing" an individual's screen name and pretending to be them while posting a message;
- Forwarding supposedly private messages, pictures, or video to others.

Students involved in bullying and/or cyberbullying acts shall be subject to disciplinary action and possible police intervention.

Consequences: Administrative Intervention to Expulsion.

BUS TRANSPORTATION

It is the intention of this policy to provide adequate safety and safeguards in the transportation of Romulus Community School's students to and from their respective school. It is deemed necessary and imperative that these measures be affirmed as well as enforced in order to best afford safety in transporting these students.

It is important that the school, the community, the students and the parents recognize that riding a bus is a privilege and that order and discipline ensures the safe arrival and departure of students to and from school.

The cooperative effort of the bus drivers and students is imperative in minimizing infractions of bus regulations and their resultant hazards.

Revoking a student's privilege of bus transportation may be affected when there is an abuse of this privilege. Any student's bus privileges that have been revoked are suspended from all Romulus Community Schools transportation services. Any questions or concerns regarding transportation referrals/policy, contact Director of Transportation at 532-1652.

Riding an alternate bus/Exiting bus at an alternate stop

Students that ride the bus and wish to get off at a different stop, or ride another bus, must get a form from the office that the parent/guardian fills out and **returns to their driver for approval** by the Transportation Department. Failure to follow this procedure will result in denial of the request. These types of requests will be approved in emergency cases only. These requests should be made at least 24 hours in advance when at all possible.

Bus transportation to a day care provider

Day Care Provider Forms: If it is necessary for a student to go to a Day Care Provider, this form can be obtained from the school and must be filled out and returned by the parent/guardian five days prior

to the start of the effective date. All information on this form must be completed before approval will be granted by the Transportation Department. The Day Care Provider must be located within the school boundaries.

Elimination of single child/family stops

Bus stops that are set up for one child/family will be eliminated if there is no student at the stop for three consecutive days. The stop will not be reinstated until the Transportation Office receives a call from the parent/guardian requesting that the stop be resumed.

BUS DISCIPLINE POLICY

Level I – Violation of Safety Rules

1. Students are to be seated at all times while the bus is in motion.
2. No part of the body shall be allowed to protrude from the school bus window.
3. Students are not to engage in horseplay or roughhousing on the school bus.
4. Throwing of any objects will not be allowed on the school bus.
NOTE: Any object hitting the driver, whether intentional or not, will be treated as a Level 2 infraction. *
5. No eating or drinking is permitted on the school bus.
6. Students should not move toward the school bus until it has come to a complete stop.
7. Students must keep quiet, particularly at railroad crossings, so that the driver can hear if a train is approaching.
8. Students who must cross the street after leaving the school bus, should walk at least ten steps in front of the bus before crossing, then...STOP!, LOOK!, and LISTEN!
9. Students should be respectful and follow the directions of the bus driver.

First Offense	Warning
Second Offense	1 day suspension – from bus only
Third Offense	3 day suspension – from bus only
Fourth Offense	4-6 day suspension – from bus only
Fifth Offense	10 day suspension – from bus only
Sixth Offense	20 days or rest of semester, whichever is greater, from bus only
Seventh Offense	Rest of year or 25 days, whichever is greater**

Level 2 – Any conduct on bus that is against School Code of Conduct that may result in a school suspension will be dealt with in accordance with the Student Code of Conduct. Some examples, but not limited to, are:

- Profanity – Level 2 grades 4-12, Level 1 for K-3 and parent contact
- Fighting
- Smoking

- Substance abuse
- Destruction or defacing of school bus (possible extension to police report) *

First Offense	Minimum one-day bus suspension or length of time concurrent with school suspension
Second Offense	Bus suspension minimum of 3 days and concurrent with out of school suspension
Third Offense	4-6 day bus suspension and concurrent with out of school suspension
Fourth Offense	10 day bus suspension and concurrent with out of school suspension
Fifth Offense	20 days or rest of semester, whichever is greater
Sixth Offense	Rest of year or 25 days, whichever is greater **

Level 3 – Egregious Acts not covered by the above, not limited to:

- **Assaultive Behavior**
- **Tumultuous Acts**
- **Damage over \$100**

Consequences: Suspension from bus and/or school to expulsion with restitution.

* Will include reimbursement for labor and/or replacement parts. Restitution should be paid upon return.

** Bus Suspensions will carry over into the next school year if not fulfilled in current school year. All consequences must be compliant with IDEA.

CAREER INFORMATION

Career information is located near the counseling office, and includes labor market information, printed occupational materials, audio-visual materials, college and vocational school catalogs, military information, MOIS (Michigan Occupational Information Systems), career-related pamphlets and financial aid information. Materials are also available on job survival skills, interview skills, and decision-making skills.

DISRUPTION OF SCHOOL

The high school has instituted a **zero tolerance** for disruption of school. This includes but is not inclusive to: fighting, profanity, drugs, weapons, assault, threat, intimidation, fear, passive resistance, insubordination, bullying/harassment, etc.

- Students using profanity and/or inappropriate language will result in administrative intervention and possible suspension.
- Students involved in a fight/assault will be suspended from school, and may also be subject to police/court intervention.

Consequences: Administrative Intervention to Expulsion

DRESS AND GROOMING

Every student shall personally maintain a reasonable standard of wearing apparel and personal hygiene which is appropriate to his/her role as a student and which contributes to developing a good climate for study. Dress or grooming that is distracting to or disruptive of the educational process is prohibited. The school administration and staff will uphold and enforce the following student-designed regulations:

STUDENTS ARE NOT TO WEAR:

- Short shorts, mini-skirts, or dresses - Length of each MUST be middle fingertip in length or longer
- Leggings or similar styled leg coverings without a top that adheres to the fingertip rule (above)
- Pajamas/lounge pants
- Sagging pants
- Transparent/fishnet clothing of any kind
- Bare midriffs
- Low cut tops with too much exposure
- Muscle shirts
- Tank tops or sleeveless shirts
 - T-shirts with sleeves must be worn under sleeveless jerseys.
- T-shirts/Clothing in poor taste, displaying drugs, etc.
- Off-the-shoulder tops
 - Straps must be 3" (76.2mm) wide
- Hats and other varied head wear
- Sunglasses are not to be worn in the building
- Outside dress (winter coat, varied head wear, gloves, or lined jacket, etc.) is not to be worn in the building
- Hair picks, combs, hairpins, etc.

In compliance with health department regulations, students are required to wear shoes. House shoes and/or slippers are prohibited.

All students will be given the opportunity to adjust their attire. Those who cannot or refuse to do so will be sent to their assistant principal. Persistence in improper grooming and/or attire will be considered misconduct and is subject to disciplinary action.

DRUGS, MARIJUANA, NICOTINE, TOBACCO PRODUCTS

A student shall not manufacture, sell, possess, use, deliver or transfer or attempt to sell, deliver, or transfer any drugs, narcotic drugs, marijuana or other controlled substances in any form as defined in Article VII of the Public Health Code, being MCLA 333.7101, et seq., and as defined in the other Michigan or federal statutes, nor be under the influence of or smell of any of those drugs, narcotic drugs, marijuana or other controlled substances. (If Article VII of the Public Health Code, being MCLA 333.7101, et seq., is amended or repealed, then the definitions of a drug, narcotic drug, marijuana or other controlled substance shall be defined under the existing state law).

A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling NODOZ as 'Speed' or 'Crack') or sell 'designer' drugs.

