



**Student Handbook
School Year: 2024-2025**

**Principal: Mrs. Lisa Otterbein
Guidance Counselor: Mrs. Danielle Elder
Superintendent: Mr. Martin DuBois**

District Mission Statement:

Reading Community Schools will provide educational experiences based on the uniqueness of each student that will enhance and prepare each one for a lifetime of high achievement.

Any questions regarding this information should be directed to the high school office at (517) 283-2142.

STUDENT HANDBOOK

FOREWORD

Reading High School is a school of which you can be proud. Throughout the years, students and graduates have established many fine records and traditions. Each student attending R.H.S. must work to continue development of pride and responsibility for maintaining an outstanding school. It is YOU, the student, who sets the tone and the atmosphere of the school by your work, your attitude, and your spirit. Schools exist for one purpose, to provide quality education for all students. Every student must do his/her part to accomplish all he/she is capable of achieving. Learning is not always easy. It can be hard work-it often takes much practice-and it also can be enjoyable. Each student must also remember that education is the key to new opportunities. As you begin the new school year, resolve to study hard, have pride in your school, and never be satisfied with second-rate accomplishments. This is YOUR school! Make the best of the school and yourself. It is up to you!

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

The purpose of this handbook is to provide you with information concerning the standards and expectations of RHS, as well as the conduct demanded of each student. Keep this booklet for reference to questions you may have about our school. Best wishes to you for a successful and challenging school year!

CONTACT INFORMATION

Superintendent	283-2166	Athletic Director	283-2142
High School Office & Counselor	283-2142	Elementary School Office	283-2188
High School Attendance Office	283-2142	Bus Garage	283-3106
School website: www.readingrangers.org			
Athletic Department website: www.readingrangerathletics.com			
School policy website: www.neola.com/reading-mi/			

CLASSIFICATION OF STUDENTS

Freshman: A student entered in the first and second semesters at Reading High School.

Sophomore: A student who has successfully completed six (6) credits of education and has completed two (2) semesters of high school instruction.

Junior: A student who has successfully completed at least twelve (12) credits of education and four (4) semesters of high school instruction.

Senior: A student who has successfully completed at least eighteen (18) credits of education and six (6) semesters of high school instruction.

Promotion of Junior High School Students

Junior high students are expected to make proper progress toward grade advancement in order to be promoted with their class. Junior high students, therefore, may be promoted to the next grade under the following conditions:

-Seventh graders will be promoted to the eighth grade upon passing four (4) of seven (7) classes, with the four core classes being paid careful consideration, and eight (8) of fourteen (14) possible classes. In the event the student becomes 14 years of age before September 1st of the next school year, the student may be promoted to the 8th grade.

-Eighth graders will be promoted to ninth grade upon passing four (4) of seven (7) classes, with the four core classes being paid careful consideration, and eight (8) of fourteen (14) possible classes. Eighth grade students who fail to meet these requirements will remain in the eighth grade for another year. In the event the student becomes fifteen years of age before September 1st of the next school year, the student may be promoted to the ninth grade.

GRADUATION REQUIREMENTS

The following requirements, established by the local Board of Education and the State of Michigan, must be completed by every student to qualify for graduation. The total number of credits required for graduation from Reading High School is **24 total credits for incoming freshman**.

SUBJECT	CREDIT
English	4
Mathematics	4
Science	3
Social Science	3
Whole Language (can be earned K-12)	1
Physical Education/Health	1
Visual/Performing/ or Industrial Arts	1

- English credit must include English 9, English 10, English 11 and English 12 or an English course/credit deemed equivalent by the high school principal.
- Social Science credit must include one semester of U.S. Government, one semester of Economics, one year of U.S. History, and one year of World History.
- Mathematics credit must include the Algebra, Algebra II, Geometry, and senior math or a math-related experience as deemed acceptable by the high school principal.
- Science credit must include Environmental Science, Biology, and Physics or Chemistry.
- The Visual/Performing or Industrial Arts are considered to be Band, Choir, Art or Industrial Technology.

The school system may accept some academic credit from the Branch Area Career Center/Hillsdale Area Career Center as meeting the third year of the required English, mathematics, and science instruction. All students will be expected to earn at least two (2) credits in mathematics and two (2) credits in science while on the Reading campus unless otherwise permitted by the principal. The principal shall be responsible for determining, on an annual basis, those B.A.C.C./H.A.C.C. courses which will satisfy our local requirements in the area of mathematics and science.

Reading High School will accept a maximum of three (3) credits from summer school, adult education, and night school programs toward the total number of credits required for graduation. The student and his/her family should check with the high school counselor before enrolling in these programs. In some cases, Reading High School will not accept credit earned in these programs or home-schooling programs.

Failures in required courses must be made up by repeating the failed course in the following year when feasible. If a student failed only one semester of the course and repeats the entire year, the student will receive elective credit for the non-failed semester retaken and passed again. Example: A sophomore fails first semester of Biology. As a junior the student re-enrolls in Biology. He/she passes both semesters of Biology as a junior. The student has now earned 1 ½ credits in Biology. One (1) credit will count toward science credit requirements and ½ credit will count toward elective credit. Additionally, correspondence classes may be taken when available.

End-of-year exercises will include only those students who have successfully completed requirements for graduation and are in good standing as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants or unpaid student obligations exist.

Students in special education shall receive a diploma or a certificate of completion as determined by the IEP. These students shall participate in all graduation activities.

*A student under an Individual Education Plan (IEP) may receive a diploma if he/she meets the requirements of his/her IEP.

A high school student who wishes to test-out of a course in which he/she is not enrolled may do so by taking the cumulative final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the District assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement. If a student demonstrates competency, credit will be issued by recording the score of his/her examination onto his/her student transcript. This grade would be counted toward the required number of credits needed for graduation and figured into his/her cumulative GPA. Interested student(s) need to complete the "Student Request for Individual Assessment in Lieu of Course" form that is located in the high school office and submitted to the high school guidance counselor.

Valedictorian(s) and Salutatorian(s) will be named after second semester grades are recorded onto the student transcript and figured in to the cumulative grade point average (GPA). The criteria for Valedictorian(s) and Salutatorian(s) is as follows:

- Valedictorian(s) - Student(s) with a 4.0 or higher GPA
- Salutatorian(s) - Student(s) with the next highest GPA below a 4.0

In the event that more than one valedictorian and/or salutatorian is named as a result of the provided qualifying criteria, the students with the two highest grade point averages will address the graduating class at commencement, unless otherwise determined by the Superintendent or HS Principal.

Personal Curriculum

Personal Curriculum is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements.

READING COMMUNITY SCHOOLS TECHNOLOGY INFORMATION

Reading Community Schools integrates technology resources at all grade levels.

Students that wish to check out digital equipment (flash drives, cameras, etc.) must have a Digital Equipment Checkout form completed and turned in to the school. Technology forms will be available under the technology link at: www.readingrangers.org/owens-high-school.html

Students will only be allowed to use district technology in a supervised environment. District technology will be limited to educational use related to classroom assignments.

To access email and/or the internet at school, students under the age of eighteen (18) must obtain parent/guardian permission by signing and returning the handbook form. Students eighteen (18) and over may sign their own forms.

Use of the internet is a privilege, not a right. The Board's internet connection is provided for educational purposes only. Unauthorized and inappropriate use may result in discipline.

The Board has implemented technology protection measures which block/filter internet access to visual displays that are obscene, child pornography, or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the internet which the Board of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may consider inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the internet. Students accessing the internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Questions? Email: shawn.shook@readingrangers.org or call 517-283-2142 ext. 1218

ATTENDANCE POLICY AND PROCEDURES

Attendance is extremely important to student success. There is a positive correlation between student attendance and achievement. Parents are responsible for ensuring regular and punctual attendance of students. In order to assist Hillsdale County in meeting attendance requirements, the Hillsdale County Court has established a county wide Truancy policy.

Chronic Truancy Policy: School attendance is of the utmost importance. A parent may excuse a student's absence in accordance with school policy, however, if a student has accumulated 10 or more absences, whether or not those absences have been marked "excused," the school office will send to the parent or guardian of the student a letter which states that if there are any future absences, that within 24 hours, the parent or guardian must provide the school office with a written and signed statement from the student's treating physician which specifically excuses the student for that day and the reason for the student missing school (i.e., the medical condition requiring the student to stay home from school). If this written documentation is not provided within 24 hours, the absence will be considered unexcused.

Face-to-face Learning

Excused Absences: Parents may excuse their child(ren) from up to five days of school attendance by calling or sending written documentation within 24 hours of the absence. Additional absences must be documented as one of the following to be excused:

1. Illness/medical reason
2. Medical Appointments
3. Observance of a religious holiday
4. Death in the family
5. Emergencies beyond the control of the family
6. Mandated court appearances
7. Extraordinary educational opportunities pre-approved by the district administrators
8. Parent or guardian's military service
9. Homelessness

Unexcused absences: Absences which are not excused will be considered "unexcused" and subject to the following procedures as will any student who is chronically absent.

