

**RIVERVIEW COMMUNITY HIGH SCHOOL**  
**STUDENT CODE OF CONDUCT**  
**Grades 9 – 12**  
**2018-2019**

The purpose of this Student Code of Conduct is to help students develop respect for the rights and properties of others, develop self-discipline, learn to interact with fellow students and prepare to assume the responsibilities of good citizenship when they leave school. The Code is a list of violations and the penalties that will be imposed by an administrator should students commit the violations. The Code also includes an appeal process to be used if students or parents are dissatisfied with the action taken. It is the obligation of all students and parents to read the Code of Conduct.

The classroom atmosphere must be one in which students can learn effectively and teachers can teach effectively. If a student interrupts the instructional process, the teacher will make every effort to resolve the problem. However, if the problem persists, the teacher will refer the student to an administrator. If a federal, state or local law is broken, the incident and student will be reported to the appropriate authorities and parents have an obligation of accepting the responsibility for their child's actions.

All school personnel (teachers, administrators, custodians, secretaries, lunchroom supervisors, bus drivers, paraprofessional, athletic event personnel, coaches, and group sponsors, etc.) have the right to initiate disciplinary action as stated in this document at any sanctioned school activity, even if not located within the Riverview Community School District. Teachers and other authorized school employees may remove a student from a class or other activity and send the student to the office. Lockers, parking lots, and the district wireless network are school property and are subject to searches at any time for any reason. This includes the use of detection dogs.

The Student Code of Conduct provides guidelines which school authorities will utilize regarding student misconduct. It recognizes that individual situations and special circumstances may be taken into consideration in each case. A school administrator or the Board of Education may impose a less serious or more serious consequence for a particular incident of misconduct if, in their judgment, the circumstances warrant. Moreover, the lists of violations on the following pages are not all-inclusive, but are representative and illustrative. A student committing an improper act of misconduct which does not happen to be specifically listed is subject to disciplinary action. Consideration of previous violations, even of a different nature, may be considered in determining the appropriate consequence. Any In-School Suspension (ISS) or Out-of-School Suspension (OSS) is intended to help correct a situation, not harm or disgrace the student involved, and it will be used when other means to solve the problem have failed.

It is recognized that it is important to have the school administration and teachers maintain a direct involvement with parents, either by telephone, electronically or by conference. The administration and staff should also utilize various auxiliary personnel such as social workers, psychologists, outside agencies, etc., as a resource when dealing with students and/or their parents.

Parents are responsible for developing and maintaining the appropriate behavior pattern of their students. Parents are also responsible for supporting and reinforcing appropriate school authorities' action when students misbehave in school. Parents must accept responsibility for their student's actions and make

restitution where appropriate for their student's actions, and recognize it is detrimental to their children's development to excuse inappropriate behavior.

The Code of Conduct is reviewed annually by a committee composed of school staff, parents, students, and a member of the Board of Education. Prior to submitting the proposed changes to the Board of Education for consideration, this committee provides an opportunity to review, comment, and provide input on the Code of Conduct. All students and parents are welcome to participate on this committee. If you are interested, submit a written request to the principal.

The Riverview Board of Education has taken formal action to enact this Code of Conduct and supports the provisions of the Code when they are administered pursuant to the directions set forth.

The following are guidelines for most disciplinary actions. The administrator has the option to repeat any step if appropriate. The administrator reserves the right to limit the number of in-school suspensions that a student may serve; the administrator may also assign either ISS or OSS at their discretion. A flagrant violation may result in a penalty greater than the guidelines.

**The Code of Student Conduct is in force:**

1. While students go to or from school at any time (including lunch).
2. On any school district property at any time.
3. At all school-sponsored or approved events or activities on or off campus.
4. On a school bus for any purpose.
5. With respect to any misconduct toward any school employee or damage to his/her property, whether on or off school premises.
6. With respect to any off-campus misconduct of a serious and/or criminal nature, which poses a likelihood of danger to the health (physical or emotional) or welfare of students or district personnel (i.e., selling drugs off-campus), or which reasonably makes the continued presence of the student in the school disruptive to the educational process (i.e., committing vicious crime off-campus).
7. Online (Electronic) activity that occurs on or off school campus that affects the school environment in a manner that causes a disruption to any group or member of the school community.

A student who has engaged in misconduct resulting in expulsion or long-term suspension in another school system, public or private, or who is alleged by school authorities to have engaged in misconduct in another school system, but who has withdrawn from said school system before such misconduct was established by an appropriate hearing, which misconduct, if true, is of sufficient gravity to pose a threat to the health or welfare of students or district personnel, may be subject to suspension or expulsion where such misconduct has been established in a hearing before the superintendent or his/her designee.

**SUSPENSION PROCEDURES (ISS OR OSS)**

Students and their parents or guardians shall be provided information regarding the circumstances which result in suspension with an explanation for the action itself.

Where a suspension is the indicated penalty, a student shall be entitled to an informal hearing with the building administrator prior to the effective date of suspension (except in circumstances where the infraction involved jeopardy to staff members, support personnel, school or student body). At the informal hearing, the student shall be given the opportunity to present his/her side of the incident.

An effort shall be made to contact the parent/guardian at a time before the suspension becomes effective. A written communication will be given to the student to take home to his/her parents. The student will sign the

written communication to indicate he/she has received the notice and will take the notice home to his/her parent.

The written notice shall include information on the reasons for the action being sought. The parents must submit a request for a hearing to the appropriate administrator, in writing, in a timely manner.