Students shall not smell like nor smoke, chew or otherwise use tobacco or nicotine products/devices on school grounds. Students may not have in his/her possession or under his/her control, tobacco in any form; nor shall a student be in possession of any drug and/or tobacco paraphernalia (ie, matches, lighter, oils, pipes, etc.)

Penalty for the manufacture, sale or delivery (actual or attempted) - expulsion

Penalty for the possession, use or being under the influence - suspension to expulsion

ELECTRONIC DEVICES

The use of iPods, MP3 players, headphones, cell phones, laser pointers, still and video cameras, varied electronic communication devices and toys are not permitted during the school day, ***except with specific authorization for educational purposes***. They are ***not to be seen or used***, and the following activities are prohibited at anytime, anywhere at school: making/receiving phone calls, texts, viewing or participating on a social network site, etc. Students in violation of this policy may have their electronic device confiscated by the staff person in charge. Electronic devices are disruptive to the learning process and are very vulnerable to theft. ***Romulus Community Schools and/or its employees are not responsible for lost, damaged, confiscated or stolen equipment.***

Cell phone/Headphone usage is not allowed until after the end of the students' school day, which may be 2:00 p.m. on a regular school day or 3:20 p.m. if the student is assigned a 6th hour class, tutoring, media center, after school detention, band practice, etc. Cell phones must never be used, answered, allowed to ring, or in any way disrupt an instructional/educational setting or activity regardless of who is calling, or when or where that activity is being held. Parents are asked to contact the Attendance Office should they need to speak with their student during the school day.

If an adult suspects or views a cell phone being used, answered, ring, or in any way disrupt an instructional/education setting or activity, the adult in charge may confiscate the phone. The phone will be returned only to the student's parents/guardians in the Assistant Principal's office. **Note: Classrooms will not be disrupted to retrieve a confiscated cell phone. Failure to comply with staff will result in a minimum one-day suspension from school.**

Recordings of any type (audio, video, pictures, etc.) must be done only with written permission from the teacher, parent(s), administrator, and student(s).

Consequences: Failure to comply with these policies will result in suspension from school for a minimum of one day.

ENROLLMENT GUIDELINES

Students must meet all enrollment guidelines.

1. May not enroll at Romulus High School if any one of the following conditions exists: If a student...

- a. has been expelled or suspended from a previous school or suspension/expulsion is pending.
 - b. is 18 years of age or above, and does not have 17 credits.
 - c. has criminal charges pending, prior convictions, or represents a danger to other students.
 - d. does not live/reside/stay within the Romulus Community School District and/or does not meet School of Choice guidelines.
- Students will be recommended to an alternative high school if ...
- e. they are transferring from an alternative school or are pending such a transfer.
 - f. they have not attended school the prior year.
 - g. they are returning from a juvenile program.
 - h. they have a significant deficit of credits based upon their chronological age and/or cohort year of graduation.
2. Students may return to Romulus High School from an alternative high school program under the following conditions:
- a. That the placement/transfer to the alternative high school was voluntary.
 - b. There are no disciplinary issues causing the transfer.
 - c. Student attended the alternative high school for a minimum of two semesters.
 - d. While at the alternative high school the student...
 - 1. had no failing grades.
 - 2. had a minimum GPA of 2.0.
 - 3. had no behavioral referrals.
 - 4. had good attendance.
 - 5. has written recommendation from the alternative high school's principal/director.
 - 6. understands that Stanford credits do not transfer to Romulus High School.

GAMBLING/CARD PLAYING/DICE

Playing any game of chance for stakes, including but not limited to, money, property, barter or the collection of any debt on school grounds is prohibited.

Consequences: Administrative Intervention to Expulsion

GUIDANCE COUNSELING SERVICES

The counseling office is easily accessible to students, parents, teachers and administrators. Students may see their counselor by completing an appointment sheet in the office, on a drop-in basis during lunch, and before and after school. Students are encouraged to see their counselors to discuss personal problems, educational plans, career information and guidance, testing services, the selecting and scheduling of courses and other school related concerns. Students will be assigned to one of the counselors listed below:

Mrs. Lilly
Ms. Franklin
Mrs. Moore
Ms. Mockeridge

The objectives of the guidance department are:

- To perform a counseling and consultative function with students, parents, and other school and community personnel.
- To assist each student in understanding himself/herself in relation to the social and psychological world in which he/she lives.
- To assist each student in developing decision-making competencies.
- To assist in areas of personal and school-related concerns; such as academic difficulties, physical deficiencies, and decisions regarding educational and vocational choices.
- To provide assistance in helping parents understand the developmental progress of their child, his/her needs and environmental opportunities.
- To assist each student in developing a five (5) year Educational Development Plan (EDP).
- To assist students with scholarship and financial aid information.

HOMEWORK PHILOSOPHY

Homework assignments are an important part of a high school education, providing enrichment, practice and reinforcement in skill development as well as motivating students for further learning. Assignments make all students active participants in the learning process, and prepare them for the level of independent work expected in post-secondary educational settings.

IDENTIFICATION CARDS

*****All students are required to wear their school I.D. at all times while on the school campus.*****

At the beginning of the school year, all students will be furnished an identification card at no cost. There is a \$5.00 replacement charge for lost I.D. cards. **Apply for a replacement I.D. card in Mrs. McEvilly's office, Room 112.** A current student I.D. card is needed for the following: bus transportation, lunch, checking out materials from the Media Center, and admission to extracurricular activities such as dances and athletic activities. **I.D. cards must be presented to staff members upon request for identification purposes. Failure to present your I.D. card and/or failure to provide your name to staff when requested will result in a minimum one day suspension from school.**

INDIVIDUAL OR GROUP SELLING/TRADING

Only sales or products related to Romulus High School activities or clubs will be permitted in school. **All sales must have prior written approval by Mrs. Marino in Room 515. Any student selling or trading non-school related items on school grounds will have the items confiscated; parents may pick up those items at the end of the school day from the student's assistant principal's office. If students persist in selling and/or trading non-school related items, administrative intervention will occur.**

Students are required to follow all fund-raising guidelines as established by Mrs. Marino's office. Students who participate in club

sales are responsible for the safekeeping and accurate reporting of money to the club sponsor.

LOCKERS AND LOCKS

Hallway lockers are provided for each student and locker assignments are made in the Student Activities Office (515). Locker combinations should be kept in strictest confidence. Do not permit others to share your locker. Student-owned locks are not permitted. Unauthorized padlocks will be cut off immediately. Damaged or defaced lockers will subject the responsible person(s) to fines and penalties. The locker must be kept neat and clean, both inside and out. If a locker or combination does not work properly, the student should fill out a Locker Trouble Form in his/her Assistant Principal's office. This form is to be completed and returned to his/her Assistant Principal's secretary. New students are assigned lockers through their Assistant Principal's office after registering for classes with their counselor.

A deposit of \$5.00 is required for gym lockers, shop lockers, etc., which is refundable when the padlock is returned undamaged. Magnetic locks will be issued only if specified in a student's I.E.P. (Individualized Educational Plan).

All lockers are the property of the school district, and school authorities may enter them from time to time to inspect the contents therein without notice or approval from the student. Illegal drugs, alcohol, weapons and stolen property found in a locker will be seized by school personnel and used as evidence in a suspension or expulsion hearing. These items will be turned over to the Romulus Police.

LUNCH PROGRAM GUIDELINES

A thirty-minute hot lunch program is scheduled for all students. Students may prefer to bring their own lunches from home and purchase a beverage and a la carte items from the cafeteria. **Food and beverages are not to be removed from the cafeteria.**

While in the cafeteria, the following guidelines are to be followed:

- Enter the sales or serving lines from the end. Students are not allowed to cut in line.
- When finished eating, students are responsible to clean up and place trash in proper containers and return trays to the kitchen window.
- No metal knives/forks, etc. are to be brought to school.
- Keep your cafeteria clean.
- Maintain a relaxed, positive eating environment.