- Upon accumulation of five (5) unexcused absences or a student determined to be chronically absent, the parent(s) or guardian(s) will be contacted to make them aware of the situation.
- After seven (7) unexcused absences or continued chronic absenteeism, the parent(s) or guardian(s) will be contacted to make them aware of the continued issue with school attendance.
- After ten (10) unexcused absences or continued chronic absenteeism, the parent(s) or guardian(s) will be contacted to make them aware of the continued issue and notify them the truancy officer will report the case to the Probate Court for appropriate proceedings.

Students Tardy

- A student is considered tardy if not in class when the bell rings. If detained by a teacher and made tardy to the next class, the student will receive a pass for admittance without penalty. If the student is more than five (5) minutes late to class and does not have a pass, the tardy will be considered an unexcused absence. If a student arrives to school (1st period) or leaves early at the end of the day more than fifteen (15) minutes, it will be considered an unexcused absence pending other approval. If it is within fifteen (15) minutes, it will be recorded as a tardy.
- Tardiness:
 - Six (6) cumulative tardies will result in a minor disciplinary write-up with consequences per the code of conduct.
 - Tardies will reset after disciplinary action. Upon reset, six (6) more cumulative tardies will result in a major disciplinary write-up with consequences per the code of conduct.
 - All tardies will reset at the new semester.

Prearranged Absences

If a student knows in advance that he/she will be absent from school (field trip, vacation, hunting, fair activities, college visit, etc.), a prearranged absence slip will be necessary. The teachers will sign this slip indicating the work to be done during the time of the absence. Teachers may, at their discretion, require that assignments be handed in upon the students return.

Incentive for Good Attendance – Exam Exemption

The following incentive will be offered for students with good attendance:

A STUDENT WILL BE ALLOWED 14 EXCUSED CLASS PERIODS (TWO FULL SCHOOL DAYS) PER SEMESTER AND STILL QUALIFY FOR THE EXAM EXEMPTION.

- A. A student may be excused from school on the district-determined days for exams if he/she has met the qualifying criteria and has obtained written permission from his/her parent/guardian.
- B. Each student will be allowed 14 EXCUSED CLASS PERIOD (TWO FULL SCHOOL DAYS) absences or less per semester, for reasons such as illness, doctor appointments, college visits, funerals, fair, family vacations and other personal business.
- C. The above absences, in order to qualify, must be pre-approved or excused within 24 hours of the student's return to class. Failure to comply with this request will result in the loss of qualification for the attendance incentive.
- D. A student who is absent for more than 14 class periods/two full school days per semester, **for any reason**, must report during the exam days.
- E. Any student who has received one or more major disciplinary referral will not be eligible for the exam exemption acknowledgement.

Leaving School During the Day

The procedure for signing out is:

1. Students are required to report to the office and check out via the sign out sheet in the office before they leave the building.
2. Students will be allowed to sign out if:
 - A. Their parent/guardian has called the office in advance.
 - B. The parent/guardian comes into the office when they wish to pick up his/her student.
 - C. The student has a note from a parent/guardian with a phone number on the note so that the parent/guardian can be contacted to verify the note.
 - D. The student has received permission from the principal.
3. A student may not dismiss her/himself from any duration of the school day. A call from a parent/guardian after the student has left the building will not be accepted.
4. A student who has reached the age of eighteen and has received adult status from the school may be dismissed for valid reasons on his/her own recognizance. The student is still required to sign out in the office.
5. Any student that fails to properly sign-out of school will be considered to be truant.
6. Students arriving late, or returning after signing out, must report to the office and sign in.

Make-Up Work

Regular attendance is imperative to one's education. When a class is missed, the student has the responsibility of making up the work to fulfill the course requirements; thus, to receive credit for the course. If there are extenuating circumstances (such as serious illness, operations, or an injury) causing a student to miss an extended amount of time, the teacher, with the approval of the principal, may extend the period of time for which the student has to make up the work. If a

student is able to do homework at home during the period of illness, make-up work may be obtained by calling the high school office. If a student is absent on the "due date" of a long-term assignment, such as a research paper or a special report, that assignment must be submitted on the due date. Assignments may be turned in to the office by parent(s)/guardian(s) or friends; assignments may also be submitted virtually.

Any classwork missed during a suspension period must be obtained by the student (or parent/sibling request) and turned in to the teacher immediately upon return to class. Any assessments (exams-tests-quizzes) are to be made up in a timely fashion as determined by the classroom teacher. The teacher does hold the option to provide time after school or before school if needed. When a student's absence is unexcused, he/she forfeits his/her right to submit any make-up work or any classroom assessment(s) for credit.

Absences for Extra-Curricular Activities

Students who are excused for extra-curricular activities during class time have the responsibility of contacting their teachers in advance and making up their class work before the absence or as the teacher directs. Sponsors of activities should remind their students of this requirement. These times missed are not considered as absences. However, students may be denied the right to attend meetings, field trips, and other school-related activities by the classroom teacher if they are earning low grades or have excessive absences.

Assemblies and Special Programs

During the school year, there will be several student assemblies and special programs scheduled. These are to include, but are not limited to, pep assemblies, honors programs, band concerts, etc. All school assemblies and special programs are considered scheduled school time; therefore, all students are required to be in attendance.

Family Trips

Family trips in excess of four days must be filed in the high school office. Students shall provide notification of absence to teacher and/or principal one week in advance of taking the trip. Family trips are accounted for under the ten-day absence rule.

GENERAL INFORMATION. RULES AND REGULATIONS

After-school Activities

Students who are absent from school on the day of, without completing and submitting a pre-arranged absence form, shall not be present at elective after-school activities and may be asked to leave.

Accident/Injury

When an accident occurs, it must be reported at once to the teacher in charge, who will then report it to the principal's office. Proper medical referrals will be made when necessary. First aid kits are located in the principal's office.

Bus Regulations

1. Be at the appointed stop ten (10) minutes before pickup time.
2. Bus drivers will not stop at appointed stop if students are not in sight.
3. Cross the highway after the bus is stopped in the following manner:
 - a. Be sure the bus is stopped.
 - b. After leaving the bus, go to the front of the bus in sight of the driver and wait for safe conditions to cross.
 - c. Look both ways before crossing.
 - d. Walk in front of the bus
 - e. Students should NOT get mail when exiting and/or entering the bus.
4. Stand 20 feet off the roadway while waiting for the bus.
5. Always wait for the bus to stop before entering or exiting.
6. Inform the driver when an absence is expected and a date of return.
7. Call the bus garage by 5:50 am if student(s) will not be riding the bus.
 - a. Phone: (517)283-3106
8. No blankets are permitted on the bus.
9. No hoods are permitted to be worn on the bus.

Bus Discipline Code of Conduct

Minor Offenses	Major Offenses
<ul style="list-style-type: none"> • Standing while bus is in motion • Throwing objects inside the bus • Any part of the body out the window • Littering • Yelling out the window • Not at bus stop on time • Eating/Drinking on bus without permission • Moving from assigned seat without permission • Failure to obey the bus driver • Use of unacceptable language and/or obscene gestures • Dangerous behavior (careless play, rough-housing etc.) • Uncooperative with substitute driver • Harassment/Bullying (severity could make this a Major Offense) 	<ul style="list-style-type: none"> • Fighting (instigating may result in a more severe consequence) • Tobacco (use or possession) • Theft (restitution required) • Vandalism (\$105 per seat restitution required) • Threatening another person's physical well-being • Assisting in the planning of a Major Offense • Unauthorized/Pornographic material • Extortion • Use of unacceptable language and/or obscene gestures towards bus driver
Consequences	Consequences
<ul style="list-style-type: none"> • Verbal Warning (given by driver) • Written Warning <ul style="list-style-type: none"> ○ Copy of slip given to student ○ Copy of slip put in mail ○ Driver contacts parents • 1st Offense-Off bus 1-day <ul style="list-style-type: none"> ○ Copy of slip given to student ○ Copy of slip put in mail 	<ul style="list-style-type: none"> • 1st Offense <ul style="list-style-type: none"> ○ Out of School Suspended 3-days ○ Copy of slip given to student ○ Copy of slip put in mail ○ Transportation Supervisor meets with Building Principal ○ Parents are contacted • 2nd Offense

<ul style="list-style-type: none"> ○ Transportation Supervisor contacts parents ● 2nd Offense-Off bus 3-days <ul style="list-style-type: none"> ○ Copy of slip given to student ○ Copy of slip put in mail ○ Transportation Supervisor contacts parents ● 3rd Offense-Off bus 5-days <ul style="list-style-type: none"> ○ Copy of slip given to student ○ Copy of slip put in mail ○ Transportation Supervisor contacts parents <p>*After the 3rd offense, the student and parent must meet with driver, Transportation Supervisor and Superintendent in order to return riding the bus.</p>	<ul style="list-style-type: none"> ○ Out of School Suspended 5-days ○ Copy of slip given to student ○ Copy of slip put in mail ○ Transportation Supervisor meets with Building Principal ○ Parents are contacted <p>*After the 2nd offense, the student and parent must meet with driver, Transportation Supervisor and Superintendent in order to return riding the bus.</p>
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The Transportation Supervisor and Building Principals have the authority to determine any consequences and use the above as the guideline. More severe violations can result in additional school suspensions up to expulsion. Bus discipline is subject to restorative practices when deemed appropriate. Appeals of disciplinary decisions made by the transportation supervisor/building principal should be made to the superintendent.