### **TYPES OF DISCIPLINARY ACTION**

1. **WARNING** - either verbal and/or written notification sent to parents.
2. **DETENTION** - notification given to student and parent via telephone, electronic or written copy sent home. If a student at the high school should miss detention, they will be assigned OSS. If a call is received by administration from the parents and the reason merits a rescheduling of detention, there will be no penalty. Only one change per trimester is allowed at the high school. Calls to reschedule the detention at the high school must be received by 7:50 a.m. on the day after the scheduled detention when the student returns to school.
3. **ISS** – students will be allowed 12 days (4 days per trimester) of ISS per year. After that, all ISS may turn into OSS. Students may need to reschedule with their teacher in order to earn missed participation points when in ISS or OSS per each individual classroom rules. If the student should arrive late for ISS (after 7:45 am), they will be sent home and have OSS for that day.
4. **SHORT-TERM SUSPENSION (OSS)**
  - A. **Definition** - A short-term suspension is the denial of a student’s right to attend school, be present on school grounds, and attend any school function for a period ranging from one to ten school days.
  - B. **Authority** – A principal or designee (hereafter “Building Administrator”) has the authority to impose a short-term suspension based upon misconduct.
  - C. **Procedures**
    1. A suspension may be imposed by a building administrator following an informal hearing involving the administrator and the student in which the student is advised of the misconduct with which he/she is charged and the evidence supporting the charge and is given an opportunity to present his/ her version of the alleged incident(s).
    2. At the discretion of the building administrator, other persons may be permitted to attend the hearing or otherwise provide information, which will tend to assist in the resolution of the charge.
    3. Where, upon the conclusion of such informal hearing, the building administrator determines that the student has not engaged in misconduct, the charge shall be dismissed and all documents reflecting the charge, if any, shall be removed from the student’s records.
    4. Where, upon the conclusion of such informal hearing, the building administrator determines that the student has engaged in misconduct, an appropriate suspension not to exceed ten (10) school days may be imposed upon the student by the building administrator.
    5. Parents will be notified by telephone, letter, or electronically of the student’s suspension and the reasons therefore.
  - D. **Appeal Procedures**
    1. Should the student and parent or guardian request a review for the student regarding the suspension, that review shall be held before the building principal.
    2. A review at the building level shall be held within three (3) school days of the suspension. A delay may be granted for as long as one week. If a review hearing does not occur within a week, the

disciplinary action will go into effect. Special circumstances will be handled at the discretion of the administrator.

3. The building principal is the final level of appeal on short-term suspensions, except in cases where the principal was the suspending administrator or a witness against the student. In such cases, the appeal shall be directed to the Director of Curriculum, whose decision shall be final.

## 5. LONG-TERM SUSPENSION AND EXPULSION

- A. **Definition** - A long-term suspension is the denial of a student's right to attend school, be present on school grounds, and attend any school function for a period in excess of ten (10) school days. An expulsion is the total and permanent exclusion of a student from the Riverview Community Schools.
- B. **Authority** - The Superintendent/designee has the authority to impose a long-term suspension based upon misconduct, and is the board's designee to hear and determine matters of expulsion.
- C. **Procedures**
  1. A long-term suspension or expulsion may be recommended to the Superintendent/designee by a building administrator following an investigation of charges of misconduct by a student and an offer to the student and his/her parents or guardians of an informal hearing involving the administrator and the student, in which the student shall be advised of the misconduct with which he/she is charged, and is given the opportunity to present his/her version of the alleged incident(s). At the discretion of the building administrator, other persons may be permitted to attend the hearing or otherwise provide information, which will tend to assist in the resolution of the charges.
  2. Where, upon the conclusion of an investigation of the charges by the building administrator and upon the conclusion of an informal hearing, if requested, the building administrator determines that the student has not engaged in misconduct, the charges shall be dismissed and all documents reflecting same, if any, shall be removed from the appropriate academic records of the student.
  3. Where, upon the conclusion of an investigation of the charges by the building administrator and upon the conclusion of an informal hearing, if requested, the building administrator determines that the student has engaged in misconduct which merits the imposition of a long-term suspension or expulsion, the building administrator shall recommend in writing to the Superintendent/designee that the student be so disciplined, identifying the basis upon which the building administrator's recommendation is founded. The building administrator may also, upon making such determination, impose an immediate suspension of the student, pending further review of the recommendation.
  4. A student, or a parent of a minor student, may waive the student's right to a hearing on charges alleging student misconduct and voluntarily accept suspension or expulsion from school, school grounds, and school functions without such a hearing. A suspension shall be for a specific period of time. Such voluntary suspension is not a right of any student and shall be available only at the discretion of the building administrator.
  5. Upon receipt of a recommendation from a building administrator for a long-term suspension or expulsion of a student, the Superintendent/designee shall review such recommendation and shall determine, based upon the information before the Superintendent/designee, the appropriateness of the recommended discipline or may take other action as is appropriate.