Failure to follow the above guidelines will result in after school detention or out of school suspension.

Free/Reduced lunch application forms are available in the cafeteria. Parents will be notified by mail as to their child's lunch status.

MEDIA CENTER

The Media Center is the technology "hub" of the high school. It has become an extended classroom that facilitates the access of information through multiple electronic resources. This information center provides students and staff with the following:

- Integrated communication system
- Computerized catalog and information system
- Computers for student access
- Electronic references
- Career and college information
- Internet access (Parental permission required - See District Acceptable Use Policy)

Students must present a current school I.D. card to check out materials. Students may borrow books for two weeks and reference books only overnight. A ten-cent fine is charged for each school day an overdue book is not returned. **Students must have a signed Acceptable Use Policy (AUP) form on file in the Media Center to access the Internet.**

AUP Violations can result in loss of Internet privileges up to expulsion, depending on the severity of an offense.

Minor Offenses -- 1st offense – 10 day loss of Internet access;
2nd offense – 30 day loss; **3rd offense** – 90 day loss

PARKING/PARKING PERMITS

Students driving to Romulus High School must have a current student parking decal placed on the lower left corner of the rear window of the vehicle registered with the school. This decal must be purchased before driving to school. Applications for student parking decals are available in Mrs. Poirier's office at the cost of **\$20.00**. Students must present a **valid driver's license** and the **vehicle registration** when purchasing the parking decal. Daily permits may be purchased on a limited basis for \$1.00 a day. A valid driver's license and vehicle registration must be presented when purchasing a daily permit. (See parking lot security personnel.)

If a new car is purchased, a permit will be issued (at no additional cost) after the student has provided the vehicle's registration and **the old sticker is turned in**. If you must drive a different car, see the parking lot security personnel for a temporary permit.

Romulus High School reserves the right to bar any automobile/driver from the parking lot that is considered to be a menace to the safety of others. All vehicles are subject to inspection and search.

The Romulus Police will issue violations for vehicular offenses committed on school property. Any of the following offenses will result in disciplinary action being taken by the school:

- Reckless and negligent driving on school property or in transit to and from school.
- Using or allowing your vehicle to be used for illegal purposes (i.e. smoking, drinking, loitering). Keep your vehicle locked at all times.
- Parking illegally. Parking in an unauthorized area or with your decal displayed improperly.
- Parking in a staff parking lot.
- Failure to register your vehicle, improper display or use of school decal or permit.
- Leaving school without permission.
- Failure to follow published parking lot rules and procedures.

Consequences: Three day loss of driving privileges to expulsion from school.

PARENTPORTAL/PARENT-TEACHER CONFERENCES

Parents and students are expected to attend the Parent/Teacher conferences in order to discuss with teachers student progress in their classes. Parents are encouraged to contact teachers periodically to become aware of any behavioral problems, academic problems, and/or concerns. Parents are encouraged to sign up for **ParentPortal** (formerly known as Parent Connect) through their student's high school counselor and/or by contacting the Board of Education Office. **ParentPortal** is an on line system offered by the school district which enables parents to view their student's academic progress, as well as attendance, behavior and even food choices at lunch. All teachers have email addresses which can be accessed through **ParentPortal** for instant communication. Also, an appointment to confer with a teacher during a consultation period can be arranged by telephoning the teacher. To **sign up for ParentPortal**, contact your child's counselor. You will receive a PIN and password in about 5-10 school days.

Parent-Teacher conferences are scheduled for each trimester and are held in the RHS Cafeteria. **Conference dates for 2015-16 are: 10/22/15; 2/4/16; 5/5/16.** Consult the district's website, [**www.romulus.net**](http://www.romulus.net) for additional information.

PEER PROBLEMS – CONFLICT RESOLUTION

Students are expected to resolve peer conflicts in a positive manner. Resources available include teachers, counselors, administrators, the school liaison police officer, and the school social worker, who conducts Conflict Resolution when requested. Failure to adhere to any agreements made in Conflict Resolution will result in further disciplinary action.

PHYSICAL EDUCATION ATTIRE

Every student participating in physical education shall be appropriately dressed for the physical activity in which the student is engaged, and as required by the instructor.

Failure to dress in an appropriate manner will result in the following:

1. First Offense: Teacher Warning
2. Second Offense: Letter sent or call made to parent by instructor.
3. Third offense: Student will be assigned one (1) after school detention.
4. Fourth offense: Student will be assigned two (2) after school detentions.
5. Fifth offense: Referral to appropriate administrator. One (1) day out of school suspension, and a parent conference.

REPORT CARDS

Report cards showing student academic progress are issued every six weeks. Honor Points awarded for grades are as follows:

A. 4.00 A- 3.66 B+ 3.34 B 3.00 B- 2.66 C+ 2.34
C 2.00 C- 1.66 D+ 1.34 D 1.00 D- .66 E 0

RESPONSIBILITY SYSTEM GUIDELINES

Philosophy

Romulus High School has adopted a systematic method to help students understand that they are responsible for their behavior. This system is called the Responsibility System and is adapted from psychologist William Glasser's Choice Theory. The Responsibility System helps to develop a positive school climate in which mutual trust, respect, and good citizenship form the core foundation for how we behave in our school. Using this system, students learn to plan new and more acceptable behaviors. This method emphasizes that **STUDENTS HAVE A RIGHT TO LEARN AND TEACHERS HAVE A RIGHT TO TEACH.**

Responsibility System Steps

Step 1: Student disrupts class – Teacher re-directs student.

Step 2: Student disrupts again:

Student completes Classroom Behavior Plan. Teacher and student review together to agree on what is to be expected.

Note: Refusal to complete classroom plan results in being sent to assistant principal for insubordination.

Step 3: Student Violates Classroom Behavior Plan: Teacher and student conference about violation. Behavior notification letter is sent home with the student for parent signature. Note: Failure to return to school with signed behavior notification letter will result in a referral to the student's assistant principal for insubordination.

Step 4: Student Continues to Violate Classroom Behavior Plan: Teacher and student contact parent by phone. Student to return to school next day with Home Plan completed and with parent signature.

Step 5: Violation of Home Plan: Student receives referral to Assistant Principal for administrative intervention.

Failure to report to the Principal or Assistant Principal with a referral or plan, or as directed by staff, will result in suspension.

OFFICE DISCIPLINE REFERRAL PROCESS (ODR)

The Office Discipline Referral Process is for violation of Home Plans and in the Responsibility System or other violations of the Student Code of Conduct will require the student to be referred to his/her Assistant Principal. **Staff are required to inform the student and notify the**

parent of behavior issues or concerns when referrals are written.

NOTE: Consequences vary by offense, and may include:

- Time out
- Conference with Assistant Principal
- Meeting with the student's counselor or mentor
- Conflict Resolution
- After School Detention
- Separation from School
- Suspension to Court/Work Program
- Out of School Suspension
- Progressive Suspension
- Behavior Contract
- Expulsion
- Other

NOTE: Upon receipt of the seventh referral (ODR), the student will be suspended from school pending a Parent Conference and the implementation of a Behavior Contract.

CLASSROOM BEHAVIOR

The following expectations are in effect for all classes at Romulus High School. Additional expectations may be issued by individual teachers. They include, but are not limited to:

1. Sit in assigned seat.
2. Follow the teacher's directions the first time.
3. Raise your hand/talk at appropriate times only.
4. Respect the rights and properties of others.
5. Use appropriate language at all times.