Cell Phones/Personal Electronic Devices

Cell phones and all other personal electronic devices are not permitted to be used during the school day. Upon entering the building, students will be required to place his/her electronic device in the designated slot in the office area foyer. Devices will remain in the designated slot for the duration of the day. Upon dismissal from school, students may retrieve his/her device from the designated slot to take it home.

In the event that a student violates this policy, his/her device will be placed in the office for the remainder of the day. Additionally, the student will receive a minor disciplinary write-up with consequences per the code of conduct. A second offense will be considered a major disciplinary offense with consequences per the code of conduct. Repeated infractions will continue to follow the code of conduct.

Civil Rights Compliance Officer

The Civil Rights Compliance Officers for Reading Community Schools are high school and elementary school principals. You may reach each at his/her corresponding office.

Clubs and Organizations

Your school offers many extra-curricular activities which add to a student's social well-being and stimulates talent outside the regular academic areas. The following are currently offered:

1. Art Club
2. Drama Club
3. National Honor Society
4. Athletics & Varsity Club
5. Quiz Bowl
6. Student Council (Class Representatives)
7. Clay Target Club
8. Youth in Government
9. Key Club
10. Bible Club
11. Chess Club
12. Guitar Club

College Visit(s)/Job Shadow Experiences

Senior students are provided with three school-excused absences that can be used for college visits and/or job shadow experiences. Junior students are provided with two school-excused absences that can be used for college visits and/or job shadow experiences. In order for an absence to be recorded as such, the student must complete a pre-arranged absence prior to the day of the absence and have that signed by the building principal. The principal may request evidence that a college visit and/or job shadow experience was attended upon return in order for the absence to remain school-excused.

Dances

High School dances will be for students in grades 7-12. Additionally, the following rules apply:

1. Guests wishing to attend an RHS dance must turn in a guest permission slip (form available at the office) per the announced deadline. Permission will not be issued to students below grade 9. For prom, guests must be age 20 or below and in grades 11 or 12 unless otherwise permitted by the junior class advisor and/or principal.
2. Each student (grades 9-12) is limited to one guest per dance. The student is responsible for his/her guest's actions.
3. Dances must end by 11:30 PM with the building cleared by 12:00 Midnight.
4. Any student or guest who has to be removed from the dance because of inappropriate behavior will not be able to attend dances for the remainder of the year.
5. No student or guest will be able to leave the dance and then return.
6. Some dances will be specifically for grades 9-12 and some for grades 7-10.
7. Appropriate school dress is required at all dances as the dress code will be enforced.

Dual Enrollment /Early Middle College Combined and Updated

A student enrolled in dual-enrollment classes or participating in the Hillsdale County Early Middle College must fill out and sign an agreement form. The student/parent/guardian will be responsible for paying for the course(s) if the student withdraws from the class, does not complete the class, and/or receives a grade less than 2.0 in the class. Reading Community Schools will not pay for a student to take the same course more than once. Per district policy, dual-enrollment and Early Middle College (EMC) classes are for college-credit only unless student declares the course to be taken for both high school credit AND college-credit upon enrollment. Dual-enrollment courses that are declared to be taken for high-school AND college-credit will be figured into the student's high school GPA; dual-enrollment courses that are not declared to be taken for high-school credit will not be figured into the student's high school GPA nor will the courses be awarded high school credits for the completion of those courses.

Dress Code

A definite relationship exists between good grooming, good work habits, and proper school behavior. The school does request that parents assume the primary responsibility of maintaining the high standards of dress that the school has always had. The rules are:

1. All students must wear some type of shoes or sandals when in the building.
2. All student hair, clothing, or body cleanliness must be such as to not constitute a health hazard, disruption or be offensive to those around them.
3. Clothing with pictures or writing must not be offensive or pertain to offensive subject matter. Clothing that depicts or refers to alcoholic beverages, sex, violence, tobacco products or other illicit drugs is out of place in Reading High School and will not be allowed.
4. Hats, hoods, and bandanas are not to be worn in the building during the school day; chains are not allowed at any time.
5. Halter tops, bare midriffs, and underwear shirts are not acceptable for school dress. Sleeveless dress shirts are allowed, however, they must have at least 2" of fabric width on each shoulder.
6. Skirts, dresses, shorts, etc. should reach to the fingertips of the hand when extended and should not be slit.
7. Pants must be worn in the location for which they were intended--at the waist.
8. Leggings will require an appropriate length (fingertip) shirt or sweater to also be worn. Shorts may be worn over leggings but must be of fingertip length.
9. Arm-hole size around the arm and shoulder must be small enough as to not expose undergarments or excessive skin.
10. Bottoms shall not contain holes nor allow for skin to be exposed from the waist to the student's fingertips when arms are fully extended.
11. Coats and bags are not permitted in classrooms. All coats and/or bags should be stowed in student's locker at the start of the school day and only retrieved at the end of the school day.

When, in the judgment of the administration, a student is dressed inappropriately, he/she will be instructed to change clothes. If the student needs to leave school in order to change, he/she will earn an unexcused absence for each class hour missed. The school will provide a clothing change if needed. If student refuses to change, he/she will be placed in ISS.

Repeated offenses of dress code violations will not be tolerated. **Once a student has three dress code violations, he/she will be written up for disciplinary action.**

Emergency Drills

FIRE DRILLS - If the fire alarm sounds, leave your room quietly with your classmates in single file, following instructions given by your teacher. A sign indicating the way to travel during fire drills will be posted in the various rooms.

1. Remain with your group. Go out to the sidewalk across the street.
2. Remain quiet as emergency instructions may be given in case of a real disaster.

TORNADO DRILLS – Tornado drills will be practiced throughout the school year. Students will be directed where to go during this drill. Due to the possibility of damage and personal injury during a tornado, all students must keep calm and quiet during the drill.

LOCKDOWN DRILLS – Upon an announcement from the office, students will follow the established procedures for lockdown, whether that be soft lockdown or hard lockdown.

Extension Programs (BACC/HACC/Hillsdale Beauty College/Vocational Skills/SPARC/Work Based Learning)

Reading High School affords students opportunities through extended learning programs. Therefore, students attending these programs are held accountable to all expectations cited in the Reading High School Student Handbook while they are in attendance and/or being transported to or from these programs.

Though Reading Community Schools makes an effort to coordinate our calendar with that of the extension programs, there are times when our calendars will not coordinate. Students are expected to be in attendance for their programs whenever classes are held there even if classes are not being held at Reading High School. The only exception would be bad weather days.

Transportation to and from extension programs will be provided by Reading Community Schools. Students will not be permitted to drive and/or receive transportation otherwise unless permitted by the principal. In the event that school bus transportation is unable to be provided due to an individual circumstance, the principal will contact the student and parent to plan accordingly.

Continued disregard for school rules while in attendance of his/her program could result in removal from the program of which he/she is enrolled.

Field Trips

Classes, athletic teams, the band, as well as other school organizations enjoy a number of trips to various places each year. When the school busses are used, all students attending are required to ride the bus both to and from the destination of each trip. Only upon the request of the parents, and the approval of the trip sponsor, will a student be allowed to arrive to/leave from a trip with his/her parents. Under no circumstance will a student be allowed to travel with friends or other students. All students will be expected to participate in all extended learning opportunities/field trips unless the student's parent/guardian objects in writing.

As student conduct on these trips not only reflects on the student, but on the school and community, students are expected to conduct themselves in a proper manner. Students at school sponsored, off-campus events shall be governed by school district rules and regulations, and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey reasonable instruction by school district officials shall result in loss of eligibility to attend school sponsored, off-campus events and be subject to our discipline policies.

Final Exams

Grades 9-12 - Students in grades 9-12 will take a cumulative final examination in each core subject area class at the conclusion of each semester. Teachers of elective classes will determine between the option of an exam and/or final project with presentation.

Grades 7-8 - Final examinations at the conclusion of each semester for students in grades 7-8 will be determined by the classroom teacher. If a teacher chooses not to give an exam, a final project with presentation will be required.

Food and Beverage

1. The consumption of food and beverage is limited to the G.P. room and outside the school building.
2. If a student brings food and/or beverage from home to eat during lunch period, it must be taken directly to their locker and left there until lunch period.
3. Glass containers are not allowed in the school building at any time.
4. Individual teachers may permit food and/or drink in his/her classroom.

Student Expression

The District will balance student speech and expression rights with its responsibility to provide a safe, orderly learning environment.