6. If the Superintendent/designee determines that it is appropriate to pursue a long-term suspension or expulsion, then the Superintendent/designee shall schedule a hearing upon the same before the Superintendent/designee. Such hearing shall take place within ten (10) school days following the commencement of the student's suspension.
7. At the hearing before the Superintendent/designee, evidence in support of the charges shall be presented by the building administrator. The student may be represented by counsel and may present witnesses in his/her behalf, as well as cross-examine witnesses who testify in support of the charges. Following the conclusion of the evidence and within ten (10) school days following the commencement of the student's suspension, the Superintendent/designee shall issue a written decision, determining either that:
  - a. The charges of misconduct are well founded and that the discipline imposed by the building administrator shall continue.
  - b. The charges of misconduct are well founded but that the discipline imposed by the building administrator shall be either discontinued or changed to a fixed term, or
  - c. The charges of misconduct are not well founded whereupon the charges shall be dismissed.
8. If the student and/or parents or guardians do not elect to have such a hearing by failing to respond to such notice within five (5) school days indicating their election, or if they affirmatively decline the opportunity for a hearing, the Superintendent/designee shall review the recommendation of the building administrator and make such determination as it is appropriate based upon the information before him/her. The decision of the Superintendent/designee is final.
9. If there is reasonable cause to believe that a student who has been charged with misconduct is disabled, and the student has not previously been evaluated by the Riverview Community Schools, such an evaluation shall occur prior to the hearing before the Superintendent/designee on charges of misconduct potentially leading to a long-term suspension or expulsion of that student. In the event that it is determined that the student is disabled, such evaluation shall include a determination as to whether the events which are the subject of the charges were approximately related to the disabling condition. In the event it is determined that either the student is not disabled or, if disabled, the events which are the subject of the charges were not proximately related to the student's disability, the foregoing procedures shall resume from the point at which they were suspended. In the contrary event, the charges shall be dismissed and an appropriate special education placement shall be determined.

#### **D. READMISSION AFTER EXPULSION**

Following expulsion, the student shall not be readmitted to any school within the Riverview Community Schools except by action of the Board of Education. The Board of Education may choose to readmit the student in a subsequent school year, if in the Board's judgment, the student can satisfactorily demonstrate that he/she has made a sincere effort at rehabilitation subsequent to expulsion and will not represent a threat to the safety and welfare of the students of the Riverview Community Schools. The Board of Education may further qualify readmission upon specified conditions, which it determines are appropriate. The decision of the Board of Education with respect to any request for readmission is final.

## **POLICY ON STUDENT DRESS AND APPEARANCE**

The Board of Education recognizes its responsibility to the community to ensure that reasonable standards of dress and grooming are maintained in the Riverview Community School District. The dress and appearance of students in attendance shall adhere to the general policy of being neat, clean, odor-free, moral, not distracting in style or design, and consistent with good health and safety standards. RCHS administration makes the final decision concerning student dress and appearance.

It shall be the responsibility of administration or their designees to reprimand dress that **IS NOT** allowed which includes, but is not limited to:

- Short dresses, rompers, or mini-skirts. All skirts and shorts must be no shorter than approximately mid-thigh. Shorts may be worn as long as they are not form fitting shorts, or gym shorts and meet the general rule above.
- Hats or any non-religious head covering, including hoods. \*\*Hooded shirts and sweat shirts may be worn, but head covering must be removed upon entering the building.
- Clothes which have excessive holes or are torn or frayed. (tights or leggings worn underneath tears and frays are not acceptable)
- Bare midriff shirts, cut off shirts, tank-top shirts, muscle shirts, or racer back tanks.
- Tear-away pants, sweat pants, pajama pants, and track pants. Leggings or tights may be worn as long as the upper garment falls below the posterior.
- Clothing which contains inappropriate slogans, such as alcohol, tobacco or drug advertisements, obscenities, profanity, pornography, or violent sayings or images.
- No flip flops, slides or shower shoes or any other footwear deemed to be “flip-flop like.” This style of footwear poses a potential safety concern. Shoes should have a back and a sole.
- No sunglasses- they must be removed entering the building unless medical documentation allows.

When a dress code violation occurs, the student will be sent to the office so that he/she can change into appropriate clothing. The student will change or return with a pass indicating that they were in the office and they were given an official warning or reprimand such as detention. Administrators will have the final say with regard to interpretation of the following dress code rules and standards. Administrators have the right to change dress code as weather permits.

The following are examples of violations for which ISS or OSS up to five (5) school days for misconduct occurring at school, on school property, at any school sponsored activities, or to which the Student Code of Conduct is applicable. A flagrant or particularly severe or aggravated violation may result in more severe disciplinary action.

1. **DRESS CODE VIOLATORS** – students must change and be appropriately dressed before returning to class.

**Recommended Guidelines:**

1<sup>st</sup> offense: Warning, parent contact, and /or change of clothes.

2<sup>nd</sup> offense: Detention + Change of Clothes.

2. **ELECTRONIC DEVICE AND AUP VIOLATIONS** - The district’s acceptable use policy (AUP) applies to personal devices used at school and any devices used to access the RCSD networks. The policy must be on file before any devices are to be used at any time.

All devices should be brought and used at school at your own risk. Please do not leave these unattended as the school is not responsible for lost, broken or stolen devices. All devices should be silenced and used only during authorized times in authorized locations.

Phone/Electronic/Pager Device(s) should only be used in classroom with teacher approval and can be taken away if used during any unauthorized time. Devices may be secured in the office and returned to the student after 2:40pm. No warning is required to be issued. All areas of the code of conduct apply to electronic devices during school day.

For safe school purposes, students using ear buds with their electronic device during passing time are allowed to have only ONE ear bud in their ear. Students are not allowed to wear headphones, completely covering the ears, during passing times. Students, when entering a class, must remove ear bud until the teacher has given permission for them to be used for educational purposes, even then, the “one ear bud” rule is in effect.

