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# Riverview Community School District Elementary Student/Parent Handbook 2023-24

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The teachers and support staff of Riverview Community Schools are happy to help each student grow and learn. We are committed to working cooperatively with our students, parents, and community to provide the best educational opportunities possible.

This handbook has been developed to tell you about the many programs available to our elementary students as well as to provide for the education and welfare of all RCSD students. If you have any additional questions regarding our educational programs or the operation of RCSD Elementary Schools, please contact your school's office.

We are glad that you and your family will be a part of Forest, Huntington, or Memorial Elementary.

Angelyn Maxon, Memorial Elementary Principal  
Gianina Meli, Forest Elementary Principal  
Nicole Muñoz, Huntington Elementary Principal

## **Superintendent of Schools**

Superintendent

Joseph Hatzl

## **Riverview Community Schools Board of Education**

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Trustee

Sandy Meeks

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### **Mission**

*Empowering every pirate to chart their own course through academics, responsibility, respect, growth and honor.*

### **Vision**

*One community, every day, charting the course the pirate way.*

### **Belief Statements**

#### **A-Academics**

Students will learn in a collaborative environment that values communication, creativity, and critical thinking to achieve individual academic goals.

#### **R-Responsibility**

Students will take ownership of their actions and learning, exhibiting initiative, perseverance, and resilience while encountering life's challenges.

#### **R-Respect**

Students will recognize the worth self and others with empathy, understanding, and compassion, demonstrating the value of civility and diverse viewpoints while resolving complex issues.

#### **G-Growth**

Students will develop skills to work independently as a team member in order to explore, analyze, create and evaluate solutions that enhance leadership and lifelong learning.

#### **H-Honor**

Students will demonstrate a commitment to citizenship and integrity in their daily interactions and communications.

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## SECTION I: INTRODUCTION

The Riverview Community School District is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community—including students, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), parents, and engaged service providers—must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

Those responsibilities include, but are not limited to, the following:

### Riverview Community Schools Home/School Compact

Students enrolled in elementary school have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on school grounds, on buses, and at any school-related activity.
4. Respect the rights and feelings of fellow students, parents, educators (including teachers, secretaries, custodians, paraprofessionals, and other school personnel), visitors, guests, and volunteers.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with school district rules and policies.
7. Participate in your learning communities, including helping formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the school's efforts to provide a safe and orderly learning environment.
6. Know and support the school and district rules and policies and work within the existing structure of the school to address concerns.
7. Advocate for your child(ren) and take an active role in the school community.
8. Attend your child(ren)'s parent/teacher conferences.

Educators have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the school community.
3. Cooperate and schedule conferences with students, parents, and other school personnel in an effort to understand and resolve academic and behavioral problems. Make every effort to accommodate families whose work schedules, access to transportation, or distance from school limits their ability to meet or participate.
4. Keep parents informed of their students' challenges, effort, and success.
5. Encourage students to participate in classroom, extracurricular, and other school-related activities.
6. Know and enforce the rules and policies consistently, fairly, and equitably.

## SECTION II: ELEMENTARY SCHOOL HANDBOOK

### Elementary School Hours 2023-24

#### Forest Elementary:

- Full Days: 8:40am-3:20pm
- Early Release: 8:40am -12:40pm

#### Huntington Elementary:

- Full Days: 8:40am-3:20pm; Kindergarten: 8:30am-3:15pm
- Early Release: 8:40am-12:40pm

#### Young 5's Program at the Early Childhood Learning Center

- Full Days: 9:10am-3:50pm
- Early Release: 9:10am-1:10pm

#### Memorial Elementary:

- Full Days: 8:50am-3:30pm; Kindergarten: 8:45am -3:25pm
- Early Release: 8:50am -12:50 pm

## Attendance

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. More important, however, is the effect of regular and punctual attendance on the student's academic achievement. Not only is each day's lesson important to the individual student, but the student's participation in class also contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's success. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student's control prevents attendance.