Students may not engage in speech or expressive conduct that would materially and substantially interfere with or disrupt school operations, including school activities and educational programming. An actual disruption is not required before school officials may regulate student speech or impose discipline if they can reasonably forecast a substantial and material disruption or interference with school operations.

Students may be disciplined for speech or expressive conduct that: is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption; is obscene, sexually explicit, indecent, or lewd; promotes the use of or advertises illegal substances; incites violence; contains "fighting words" or constitutes a true threat of violence; constitutes hate speech or symbols; involves a student walkout; urges a violation of law, Board Policy, or rule; or is not constitutionally protected. Administrators will evaluate student speech on a case-by-case basis, including the location, context, and nexus to the school, before imposing discipline.

Good Standing

A student must be in good standing to participate in ANY field trip/elective/celebratory/extracurricular event. In order to be deemed in good standing, he/she must meet the following criteria:

- have fewer than five (5) days (an accumulation of 35 class periods) of unexcused absences
- have fewer than three major disciplinary offenses
- be failing two or fewer classes

Student standing may be determined at any time with consideration to timely data. Student standing is not recycled from one year to the next. The principal has the right to determine when a student may be removed from the not in good standing list when considering those on the list per discipline.

Grade Point Averages

Grade point averages will be computed in the following manner:

A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	.67
B+	3.33	C+	2.33	D+	1.33	F	.00

*All courses taken at Reading High School are calculated into student GPA. Dual-enrollment courses are not calculated into but can have an effect on student GPA. Early Middle College courses are calculated into student GPA.

Grading

Factors that may affect your academic grade in a class are:

1. Scholarship
2. Performance on daily work
3. Performance on tests
4. General work habits
5. Attitude
6. Individual improvement

When an incomplete is given for failure to complete an assignment, the student may be allowed prescribed time to complete the work. If the incomplete is not removed within the time allowed, the grade becomes an "F" or a zero.

Gymnasium Use

No student is to be in the gym unless under supervision of staff either before school, during lunch, or after school.

Homecoming

Students can only be elected class representative one time in grades 7-11. They can be elected again in their senior year. King and queen candidates can be elected only once in the same year. A student must be enrolled in our school for one full semester to be eligible to be a representative.

Homecoming candidates are voted on by the members of each grade level. One male and one female representative will be elected per homecoming in each of the grade levels 7-11. Four male and four female representatives will be elected per homecoming in grade 12.

Honor Roll

An honor roll is compiled at the end of each semester. See below for qualifying criteria:

- All 'A' Honor Roll: a student must have no semester grade lower than an "A-" on his/her report card.
- All 'A/B' Honor Roll: a student must have no semester grade lower than a "B-" on his/her report card

Illness

If you are ill at any time during the day and cannot attend your classes, report to the principal's office. If you are too ill to remain in school, the secretaries will contact your parents to come and pick you up. Students are not to leave the school building without properly checking out of the school in the office. Students who fail to properly check out of the school or classroom will be considered truant.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the guidance counselor secretary.

Individuals with Disabilities

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this process is important and required by Federal (IDEA) and State law. Contact the guidance counselor at 283-2142 extension 1231 to inquire about evaluation procedures and programs.

Library Media Center

Reading High School is fortunate to have an excellent Library Media Center. The chief purpose of the Library Media Center is for individual or class study, research, and recreational reading. You are expected to conduct yourself in accordance with the purpose of the room and help maintain order and quiet.

1. The Media Center is available to all students with a library pass from a teacher.
2. Materials should not leave the library until they are properly checked out.
3. Books and materials may be checked out for two weeks.
4. Return all books and materials to the circulation desk in order that they may be discharged and the responsibility for the material ended. Students are responsible for any book, or other materials signed out in their name regardless of loss, loan or damage.

Lockers

Each student may have a locker assigned to him or her. Every locker is school district property and students do not have an expectation of privacy in their locker. School officials may inspect the locker at any time. This locker is subject to the following (since they are SCHOOL PROPERTY AND NOT STUDENT PROPERTY):

1. It is the individual student's responsibility to keep his/her lockers clean, neat, and free of writing.
2. Food should not be left in them for long periods of time.
3. Obscene or questionable pictures, etc., should not be attached to or hung in lockers.
4. Any signs/pictures etc. are to be attached with magnets – NOT TAPE.
5. Drugs, alcohol, or any illegal substance including fireworks or weapons, may not be kept in any locker.
6. All lockers and their contents are subject to search and seizure as law permits.
7. For reasons of security and responsibility, no student is to share, loan or hold mutual ownership of a locker with another individual unless assigned by the school. Book bags brought to school are to be left in a student's locker.
8. Tell your locker combination to no other student. The combination locks are provided for your protection, and their purpose is defeated if they are not properly used.
9. DO NOT leave valuables in either your hall or P.E. locker.
10. If something is stolen from your locker, you and you alone are responsible.
11. Lockers will be randomly checked periodically, and all contents are the responsibility of the person to whom the locker is assigned.

Lost and Found

Articles lost or found will be received and claimed by the Principal's office. The articles will be held for one month. After this period of time the articles will be disposed of.

Lunch

Behavior during lunch must ensure that the eating area (lunchroom) is both clean and safe. Students are expected to:

1. Consume all food in his/her assigned seat. Students are not permitted to take food out of the lunchroom.
2. Walk at all times.
3. Voice Level 2.
4. Wait one's turn in line (no cuts) when retrieving food from the cafeteria.
5. Do not throw food or any other object.
6. Dispose of all trash in the provided wastebaskets.

At breakfast and/or lunch, students will be allowed to charge up to \$15 (maximum) per household. If you reach the maximum allowed charges, students will not be denied lunch but will be provided with a sandwich and milk in place of the scheduled meal. This will occur until the account is made current.

***LUNCH IS CLOSED CAMPUS LUNCH. STUDENTS ARE NOT PERMITTED TO LEAVE DURING LUNCH WITHOUT EXPRESS PARENT/GUARDIAN PERMISSION.**

Medication

The school will not administer non-prescription drugs without the consent and permission of the parent on the Medication Authorization portion of the emergency form provided to the student at the beginning of the school year. The form only covers the current school year. Students who require medication (prescribed or over the counter) must follow the above procedures.

When a student needs to take any prescription drugs, the parent/guardian must complete an "Authorization for Medication or Treatment" form provided by the high school office. The prescription drug must be kept in the high school office in a labeled bottle from the pharmacy. Office personnel will administer the drug.

When a student needs to possess an inhaler at school, the parent/guardian and student physician must complete the form "Authorization Student Self Possession of Inhalers" provided by the high school office.

National Honor Society and Selection Procedure

The National Honor Society is an organization that recognizes and encourages academic achievement while developing other characteristics essential to citizens in a democracy. The National Honor Society provides individuals the opportunities to share their talents with other students, their school, and their community.

All sophomores, juniors and seniors who have attended Reading High School for at least one semester before selection and who have a qualifying grade point average are eligible for selection into the N.H.S. organization. Sophomores – 3.5 GPA; Junior/Seniors – 3.0 GPA. These students are then eligible for consideration on the basis of their leadership, service, and character.

Academically eligible sophomores, juniors, and seniors are then given a "Student Activities Sheet" to complete if they wish to be considered for N.H.S. membership. At the same time all junior/senior high faculty members are asked to evaluate all academically eligible students according to their service, leadership, and character.

After all "Student Activities Sheets", faculty evaluation sheets, and outside letters of recommendation are received, a faculty council meets. Each council member is given a chart of all evaluation scores on each prospective N.H.S. member. The scores have been averaged for each student ahead of time. The faculty council uses these scores along with comments from faculty responses, as well as their own observations to determine membership consideration. A majority vote of the faculty council constitutes admission into the organization.

The following are guidelines the faculty uses to evaluate each individual's leadership, service, and character:

Leadership - The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes and/or inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, shows reliability and dependability
- Demonstrates leadership in the classroom, at work, and in school or community
- Is thoroughly dependable in any responsibility accepted.

Service - The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Shows courtesy by assisting visitors, teachers, and students

Character - The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instruction, rules, punctuality, and faithfulness inside and outside the school
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to rid the school of bad influences or environment

Property Damage

When a student damages school property, the student, parent, or guardian will be held responsible for the cost of repairing the damage, including custodial costs. Also, the offending student(s) may be subject to discipline.

Public Display of Affection

Students are not allowed to engage in public display of affection such as embracing, kissing or petting in the school building. Such actions are inappropriate in school or on the school grounds.

Report Cards

Report cards are available at the end of each marking period. At the end of the semester, a final examination is given. The two marking period grades shall be averaged with the final exam to determine the semester grade. Semester exams shall count for 10% of a semester grade. **Hardcopies of the report cards will only be printed and provided at the request of the parent/guardian. All finalized grade cards can be viewed via the parent-access on Skyward.**

Right to Inspect Instructional Materials

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

Right to Inspect, Review, and Request Amendments to Student Educational Records

Parents have the right to inspect and review the student's educational records. If the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights, they have the right to request an amendment.