These rules were designed by the students of Romulus High School.

RESTITUTION OF SCHOOL PROPERTY

If a student causes or actually damages, breaks, steals, or defaces school property, restitution in full is expected as completion of the discipline for that action. Other disciplinary consequences may be assigned as well.

STUDENT AND STAFF SAFETY

Skateboards, roller blades, roller shoes, etc. are prohibited at all times in school and on school grounds from 6:00 a.m. until 6:00 p.m. and/or during evening activities. Throwing objects, including snowballs, is inherently dangerous and is prohibited, and may result in disciplinary action up to and including suspension or expulsion.

Hallway Behavior/Roughhousing/Horseplay

For safety reasons, students are...

- not to run while in the building.
- not to engage in horseplay/roughhousing that can lead to injury.
- not to interrupt the flow of student movement by congregating in the halls or hall intersections.

- to walk on the right side of the hallway when moving throughout the building.
- to consume food/beverages in the cafeteria only.

In addition,

- Public displays of affection (amorous behavior) and boisterous behavior are not allowed.
- Students are expected to respect their environment and clean up after themselves at all times.
- Students found to be in an unauthorized area of the building (not coinciding with their schedule and/or hall pass) will be subject to administrative intervention.

Consequences – Administrative Intervention to Expulsion

Accidents and Injuries

Any injury to a student that occurs on school property, no matter how trivial, must be reported immediately to the classroom teacher or building administrator. Injury report forms are available from any administrative office or on the Share Drive. These forms must be completed and forwarded to the student's Assistant Principal's office within a twenty-four hour period by the staff member to whom the injury was first reported. The school has a legal responsibility to maintain accurate files.

If an injury makes it necessary for the student to leave the building before the end of his/her scheduled school day, the student will be expected to report to the **Attendance Office** so that the parents may be notified.

Eye safety

Every student participating in all science labs, industrial technology labs, off-campus programs, co-op, Work Based Learning, Community Colleges, etc. shall wear industrial quality eye protection devices as directed by the instructor or when exposure to danger exists while participating in such course. The eye protection must comply with the requirements of the American National Standard #287.1 Safety Code for head, eye and respiratory protection. The eye protection must have side shields for peripheral protection and students who wear corrective lenses must wear protective goggles, which cover the glasses.

The courses for which eye protection is required are:

- (a) Vocational or industrial arts shops or laboratories involving the use of or working with hot molten metals, milling, sawing, turning, shaping, grinding, cutting or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding, repair or servicing of any vehicle; or caustic or explosive materials.
- (b) Chemical or combined chemical - physical laboratory work involving acid, caustic or explosive chemicals or hot liquids or solids. Romulus Community Schools will provide the student with eye protection under the following conditions:

Act 54 of the Public Acts of 1972 mandates all K-12 schools provide adequate eye protective devices as outlined below.

1. The student pays a \$5.00 refundable deposit by the fourth Friday or within two weeks upon entry into the course if entrance is after fourth Friday.
2. The student becomes responsible for the eye protection (storage, maintaining, etc.) for the remainder of the school year.
3. It will be the student's responsibility to replace lost or damaged eye protection within two weeks after the loss or damage occurs.
4. The student turns in the eye protection in good condition (unscratched and undamaged) to receive a \$5.00 deposit refund at the end of the school year.
5. Eye protection will be provided by the school on a temporary basis during the two-week grace period. After the two week grace period, if the student has not complied with the policy, he/she will be deemed insubordinate, referred to the assistant principal as outlined below and will have their grade, on the safety performance objectives of the course, entered and lowered one full grade for each violation during each marking period.

Students who violate the safety glass policy will be dealt with very firmly and consistently in the following manner. The instructor will refer the student to the assistant principal for insubordination and/or violation of the eye protection policy. The student will be deemed insubordinate by refusing to wear eye protection, by removing the eye protection during the time in which it is required by the Safety Eye Protection Policy. Disciplinary action will be handled according to the following sequence:

1. First offense: Letter sent to parent by instructor
2. Second offense: Refer to administration
3. Third offense: Detention to suspension

VISITORS

VISITORS MUST SIGN IN WITH SECURITY AND PRESENT PROPER IDENTIFICATION UPON ENTERING THE BUILDING.

Parents are always welcome to visit. An appointment to confer with a teacher during a prep period can be arranged by telephone, e-mail, or by contacting the school's receptionist. Parents requesting a classroom observation of their student are to provide twenty-four hours notice to the teacher and/or the student's assistant principal.

Students are not allowed to bring visitors to school.

Former students may only meet with former teachers *after* the regular school day. Unplanned interruptions interfere with the teacher's responsibilities and the continuity of instruction.

Unauthorized persons will be asked to leave the school and school grounds. Failure to comply with this policy will result in immediate police notification and a charge of trespassing will be made.

WORK PERMITS

Students under 18 who are employed during the school year are required by law to obtain a work permit if they are not on the school to work program. The student obtains a Statement of Intent to Employ

from the high school **Attendance Office**. After the employer has completed their portion, the student brings it back to the attendance office with some proof of age. The attendance office then issues the work permit and the student returns it to the employer before starting work. Non-students requesting a work permit must do so between 2:00 p.m. and 3:00 p.m. on school days only.

SCHOOL ATTENDANCE AND TARDINESS

PHILOSOPHY

Maximum educational achievement is fostered for most students through regular school attendance so students may achieve their educational goals. Maintaining satisfactory attendance patterns is the basic responsibility of all students and their parents/guardians. The schools have legal obligations to the State and moral obligations to the students and their parents/guardians that must be fulfilled. Chronic attendance problems usually reflect symptoms and not causes; therefore, diligence in reporting and pursuing all such problems should be regarded as in the best interest of the students.

Sound judgment should be exercised when keeping children from school. Authorization for absences should not be freely given, and should only be endorsed when absolutely necessary.

ATTENDANCE POLICY

Parents/guardians are expected to have students at school on time and ready to learn. Each student at Romulus High School is expected to attend each class every day. A student who is unable to attend class is responsible for the make-up work for each of his/her classes. Parents/guardians must send proper documentation including signed parent notes, doctors/dental/legal excuses within three days of the last day absent.

All students attending Romulus High School shall be governed by the following attendance policy:

Pre-Arranged Absences

Pre-arranged absence forms may be picked up in the Attendance office. It is the student's responsibility to obtain the necessary signatures prior to the absence from school. Pre-arranged absences, even with approval, are considered counted absences and assignments must be made up.

Excused Absences

Excused absences are defined as an absence from school because of:

- Medical/Dental appointments with proper documentation from professional health care provider.
- Court appointments with documentation.
- Funeral of immediate family member or caregiver including; grandparents, parents, and siblings. (accompanied by proper verification)

- Verifiable chronic or extended illness with documentation signed by a physician.
- Extended absences, which are not the result of hospitalization extending beyond a two-week period verified by a doctor's note within three days of the last date of absence in order to be excused.
- Official school meetings/functions/activities or business verified by a recognized school official.
- College/Military visitation validated by a counselor.

Unexcused Absences are all other absences not previously listed above.

Tardiness

Tardiness is defined as failing to be inside the class when the tone sounds. Tardiness past five minutes is defined as truant and results in an automatic referral. Cooperation by parents/guardians is necessary in order to minimize student tardiness. Oversleeping and missing the bus are NOT valid reasons to be tardy to school. All students must report directly to the attendance office when arriving after 7:25 a.m. and are not permitted to enter class without a sign-in slip from the attendance office.