Three types of absences will be recorded:

1. **School Approved Absence** –an absence caused by the student participating in any school sanctioned activity (i.e., camp). Absences that are school related or otherwise approved by administration will not count against the student.
2. **Excused Absence**- an absence excused by the parent/guardian via attendance line at each school or contact with the building secretary. These will be indicated on the student's record as excused (E) but will still count against the student.
3. **Documented Absence**-excused via documentation provided by:
  - Medically documented illnesses/health related absence/doctor's or dentist appointments
  - Mental health appointments
  - Court required appearances
  - Funerals
4. **Unexcused absence**- an absence not excused by the parent/guardian via phone call to the Office. These will be indicated on the student's record as unexcused and will count against Student.

Health related and other exceptions can be made on an individual basis through building administration.

## Truancy

Chronic absenteeism is defined as missing 10% or more of the school year, which equals about two days per month.

Regular school attendance is one of the basic components of a good education. Excessive absences may result in the referral of the student and the student's parents to the police department and Wayne County's Truancy Officer. Letters will be sent home by the school when a student's attendance is approaching truancy and once a student is considered truant. If the pattern of repeated absences continues, the building administrator will contact the proper authorities.

Parent/guardian will receive two mailed warning letters from the school office before a truancy ticket is filed. A parent meeting with the principal may be scheduled as one last step prior to contacting the police to issue the ticket.

## **Tardiness / Half-Day Absences**

Students who arrive to school five minutes after the school day begins must have a parent sign them in at the office prior to going to their classroom.

Students are considered tardy five minutes after the school day begins. Students are considered absent in the morning after 1.5 hours (90 minutes) of the day being started.

## **Dismissal from School**

To minimize disruptions at the end of the day, parents and guardians picking up students must wait outside of the school for parent pick up. In emergency situations when it is necessary for your child to leave school during the school day, he/she will be dismissed through the school office. Please be advised that parents are required to pick up their children in a timely fashion after school.

- Students can only be dismissed to individuals listed on their emergency contact form.
- Parents must come to the office and sign students out who are being dismissed early.
- We ask that if there is a change in your child's normal dismissal, you notify your child's teacher in writing in advance, ie. parent pick up instead of bus. If an unexpected change to student's schedule should occur during school hours, you must inform the office as soon as possible.

## **Visitors and Volunteers**

Adult visitors and volunteers are always welcome. As we are interested in knowing who is in the building and keeping our students safe at all times, all visitors (during school hours) must report to the school office upon entering the building. Volunteers will need to complete the volunteer consent form at least two weeks prior to volunteering. Visitors are not allowed in the building without this or school approved identification. This form must be done annually.

The district is obligated to protect the privacy rights of all students and their families by ensuring that frequency of visitations by one parent/guardian does not allow inappropriate knowledge of the behavior or academic progress of other students. Parents who fail to abide by this policy and/or the district's regulations or who intentionally disrupt the educational process of the school may be asked to leave.

The responsibility of the teacher is to teach. Consequently, unscheduled conferences with teachers while the teacher is responsible for a group of children are not permitted. While conferences are always welcomed, they should be scheduled during a time when a teacher is not supervising students (i.e. arrival and dismissal time) or teaching class.

## **Change of Address/Phone/Emergency Information**

Any changes in address should be reported to a secretary in the main office. To update names, phone numbers, email address or emergency contacts, you may log into the PowerSchool Parent Portal and navigate to the RSCD\_Student Contact form.

## **Medications, Medical Procedures, and Medical Forms**

If a student requires medications and/or certain limited non-invasive procedures that cannot be performed outside of school hours, the district will administer medications or procedures only when requested by the parents and accompanied by a treatment authorization form signed by the child's physician. Medication and treatment authorization forms signed by the child's physician and parent must be renewed annually.