Search and Seizure

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

1. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks.
2. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.
3. Periodic general inspection of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. This search may include the use of "outside experts" if necessary.
4. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.
5. A student's person and/or personal effects (e.g., purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.
6. Automobiles brought within the domain of the school are subject to the search and seizure procedures.

Severe Weather

All school closings will be announced on these radio stations: 98.5-WNWN in Coldwater; 1340 & 92.1-WCSR in Hillsdale; and 102.5 in Hillsdale. Please do not call the school. Any necessary information will be passed on to you by way of the radio stations, social media, and instant alert.

Signs/Posters

All signs and posters that are placed anywhere in or around the school building must be approved by the principal or designee.

Student Driving

Driving is a privilege, not a right. Students must drive in a responsible, courteous manner. The Board of Education has provided a parking lot for the cars of students who drive to school. Students should not park on the south side of the school (reserved for staff and substitutes), the area behind the school by the weight room, or on the streets.

In order to be permitted to drive to school, each student will need to register all vehicles he/she may drive to school with the office. The student will be issued a parking tag that shall be viewable in the front windshield so it can be used for identification purposes.

Student-drivers are expected to adhere to the following:

1. Park your car in an orderly fashion in order to avoid blocking other cars.
2. Students are not permitted to ride in automobiles, other than with parents, during the school day. Students driving during the lunch hour may lose their driving privilege and/or be suspended from school.
3. Without permission from the principal, NO student is permitted to be in the student parking lot during the school day.
4. Driving to extension programs, regardless of the reason, is prohibited without express permission from the principal.
5. Students who drive to school, and violate the above rules will be subject to disciplinary measures including loss of privilege to drive on school property, suspension and possible expulsion.
6. All students must park in the student parking lot. Not parking in the student parking lot will result in disciplinary action.

Student Records - Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Reading Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Reading Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school specifically to the contrary in accordance with Reading Community School's procedures. The primary purpose of directory information is to allow the school to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Higher Educational Institutions
- Sports activity programs/rosters, such as for wrestling, showing weight and height of team members
- District website posts
- Newspapers
- Military

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information: names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the school district to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the school using the "opt-out" form. These forms are available in each school building office. Reading Community Schools has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **School Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Dates of graduation**
- **Telephone numbers for inclusion in school or PTO directories**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**

Technology 1:1 Devices

1:1 Device Overview:

Each student will be assigned a device. iPads: Dk-2nd Chromebooks: 3rd-7th and 8th-12th. Before a student can receive their device, the **Reading Community Schools 1:1 Yearly Agreement** must be signed and the yearly insurance payment of \$20 must be submitted to the office if you choose to insure your student's device. If you choose not to insure your student's device, you will be required to pay for the repair or replacement of the device.

High School Chromebooks:

High School Students in grades 8th-12th will be assigned a Chromebook that they will use through 12th grade. 7th grade students will carry over their device from 6th grade for one additional year of use. Students will be allowed to take devices home during all breaks including summer break. Each student will get the same Chromebook every year until they graduate. Students must bring their Chromebook to every class, unless advised not to by their teacher. Students should take their Chromebook home every day. Students must bring their Chromebook to school every day in a fully charged condition. It is highly recommended to leave your Chromebook charger at home.

Internet Use & Filtering of Your Device:

For students that take their device home, an internet connection will be required for most use cases. Some applications can be used while not connected to the internet. Devices come with the district internet filtering software installed. Students are bound to the **Reading Community Schools Network and Internet Acceptable Use Policy and the Google Acceptable Workspace Use Policy** when using their device. Students are expected to alert a staff member when they come across anything deemed inappropriate, dangerous, threatening, etc.

Device Care and Repairs:

The device assigned to the student will be used only by that student and it is his/her responsibility to take care of the device. Do not decorate your device or device accessories in any way (e.g. stickers, markers, paint). Students must keep their device in their immediate vicinity, and never leave their device unattended if possible. When not at school, students must keep their device in a safe environment away from liquid, extreme heat or cold, or other potentially hazardous locations.

The device that is assigned to a student is property of the District. Do not attempt to open, modify, or repair the device, charger, or software/operating system in any way. In the event that a device needs to be repaired or replaced, contact office staff. Devices are only to be repaired by the District. If a student's device is damaged, they will receive a loaner device until their device is repaired or replaced.

Device Accident Insurance:

The District will be providing an accident insurance option for student devices. The device accident insurance will cover one school year; it is non-refundable, not transferable to other students, and will not be prorated. This will only cover the device (Chromebook or iPad). The device accident insurance is for accidental damage such as drops, falls, liquid spills, etc. Malicious/Negligent damage along with lost or stolen devices will not be covered. Parents/Guardians who do not

purchase the device accident insurance will be required to pay the full cost of the repair or replacement of the device. The district will be the deciding factor if a device repair is practical or the device needs to be replaced.

Device Accident Insurance Terms:

Accident Insurance cost is \$20 per student per school year. Power adapters, cables, cases, and any other accessories are not covered by the device accident insurance. All replacement accessories must be purchased through the District to insure quality.

Insurance claims are as follows: 1st claim is no cost for repair or replacement of the device, 2nd claim is \$50 for repair and \$150 for replacement of the device. Any other claims will be the full cost of the repair or replacement of the device. In the event of an insurance claim, the student or Parent/Guardian must report the incident immediately to the school and must fill out the insurance claim form located on the school website or in the school office.

Technology Usage Penalties

Students who lose their technology privileges must use other resources to complete assignments while their privileges are suspended. The loss of technology usage is **NOT** an excuse for failure to complete assignments while privileges are suspended.

Offenses will accumulate from year to year. Staff and parents will be notified as to a student's eligibility to use the district's technology. It will be the student's responsibility to reactivate access through a new password.

*** Intentional Violation - Level 1 - No damage to system**

- Misuse of equipment not resulting in damage
- Misuse of Internet privileges
- Illegal installation of copyrighted software
- Downloading files or software
- Misuse of e-mail and/or network resources
- Misuse of paper or printing privileges
- Intruding on another person's user's files

1st offense: Student will lose computer access for 30 school days

2nd offense: Student will lose computer access for 90 school days

3rd offense: Student will lose computer access for 180 school days

*** Intentional violation - Level 2: Results in damage to system software or technology equipment.**

Student will lose access to district technology up to permanently based on the severity of the violation.

Telephone

The telephones located in the offices are business phones and should be treated as such, and are not to be used for personal calls. Students are not to use the office phone unless it is a case of emergency and then after asking permission. Cell phones may only be used with express permission.

Textbooks

Books are given to you on loan basis; you should fill out a book contract for each classroom textbook you receive. Make sure that you examine the book and record any damage that exists before it becomes your responsibility. You will not be charged for any "normal" wear that the book receives, but beyond that you may be charged for damage to the book. If the book is lost you will be charged a replacement cost. At the end of the school year, make sure that you turn in the book that was assigned to you. If it is not turned in, it will be treated as if it was lost.

Vacating of the School Building

Students should be out of the school building within 30 minutes of the conclusion of the school day unless the student(s) are being directly supervised by a staff member of Reading Community Schools.

Valuables

Students are cautioned not to bring large amounts of money, radios, or cameras to school. If you wear glasses or watches, keep track of them at all times. Students, not the school, are responsible for their property. If it is necessary to bring more money than needed to pay for lunch, leave it in the office for safe keeping. **DO NOT LEAVE ITEMS OF VALUE IN YOUR LOCKER.**

Visitors

Any person (other than students, employees, and Board members) entering the school is required to report directly to the office. Visitors will be required to sign the visitor log and obtain a visitor pass from the secretary. Visitors are not allowed to attend classes with you as it is disruptive to the entire educational experience.

Withdrawal from School

The Board of Education affirms that, while Michigan law requires attendance of each student until sixteen years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond school. No student under the age of eighteen will be permitted to withdraw without the written consent of a parent.

Work Permits

In the employment of minors, standards established under Michigan Law have to do with conditions and hours of employment. Points to remember: 14 years is the minimum age for legal employment of minors. Minors under 18 years of age must secure a work permit and the employer must keep said work permit on file. Permits are issued by the principal's office of the school in which such minor resides and those employed out of state should obtain the permit in the state in which they work.

Youth in Government

Every student, in grades 7 through 12, has the honor and the privilege to be a part of Reading's Youth in Government delegation if s/he so chooses. If the student decides to become a part of the delegation, s/he must understand that s/he is accepting not only the privileges and benefits of participation, but s/he must also fully appreciate that s/he has taken on certain specific obligations and responsibilities toward that delegation.

As members of Reading High School's Youth in Government delegation, we are representatives of our school system locally and at the state level. As representatives of our school, the school community has a right to expect us to represent them in such a manner that they can be proud of us. Our Youth in Government guidelines are as follows:

Each student has the sole privilege of determining whether or not s/he chooses to be part of the Reading High School Youth in Government. If s/he chooses to participate, s/he must understand that s/he has committed her/himself to the delegation and the high standards of membership that are necessary for this program.