The following sequence will be used for recording tardies less than five minutes:

- **First tardy:** Teacher warning.
- **Second tardy:** Student receives tardy notification slip from teacher.
- **Third tardy:** Student and teacher notify parent of 3rd tardy via phone, email, or Tardy Referral Parent Notification (sent home with student to be returned the next day with a parent signature if unable to contact via phone or email. Failure to return Tardy Referral Parent Notification results in immediate ODR to the Assistant Principal for insubordination.)
- **Fourth Tardy:** Teacher issues **After School Detention** to student and contacts parent. Students must come prepared with work to complete, or they will be given work to do. Sleeping is not permitted.
- **Fifth (or more) Tardy:** Student receives Office Discipline Referral (ODR) for excessive tardiness and is sent to his/her Assistant Principal for administrative intervention, which ranges from **After School Detention to Out of School Suspension.**

Missing an assigned After School Detention will result in out of school suspension for one day.

Hall Sweeps

Hall Sweeps occur randomly at the beginning of a class period. Any student in the hallway without a valid hall pass is considered to have been caught in a hall sweep and is to report to the designated room. **1st offense=Warning; 2nd offense = After School Detention; 3rd+hall sweeps in one trimester = one day of Out of School**

Suspension. Refusal to comply w/ staff directions during a hall sweep = Out of School Suspension.

Tardies and Hall Sweeps reset for each trimester, NOT after each card marking.

Parent Responsibilities:

- Upon your student's return to school, send a note including the date, reason for absence, parent/guardian signature and a day time phone number for parent/guardian within three days of the last day absent. This documentation must be on file in the Attendance Office in order for students to receive full credit for make-up work.
- Pertinent documentation such as doctors' notes, etc. must be turned in to the Attendance Office within three days of last day absent. This documentation must be on file in order for students to receive full credit for make-up work.
- Parents may contact teachers directly about homework and makeup assignments using voice or e-mail, or via Parent Connect.
- Late sign-ins and early sign-outs will count as an absence and will hurt your child's chance for academic success.
- Under the current state law: Students within the compulsory age limits (6-16) are required to be in regular school attendance. Parents who persist in failing to uphold the compulsory attendance law shall be referred to the appropriate law enforcement officials for action.
- Parents are required to sign their student into school in order to excuse their student's tardy.
- Pick up students from the Student Lobby (north side of building) by 2:10 p.m.

Student Responsibilities:

It is the student's responsibility to do the following in order to insure make-up assignments are obtained and completed for academic success.

- Report to all classes on time ready to learn. Students will be considered **skipping** if they are not in their assigned class/designated area unless they have written permission from their assigned teacher/supervisor to be elsewhere. This includes, but is not limited to, leaving the building without permission and failing to report to school without parent permission and will result in a referral.
- Maintain good attendance.
- The morning a student returns from absence, regardless of age, he/she is to report to the Attendance Office with parent note and/or documentation for day(s) absent so that the Attendance secretary can note the absence in the computer as "EXCUSED COUNTED" or "NON-COUNTED ABSENCE". Doing so allows a student to receive full credit for work missed while absent. It is the student's responsibility to obtain make-up work from his/her teachers.
- Make-up work must be completed within a reasonable time; therefore, the student will be granted as much time to make-up work as the number of days he/she has been absent.

- Students on suspension are required to complete all assignments; however, their suspension jeopardizes the amount of credit they may earn.
- Student must report for a blue re-admit slip from their assistant principal following suspension to re-enter each class.
- Students who have been suspended from school cannot be on school grounds, or participate in any school activities, until he/she has been readmitted by administration.
- For safety and security reasons, students are not to be in the building before 6:50 a.m. or after 2:10 p.m. without supervision.
- Students without supervision waiting for rides must be in the student lobby only, and must leave school grounds by 2:10 p.m.

Teacher Responsibilities:

- Teachers must emphasize high expectations of their students, including good daily attendance and timeliness.
- Teachers must review the master attendance list daily, and report any discrepancies to the attendance office.
- Every hour, attendance must be taken by the teacher within the first 15 minutes of the class period.
- Students arriving after 7:25 a.m. are not to enter class without a sign-in slip from the Attendance Office.
- Students who have been suspended from school are not allowed to return to class without a blue re-admit slip.
- All teachers are to follow tardy and hall sweep policies.

School Responsibilities:

- Between the hours of 6:00 p.m. and 9:00 p.m., the school automated phone system will notify parents of student's absence.
- Parents who persist in failing to uphold the compulsory attendance law shall be referred to the appropriate law enforcement officials for action.
- Attendance secretary will generate a list two (2) weeks prior to the end of every trimester of students with excessive absences (three or more).

AFTER SCHOOL DETENTION

This is a penalty for minor infractions of school policies in which a student must remain after school for seventy minutes. After school detention is usually for the day immediately following the infraction. Students may be assigned detention for more than one day depending on the infraction. After school detention may be assigned by a staff member or an administrator. Students who do not attend assigned after school detention will be suspended. Detention is held Monday through Thursday weekly from 2:10 – 3:20 pm (1:10 – 2:20 pm on early release days).

AFTER SCHOOL DETENTION RULES:

1. The detention program is held after school on Tuesday through Thursday of each week. Students are to report by 2:10 p.m. and remain until excused by the staff person in charge. Attendance for

detention is mandatory and takes precedence over all other student commitments. An administrator may excuse a student for a particular day in detention; however, the time missed will be made up on another day.

2. Failure to report to detention will result in:
 - Re-assignment of the originally assigned day to the next scheduled after school detention period. Attendance is the student's responsibility. No additional notices will be issued.
 - A second failure to attend will result in an out of school suspension and a parent conference before re-entry.
3. **It is the student's responsibility to advise their parents of their assignment to detention. It is the student's and the parent's responsibility to arrange for transportation home.**
4. Students in detention are expected to follow all school rules and policies.
5. The staff person in charge will close the door immediately at the beginning of the detention period. Once the door is closed, no student will be allowed entry.
6. Students must be in their seats and completely quiet when the staff person in charge begins to take attendance immediately following the closing of the door. ***Students must sign in with the staff person in charge.***
7. **Students must bring schoolwork to do and/or a book to read during the time of detention.** Failure to bring these items will result in dismissal of the student from the detention room and suspension from school.
8. There will be no talking, unnecessary noise, unnecessary movement, gestures, sleeping, dozing, or doing work not related to school during the detention period.
9. The reading or posting of the above rules in the detention room will constitute the only warning to be given during that detention period.
10. Students not following the rules will be insubordinate resulting in an out of school suspension.

SCHOOL PASSES

Only students who have **valid passes** signed by a teacher, counselor or administrator are permitted in the hallways while classes are in session. Students who come into class more than five minutes after the tone are considered truant unless they have a valid pass. Students must have a pass, signed by their assigned teacher to leave class or enter after the passing bell. Passes are valid for five minutes from the time of issue. Any student in the hallway during class period without a valid pass will be escorted back to class, and may face disciplinary action.