Before any medication (either prescription or over-the-counter) or treatment may be administered to any student, it is required to have written authorization from the child's physician accompanied by the written authorization of the parent. Parents are responsible for bringing the medication to school. Medication may not be sent with the child. Only medication in the original container, labeled with the student's name and exact dosage will be administered. Unless other arrangements are made, it is the responsibility of the student to report to the office at the time a medication or treatment is to be administered. With building administrator approval, students may possess and self-administer their asthma inhalers and epi-pens if there is a medication authorization form completed by the child's physician and parents on file in the school office.

Under Michigan Law, a school administrator, teacher, or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of medication except for an act or omission amounting to gross negligence or willful and wanton misconduct, MCL 380.1178.

Students cannot carry or take any over the counter medications including cough drops. Over the counter medications require physician and parent authorization.

All Medical Forms can be found online through the Riverview Community School District website under the *Parent* section followed by *Health Information*.

## Medical Management Plan

Medical management plan is a collaborative process that facilitates recommended treatment plans to assure the appropriate medical care is provided to disabled, ill or injured individuals. It refers to the planning and coordination of health care services appropriate to achieve the goal of medical rehabilitation.

A medical management plan completed by parent and physician is required for certain health conditions which may require staff attention during the school day. (Asthma, diabetes, severe allergic reactions, seizures, etc.)

Prior to school personnel providing health services which require use of specialized medical equipment (nebulizer, glucometer, etc.); a training session attended by parent(s) and key District personnel shall take place.

Health management plans and medication authorization forms are available in the school office and must be renewed each school year.

## Illness and Communicable Disease

If a student has a fever, vomits, appears ill, or is complaining of severe stomach pain, he or she will be sent home per our board policy. In the same sense if a child has these symptoms or an illness with vomiting and diarrhea, he/she should be kept home until symptom free for 24 hours.

It's sometimes hard to determine when to keep your child home from school. Here is a list of symptoms to serve as general guidelines when your child may be ill. These are only general guidelines and not intended to provide medical advice or to be used instead of contacting your physician.

- Fever - If your child has a temperature over 100.4°, or is too sick to enjoy group activities.
- Rash - Children may attend school with a non-contagious allergic rash (i.e. poison ivy). If your child has a fever with a rash, talk to your doctor before sending the child to school.
- Vomiting or Diarrhea - After a bout of vomiting, your child should be able to keep down fluids and eat a meal before returning to school.
- Runny Nose - If the discharge is thick and colored (yellow, green, or brown) it may mean an infection is present.
- Cough - If the cough is deep and persistent and/or lingers.
- Sore Throat - If your child has a fever, cough, or a thick runny nose along with a sore throat; or if the sore throat stays more than a day or two.
- Strep Throat, Pink Eye with Discharge, Impetigo or Another Bacterial Infection - Keep your child at home for 24 hours after starting medication.
- Ear Infections - Your child may attend school while on medication. Ear infections are not contagious.
- Ringworm - Restriction as directed by physician or other evidence the student is being treated.

## Immunizations

It is important for all students to be immunized in order to control the spread of communicable diseases in our schools. Updated immunization records are required by law for school entry according to the Michigan Department of Public/Community Health.

## School Closing/Delays Due to Inclement Weather

Several television stations are notified if school is closed or shortened due to inclement weather. Some or all of them will broadcast the information depending on the time the decision is made by school officials.

Television and Internet: FOX 2, WJBK / CHANNEL 4, WDIV / CHANNEL 7, WXYX

## District Robo Calls

Parents/guardians will receive a phone call with an automated message of school closings or other important school announcements.



## Safety Drills

Pursuant Michigan HB 4714 each school will conduct a minimum of five fire drills, two tornado safety drills, and two lockdown/emergency drills during the school year and one cardiac response team meeting.

## School Bus Transportation (Forest, Memorial Elementary, and Young 5's only)

School bus transportation is a privilege available to some Forest Elementary and Memorial Elementary students. To ensure each student's safety, all school regulations for code of conduct extend to each student from the time he or she enters the bus until such time as the student exits the bus. While the Board of Education furnishes transportation, parents are responsible for the safety and supervision of children at the bus stop. Once a student boards the bus, and at that time only, does he or she become the responsibility of the school district. Such responsibility will end when the student leaves the bus at the close of the school day.