At Reading High School, more is expected of Youth in Government delegates than compliance with minimum requirements. A top-notch performance is expected in and out of the classroom; particularly at the yearly conference in Lansing, Michigan. Delegates are expected to be leaders in school and in the classroom. In keeping with this philosophy, participation is determined by a student's citizenship, his/her scholastic record, and by various other factors. Students who wish to participate in the Youth in Government delegation must be approved by the delegation leader and must meet the following basic criteria: Students shall maintain a 2.0 GPA for eligibility, students must demonstrate high character qualities that will be conducive to working on a team; such as, but not limited to, being trustworthy, showing respect to others, and being responsible in an independent setting.

ANTI-DISCRIMINATION AND BULLYING

Anti-Bullying Policy (5517.01)

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure. Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

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

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student.

Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence. The Principal (or other administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

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

Definitions

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

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

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

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

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

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

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

"Staff" includes all school employees and Board members.

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

Anti-Harassment

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

If you or someone you know has been the victim of sex-based discrimination, harassment, or retaliation, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Mr. Martin DuBois, Superintendent
301 Chestnut Street Reading, MI 49274
517-283-2166
martin.dubois@readingrangers.org

If you or someone you know has been the victim of disability-based discrimination, harassment, or retaliation, you may file a complaint with:

Mr. Martin DuBois, Superintendent
301 Chestnut Street Reading, MI 49274
517-283-2166
martin.dubois@readingrangers.org

If you or someone you know has been the victim of any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Mr. Martin DuBois, Superintendent
301 Chestnut Street Reading, MI 49274
517-283-2166
martin.dubois@readingrangers.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made verbally or in writing.

A student found to have perpetrated unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion.

OK2SAY is the student safety program that allows students to confidentially report tips on potential harm or criminal activities directed at students, school employees, and schools. It uses a comprehensive communication system to facilitate tip sharing among students, parents, school personnel, community mental health service programs, the Michigan Department of Health and Human Services, and law enforcement officials about harmful behaviors that threaten to disrupt the learning environment. Students have the capability to report tips in any of the following ways: online, texting OK2SAY, calling 8555OK2SAY, emailing OK2SAY@mi.gov, or by downloading the OK2SAY app.

Title IX Sexual Harassment (Policy 2266)

The Board of Education of the Reading Community School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities. Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s). Students, Board members, and Board employees are required, and other members of the School District community, and Third Parties) are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee, who will in turn notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

STUDENT CONDUCT AND DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measure as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. Conform to reasonable standards of socially acceptable behavior
- B. Respect the person and property of others
- C. Preserve the degree of order necessary to the educational program in which they are engaged
- D. Respect the rights of others
- E. Obey constituted authority and respond to those who hold that authority

The principal shall have the authority to assign discipline to students, subject to District guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of the District having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board, or when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Definitions

Expulsion: Expulsion shall be the exclusion of a student from the schools of this District for 60 or more school days.

Suspension: Suspension is the removal of a student from school for a specific amount of time less than 60 school days. Students may be suspended a maximum of ten days by the high school principal.

In-School Suspension: In-school suspension is the removal of a student from the educational and social setting of regular classes.

***Students suspended or expelled from Reading High School are not permitted on school property for any reason during the suspension/expulsion period.**

In-School Suspension (I.S.S.)

Rules the students will follow if given an in-school suspension:

1. Each student will bring homework and/or approved reading material or work will be assigned by the I.S.S. supervisor.
2. The student will not talk or cause other disturbances.
3. The student will not sleep or waste time.
4. Each student will sit in an assigned seat.
5. Any student who is disrespectful to the supervisor will be referred to the principal.
6. No student will be allowed to leave the room during the class period except for emergencies, or by written request from a teacher which must be approved daily by an administrator.
7. Violations of any of these rules will result in a Group III first offense with the remaining day(s) still to be served.

CODE OF CONDUCT

The Student Code of Conduct applies to students whenever the student is on school grounds, or in attendance at extra-curricular activities or co-curricular activities both home and away from home. In all cases, if the seriousness of the offense dictates, the disciplinary action may be more severe than is listed under consequences.

The following lists are meant to be a guide and are subject to the discretion of Administration and the Board of Education. Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to, suspension or expulsion. Nothing in the following lists limit the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the mandatory 7 factors. Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically outlined in this handbook. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Minor Offenses (Group 1)	Consequences (Group 1) Staff Managed
<ul style="list-style-type: none"> • Tardy • Possession of Electronic Device • Property Misuse • Class Rules Violation • Dress Code Violation • Public Display of Affection • Littering on School Property • Loitering • Inappropriate Behaviors 	<ul style="list-style-type: none"> • Conference with student(s) • Loss of privilege • Removal from Class (ISS) • Restitution/Restorative Practices • One (1) – Two (2) Lunch Detentions <p>*Staff Member has discretion to select from the above list of consequences.</p>

<ul style="list-style-type: none"> • Unauthorized Use of Locker • Defiance • Disrespect • Disruption • Inappropriate Language • Inappropriate Location • Lying/Cheating • Physical Contact <p>*Repeated instances of minor offenses may result in referral to administrator as major offenses.</p>	
<p>Major Offenses (Group 2)</p> <ul style="list-style-type: none"> • Abusive Language • Skip Class/Truancy/Unexcused Absence • Dangerous Behavior • Rude and Discourteous Behavior • Disruptive to Class/Other Students • Property Damage/Vandalism • Bullying • Insubordination • Parking in Unauthorized Areas • Leaving Class/School without Permission • Skipping Detention • Uncooperative with Substitute • Forgery/Theft/Plagiarism • Driving without Permission • Harassment basis Sex • Harassment basis Race/Color/Nationality • Harassments basis Disability • Tardy • Property Misuse • Possession of Disruptive Item • Possession of Electronic Device 	<p>Consequences (Group 2) Office Managed</p> <p>1st Offense</p> <ul style="list-style-type: none"> • Three (3) Lunch Detentions <p>2nd Offense</p> <ul style="list-style-type: none"> • One (1) Day In School Suspension (ISS) <p>3rd Offense</p> <ul style="list-style-type: none"> • Two (2) Days In School Suspension (ISS) <p>*Restorative Practices will be added to and/or substituted in place of the above consequences per administrative discretion.</p> <p>*After third offense, student will be referred for group three major offense.</p>
<p>Major Offenses (Group 3)</p> <ul style="list-style-type: none"> • Fighting • Use/Possession of Age Restricted Item • Failure to ID Oneself or False ID • Forgery of Notes/Passes • Theft/Unauthorized Access/Vandalism • Threaten another Person Physically • Driving Recklessly • Trespassing • More Serious Group II • Extortion • Swearing at Staff Member • Physical Aggression/Assault with Injury • Physical Aggression/Assault without Injury 	<p>Consequences (Group 3) Office Managed</p> <p>1st Offense</p> <ul style="list-style-type: none"> • One (1) – Three (3) Days Out of School Suspension (OSS) <p>2nd Offense</p> <ul style="list-style-type: none"> • Three (3) – Five (5) Days Out of School Suspension (OSS) <p>3rd Offense</p> <ul style="list-style-type: none"> • Up to Ten (10) Days Out of School Suspension (OSS) • Referral to Superintendent for Long Term Suspension <p>*Restorative Practices will be added to and/or substituted in place of the above consequences per administrative discretion.</p>
<p>Major Offenses (Group 4)</p> <ul style="list-style-type: none"> • Striking/Assaulting a Staff Member • Unauthorized Possession of Firearm/Knife/Weapon • Fire or Arson • False Alarm • Bomb/Bomb Threat • Sell/Distribute Alcohol • Use/Possession of Illegal Material • Meds/Drugs, Narcotic or Look Alike • Documented Disobedience or Gross Misdemeanor • Assault Another Student/Person • Verbal Assault Teacher/Staff • Use of Alcohol • More Serious Group III • Robbery • Attempted Rape/Rape with Injury • Attempted Rape/Rape without Injury • Title IX Violation 	<p>Consequences (Group 4) Office Managed</p> <p>1st Offense</p> <ul style="list-style-type: none"> • Ten (10) Days Out of School Suspension (OSS) • Referral to Superintendent for Long Term Suspension and/or Expulsion <p>2nd Offense</p> <ul style="list-style-type: none"> • Referral to Superintendent and Board of Education for Expulsion <p>*Restorative Practices will be added to and/or substituted in place of the above consequences per administrative discretion.</p>

***This is not an all-inclusive list; it may be amended at any time.**

***Students who are suspended in/out of school, by the building principal, will not be allowed to participate in any extracurricular event or practice during their suspension.**

Academic Misconduct

It is the school's intent to maintain and encourage high standards of personal conduct. These standards include personal honesty, discipline, and integrity. We believe that students are in school to do their own work. We assume that any schoolwork that is turned in for credit by a student is a result of that student's effort. Generally, academic misconduct occurs any time a student turns in work that is not his/her own. Academic misconduct is a serious violation of school policy.