**School Day Violations include but are not limited to:**

- A device makes an audible sound that is a distraction in the learning environment.
- Taking photos or video at any time without the permission of a staff member or administrator.
- Posting on social media without the permission of a staff member or administrator.
- Sending or receiving text or other messaging without the permission of a staff member or administrator.
- Talking on phone inside building (allowable outside or with permission of a staff member or administrator).
- Accessing inappropriate websites.
- Accessing others’ accounts.

**Recommended Guidelines:**

- 1<sup>st</sup> offense: Detention- student must pick up phone/device after 2:40pm.
- 2<sup>nd</sup> offense: 1 day ISS- parent must pick up after 2:40pm.

More severe offenses may warrant more severe penalties.

**3. FAILURE TO COMPLY WITH WRITTEN CLASS OR SCHOOL RULES.**

- a. Any student who goes outside the parameters of the assignment's needs.
- b. Water, food, beverages or candy in the classroom or hallway.
- c. Drug, graffiti, etc.
- d. Bringing book bags, backpacks, drawstring bags, etc. to class without the permission of a staff member or administrator. Pencil cases and notebooks are acceptable.
- e. Playing games in halls, classrooms, etc.

**Recommended Guidelines:**

- 1<sup>st</sup> offense: Detention.
- 2<sup>nd</sup> offense: ISS & parent contact.

**NOT BRINGING BOOKS, NOTEBOOKS, MATERIALS, GYM CLOTHES, ETC. TO CLASS; REFUSING TO DO WORK IN CLASS, SLEEPING.**

**Recommended Guidelines:**

- 1<sup>st</sup> offense: Warning and parent notification.
- 2<sup>nd</sup> offense: Detention.
- 3<sup>rd</sup> offense: 1-day ISS, parent conference.

**4. NOT HAVING STUDENT I.D.**

A School issued student identification cards must be available upon request. The student identification card must be produced and relinquished on the request of school district personnel, police officers, and/or persons authorized by the school principal to deal with matters of pupil behavior or discipline. Failure to produce the student identification card will be grounds for disciplinary action, based on failure to comply with a reasonable request (insubordination). The ID is school property and should not be defaced.

**Recommended Guidelines:**

- 1<sup>st</sup> offense: Warning.
- 2<sup>nd</sup> offense: Detention.

- 5. DISRUPTIVE BEHAVIOR IN ANY CLASSROOM (PINK SLIP) VIOLATION OF CLASSROOM RULES.** Note: Pink slips for all classes are totaled to determine the penalty. Teachers are to call parents and record the call with the office for all pink slips if requested by Administration. Students must see the teacher and resolve the pink slip after school before being re-admitted to class. If student does not see the teacher, he/she may not return to class and each day is unexcused.

**Recommended Guidelines:**

- 1<sup>st</sup> offense: Student-teacher conference plus detention.
- 2<sup>nd</sup> offense: Teacher-parent conference or a one day OSS or ISS.
- 3<sup>rd</sup> offense: 1-day ISS.

**6. LEAVING CLASS WITHOUT PERMISSION OR LEAVING SCHOOL WITHOUT CHECKING OUT AT THE OFFICE.**

**Recommended Guidelines:**

1<sup>st</sup> offense: Detention.

2<sup>nd</sup> offense: 1 day ISS.

**7. NOT REPORTING DIRECTLY TO OFFICE OR DESIGNATED AREA WHEN ISSUED A PASS OR PINK SLIP FROM TEACHER OR OFFICE.**

**Recommended Guidelines:**

1<sup>st</sup> offense: 1 day ISS.

2<sup>nd</sup> offense: At discretion of administrator.

**8. DETENTION VIOLATION.** Note: Detention may be changed once per trimester—by the parent only. Detentions can be accumulated to the end of the trimester. If a student has more hours of detention than remaining detention periods for the trimester, the student will be placed in ISS/OSS one day for each infraction.

**Recommended Guidelines:**

One day OSS.

**9. LOITERING IN HALLS, LAVATORY, PARKING LOT, AND/OR MISCONDUCT IN CORRIDORS. UNNECESSARY PHYSICAL CONTACT IN HALLS OR GAME PLAYING.**

Students must vacate the building by 2:50 p.m. unless participating in extracurricular activities or working with a staff member.

**Recommended Guidelines:**

1<sup>st</sup> offense: Parent notification and detention.

2<sup>nd</sup> offense: ISS and refer to proper authorities.

**10. FIGHTING** - A peer mediation program is in place to prevent fights. Peer mediation is required for this offense. Students refusing mediation may remain suspended. After a fight has taken place, peer mediation cannot be used to reduce penalties.

**Recommended Guidelines:**

1<sup>st</sup> offense: 3-5 day OSS and parent notification.

2<sup>nd</sup> offense: 5-10 day OSS and parent notification with potential expulsion as noted in part 6 of TYPES OF DISCIPLINARY ACTIONS.

3<sup>rd</sup> offense: Discretion of administrator.

**11. PROMOTION OF PHYSICAL VIOLENCE**

Students who promote or film an altercation with an electronic device or comment, incite, or otherwise propagate a fight via social media are subject to disciplinary action.

**Recommended Guidelines:**

1<sup>st</sup> offense: 1-3 day OSS and parent notification.

2<sup>nd</sup> offense: 3-5 day OSS and parent notification.