1. **Planner Passes** – Your planner book contains a section for student requested hall passes, which are valid when signed by a staff member. **No planner = No pass.** Planners may not be borrowed or loaned.
2. **Replacement Planners** are \$5.00 and are available in Room 515.
3. **Corridor Passes (Yellow)** - issued by various school personnel to give students permission to proceed to a class.
4. **Sign-Out Slip (Gold)** - issued by the Attendance Office at the request of a parent/guardian, allowing the student to leave school for the remainder of the day.
5. **Sign-In Slip (not a pass!) (Green)** - issued by the Attendance Office after 7:25 a.m. **Note: Unexcused tardy unless noted.**
6. **Re-admit Pass (Blue)** - issued by the Assistant Principal to any student returning from suspension. Suspended students **will not** be allowed in class without it.
7. **Forged/Improper Passes will result in suspension.**

SIGN-IN/SIGN-OUT PROCEDURE

- Failure to comply with the Absentee or Tardiness procedures may result in an unexcused absence and appropriate disciplinary action.
- Vocational students must check in with the attendance office before leaving the building for vocational classes. Failure to do so will result in after school detention. Vocational students who miss the bus must report to Assistant Principal's office for that time period.
- Sign-out - any student wanting to leave school early must have a valid reason and an **updated emergency card on file** in the attendance office. Parents/guardians will be contacted and they must come to the high school attendance office to release the student. Students must follow this sign-out procedure when leaving the property during the school day. The attendance office has the right to ask for proper identification from parents coming to school to release their child. Students will only be released to those adults listed on the child's emergency card. Students are expected to leave school immediately after signing out and may not return to school unless prior arrangements between parents/guardian and a principal have been made.

Sign-in - Any student arriving after 7:25 a.m. must report to the attendance office and sign in. They will be issued a sign-in slip, which does not excuse a student from being tardy to class unless indicated by the Attendance secretary.

Nondiscrimination Statement

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, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Romulus Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, 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, activity, service or in employment. For information, contact the Human Resources Office, 36540 Grant Road, Romulus, Michigan 48174 or 734-532-1600.

CODE OF CONDUCT BOARD OF EDUCATION POLICY

Preamble

In accordance with the provisions of law, the Board of Education has set forth in this Student Code of Conduct the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

The Student Code of Conduct does not cover the School District's attendance and tardiness policies, the School District's requirements for credit and graduation, or the School District's authority to regulate the participation of students in extracurricular and athletic activities. A decision to expel or suspend a student from participating in extracurricular and athletic events is solely within the discretion of the Superintendent of Schools or his/her designee.

Each prohibited act listed in the Student Code of Conduct sets forth the discipline which will be imposed for a violation. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion; for other prohibited acts, the penalty ranges from suspension to expulsion; and for violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, then the actual penalty imposed will depend upon the nature and severity of the

offense, the particular facts involved, the age of the student, the student's prior behavioral records, the recommendation of school personnel, and all other circumstances deemed relevant.

In accordance with the Board's authority under law, a student violating any of the prohibited acts listed in this Student Code of Conduct shall be deemed to be guilty of a gross misdemeanor and will be disciplined.

The prohibited acts and penalties listed in this Student Code of Conduct are applicable when a student:

- engages in a prohibited act on school property;
- engages in a prohibited act in a motor vehicle being used for a school business-related purpose;
- engages in a prohibited act at a school-related activity, function, or event;
- engages in a prohibited act enroute to or from school;
- engages in a prohibited act involving another student who is enroute to or from school;
- engages in a prohibited act which has its inception in school, is school connected or adversely affects, interferes with, or endangers the good order of the school system, or the proper functioning of the educational process or the health or safety of students. For example, the sale, delivery or transfer of drugs, narcotic drugs, marijuana or other controlled substances to students off school property would be a violation of the Student Code of Conduct;
- engages in a prohibited act when the student was not enrolled in the Romulus Community Schools or was enrolled in another school district, if the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Romulus Community Schools (see Article IV of this Code of Conduct).

Definitions of Discipline

- Administrative Intervention - Disciplinary action is disciplinary action which does not result in a student being suspended from school. For example, administrative intervention includes such disciplinary measures as: the removal of a student from a class period, in-school suspension, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, revocation of the privilege of attending non-classroom functions, activities, events, etc.
- Suspension - exclusion of a student from school for a specific period of time or exclusion of a student from school which exclusion terminates upon the fulfillment of a specific set of

conditions.

- Expulsion - the permanent exclusion of the student from the school system upon the recommendation of the Superintendent of Schools and by action of the Board of Education.

PROHIBITED ACTS

Failure to Cooperate

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

Penalty - administrative intervention to expulsion

False Allegations

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute teachers and student teachers), Board of Education members or volunteers.

Penalty - administrative intervention to expulsion

Failure to Comply with Directions of School Personnel

A student shall not be insubordinate to or fail to comply with instructions and directions of School District employees (including substitute teachers and student teachers), volunteers or persons acting in a chaperone or supervisory capacity.

Penalty - administrative intervention to expulsion

Falsification of Records

A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

Penalty - administrative intervention to expulsion.

Falsification/Scholastic Dishonesty

A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms or records. A student shall not engage in cheating, which includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work.

Penalty - Administrative intervention to expulsion

Copyrighted Material

A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

Penalty - administrative intervention to expulsion

Improper Communication

A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures to School District employees (including substitutes), Board of Education members, volunteers or visitors to the school building.

Penalty - Administrative intervention to expulsion

Indecency

A student shall not engage in conduct that is contrary to commonly recognized standards of propriety and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

Penalty - Administrative intervention to expulsion

Disruption of School

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.),

intentionally cause the disruption or obstruction of any function of the school, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result.

Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction if such disruption or obstruction is reasonably likely to result from his/her urging.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct which is done for the purpose of disruption, is likely to result in disruption, or interferes with the education process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of a building principal;
- Preventing, attempting to prevent, or interfering with, the convening or continued functioning of any class, activity, meeting or assembly;
- Instigating or participating in a disturbance, or disturbance which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on school property or at a school sponsored activity.

Penalty - Administrative intervention to expulsion

Discriminatory Harassment

A student shall not engage in unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, handicap or disability in violation of Board of Education policy.

Penalty - Administration intervention to expulsion

Violations of Building's Rules and Regulations

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

Penalty - Administrative intervention to expulsion

Dress

A student shall not dress or groom in a manner that, in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process.

Gang Insignia/Activity

A student shall not dress or groom in a manner which, in the judgment of the building principal, is unsafe to the student or others or disruptive to the educational process.

A student shall not wear or possess any clothing, jewelry, symbol or other thing that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal (gestures, handshakes, etc.) that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang; shall commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to, (a) soliciting others for membership in any gang or gang related activity (b) requesting any person to pay protection or otherwise intimidating or threatening any person (c) committing any other illegal act or violation of School District rules or policies, or (d) inciting other students to act with physical violence on any person.

The term "gang" as used in this policy, means a group of two or more persons whose purposes or activities include the commission of illegal acts or violations of School District rules or policies.

Penalty - Administrative intervention to expulsion

Smoking/Tobacco

A student shall not smoke, chew or otherwise use tobacco on School District property, nor shall a student, while on school property, have in his/her possession or under his/her control, tobacco in any form.

Penalty - Administrative intervention to expulsion

Trespass/Loitering

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc

Penalty - administrative intervention to expulsion

Suspended Student on School Property or Attending School Activities

A student, while on suspension, shall not enter onto School District property without the permission of a building administrator. A student, while on suspension, shall not participate in or attend any school-related activity, function, or event, held on or off school property, without permission of a building administrator.

Penalty - administrative intervention to expulsion

False Alarms

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb or catastrophe report.

Penalty - suspension to expulsion

Pocket Pager/Cellular Telephone

A student shall not possess, and/or transmit, a pocket pager, cellular telephone or electronic communication device on school grounds prior to 6:30 p.m. on school days, except for health or other unusual reasons approved by the building principal.

Penalty – Administrative intervention to suspension

Damage of Property or Theft

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal or attempt to steal school property or the property of another person.