Specifically, students should be aware of the following information:

1. Homework: Daily homework assignments should represent a reasonable effort on the part of the students. Generally, collaboration among students on such assignments as laboratory reports and daily mathematics homework is acceptable. However, teachers may periodically designate homework and laboratory assignments on which collaboration is not permissible. The copying of someone else's work is not permissible.
2. Closed Book Quizzes, Tests, and Assignments: The result of a quiz or a test should represent only the student's own work. This work must be performed during the testing period without any unauthorized assistance. Specifically, this language prohibits such behavior as looking at another student's papers, or having inappropriate written material available for use. In all testing situations, it is the student's responsibility to be certain that:
 - A. Desks and all writing paper are cleared. All inappropriate materials should be cleared from the test area. The nature of the inappropriate materials and test area will be defined by the teacher.
 - B. Personal behavior is appropriate. Thus, eyes should not scan the room, conversation should not occur with others, tests should stay on the desk, etc.
3. Open Book Tests: The same rules apply to open book tests that apply to closed book tests, except that teachers will define the specific resources that student may use.
4. Major Papers and Products: The basic guideline is that a student turns in his/her own work. Thus, plagiarism of, or inappropriate use of purchased or borrowed papers is specifically prohibited.
5. Unauthorized Access: Students are prohibited from gaining unauthorized access to test materials through such behavior as going into teacher's files and looking through a teacher's desk. This is considered a Group III offense.
6. Taking or transmitting images or messages during testing.
7. Other Situations: Students who provide unauthorized assistance; i.e., papers to be copied, answers to tests, have violated the policy.

Consequences

Violations: The faculty will adhere to the following procedure in cases of academic misconduct:

- A. A student will receive a grade of F or zero at the teacher's discretion for the work involved.
- B. The teacher will inform the student's counselor and the administration of the violation.
- C. The student's parents will be informed of the violation by the teacher.
- D. The counselor will meet with the student and discuss the seriousness of the violation and explore ways to assist the student to make more appropriate decisions.
- E. The administration will keep a record of all disciplinary violations. If academic misconduct persists, then other actions of corrective or disciplinary nature may be taken.
- F. Any action taken by a teacher or an administrator is subject to the appeal procedure by the student and his/her parent/guardian. This appeal must include a conference with all parties involved.
- G. Academic misconduct violations are considered as other Group II Offenses, unless otherwise indicated.

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary administrative guidelines.

To better ensure appropriate due process is provided a student, the Board established the following guidelines:

Due Process Rights

The Board also recognizes that exclusion from the educational program of the schools is a severe sanction that should only be imposed after careful and appropriate consideration.

Except as otherwise noted below with respect to possession of a firearm in a weapon-free school zone, if suspension or expulsion of a student is considered, the Board (Superintendent) shall consider the following factors prior to making a determination of whether to suspend or expel:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Board and/or Superintendent will exercise discretion over whether or not to suspend or expel a student. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board and/or Superintendent can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board and/or Superintendent will still consider these factors in making the determination.

Emergency Removal

The Board recognizes exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without appropriate due process since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or s/he may be given a short-term suspension by the Superintendent. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will be entitled to the process for short-term suspensions outlined in AG 5610. A student removed from the same class for more than ten (10) days will be entitled to the process for long-term suspensions outlined in AG 5610. The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

A. Short Term Suspension (10 days or less)

A student must be given both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension.

B. Long Term Suspension or Expulsion (10 days or more)

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her parent or guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly.

ADVISORY TO ALL PARENTS

As part of the Reading Community School District's pest management program, pesticides are occasionally applied. You have a right to be informed prior to any pesticide application made to the school grounds and building. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please contact the office of the superintendent.

ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW

In accordance with the ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, the District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
 3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have questions, please feel free to contact superintendent Martin DuBois at 517-283-2166.

ATHLETIC CODE

Philosophy

We consider our athletic program to be an important part of our overall educational program. Athletics, when properly approached, have a great deal to offer young Americans. They offer many opportunities for development of individual character and leadership in the student.

Every student has the honor and the privilege to be a part of an athletic team if s/he so chooses. If the student decides to become a part of a team, s/he must understand that s/he is accepting not only the privileges and benefits of participation, but s/he must also fully appreciate that s/he has taken on certain specific obligations and responsibilities toward that team.

As members of a Reading High School athletic team, we are a highly visible part of our school system. The community as a whole provides the support necessary to run our program. In return, the community has a right to expect us to represent them in such a manner that they can be proud of us. Our athletic code of conduct clearly defines the manner in which our community expects us to act.

The student has the sole privilege of determining whether or not s/he chooses to be part of the Reading High School athletic program. If s/he chooses to play, s/he must understand that s/he has committed her/himself to the total program, not just those parts of the program with which s/he might personally agree. At Reading High School, more is expected of athletes than compliance with minimum requirements. A top-notch performance is expected in the classroom and on the athletic field. Athletes are expected to be leaders in school and in the classroom. In keeping with this philosophy, participation is determined by a student's citizenship, his/her scholastic record, and by various other factors.

We believe this Athletic Code embodies the highest and best principles that participation in athletics requires. We also believe the feeling of team members is that they do not want to participate with other athletes who do not live up to the code.

This Athletic Code is endorsed by the Reading Community School Board of Education.

The Board of Education grants authority to each coach to administer his/her program according to his/her professional judgment subject to the High School Principal and within the guidelines of this Code and School Board policy.

The Board of Education grants authority to the Athletic Director to administer the athletic program according to his/her professional judgment subject to the High School Principal and within the guidelines of this Code and School Board policy.

Eligibility

Participation in competitive athletics at Reading High School is a privilege and an honor. The rules of the Michigan High School Athletic Association are administered and enforced by the school. You should be familiar with the following rules.

1. Be under 19 years of age on August 31.
 2. Academic Eligibility: Our extra-curricular eligibility will be based upon separate requirements for semester and weekly eligibility.
 - A. Semester eligibility will follow M.H.S.A.A. rules that require a student pass a minimum of five (5) out of seven (7) possible credits the semester before participating to be eligible for the next semester.
 - B. Weekly eligibility will be as follows.
 - One (1) F – Student is eligible to participate.
 - Two (2) F's – Student is eligible to participate and must attend Ranger After School Academy for two sessions.
 - Three (3) or more F's – Student is ineligible to participate and must attend Ranger After School Academy for two sessions.
 3. Physical Examination – you must have passed a satisfactory physical examination for the present school year. The physical examination signed by a licensed M.D., D.O., Physician's Assistant or Nurse/Practitioner after April 15 preceding the start of the fall season. You cannot practice without having passed the physical examination.
 4. Be covered by an insurance program either through the school or family. You cannot practice without insurance.
 5. Have signed a form from the team doctor if you at any time wish to be treated by him.
 6. Not have competed for more than three seasons previously in the sport you elect.
 7. Have been enrolled in high school for not more than seven semesters beyond the eighth grade.
 8. Play only with teams representing the school in accordance with M.H.S.A.A.
 9. Not be a professional athlete.
 10. Not have been graduated from any secondary school.
 11. Shall not accept, for participation in athletics, a symbolic or merchandise award that has a value or cost in excess of \$40.
- Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed.

Two Sport Participation

Athletes may participate in more than one sport in the spring season only under the following conditions:

1. The player must meet with both coaches involved to fully understand the demands this participation will place upon them.
2. The coaches will schedule practices in order to allow the athlete to attend all required practices.
3. Athletes must declare a major sport. A form will be distributed to athletes who wish to participate in two sports. It must be signed by the athlete and a parent and returned after the first week of practice for both sports s/he will be participating in that season. The form will be kept on file in the Athletic Director's office.
4. An athlete may not participate in two sports on the same date.
5. In case of conflicting contest dates, the athlete must attend the contest of his/her declared major sport.
 - A. State contests have precedence over all other contests.
 - B. Big 8 Conference contests have precedence over non-league and individual contests.
 - C. In isolated instances on an individual basis, the Athletic Director may waive the major sport rule if s/he determines that a waiver is in the best interest of the athlete and/or teams involved.

Training Rules and Penalties

Why we have training rules - All students at Reading High School are welcome to participate in the following athletic activities: *Football, Cross Country, Basketball, Volleyball, Wrestling, Softball, Track, Baseball, and Cheerleading*

By having training rules, athletes know definitely what is expected of them and they have a copy of the athletic code to which they may refer. The reason for having training rules is many and varied. Alcohol, drugs, and tobacco have been proven to be injurious to one's health and definitely not conducive to a person's well-being. Certainly, from a standpoint of health, it is advisable to avoid their use.

From the standpoint of attitude, training rules are important in another way. Coaches and successful people in all endeavors agree that proper attitude and discipline is a great motivational force and in many cases is the difference between success and failure. We find this to be very true in the area of athletics. The player who is not willing to follow training rules indicates both to his fellow players and coaches that s/he has a poor attitude and is not willing to make the personal sacrifices necessary to be a winner.

The personal pride and sense of achievement a student derives from participation in our program is greatly enhanced when a student commits her/himself to the program as a duty to school, team and self.