3<sup>rd</sup> offense: Discretion of administrator.

**12. HITTING (PUNCHING) ANOTHER STUDENT**

**Recommended Guidelines:**

1<sup>st</sup> offense: 3-day OSS. Offer mediation but no reduction of penalty.

2<sup>nd</sup> offense: 5-day OSS. Offer mediation but no reduction of penalty.

3<sup>rd</sup> offense: Discretion of administrator.

**13. FORGED ATTENDANCE PHONE CALL.**

**Recommended Guidelines:**

1<sup>st</sup> offense: 1 day ISS.

2<sup>nd</sup> offense: At discretion of administrator.

14. **OFF LIMITS (STUDENT BEING IN PLACES AT TIMES THEY SHOULD NOT BE, SUCH AS IN THE STUDENT OR TEACHER PARKING LOT, HALLS OR GYM DURING LUNCH HOUR; OR STREETS ADJACENT TO RIVERVIEW HIGH SCHOOL).** Freshmen may not leave the school building during lunch except to eat in the Pirate's Cove.

**Recommended Guidelines:**

1st offense: Parent notification and detention.

2nd offense: OSS and refer to proper authorities.

15. **PARKING AND DRIVING VIOLATIONS, NOT PARKING IN STUDENT PARKING LOT. STUDENTS MUST HAVE PARKING PERMITS. (SEE PARKING GUIDELINES.)**

**Recommended Guidelines:**

1<sup>st</sup> offense: Detention and/or ticket from the Riverview Police Department.

2<sup>nd</sup> offense: ISS at Administrator's discretion.

16. **PROFANITY, OBSCENITY, DEROGATORY OR OFFENSIVE STATEMENTS, INCLUDING E-MAIL MESSAGES, COMPUTER MESSAGES, OR DOCUMENTS USING RIVERVIEW HIGH SCHOOL NETWORK OR COMPUTERS.**

**Recommended Guidelines:**

1<sup>st</sup> offense: Parent notification and detention.

2<sup>nd</sup> offense: 1-day ISS.

17. **PROFANITY, DEROGATORY OR OFFENSIVE STATEMENTS OR GESTURES DIRECTED AT A TEACHER OR PERSONNEL, INCLUDING E-MAIL MESSAGES, COMPUTER MESSAGES, OR DOCUMENTS USING RIVERVIEW HIGH SCHOOL NETWORK OR COMPUTERS.**

**Recommended Guidelines:**

1<sup>st</sup> offense: 3-day OSS and parent notification.

2<sup>nd</sup> offense: 5-day OSS and parent notification.

18. **ACCESSING INAPPROPRIATE INTERNET SITES.**

**Recommended Guidelines:**

1<sup>st</sup> offense: 3-day OSS and parent notification.

2<sup>nd</sup> offense: 5-day OSS and parent notification.

19. **USE OF OR POSSESSION OF ANY TOBACCO PRODUCTS IN SCHOOL ENVIRONMENT. This includes, but not limited to, e-cigarettes, vaporizers, or similar items.**

**Recommended Guidelines:**

1<sup>st</sup> offense: 3-day OSS and parent notification; referred to proper authorities.

2<sup>nd</sup> offense: 5-day OSS and parent notification; referred to proper authorities.

20. **CHEATING ON A TEST OR ASSIGNMENT OR PLAGIARISM.**

**Recommended Guidelines:**

A grade of "zero," pink slip (see #4 guidelines), and notification of parents.

21. **TRUANCY OR UNEXCUSED ABSENCES** (See high school attendance policy.) Note: Repeated offenses for student under 18 can result in referral to juvenile court and local court.

22. **VOCATIONAL BUS VIOLATION** (Riding in a car to vocational education class without written permission of the Voc Ed teacher, parent and/or principal.)
- Recommended Guidelines:**
- 1<sup>st</sup> offense: 3-day OSS.
- 2<sup>nd</sup> offense: Dropped from vocational school.
23. **FAILURE TO FOLLOW A REASONABLE REQUEST (Insubordination).**
- Recommended Guidelines:**
- 1<sup>st</sup> offense: 1-day ISS.
- 2<sup>nd</sup> offense: 1-day OSS.
24. **BUS MISBEHAVIOR.** In cases of mass misbehavior, a bus run will be returned to school and/or canceled. Bus and bus stop misconduct includes, but not limited to, not riding the bus to which student is assigned, failing to take a seat, failure to remain seated, excessive noise, throwing items from the bus or at the bus, shouting, swearing, having part of one's body out of the bus window, being insubordinate, rude or otherwise disrespectful to the driver or aide, doing any damage on the bus, or littering the bus.
- Recommended Guidelines:**
- 1<sup>st</sup> offense: Warning and parent notification, detention, ISS or OSS.
- 2<sup>nd</sup> offense: Suspended from bus/school at the discretion of administrator.
25. **CAFETERIA MISBEHAVIOR.**
- Recommended Guidelines:**
- 1<sup>st</sup> offense: Administrator-student conference and/or detention.
- 2<sup>nd</sup> offense: Temporary removal from cafeteria up to 30 school days, parent notification, and/or detention/suspension.
26. **LOCKER VIOLATION (NOT BEING IN ASSIGNED LOCKER, CAUSING LOCKER TO NOT LOCK PROPERLY, ETC.)** Lockers are to be used exclusively to store school-related materials and authorized personal items such as footwear, coats and books. Students are advised they are solely responsible for the contents of their lockers and are not to share lockers with any other student. Principals or designees are authorized to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent. This includes the use of detection dogs. Principals/designees are authorized to seize any illegal or unauthorized items in violation of district policy and/or school rule, or reasonably determined by the principal/designee to be a potential threat to the safety or security of others. Such items are to be removed from the locker and held for evidence in possible disciplinary proceedings and/or turned over to law enforcement officers.
- Recommended Guidelines:** At discretion of administration.
27. **PARTICIPATION IN ACTIVITIES WHEN ABSENT.** A student absent from school or serving ISS or OSS may not participate in or attend a practice session or scheduled activity on that calendar day. However, a student may be excused for all or a portion of the school day through the attendance office and still participate in the school functions on that day.
- Recommended Guidelines:**
- 1<sup>st</sup> offense: 1 to 3 day ISS/OSS.
- 2<sup>nd</sup> offense: 4 to 6 day ISS/OSS.