Penalty - suspension to expulsion

Coercion, Extortion or Blackmail

A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

Penalty - suspension to expulsion

Arson

A student shall not burn, or attempt to burn, any school building, structure or property or intentionally set a fire on school property or cause or attempt to cause an explosion.

Penalty - suspension to expulsion

Fireworks/Explosives

A student shall not possess, handle or transmit any substance or prepared chemical that can explode or is capable of inflicting bodily injury.

Penalty - suspension to expulsion

Criminal Acts

A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

Penalty - suspension to expulsion

Alcohol/Chemical Substances

A student shall not manufacture, sell or possess, use, deliver, transfer or be under the influence of any alcoholic beverages or intoxicant of any kind.

Penalty - suspension to expulsion

Look-A-Like Weapons

A student shall not possess, handle or transmit any object or instrument that is a "look-a-like" weapon or instrument (i.e., starter pistol, rubber knife, toy gun, etc.).

Penalty - suspension to expulsion

Weapons and Dangerous Instruments

A student shall not possess, handle or transmit a gun, knife, blackjack, baton or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury. For the purposes of application and enforcement of this policy, a BB gun (or similar) is considered to be a firearm.

Penalty for secondary students involving a gun - expulsion

Penalty for weapons/dangerous instruments not including a gun - suspension to expulsion

Drugs, Narcotic Drugs and Marijuana

A student shall not manufacture, sell, possess, use, deliver or transfer or attempt to sell, deliver, or transfer any drugs, narcotic drugs, marijuana or other controlled substances as defined in Article VII of the Public Health Code, being MCLA 333.7101, et seq., and as defined in the other Michigan or federal statutes, nor be under the influence of any of those drugs, narcotic drugs, marijuana or other controlled substances. (If Article VII of the Public Health Code, being MCLA 333.7101, et seq., is amended or repealed, then the definitions of a drug, narcotic drug, marijuana or other controlled substance shall be defined under the existing state law).

A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling NODOZ as 'Speed' or 'Crack') or sell 'designer' drugs.

Penalty for the manufacture, sale or delivery (actual or attempted) - expulsion

Penalty for the possession, use or under the influence - suspension to expulsion

Assault and/or Battery on Another Person

A student shall not cause, behave in such a way as to cause, or threaten to cause physical injury to a school employee, student or other person.

Penalty for Assault or Battery on a School District employee -
expulsion

Penalty for Assault or Battery on a student or other person - suspension
to expulsion

DUE PROCESS PROCEDURES

Introduction to the Rules of Due Process

The following due process procedures only govern the **suspension** or the **expulsion** of a student from the School District's regular educational program. Discipline in the form of administrative intervention is solely within the discretion of the building principal or his/her designee and is not covered by the procedures of due process.

If a student charged with violation of this Code of Conduct has been returned to the regular school program pending a decision by either the principal, hearing officer, Superintendent of Schools, or the Board of Education, then such action of reinstatement shall not limit or prejudice the School District's right to suspend or expel the student following a decision by the principal, hearing officer, Superintendent of Schools or Board of Education.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

Suspension of Ten School Days or Less

1. **Step One** - As a general rule, prior to any suspension of the student, the building administrator shall investigate the alleged violation of the Student Code of Conduct and provide the student with the following due process:

- a. The administrator shall inform the student of the charges against him/her, and if the student denies the charges, the administrator shall provide the student with an explanation of the evidence the administrator possesses.
- b. The student shall be provided an opportunity to explain to the administrator his/her version of the facts.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the

student, but the next school day, the student shall be provided with his/her due process rights as set forth in subparagraphs a. and b. above.

If after providing the student with his/her due process rights, the administrator determines that the student has engaged in a prohibited act under this Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

A building administrator's decision to impose a penalty of ten (10) or less school days is final and not subject to further review or appeal.

Suspension for Eleven or More School Days and Expulsion

1. **Step One** - If, after his/her investigation, the building administrator decides that a suspension for eleven or more school days or expulsion is warranted, and the Superintendent of Schools or his/her designee agrees with the administrator's decision, the student and the parent(s) or guardian shall be notified of:
 - a. the charges against the student;
 - b. the recommended disciplinary action;
 - c. the fact that a hearing will be held before an impartial school employee (i.e. hearing officer);
 - d. the time, place, location and procedures to be followed at the hearing;
 - e. the right to appeal any adverse decision of the hearing officer if the suspension is for more than 30 school days.

If the building administrator decides that the student's presence in school would present a danger to the student himself, or to other students, school personnel or the educational process, then the student shall be suspended pending the decision of the hearing officer. If the student would not present a danger as described above, the student may be returned to school pending the decision of the hearing officer.

If the student is suspended pending a decision of the hearing officer, the Superintendent or designee shall appoint the hearing officer and provide for a hearing to take place within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the hearing officer, the Superintendent or designee shall appoint the hearing officer and cause the hearing to be held within fifteen (15) school days following the completion of the building principal's investigation of the charges.

Step Two - A hearing before a hearing officer will be conducted within the time limits set forth above and will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are true, the appropriate disciplinary measure unless:

The student and/or his/her parent(s) or guardian notify the school district that they waive their right to a hearing before a hearing officer. In such cases, the principal's recommended disciplinary penalty shall be imposed. Provided, however, if the recommended penalty is expulsion, the Board of Education will nevertheless make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials;

The hearing officer may amend the principal's charges upon motion of the building administrator or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the hearing officer may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

3. **Step Three** - The hearing officer's decision shall be given orally to the student and parent(s) or guardian within two (2) days after the close of the hearing, if possible, and a written decision shall be mailed within four (4) days after the close of the hearing.

If the hearing officer's decision imposes a suspension of thirty (30) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. However, if the hearing officer's decision imposes a suspension in excess of thirty (30) school days or recommends expulsion, the student and/or his/her parent(s) or guardian may appeal the hearing officer's decision to the Board of Education.

4. **Step Four** - If an appeal is going to be made to the Board of Education concerning the hearing officer's decision, the student and/or his/her parent(s) or guardian must file an appeal in writing with the Superintendent of Schools within five (5) calendar days following receipt of the hearing officer's written decision.

If a timely appeal is not made, then the decision of the hearing officer regarding suspension shall be final not subject to further appeal. If the hearing officer's decision recommends expulsion and a timely appeal is not made, the Board of Education will nevertheless

make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials.

Upon receipt of a timely appeal by the student and/or his/her parent(s) or guardian, the Superintendent shall notify the student and parent(s) or guardian of the time, place, location and procedures to be followed at a Board hearing. The Superintendent shall determine, based upon the record made before the hearing officer, whether the student should be suspended pending the decision of the Board of Education.

Upon a timely appeal, the Board of Education shall review the decision and record made before the hearing officer and shall provide for a meeting to take place for the purpose of allowing the student, parent(s) or guardian to present oral argument why they disagree with the hearing officer's decision and to present any additional evidence which could not have been presented at the hearing before the hearing officer.

The Board, no later than at its next regular public meeting following the meeting with the student, parent(s) or guardian, shall make a decision and shall, within seven (7) days following the public meeting, mail to the student, parent(s) or guardian a written notice of the decision.

MISCELLANEOUS PROVISIONS

Voluntary Agreements of Discipline

At any time during the disciplinary proceedings, the Superintendent or his/her designee may enter into a written contract with the student and/or his/her parent(s) or guardian setting forth the parties' agreement in settlement of the disciplinary charges. In such cases, the written agreement shall be final and binding and not be later challenged by the Superintendent or his/her designee or the student and/or his/her parent(s) or guardian.