It is the responsibility of the athlete and his/her parents to familiarize him/herself with the specific rules and regulations of his selected sport as well as the general policies of this Athletic Code. These are the rules to which you will be held accountable. Please feel free to clarify any questions with your coach. The following Athletic Code consisting of training rules and penalties for athletes was adopted by the Board of Education.

Athletic seasons shall be defined as Fall Season, Winter Season, and Spring Season. A season begins with the first practice of the first sport of that season, and concludes with the final event of that season.

Citizenship

1. Competition – In the area of competition, the use of profanity or illegal tactics will not be tolerated. The athlete shall respect the person and authority of officials and coaches. Any behavior contrary to that which is usually accepted as good sportsmanship is a direct reflection on the school, team and coaches and will be cause for disciplinary action.
2. Classroom – In the academic area, the athlete shall strive to be a good student. S/he will get to class prepared and plan his/her time so that s/he gives sufficient energy to his/her studies to insure acceptable grades. In addition to maintaining eligibility, s/he should participate in classroom activities and show respect for fellow students and faculty members at all times.
3. General Appearance – Athletes should set and keep a high standard of appearance at all times. The coach of each team may expect shorter hair, etc., because of special sports. This is a challenge to the disciplined athlete. Anyone wishing to participate in athletics at Reading High School must follow these guidelines:
 - A. Boys' hair must be kept neatly trimmed and off the collar.
 - B. Sideburns must not go below the ear.
 - C. Beards and mustaches must be well groomed.

General guidelines of the rules and consequences for the above-mentioned citizenship regulations, will be distributed by the coach of each team sport at the beginning of that team's season.

School Attendance

Athletes are expected to be in school at all times. Participation in athletics at Reading High School is a privilege and does not give anyone the right to stay home the day of a contest or the day after a contest.

Unless a student has an approved pre-arranged absence or an acceptable excuse as approved by the building principal, student athletes must be in attendance five **COMPLETE** class periods in order to participate in athletics that day.

Practice and Games

All members of all sports will attend all scheduled practices, games and meetings. The coach will supervise all practices. No practices, games or meetings are to be missed. If circumstances should arise whereby the student cannot attend a practice, game or meeting, the validity of the reason shall be judged by his/her individual coach. In all cases, however, the coach must be notified prior to the absence by personal contact, phone call, or written statement. Pre-written rules governing practices and games will be distributed by each coach at the beginning of the season.

Bus Transportation

1. The Reading School District will provide transportation for all athletes to all interscholastic athletic contests.
2. All athletes must ride the bus to all away games and return home on the bus. Only if the parents personally request that their son/daughter be allowed to return home with them, will consideration for permission be granted. Exceptions to this rule may be made by the athletic director on a pre-arranged basis only.
3. Regular school bus rules will be followed on athletic trips (see Student Handbook – Field Trips and Bus Rules).

Athletes will meet the following expectations on all athletic trips:

- A. Be ready to leave the school at the scheduled departure time.
- B. No food on bus (unless authorized).
- C. Dress appropriately and properly as determined by the coach.
- D. Behave like ladies and gentlemen.
- E. Police bus at end of trip. Pick up! Keep the bus clean.

Suspension from School

Students who are suspended in/out of school will not be allowed to compete or practice during their suspension.

Care of Equipment

The equipment issued to you as a participant in athletics represents a capital investment of hundreds of dollars annually. The proper care of this equipment is expected and is your responsibility. It is issued for your use only and is not to be used by anyone other than yourself. Using or borrowing equipment issued to others will not be tolerated. Athletes will accept the responsibility for the cost of lost equipment, and will make this payment to the coach or athletic director prior to receiving their awards. Athletes are not allowed to participate in any further sports until all financial obligations to the athletic dept. are met.

Uniforms (game and practice)

Game and practice uniforms will be issued prior to the start of the season (or by contest) and are not to be worn at any time other than an athletic contest or practice – unless approved by the athlete's coach. The rule for "lost equipment" as aforementioned applies to all uniforms.

Accidents

Each athlete is responsible for notifying the coach of any accident or injury which might be serious enough to require medical attention or which could endanger the safety of the athlete due to further participation. It should be understood that the Reading Community Schools assumes no liability for injuries incurred through an athlete's participation in the Reading Athletic Program.

Appearance of Athletes

1. Athletes will wear appropriate clothing for athletic contests as deemed by the coach.
2. Hair will be kept neat and well groomed.
3. During an athletic event, all parts of the uniform issued must be worn. Additional clothing worn during competition must be approved by the coach.

Quitting a Sport

1. Any athlete may drop out of a sport providing s/he meets all obligations to the team (uniform and equipment turned in, financial obligations met) and written notice is delivered personally to the coach. The athlete must make his reason known to the coach.
2. An athlete who drops out of any sport may not participate in a second sport during that same season, unless s/he obtains a release from the coach of the sport being dropped and is accepted by both the athletic director and new coach.
3. Except for extenuating circumstances, any athlete who quits a sport after final cuts have been made will be suspended from the next sport participated in for 25% of the games.
4. Athletes who drop out of a sport or are suspended and do not complete the season, will not be eligible for post-season awards in that sport.

Cutting Athletes from Squad

1. If a student is cut from one sport, s/he is eligible to participate in another sport during that season, at the discretion of the coaches involved.
2. The athlete faced with this situation should be encouraged to go out for another sport unless s/he is cut because of disciplinary reasons or eligibility infractions.
3. Varsity coaches shall have the discretion of setting the criteria for the selection of student athletes.
4. Student athletes may be cut from a team due to many reasons including but not limited to: ability, citizenship, attendance/grades, character and team chemistry.

Practice Time Before Game

An athlete must have a minimum of two weeks of practice before s/he can play in a scheduled contest, or be in compliance with the M.H.S.A.A. state regulations, whichever is deemed most appropriate by the coaching staff.

Selection of Captains

Methods by which captains are selected are determined by the head coach and the final selections are at the discretion of the head coach.

Use or Possession of Tobacco/Marijuana Products, Alcoholic Beverages, Illegal Drugs

1. Tobacco, Marijuana and Alcohol
 - 1st Offense – student/athlete will be ineligible for the remainder of that season. If less than 25% of the current season remains, the student/athlete will be ineligible for that portion of the next season participated in which when added to the suspension percentage of the current season would be equal to a minimum of 25% of game participation.
 - 2nd Offense – student/athlete will be ineligible for the remainder of the school year.
2. Illegal Drugs, including steroids (other than Tobacco, Marijuana and Alcohol)
 - 1st Offense – student/athlete will be ineligible for the remainder of the school year. These rules apply not only to the school year, but also to all vacation periods during the school year including the summer.

Removal from a Team

In the event an athlete is removed from an athletic team, regardless of reason, they relinquish all letters, honors, awards and certificates earned during the current season in which they were participating.

Athletes Not in Season

Athletes who are not in season (pre-season) and plan to participate in a sport during the school year are expected to adhere to the same training rules as in-season athletes.

If caught in possession or under the influence of tobacco products, marijuana, or alcoholic beverages:

- 1st Offense-student/athlete is out for 25% of the contests in the next season he/she participates.
- 2nd Offense-student/athlete will be ineligible for the remainder of the school year.

If caught in possession or under the influence of illegal drugs:

- 1st Offense-student/athlete will be ineligible for the remainder of the school year.

Summer is considered out of season.

Any number of violations of the training rules during a season and then again in between seasons, s/he will not be allowed to participate for the remainder of the school year.

Athletic Council

1. The Athletic Council is to serve as an Appeal Board when the need arises. Any major controversial decision that has to be made, which is not obviously covered by the Athletic Code, will be decided upon by the Athletic Council.
2. The Athletic Council shall consist of the building principal and/or the Assistant Principal, the Athletic Director, and all members of the coaching staff. The coach of any athlete brought before the council may act as a council member at that time. The Athletic Director will act as chairman of the Athletic Council meetings. If s/he is not present, s/he may designate another member to chair the meeting.
3. A quorum (which consists of 51% of the members of the council) must be present for the Athletic Council to function. Decisions will be reached by a majority vote of the members present at the hearing.
4. The student/athlete in violation of the Athletic Code and his/her parents will be notified 5 working days in advance of the meeting of the Athletic Council. The notification will include the time and place of the meeting, and the alleged violation of the Athletic Code. The student/athlete and his parents will be given the opportunity to present evidence and arguments on their behalf.
5. The decision of the Athletic Council should be considered final, but may be appealed as per School Board policy.
The Athletic Code and Training Rules are minimum standards; coaches may set rules that are stricter. All coach's rules shall be approved by the Athletic Director and shall be published and distributed to the athletes on or before the first day of practice.

Athletic Policy Enforcement

All concerns and complaints will be considered. Enforcement of this policy will be the result of information provided by any school personnel, administration, coaches, law enforcement personnel and public record.

Code Changes

Additions, deletions or corrections to this Athletic Code that may become necessary as a result of directions from the Michigan High School Athletic Association, the Reading Community Schools Board of Education and/or the administration may occur at any time.