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## STUDENTS - 5000

### Admission and Enrollment - 5100

**5101 Resident Students** Michigan law establishes which students have the right to attend school in the School District. The Superintendent will develop and implement regulations for the enrollment of resident students and their assignment to School District schools, facilities and programs. The Superintendent may also develop and implement regulations for intra-district open enrollment.

**5102 Nonresident Students** Nonresident students may be permitted to enroll in the School District, as described below.

**Schools of Choice.** The Board, by resolution, may choose to permit the enrollment of nonresident students through a schools of choice program. If a program is adopted, the Superintendent will develop and implement regulations for the enrollment of nonresident schools of choice students. Students duly enrolled through a schools of choice program will, thereafter, be considered School District students for all curricular and extracurricular purposes.

**Tuition Students.** The Board, by resolution, may choose to permit the enrollment of nonresident students through a tuition program. If a tuition program is adopted, the Superintendent will develop and implement regulations for the enrollment of nonresident tuition students. Students duly enrolled through a tuition program will, thereafter, be considered School District students for all curricular and extracurricular purposes.

**Foreign Exchange Students.** The Superintendent may develop and implement regulations for the enrollment of foreign exchange students.

**Homeless Students.** The School District will comply with the McKinney-Vento Act concerning the enrollment of homeless students. The Superintendent will appoint a central office administrator to serve as the District's liaison with homeless students and their parents or guardians. The liaison will coordinate and collaborate with state and local officials, as necessary. Students duly enrolled as homeless students will, thereafter, be considered School District students for all curricular and extracurricular purposes.

**Children of Non-resident Employees.** A child of a non-resident employee of Rochester Community Schools may be permitted to enroll in Rochester Community Schools without the payment of tuition pursuant to Michigan law. Such duly enrolled students will, thereafter, be considered School District students for all curricular and extracurricular purposes.

**Shared Time Instruction.** As Permitted by Michigan law, students enrolled in non-public schools located within the geographic boundaries of Rochester Community Schools, as well as eligible students who are being home-schooled, may participate in non-core elective classes offered by Rochester Community Schools.

### Learning and Achievement 5200

The core function of the School District is to educate students to prepare them to become productive and responsible citizens and adults. All other policies and considerations are subordinate to this objective.

**5201 Curriculum** The Superintendent, in consultation with selected School District personnel, is responsible for developing and implementing a legally compliant School District-wide curriculum. The curriculum is to be designed to further the educational growth of School District students and prepare students for post-secondary education and employment opportunities. All School District personnel are

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responsible for faithfully and effectively implementing the curriculum in their respective buildings and classrooms.

**5202 Assessments** The Superintendent, in consultation with selected School District personnel, is responsible for developing and implementing legally compliant student assessments. These assessments are to be designed to accurately measure the degree to which students of the School District are progressing in the School District's curriculum, in general, and how each individual student is progressing within the curriculum.

The Superintendent, in consultation with selected School District personnel, is also responsible for developing and implementing an assessment reporting system. The purposes of the reporting system include informing the Board, School, District staff, parents,<sup>1</sup> and the community, at large, about student progress within the School District's curriculum, in general; informing the Board, School District staff, parents and the community at large about student progress relative to their peers in other school districts and communities; and notifying parents and students of the particular student's individual progress in the School District's curriculum. All School District personnel are responsible for faithfully and effectively administering the School District's assessments and following the prescribed system of assessment reporting.

**5203 Progress Reports and Grades** The Superintendent, in consultation with selected School District personnel, is responsible for developing and implementing a system of legally compliant periodic progress reporting and grading that accurately reflects the degree to which students are progressing within the School District's curriculum, in general, and relative to their peers, as well as how each individual student is progressing. All School District personnel are responsible for faithfully and effectively implementing the School District's progress reporting and grading system.

**5204 Placement** The Superintendent and building administrators, in consultation with parents, are responsible for placing students in schools, grades and courses consistent with the School District's core function of preparing students to become productive and responsible citizens and adults. Where agreement cannot be reached, following consultation, placement decisions are at the discretion of the School District.

**5205 Graduation Requirements** In order to graduate and receive a high school diploma from the School District, a student must successfully complete all coursework required by law, all credits, coursework and assessments required by the School District and all other requirements that may be established and published from time to time by the Board or the Superintendent.

## Education Records 5300

**5301 Education Records Generally** The Superintendent will develop and implement legally compliant regulations covering the creation, maintenance, preservation and confidentiality of student records. The Superintendent will annually notify parents of their rights with respect to student records and related matters, as required by the Family Education Rights and Privacy Act (FERPA) and Pupil Privacy Rights Amendment (PPRA).