3<sup>rd</sup> offense: 7 to 10 day ISS/OSS.

## 28. **ATTENDANCE AND TARDINESS**

**\*Please see the Riverview School District Attendance Policy**

### **ATTENDANCE INFRACTIONS**

As highlighted in the district attendance policy Parents whose children attend the Riverview Community School District are required by law to see that their children attend school continuously and consecutively until they reach the age of 18.

1. Teachers/administrators have the right to investigate absences.
2. Parents **MAY NOT** excuse the following absences:
  - Students who are reported present in class and then reported absent later in the day without prior parental approval.
  - Students who leave the building or campus without checking out at the office for any reason including illness.
  - Students who arrive to class more than 5 minutes late without a valid pass from school staff.
  - Students who skip one or more class period during the school day. Skipping refers to being anywhere but in the assigned classroom without permission.

### **Procedure for calling off a student**

When a student is absent from school, parents are expected to call the day the student is absent; a **parent must call the school before 7:45 a.m. on the day following the absence.** The parent's daytime telephone number must be stated when calling off the student. The parent may call 734.285.7361 and leave a message at any time by pressing option #1. To speak with the attendance secretary, parents may press option #2 during school hours.

### **THE FOLLOWING PENALTIES WILL BE IMPOSED FOR ATTENDANCE CODE VIOLATIONS:**

- 1<sup>st</sup> offense: Student is warned and parent is notified.
- 2<sup>nd</sup> offense: Student is assigned a detention and parent is notified.
- 3<sup>rd</sup> offense: Student is assigned an ISS and parent is notified.
- 4<sup>th</sup> offense: Parent conference; ISS.

### **STUDENT TARDINESS POLICY**

1. Students are expected to be in class on time unless excused with a pass from a staff member or the office. Students are tardy if they are not in their seats when the bell starts to ring, or a gym teacher does not check them in. A tardy in excess of five (5) minutes is considered a violation of school rules.
2. Students will be disciplined as follows for tardies:
  - Third tardy in any one class -- Student & Parent Notification and Warning
  - Next tardy from that class -- Detention
  - Any subsequent tardy from that class -- one day ISS

The following are examples of violations for which ISS or short term suspension up to ten (10) school days for misconduct occurring at school, on school property, at any school sponsored activities, or to which the Student Code of Conduct is applicable. A flagrant or particularly severe or aggravated violation may result in more severe disciplinary action at the discretion of an administrator.

**1<sup>st</sup> Offense: 1 to 3 day suspension (ISS or OSS)**

**2<sup>nd</sup> Offense: 4 to 6 day suspension (ISS or OSS)**

**3<sup>rd</sup> Offense: 7 to 10 day suspension (ISS or OSS)**

1. Assembly misconduct disruptive to the educational process.
2. Behavior detrimental to the learning process.
3. Behavior inappropriate for the school environment (squirt guns, laser pointer, display of affection in halls, possession of pornographic or inappropriate materials, magazines, etc.)
4. Cheating/plagiarism on major assignments/tests/exams.
5. Destruction of school property (carving on desk; tampering with, placing a virus on, putting unauthorized software in, copying software or sharing disks on the computers or network, etc.) Restitution by student or parent will be required.
6. Food or merchandise sale not authorized by administration.
7. Forgery.
8. Hall pass violations.
9. Insubordination.
10. Intimidation or harassment of students or adults, inappropriate comments, including ethnic intimidation, name calling, racial slurs, rumors, threats, bullying, hazing, etc.
11. Presence unauthorized in a restricted area of the building or grounds.
12. Safety health practice violation on school property. This includes any misbehavior in the school parking lot, refusing to allow a legal search, etc.
13. Throwing snowballs in the school environment. Misuse of shaving cream, aerosol sprays, materials which stain or are irritants, etc.
14. Unsportsmanlike or inappropriate behavior at athletic events.
15. Walk out or any unauthorized participation in group activities.
16. Improper use of prescription or over-the-counter drugs/medicine.
17. Stealing from the cafeteria or stealing school property. Restitution must be made for all stolen or damaged property.
18. Stealing, damaging, or having property that belongs to someone else. Restitution must be made for all stolen or damaged property.
19. Distribution of unauthorized publications, pictures, or materials.
20. Libel.
21. Changing computer or change settings on monitors, CPU, file programs, printers or send computer messages without consent of teacher.
22. Extended rights policy – If student behavior beyond the school zone has a direct relationship or detrimental effect on the safe and orderly educational atmosphere within the school administration may act. This may include email and cyber communication.