Elementary parents should contact the transportation department with any permanent route changes. Students are not permitted to change routes to go home with a friend or for temporary reasons.

Students who become serious disciplinary problems on the school bus may have their riding privileges suspended. In situations where discipline is required, the building administrator will be informed of the student's misbehavior. The student's parents will be notified via a "misconduct report" and their cooperation will be expected, in order to correct their child's behavior. In instances when students do not conduct themselves in the proper manner, depending on the infraction, bus riding privileges may be suspended.

## Lost and Found

All hats, coats, gloves, boots, and personal items should be labeled with your child's name. Lost and found areas are available in each building and at the bus garage. Please contact the school office or teacher if you believe your child has lost items. Items in the lost and found will be donated throughout the year.

## Recess

Recess is provided for our students each day. Students should dress appropriately for all weather conditions. At the discretion of the principal, recess may be held indoors if the weather is too inclement or if the temperature/wind chill is at or below what feels like 20° F. Students are asked to bring an extra set of snow boots and snow pants because they do go outside and play in the snow.

## Food Service Program

All students in the Riverview School District are eligible for free breakfast and lunch for the 2023-24 school year. The Elementary Food Service/Child Nutrition program is operated under the USDA National School Lunch and Breakfast Program. In place of the free & reduced lunch application, the district is requesting all families complete the Community Eligibility Provision form. The district must continue to report data to the State of Michigan and federal government to ensure funding allocation for programs which benefit all students.

A computerized system is used for food service purchases with each student assigned an individual account. Account information and the ability to make prepayments to food service accounts are available on MyPaymentsPlus. Menus are available on the district website's Food and Nutrition page.

## Valuables

The school administrators and staff are not responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them at the main office.

## Bicycles

A bike rack(s) is located at each building for all students riding their bikes to school. Cyclists are required to park bicycles in these racks. It is suggested that all bikes be locked with some type of chain or lock since security is not provided. No other wheeled devices are allowed (skateboards, scooters, etc.)

## Food and Beverage Consumption

Teachers reserve the right to regulate food and beverage consumption in their classrooms. Please check with your child's classroom

teacher concerning restrictions due to allergies. Remember that food allergies for some students can be life threatening. Water bottles are permitted. Please only send water for classroom consumption. Drinks besides water, ie. juice, soda, Starbucks, are not permitted in the classroom.

## **School Parties/Birthday Observances**

Birthday celebrations are left to the discretion of the teacher and should not interfere with the instructional program. All treats must be store bought and prepackaged. In consideration of our students with special medical needs, please contact your child's teacher before sending birthday items to school. Please remember products containing peanuts, tree nuts, or shellfish CANNOT be served in the school. **Party invitations are not to be passed out at school.**

## SECTION III: CODE OF CONDUCT

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. It defines behaviors that undermine the safety and learning opportunities for all members of the school community and favors actions that encourage positive behavior and learning over actions designed to punish. When determining the consequences of student misconduct, school officials may use intervention strategies and/or disciplinary actions. Recognizing the importance of keeping students in school learning as much as possible, educators will consider the severity or repetition of misconduct, age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors in determining how they will address misconduct.

The Code of Student Conduct will be administered fairly, without partiality or discrimination. The Code of Student Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) of a student determined to be eligible for special education programs and services.

### When and Where the Code of Student Conduct Applies

The Code of Student Conduct applies before, during, and after school and whenever a student is engaged in a school-related activity. Each student is expected to follow this code of conduct:

- "At school," meaning 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.
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunications networks, accounts, or other district services.