**5302 Student Directory Information** The Board designates the following student record information as *directory information*:

- a student's name, address and telephone number;
- a student's photograph;
- a student's birth date;

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<sup>1</sup>The word "parents," when used in these policies, includes legal guardians and, where required by law, those acting in the place of parents.

- a student's participation in School District related programs and extracurricular activities;
- a student's academic awards and honors;
- a student's height and weight, if a member of an athletic team;
- honors and awards received by a student;
- a student's dates of attendance and date of graduation;
- a student's grade; and
- previous schools attended by the student prior to enrollment in Rochester Community Schools.

Such information may be released by the School District, upon request, unless a parent or adult student has made timely objection, in writing, in accordance with FERPA.

**5303 Student Surveys** Parents may inspect all materials used for any student survey, analysis or evaluation conducted by the School District in connection with a program that is funded by the United States Department of Education. The School District will not, without the consent of the parents of a student, require the student to participate in such a survey, analysis or evaluation that reveals or is intended to reveal information concerning the student's or the student's parents':

- political or religious affiliations, beliefs or practices;
- mental or psychological problems;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom the student or the student's parents have close family relationships;
- legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers;
- income, other than when required by law to determine eligibility for programs or financial assistance.

## Extracurricular Activities 5400

The Board strongly encourages the participation of School District students in extracurricular activities. Such activities are intended to supplement the School District's curriculum and provide opportunities for student enrichment. While important, it must be emphasized that participation in extracurricular activities is a privilege; not a right.

**5401 Athletics** The Superintendent, in consultation with the Board and selected School District personnel, will develop and administer a robust program of interscholastic athletics. The athletic program must, at all times, adhere to the principle that participants are students first and athletes second.

**5402 School District Clubs and Other Activities** The Superintendent, in consultation with the Board and selected School District personnel, will develop and administer a program of curricular and extracurricular student clubs and other activities.

**5403 Student Initiated Clubs** School District secondary students may initiate clubs and other activities to be held on School District premises, subject to such rules and regulations as may be established by the Board, the Superintendent or District personnel consistent with the federal Equal Access Act. The School District will not discriminate among such student-initiated clubs and activities based on the religious, political or philosophical content of their meetings, provided the following conditions are met:

- Club meetings and events may not take place during instructional time.

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- Club meetings and events must, in fact, be student initiated and student participation must be voluntary.
- Club meetings and events will not be sponsored by the School District and are not to be sponsored by School District employees or agents.
- School District employees and agents may be present in only a supervisory capacity. They may not otherwise participate in club meetings and events.
- Persons not affiliated with the School District may not direct, conduct, control or regularly attend club meetings and events.
- Club meetings and events must not materially or substantially interfere with the orderly conduct of School District educational programs or activities.

## Communication 5500

**5501 Closed Forum** The School District is a closed forum, dedicated to the education of School District students based on the School District's curriculum. Where deemed necessary, the School District reserves the right to prohibit communication, by students or others, consistent with applicable legal requirements.

**5502 Student Publications** The School District supports and encourages student publications that are part of the School District's curriculum, including school newspapers, yearbooks and similar publications.

**5503 Distribution and Posting of Materials** The posting and distribution of materials on School District premises is prohibited, unless the materials are generated by the School District itself or provide factual information about School District academic or extracurricular activities. All postings and materials to be distributed require the prior written approval of the building administrator, or his/her designee.

The Superintendent, in consultation with building administrators, may develop and implement regulations for the posting and distribution of other information. In all cases, the School District prohibits the posting or distribution of literature that:

- Is libelous, defamatory, obscene, lewd, vulgar, or profane;
- Violates federal, state or local laws;
- Advocates the use or availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs;
- Incites violence;
- Interferes with or advocates interference with the rights of any individual or the orderly operation of the schools and their programs;
- Is primarily of a commercial nature, including but not limited to material that primarily seeks to advertise products or services; or
- The primary purpose of which is fundraising, except as approved in advance by the Superintendent, or designee.

## Behavior 5600 – Revised 7.17.2018

**5601 Introduction** The Board of Education is committed to providing a school environment in which students may receive and staff may deliver educational services without disruption or interference. Expectations for students are based on principles of civility, mutual respect, and otherwise doing what is necessary to be a functioning member of a school community. These expectations apply to conduct on School District premises, while en route to and from school, while in attendance at school functions, as well as when off-campus, to the extent the off-campus behavior is likely to or does substantially disrupt District academic or extracurricular activities or programs.