## **Board Policy 8260 – Bullying (Cf. 8018)**

### **Bullying Prohibited**

Bullying and cyberbullying are both forms of harassment. For the purposes of this policy, “bullying” is defined as: “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.” Cyberbullying is defined as: “Any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.
  - (ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
  - (iii) Having an actual and substantial detrimental effect on a pupil’s physical or mental health.
  - (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- Such conduct is disruptive of the educational process and, therefore, bullying and cyberbullying are not acceptable behaviors in this District, and are prohibited.

Students who engage in any act of bullying or cyberbullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying or cyberbullying incidents.

The Superintendent shall develop administrative regulations and programs that will increase awareness of the problem of bullying or cyberbullying, and train teachers and other staff to effectively intervene if bullying or cyberbullying is witnessed in their presence or brought to their attention. In designing administrative regulations and anti-bullying programs or strategies, the Superintendent should consult with the greater school community, including students.

Students reporting bullying or cyberbullying are assured confidentiality. This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law.

#### **Multiple violations will be handled in the order they occur if disciplinary action is required.**

THE FOLLOWING CIVIL VIOLATIONS WILL BE REFERRED TO THE PROPER AUTHORITIES FOR DISPOSITION AND CAN BE FOLLOWED BY SUSPENSION (OSS) FOR UP TO TEN DAYS. LONG TERM SUSPENSION UP THROUGH EXPULSION WITH SUPERINTENDENT/BOARD OF EDUCATION APPROVAL CAN BE IMPOSED FOR MISCONDUCT OCCURRING AT SCHOOL, ON SCHOOL PROPERTY, AT ANY SCHOOL SPONSORED ACTIVITIES, OR TO WHICH THE STUDENT CODE OF CONDUCT IS APPLICABLE. IN ADDITION TO SUSPENSION, THE SCHOOL DISTRICT MAY REQUIRE, AT THE PARENT’S EXPENSE, A PSYCHIATRIC EXAMINATION TO ASCERTAIN IF THE STUDENT MAY REQUIRE TREATMENT, HOSPITALIZATION, OTHER FORMS OF CONFINEMENT, OR REHABILITATION PRIOR TO BEING READMITTED TO SCHOOL.

1. Possession of or being under the influence of alcohol.

2. Possession of or being under the influence of illegal drugs or any mood modifiers, or possession of look-alike drug items or drug paraphernalia. This includes supplying prescription medications to unauthorized persons.
3. Sale or exchange of or intent to sell or exchange illegal drugs, look-alike drugs, “designer drugs” or alcoholic beverages.
4. Sexual harassment violations. This includes, but is not limited to, unwelcome sexual advances, engaging in improper physical contact, and making improper sexual comments. Penalty is commensurate with seriousness of the violation considering all relevant circumstances.
5. Possession or use of a weapon. The term weapons shall mean any object or instrument, the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain or suffering. The term weapons shall also include a facsimile of objects or instruments, which are weapons. The term weapons shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with intent by a student to inflict injury or harm upon another person.
6. Possession or use of a dangerous weapon. The term “dangerous weapon” shall mean a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; a dagger, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon as set forth in 18 USC Section 921.
7. Arson.
8. Criminal sexual conduct.
9. Physical assault against school district employees, visitors, students, volunteers, or contractors.
10. False fire alarms, bomb scare, threats or messages concerning school operations, school safety, etc.
11. Possession or use of fireworks or other explosive materials, or smoke bombs.
12. Illegal gambling.
13. Gang-related violations, Satanism or satanic messages. This includes, but is not limited to, any related dress, display of “colors,” or graffiti. Penalty is commensurate with seriousness of the violation considering all relevant circumstances. (Zero Tolerance Policy)
14. Threatening a teacher, school employee, or other adult lawfully permitted by the building principal to be on school property, or damaging teachers’ property. Local authorities may be contacted and a complaint may be filed.
15. Extortion or other threatening behavior.
16. Any aggressive or dangerous behavior toward another student or the use by any student of any object with the intent to cause bodily harm; assault.
17. Indecent exposure.

**RIVERVIEW COMMUNITY SCHOOLS  
ATTENDANCE POLICY**

Regular school attendance is a critical factor for academic success. It is very important for students to be in school and on time every day. Most of our students have excellent attendance. Unfortunately, each year we have students who have frequent incidents of incomplete instruction time due to absence, tardiness, and early departure. These incidents not only cost the student valuable instruction time, but also interrupt the instruction of other students in the classroom.

Parents and guardians are expected to make sure their children attend school on a regular basis. If your child misses no more than five or six days (national average) of school each year you are on target. If your child misses more than five or six days, please read this policy carefully.

The intent of this policy is to:

- Clearly communicate parental and student expectations for school attendance.
- Promote communication between school and home regarding attendance.
- Provide intervention to promote and encourage continuous and consecutive attendance.
- Reduce the current level of absences, tardiness and early departures.
- Encourage full attendance by all students.

**General:**

1. This policy was written in accordance with the following laws, ordinances, and guidelines:
  - Michigan Compulsory Education Law (MCL 380.1147, 380.1278a, 380.1278b, 380.1284, 380.1284b, 380.1561- 380.1599, MCL 388.1701
  - Wayne County Third Circuit Court, Family Division, Juvenile Division, Erase Truancy
  - Riverview Ordinance Subpart A, Chapter 38, Article IX, Division 1, Sec 38-371, and Sec 38-378.)