Suspended/Expelled Students on School Property or Attending School Activities

A suspended student who enters onto school property without the permission of a building administrator shall be deemed to be trespassing and further disciplinary action may result. A suspended student shall not attend any school related activity, function or event

held off school premises without permission of the building administrator. A violation of this provision may result in further disciplinary action.

An expelled student who enters onto school property without the permission of a building administrator shall be deemed to be trespassing.

MISCONDUCT PRIOR TO ENROLLMENT

Suspension/Expulsion

In order to protect the health and safety of students and employees and to prevent threatened disruption to the educational process, an otherwise eligible resident student may be suspended or expelled on the basis of:

- a prior act of misconduct committed outside of school hours and/or off school premises when the student was not enrolled in the Romulus Community Schools;
- a prior act constituting a gross misdemeanor, and other acts of misconduct, while the student was enrolled in another school district if the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Romulus Community Schools.

Due Process Procedures

Step One: The building administrator, with the consent of the Superintendent of Schools, or his/her designee, shall make the initial judgment if a student's prior misconduct is of sufficient gravity that the student's presence in school would represent a threat to the health and safety of other students and/or school personnel or threaten disruption to the educational process.

If the initial judgment is that the student's presence in school represents such a threat, the student shall be temporarily suspended from school and the student and the parent(s) or guardian shall be notified of:

- a. the prior act of misconduct relied upon by the building administrator which forms the basis for his/her decision to deny attendance;
- b. the building administrator's recommendation regarding the suspension or expulsion of the student;
- c. the fact that a hearing will be held before an impartial school employee (i.e., hearing officer);

- d. time, place, location, and procedures to be followed at the hearing;
- e. the right to appeal any adverse decision of the hearing officer if a suspension is for more than thirty (30) school days or if the hearing officer recommends expulsion.

The student and/or his/her parent(s) or guardian may waive their right to a hearing before the hearing officer. In such cases, the principal's recommended disciplinary penalty of suspension or expulsion, as the case may be, shall be imposed.

Step Two: If the due process hearing is not waived, the hearing officer shall convene a hearing for the purpose of determining if the student's prior act of misconduct is an act of gross misdemeanor or other misconduct which would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Romulus Community Schools. If the prior act would be of sufficient basis, and the student's presence in school would represent a threat to the health and safety of other students and/or school personnel or threaten a disruption to the educational process, then the hearing officer shall decide the appropriate disciplinary penalty.

The hearing officer may amend the principal's charges upon motion of the building administrator or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the hearing officer may impose a greater or lesser penalty than that recommended by the building administrator.

The hearing officer's decision shall be given orally to the student and parent(s) or guardian not later than two (2) business days after the close of the hearing, if possible, and a written decision shall be mailed not later than four (4) business days after the close of the hearing.

If the hearing officer's decision imposes a suspension of thirty (30) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. However, if the hearing officer's decision imposes a suspension in excess of thirty (30) school days or recommends expulsion, the student and/or his/her parent(s) or guardian may appeal the hearing officer's decision to the Board of Education.

Step Three: If an appeal is going to be made to the Board of Education concerning the hearing officer's decision, the student and/or his/her parent(s) or guardian must file an appeal in writing with the Superintendent of Schools within five (5) calendar days following receipt of the hearing officer's written decision.

If a timely appeal is not made, then the decision of the hearing officer regarding suspension shall be final and not subject to further appeal. If the hearing officer's decision recommends expulsion and a timely appeal is not made, the Board of Education will nevertheless make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials.

Upon receipt of a timely appeal by the student and/or his/her parent(s) or guardian of the time, place, location, and procedures to be followed at a Board hearing. The Superintendent shall determine, based upon the record made before the hearing officer, whether the student should be suspended pending the decision of the Board of Education.

Upon a timely appeal, the Board of Education shall review the decisions and record made before the hearing officer and shall provide for a meeting to take place for the purpose of allowing the student, parent(s), or guardian to present oral argument why they disagree with the hearing officer's decision and to present any additional evidence which could not have been presented at the hearing before the hearing officer.

The Board, no later than at its next regular public meeting following the meeting with the student, parent(s), or guardian, shall make a decision and shall, not later than seven (7) business days following the public meeting, mail to the student, parent(s), or guardian a written notice of the decision.

Voluntary Agreements of Discipline

At any time during the due process proceedings, the Superintendent or his/her designee may enter into a written contract with the student and/or his/her parent(s) or guardian, setting for the parties' agreement and settlement of the matters. In such cases, the written agreement shall be final and binding and may not be later changed by the Superintendent or his/her designee or the student and/or his/her parent(s)/guardian(s).

Administrative Procedures

The administration shall implement procedures to ensure, to the extent practical, that students, upon enrollment, have not committed an act of gross misdemeanor, or other misconduct, prior to attending the Romulus Community Schools, which gross misdemeanor or misconduct would represent a threat to the health and safety of students and/or employees or threaten disruption to the educational process.

Disclosure of Information at Time of Enrollment

At time of enrollment, a student, parent(s), or guardian shall not give false or incomplete information, or fail to disclose information relative to a student's prior act of gross misdemeanor, or other misconduct. A violation will result in disciplinary proceedings being initiated against the student.

CITY ORDINANCE, CHAPTER 20 ARTICLE II 7 VIII,

SECTIONS 20-21, 246, 247, 248 & 249

OBSTRUCTING GOVERNMENT OPERATIONS, SCHOOL PROPERTY

It shall be unlawful for any person to:

1. Intentionally obstruct, impair, or hinder the performance of a governmental function, or the use of government property by using or threatening to use violence, force, physical interference, or obstacle.
2. To damage, destroy or deface any public, private or parochial school building or any building owned, occupied, or otherwise used by any public, private or parochial school or the grounds, fences, trees, or other appurtenances or fixtures belonging thereto.
3. To willfully, or maliciously make or assist in making any noise, disturbance, or improper diversion by which the peace, quietude, or good order of any class, gathering, or other function in any public, private, or parochial school or on the grounds belonging thereto is disturbed.
4. To indulge in any indecent, lewd, or immoral conduct in any building, or on any property owned, occupied, or otherwise used by a public, private, or parochial school.
5. To enter or remain in any building or on any grounds owned,

occupied, or otherwise used by any public, private, or parochial school for any purpose other than a purpose related to school business unless authorized in writing by a duly empowered official of such public, private, or parochial school, or unless he or she is a student or employee thereof, or a parent or guardian of any school enrolled therein.

COMPUTER TECHNOLOGY AND NETWORKS POLICY

The Romulus School District offers students access to the District's computer technology and network. To gain access to the Internet, students under 18 years of age must have on file with the district, a signed parent permission form. Students older than 18 may sign their own form.

Signing the form will allow students access to thousands of libraries, databases and bulletin boards, while exchanging messages with Internet users throughout the world. Families should be aware some material on the Internet may contain items that are illegal, defamatory, inaccurate or offensive to some people. While our intent is to make Internet access available to further educational purposes, students may find ways to access other information. The Romulus Board of Education respects and supports each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or hallway. The network is provided for students to conduct research and communicate for educational use with others. Access to network services is given only to students who agree to act in a considerate and responsible manner and have submitted the proper signed form. Access is a privilege, not a right and may be denied. It is presumed that users will comply with District standards and will honor the agreement they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers and administrators may review student files, have access to student passwords and may remove inappropriate student material stored on the network. Users should not expect that files stored on District file servers will always be private.

Penalty – Administrative intervention to expulsion.