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**5602 Attendance** Regular school attendance is expected of all students. The Superintendent will develop and implement regulations to promote regular school attendance.

**5603 Student Code of Conduct** The Superintendent, in consultation with the Board and other School District personnel, will develop and implement a legally compliant Student Code of Conduct. The Student Code of Conduct will apply to student behavior on school premises, while en route to and from school, at School District related events, as well as to off-campus behavior, to the extent the behavior is likely to or does substantially disrupt District academic or extracurricular activities or programs.

As permitted by the Revised School Code, the Board delegates to the Superintendent and building principals the authority to impose student discipline as follows:

- Principals are delegated the authority to suspend a student from school for misconduct for a period not to exceed ten (10) school days. The Student Code of Conduct to be developed by the Superintendent is to include the due process protections that will apply in connection with such suspensions. The Superintendent is delegated the authority to hear and decide appeals from student discipline imposed by building principals.
- The Superintendent will appoint a District Hearing Officer who is delegated the authority to suspend or expel a student from school for violations of the Student Code of Conduct or law after following the due process procedures in the Student Code of Conduct.

Appeals. The District Hearing Officer's decision will be final on all long term suspensions. If the District Hearing Officer's decision is expulsion, the student and/or his/her parents may appeal the decision to the Expulsion Appeal Panel. To request an appeal, the student or parent(s), within five (5) days of receipt of the written decision of the District Hearing Officer, must file a written petition to the Superintendent including the reasons the decision should be reviewed. The Expulsion Appeal Panel will consist of three Board of Education Members and one Building Administrator from a high school, middle school and elementary school in which the student is not enrolled, along with the Superintendent or designee. The hearing before the Expulsion Appeal Panel will take place according to the procedure set forth in the Student Code of Conduct. The decision of the Expulsion Appeal Panel will be final.

The Superintendent may also develop and implement an Athletic and Extracurricular Code of Conduct. The Code will be developed on the foundational basis that participation in athletics and extracurricular activities is a privilege; not a right.

The Superintendent will post the School District's Student Code of Conduct and Athletic and Extracurricular Code of Conduct on the School District's web site and take other reasonable measures to assure that students and parents are aware of their existence.

**5604 Other Student Behavior** Michigan law requires that the Board adopt policies concerning bullying, "verbal assault" and locker searches. The Board adopts the following policies, which the Superintendent is to incorporate into the Student Code of Conduct.

**5605 Bullying** The Board recognizes that bullying and cyberbullying significantly interfere with the learning process. Through this Policy, the Board prohibits bullying "at school," as defined below, as well as off-campus conduct that could likely lead to a material or substantial disruption of the school learning environment for one or more students.

This Policy is intended to protect all students from bullying, regardless of the subject matter or motivation for the behavior. The Board, through this Policy, also prohibits retaliation or false accusations against a target of bullying, a witness or another person with reliable information about an act of bullying.

**Effective: March 1, 2017**

## Definitions.

**"Bullying,"** for purposes of this Policy, means any written, verbal or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more District students, either directly or indirectly, by doing any of the following: (i) substantially interfering with educational opportunities, benefits or programs; (ii) adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress; (iii) having an actual and substantial detrimental effect on a student's physical or mental health; or, (iv) causing substantial disruption in, or substantial interference with, the orderly operation of the school. Bullying may include, but is not limited to, the following:

- *Physical* - hitting, kicking, spitting, pushing, pulling; taking and/or damaging a person's belongings; extorting money; blocking or impeding student movement; unwelcome physical contact; punching, shoving, poking, choking, pulling hair, beating, biting, throwing objects, etc.
- *Verbal* - taunting, malicious teasing, insulting, hurtful name-calling, making threats, gossiping, etc.
- *Psychological* - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion or intimidation.

**"At school,"** for purposes of this Policy, means anywhere on school premises, on a school bus or other school-related vehicle and at a school-sponsored activity or event, whether or not the activity or event is held on school premises. "At school" includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the District.

**"Cyberbullying"** is defined as the use of information and communication technologies such as the Internet, telephone, cell phone, pager or other electronic devices to engage in "bullying."

Accountability. Each student in the School District is accountable for his/her own behavior, based on age-appropriate expectations. The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. Respect for all students is part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of friendships, group cooperation, social interaction, compromise and acceptance of differences among other students and staff.