### Student Discipline

RCSD acknowledges that all students are entitled to procedural and substantive due process in disciplinary matters. The school system has a responsibility to create an environment conducive to learning. This includes a commitment to fairness and equality. Good discipline is best thought of as positive, not negative, such as helping the student to adjust, and turning unacceptable conduct into acceptable behavior. For these reasons:

- Discipline will be treated as an individual matter for each student based on the individual facts of the incident. Every effort will be made to apply discipline in an equitable and consistent manner and still allow for differences in age and maturity.
- The best discipline is preventative in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors including the student's self-image, active participation in both curricular and co-curricular activities, and the understanding and support received from parents, teacher, peers, and other adults.
- Interventions: Every attempt will be made to resolve disciplinary issues within the school setting using PBIS and restorative practices in order to help teach and reteach appropriate behavior.

### Regarding Exclusionary Discipline

Recognizing that exclusionary discipline may have a negative educational impact, the school community reserves suspension for the most serious offenses involving dangerous and unsafe behaviors.

We will also employ social and emotional learning, positive behavioral expectations, restorative practices and early intervention strategies.

To foster each student's academic success and pro-social development, the school will consider research-based social-emotional learning strategies and options designed to promote positive behavior and modify negative behavior while holding students accountable. These may include research- or evidence-based preventative and discipline measures such as:

- Positive Behavioral Interventions and Supports (PBIS)
- Michigan Model for Health™
- Focused instruction to avert academic failure
- Restorative practices
- Early intervention diversion programs
- Family supports and referrals to available community-based resources as appropriate

Recognizing that grades should reflect learning rather than behavior, when suspension is used, students have the right to complete, turn in, and receive any credit earned on assignments and tests scheduled during their disciplinary absences.

Administered well and appropriately, positive discipline can become a powerful tool for teaching students to succeed. When considering intervention options, we will strive to address disciplinary matters as opportunities for learning and reserve suspension for only the most serious offenses.

All students should recognize the consequences of their language, manners, and actions toward each other, school staff, and volunteers. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a mutually respectful learning environment and support the reduction of any disruption to learning. The following pages list actions that can cause disruptions and, therefore, require some action to address the harm they cause. Whenever possible, the action to address this misconduct should include steps to heal the harm and restore the community members affected.

## SECTION IV. DUE PROCESS

As noted in the Introduction, The Code of Student Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) for a student determined to be eligible for special education programs and services. Students with an Individualized Education Program (IEP) are responsible for following The Code of Student Conduct. As a consequence of a violation of The Code of Student Conduct by a student with an IEP, specific procedures may apply. Information about these procedures is available at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis).

### Short-Term Suspension Definition

For purposes of this code, a short-term suspension occurs when a student is suspended for one (1) school day, up to and including five (5) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

#### Due Process for Short-Term Suspensions

For a suspension of five (5) days or less, a student is entitled to minimal due process protections, including oral or written notice of the accusation(s), what disciplinary measures are being proposed, and an opportunity to respond. If feasible, the notice and hearing should precede the student's removal from school. If the student's presence poses a danger to persons or property or threatens to disrupt the academic process, prior notice and hearing may not be feasible. In this case, a hearing should follow the student's removal from school as soon as possible.

Except in extraordinary circumstances, alleged violations of The Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal shall provide the student and the parent/guardian with oral or written notice of the charges or allegations and an explanation of the evidence or basis for the charges. Barring a situation requiring immediate action, the student shall be given the opportunity to contact an adult advocate such as a parent or other family member, guardian, mentor, friend, and/or an attorney before presenting an explanation or a differing statement of the facts. The student's request to have a parent/guardian present should be respected.

If misconduct is found, the principal may authorize disciplinary action in accordance with The Code of Student Conduct, including short-term suspension. A student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical.

The student and parent/guardian shall be notified of the circumstances and action taken.

### Long-Term Suspension and Expulsion Definition

A long-term suspension is when a student is suspended for more than five (5) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law.

#### Due Process for Long-Term Suspension and Expulsion

A Principal may suspend a student for up to ten (10) days. The decision to suspend a student for a period exceeding ten (10) days requires the approval of the Superintendent or his designee. Suspensions of more than ten (10) days in duration may be appealed in writing to the Board of Education. The Board of Education has the exclusive and final authority to expel a student from school based upon the recommendation and request of the Superintendent or his designee.