These documents are available on the school website.

2. Parents within the State of Michigan are required by law to see that their children attend school continuously and consecutively until they reach the age of 18.
3. Students within the Riverview School District are required to attend school continuously and consecutively for the entire year from the age of 12 up to the age of 18. (Wayne County Third Circuit Court, Family Division, Juvenile Division, Truancy.)
4. Teachers/administrators have the right to investigate absences.
5. When a student is absent from school, parents are encouraged to report the absence to the school office on that day. Parents must call the school no later than 7:45 AM on the day following the absence for the absence to be recorded as excused. The parent's daytime telephone number needs to be included in the message. Parents can call **at any time** to report an absence using the **24 hour voicemail**, option #1 when calling the main number. Failure to report an absence will result in the absence being recorded as unexcused, and a robo-call will be made to the home that evening. The attendance number for each school is listed below:

- Riverview High School (734) 285-7361
- Seitz Middle School (734) 285-3962

- Forest Elementary School (734) 479-0611
- Huntington Elementary School (734) 283-4822
- Memorial Elementary School (734) 285-5526

Monitoring and assuring your child/children's attendance is the most direct way to show you think their education is important.

6. **A student absent from school may not participate in a practice session or scheduled activity on that calendar day.** However, a student may be excused from all or a portion of the school day and still participate in the school functions on that day for school activity absences as defined below.
7. Parents may do a homework request by calling the office or by leaving a request on the answering machine before 9:00 AM if the student is going to be absent from school for more than one day.

### **Attendance Infractions:**

There are three types of attendance infractions. They are absence, tardiness, and early departure. These incidents cost the student valuable instruction time, and disrupt classroom instruction.

### **Absences:**

Absences can be documented, excused, or unexcused. Each absence type is defined below.

- A. **Documented Absence:** An absence that is accompanied by third party, professional documentation for the following reasons:
  - **Medical** - The student was absent because of illness or to obtain health care. If an illness is chronic or long term, administration should be notified and a note from a health professional should be submitted and filed.
  - **Religious** - Student absence was caused by observance of religious occasions formally recognized by an organized faith to which the student or the student's family belongs, and which requires abstinence from the activities of daily life or attendance at religious services. A note on the letterhead of the religious organization is acceptable.
  - **Family Emergency** - Student absence was caused by family emergencies such as a death or funeral, serious illness, or other crisis requiring absence from school.
  - **Administrative** - Absences that are necessary for personal or confidential reasons, such as court appearances, funerals, child abuse situations or other extenuating circumstances, or the student becomes ill during the school day and it is necessary to go home.
  - **School Activity-** A school activity absence is an absence from school or class initiated by school activities or functions.
  - **Suspension Absence:** A suspension absence is an absence due to a suspension from school for violation of the Student Code of Conduct. When students are suspended, they may not be on school grounds, or attend or participate in any extracurricular activities.
- B. **Excused Absence:** Any absence that is called in by the parent or legal guardian, but is **not** documented as presented in A above. **Some examples of excused absences include, but are not limited to:**
  - Staying home because the child did not feel well, but no medical attention was needed or sought
  - Vehicle Breakdown

- Sporting events and trips (not school related)
  - Staying home to visit, shop, attend movies, and celebrate birthdays with family and/friends
  - Student is kept at home due to parent's, sibling's or other family member's illness
- C. **Unexcused: Any absence that** is not called in by the parent or legal guardian, and is **not** documented as presented in A and B above.

**Tardiness:**

Students are expected to be in class on time. Students are tardy if they are not in their class when the morning bell starts to ring.

For elementary students, any missed time (tardiness and/or early departure) in excess of two hours, will be considered an absence for the day. For secondary students, a tardy in excess of ten (10) minutes in a class will be considered an absence for the class.

**Early Departure:**

Students are expected to remain at school for the entire school day. An early departure occurs when the student leaves, or is removed from school prior to the dismissal bell.

Tardiness and early departure will be classified under the same criteria provided for absences.

**Parent Notification Concerning Attendance Infractions:**

Early notification and intervention provides the greatest opportunity to improve student attendance. In addition to the robo-call for notification of absences, Riverview Community Schools will send three letters to parents and guardians informing them of attendance infractions, and providing the opportunity to discuss the attendance concerns with the building principal or assistant principal.

These letters will be sent to the home after a student has accumulated six, ten and more than ten **undocumented** attendance infractions for the school year. This includes any combination of tardiness, absence, and early departure. An attendance report will accompany each letter. The letters can be found at [www.riverviewschools.com](http://www.riverviewschools.com) under the attendance tab on the left. The letters are labeled appendix A, B, and C.

**Riverview Ordinance Subpart A, Chapter 38, Article IX, Division 1, Sec 38-371, and Sec 38-378.):**

Parents within the Riverview School District are required by law to see that their children attend school continuously and consecutively until they reach the age of 16.

**Truancy:**

Students within the Riverview School District are required to attend school continuously and consecutively for the entire year from the age of 12 up to the age of 18. Students who have excessive **undocumented** attendance infractions for the school year will be referred to the Riverview Police Department, and upon the recommendation of the Riverview Police Department, be referred either to the 27th District Court, Wyandotte Michigan, or the Wayne County Third Circuit Court, Family Division, Juvenile Division, for truancy.

Once again, regular school attendance is a critical factor for academic success. It is very important for students to be in school and on time every day. With open communication and sound record keeping, we can together promote educational success for all of our students.