**Retaliation.** Retaliation against a target of bullying, a witness, another person with reliable information about an act of bullying or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of the Board policy and independent of whether a complaint is found to have been substantiated. Suspected reprisal or retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying 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.

The Superintendent is directed to implement this Policy and is authorized and directed to promulgate such administrative regulations as may be deemed necessary.

**5606 Verbal Assault** A verbal assault is a communication or series of communications that does or is intended to put a reasonable person in fear of harm to him/herself or his/her property. The Superintendent will address verbal assault within the Student Code of Conduct.

**Effective: March 1, 2017**



**5607 Locker Searches** Lockers provided to students are the property of the School District and students and others have no expectation of privacy with respect to the lockers or their contents. School District principals and their designees may search student lockers at any time for any reason and may request the assistance of local law enforcement personnel. When conducting locker searches, School District personnel will respect the privacy rights of students regarding items found that are not illegal or possession of which is not in violation of School District policy.

**5608 Personal Electronic Devices** The School District reserves the right to prohibit the possession or use of personal electronic devices on School District property or at School District-related functions. For purposes of this Policy, “personal electronic device” means a privately owned device that is used for audio, video or text communications.

Students are permitted to use personal electronic devices only as follows:

- Before and after the regular school day.
- During the student’s scheduled lunch time and passing time.
- As directed or permitted by a teacher or other professional staff member for educational purposes.

Students may possess personal electronic devices on their person but the devices must be powered off and kept out of sight in backpacks/purses or lockers except during the times, above.

The Superintendent may develop regulations to further control student possession and use of personal electronic devices.

**5609 Corporal Punishment** Corporal punishment, as defined by Michigan law, is prohibited. The Superintendent will promulgate and implement regulations for the development of alternatives to corporal punishment, which may include the District’s Student Code of Conduct and positive behavior supports.

## Health and Safety 5700

**5701 Programs and Activities** School District personnel will take reasonable precautions to preserve the health, safety and welfare of students participating in School District related programs and activities.

**5702 Health Concerns Raised by Parents or Guardians** Parents and guardians are responsible for informing the School District of health and safety concerns particular to their children and cooperating with the School District to address those concerns. The Superintendent will develop and implement regulations for addressing the health and safety concerns of students with disabilities within the meaning of Section 504 of the Rehabilitation Act of 1973.

**5703 Immunization** Except as otherwise specifically provided by law, the Board requires that all students be properly immunized, not later than the first day of school.

**5704 Medication** The Superintendent will develop regulations concerning student medications. The regulations will address the possession, storage and accessing of student medications, as well as the administration of prescription medications to students while at school.

**5705 Performance Enhancing Substances** Students are prohibited from using or being in the possession of any performance-enhancing substances, including, but not limited to, those that may be listed by the National Collegiate Athletic Association, the Michigan High School Athletic Association or the Michigan Department of Community Health.

**5706 Seclusion and Restraint** The Board fully embraces the Michigan State Board of Education policy on Positive Behavior Support and the prohibition against seclusion and restraint as disciplinary measures.

**Effective: March 1, 2017**

The Superintendent will assure that all staff receive training on the use of Positive Behavior Support and the limited circumstances in which seclusion or restraint are permitted.

**5707 Wellness** The Board of Education recognizes that student wellness is integral to learning, growth and development. The School District will promote proper nutrition and nutrition education, as well as regular physical activity, as steps toward student wellness. The Superintendent or his/her designee will develop administrative regulations to implement this policy.

**5708 Epinephrine Auto-Injector (Epi-pens)** The District will acquire, purchase and maintain at least two functioning epinephrine auto-injectors (epi-pens) for and at each school building it operates. Properly trained district personnel or authorized contractors will administer an epi-pen injection to any individual on school grounds that is believed to be having an anaphylactic reaction or any student who has a prescription on file at the school. The District will notify the parent(s) or legal guardian of any student to whom the District administers an epi-pen injection on school grounds or at a school-related activity.

The purpose of the policy is to comply with 2013 PA 187 (PA 187). This policy is not intended, and should not be construed, to create or grant any rights or remedies to any person. The Superintendent will promulgate administrative regulations for implementing this policy consistent with the requirements of PA 187, which regulations will incorporate, by reference, the Michigan Department of Education's Medication Administration Guidelines.

**5709 Cardiac Emergency Response Plan** The Superintendent, or his/her designee, will promulgate a Cardiac Emergency Response Plan, as required by 2014 PA 12.