Students and their parents or guardians will be afforded due process in any suspension or expulsion proceeding. This includes notice of the charges, an opportunity to present the student's version of the events or any exculpatory evidence on the student's behalf; right to present evidence and witnesses in his or her behalf; and a right to be represented by legal counsel at parent expense. Pursuant to federal law, students do not have a right to the names of confidential student witnesses who have provided information to the administration. Permanently expelled students are not eligible for re-admission unless an application is approved by the Board of Education.

## SECTION V. TYPES OF SUSPENSION AND EXPULSION

The Revised School Code provides each school district with the authority to establish a local discipline policy. Each local school board or its designee has the authority to suspend or expel students guilty of “gross misdemeanor or persistent disobedience.” This must not, however, infringe on any of the federally protected rights guaranteed to students who qualify for special education programs and services [MCL 380.1311(8)]. County Intermediate School Districts or Regional Educational Service Agencies’ consultants, Community Mental Health Centers, medical clinics, and other human service agencies may need to be involved with a child whose behavior is “persistent.”

The school community will reserve long-term suspension for only the most serious offenses and will employ discipline measures and early intervention strategies. Districts are required to develop and implement a code of student conduct and to enforce its provisions with regard to student misconduct in a classroom, on school grounds, on a school bus or other school-related vehicle, and/or at a school-sponsored activity or event whether or not it is held on school grounds.

### Weapons, Arson, or Criminal Sexual Conduct Expulsion

For students in grades five (5) and below, school districts are required to expel students who possess a dangerous weapon, commit arson, or engage in criminal sexual conduct in a school building or on school grounds. The law allows for possible reinstatement [MCL 380.1311]. The term “criminal sexual conduct” is defined in the Michigan Penal Code, 1931, PA 328 MCL 750.520. It refers to sections which describe various levels of sexual penetration, sexual conduct, and assault with intent to commit criminal sexual conduct [MCL 750.520b, 520c, 520d, 520e, 520g]. The term “dangerous weapon” means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of “firearm” in section 380.1311 refers to the definition of that term in the federal Gun-Free Schools Act of 1994, which in turn refers to another section of federal law which defines “firearm” as:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm silencer.
- Any destructive device.

### Dangerous Weapon Exceptions:

School boards are not required to expel a student if the student can establish in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the student.
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.

A student who possesses a weapon in a weapon-free school zone or commits arson or criminal sexual conduct at school or on school grounds is expelled from all Michigan public schools unless the school district operates or participates in an alternative education program appropriate for expelled students. At the school district’s discretion, the district may admit the student to that program or a “strict discipline academy.”

### Weapon-Free School Zone and School Property Definition:

“Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property [MCL 750.237a]. “School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses [MCL 750.237a].

## **Reporting Requirements:**

If a dangerous weapon is found in the possession of a student while the student is attending school or a school activity, or while the student is en route to or from school on a school bus, the superintendent of the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student's parent/guardian and the local law enforcement agency [MCL 380.1313(1)].

## **Physical Assault**

Students in grade 5 or below who commit a physical assault at school against a District employee, volunteer, or contractor, or against another student, will be subject to disciplinary action up to and including suspension or expulsion from school for a period of time as determined appropriate by the District. The term "physical assault" means "intentionally causing or attempting to cause physical harm to another through force or violence" [MCL 380.1311a].

## **Bomb Threats or Similar Threats**

If a student in grade 5 or below makes a bomb threat, or similar threat, directed at a school building, other school property, or a school-related event, then the school board or the designee on behalf of the school board, as described in MCL 380.1311(1), shall suspend or expel the pupil from the school district for a period of time as determined at the discretion of the school board or its designee. The school board policy should include the types of behavior for which a student who makes a bomb threat, or similar threat, would be suspended or expelled.

## SECTION VI. VIOLATIONS OF THE CODE OF STUDENT CONDUCT

Various types of student misconduct are defined below. These definitions of misconduct are not all-inclusive, but only representative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

School district staff may use intervention strategies including preventative measures such as intensive instruction, social-emotional learning, PBIS, restorative practices, teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for every type of violation listed here. As required by law, the staff will refer the last group of violations directly to school administrators due to the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of The Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.

### Bullying, Cyberbullying, and Harassment

#### BULLYING:

A student will not engage in bullying any student for any reason 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. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school district or public school academy. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in section 219a of the Michigan penal code, 1931 PA 328, MCL 750.219a.

**"Bullying" 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 pupils either directly or indirectly by doing any of the following:**

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
- B. 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.
- C. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

When Is It Bullying?				
TYPE	FRIENDLY TEASING	HURTFUL TEASING	PEER CONFLICTS	BULLYING
POWER	Equal power	Unequal power	Equal power	Imbalance of power
FREQUENCY	Neutral	Sensitive Topic	Occurs occasionally	Occurs repeatedly
MOOD	Playful	Purpose is to upset	Accidental	Intentional & serious
PURPOSE	Joins relationships	Excludes	Negotiations & options	Seeks to gain power
FEELING	Funny to both parties	Sarcastic	Withdrawing & options	Victim is vulnerable
RESOLUTION			Relationship is valued, effort to resolve	No remorse, no effort to resolve
EXAMPLES	One student comments to another student that he should turn his jersey inside out because his favorite team lost last night.	One girl comments to another girl that she looks fat in the outfit she's wearing.	Two students have a disagreement on the playground about which one will be the pitcher in kickball.	1) One student repeatedly threatens another student that if he walks down a specific hallway, he will get beat up. 2) One student repeatedly calling another student a name regarding his sexual orientation.

#### CYBERBULLYING:

In accordance with Public Act 478 of 2014 – Cyberbullying (MCL 380.1310b) the “Matt Epling Safe School Law” must now be enforced.

Full details at:

[http://www.michigan.gov/documents/mde/Cyber\\_Bullying\\_481850\\_7.pdf](http://www.michigan.gov/documents/mde/Cyber_Bullying_481850_7.pdf)



## HARASSMENT:

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. Teasing;
- B. Threats;
- C. Intimidation;
- D. Stalking;
- E. Cyberstalking;
- F. Physical violence;
- G. Theft;
- H. Sexual, religious or racial harassment;
- I. Public humiliation; or
- J. Destruction of property.
- K. Videos/picture taking and/or posting to social media

## Violations

- **Cheating/Academic Misconduct:** A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.
- **Defacement of Property:** A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.
- **Destruction of Property:** A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.
- **Disorderly Conduct:** A student will not knowingly harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
- **Dress and Grooming:** A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. Within this framework, clothing or grooming shall be considered unacceptable if it creates a clear and present danger to the health and safety of the students or other persons; or creates or potentially creates a disruptive influence on the educational process; for example, hats, head coverings, short shorts/skirts, torn or mutilated clothing, pajamas, clothing with profanity, vulgar/obscene suggestions, or clothing which is sexually suggestive, clothing which promotes, displays, advertises alcohol or drugs, or which infringes upon the rights and freedom of other students.

Below are some of the guidelines for students to follow:

- Safe and appropriate shoes or sandals will be worn at all times.
- Hats may not be worn during the school day unless special permission is given.
- The ordering of new t-shirts to be worn at school or at school functions are required to have administrative pre-approval.
- Dress code for field trips: Students will dress for field trips in a manner that is appropriate for the field trip activities. Students who do not dress appropriately will not be permitted to attend.
- **Electronic Communication Devices (ECD):** Students are prohibited from using cell phones or other electronic communication devices (ECD) or having them "On" during the school day. This includes lunch periods, recess, passing periods, on school-sponsored trips and prior to dismissal. "Using" refers to, not only the making and/or receiving of calls, but also using the cell phone or ECD for any other purpose. Using a cell phone or other ECD in an unauthorized manner or in violation of the policy, may result in disciplinary action, depending upon the nature of the prohibited activity and/or whether it is a repeat offense for that student. The administration reserves the right to modify the consequences, as appropriate. Students are required to make outside communication through the office or from the classroom teacher's phone.
- **False Identification:** A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.
- **Fighting:** A student will not physically fight with another person.
- **Forgery:** A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.
- **Fraud:** A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.
- **Gambling:** A student will not engage in any game of chance or contest wherein money or other items of monetary value are

awarded to the winner, except for those games and contests authorized as official school functions.

- **Gang Activity:** A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission. Gang activity includes any one of the following:
  - Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
  - Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
  - Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
  - Recruiting student(s) for gangs.
- **Harassment/Intimidation:** A student will not engage in or participate in any behavior that is included in the definition of harassment or intimidation. "Harassment or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment or intimidation includes, but is not limited to, a gesture or written, verbal, or physical act.
- **Hazing:** The act of hazing is a crime in Michigan and will not be tolerated in the district. A student will not engage in or participate in any behavior that is included in the definition of hazing. The term "hazing" means "an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization." The term "organization" means "a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution." [MCL 750.411t].
- **Horseplay/Hands-On Behavior:** A student will not engage or participate in horseplay or hands-on behavior towards other students. Students will be safe, respectful, and responsible with physical boundaries.
- **Insubordination/Unruly Conduct:** A student will not willfully ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location when instructed by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.
- **Leaving School Without Permission (Skipping or Elopement):** A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.
- **Loitering:** A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.
- **Possession of Inappropriate Personal Property:** A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including, but not limited to, pornographic or obscene material, laser lights, or personal entertainment devices. Certain devices may be permitted for health or other reasons, if approved by the administration.
- **Profanity and/or Obscenity:** A student will not verbally, in writing, electronically, or with photographs or drawings use profanity or insulting, obscene gestures toward any school district staff members, adult volunteers or other students.
- **Public Display of Affection:** Students will not engage in inappropriate displays of affection.
- **Sexual Harassment (Level 1):** A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.
- **Sexual Harassment (Level 2):** A student will not make unwelcome sexual advances, request sexual favors, or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteers.
- **Selling or trading:** A student will not trade or sell personal items while at school.
- **Smoking:** A student will not smoke or use e-smoking devices, use tobacco or alternative cigarette options, or possess any substance containing tobacco or nicotine in any area under the control of a school district, including all activities or events supervised by the school district.
- **Tardiness:** Tardiness to class is defined as not being physically in the room when the bell/tone stops. The school will partner with families to ensure students arrive to school on time. A tardy is defined as being more than 5 minutes late from the start of the school day.
- **Technology Abuse:** A student will not violate the district's "Technology Use Guidelines."
- **Theft or Possession of Stolen Property:** A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property which does not belong to the student.
- **Threat/Coercion:** A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

- **Trespassing:** A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.
- **Truancy:** A student will not willfully and repeatedly fail to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the school and parent/guardian.
- **Weapon Look-A-Likes:** A student shall not possess, use, sell, or distribute a toy weapon, a look-a-like or replica weapon, or hand gestures representing weapons.

## Very Serious Violations

The school community will persistently check that students understand what is respectful and accountable conduct toward themselves, their peers, adults, and property. In the event that students violate the following rules, the school community will apply any of the options listed above with the support and guidance to increase the opportunity for the student to offer restitution, learn from mistakes, and restore both the offender and the offended.

- **Alcohol and Drugs:** A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, over the counter (OTC) drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school and the student follows the required possession and use protocols as defined by the school. (See Medication Usage)
- **Arson (Starting a Fire):** A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building or on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) [MCL 380.1311(2)]. "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code [MCL 750.71 to MCL 750.80].
- **Extortion:** A student will not make another person do any act against his or her will, by force or threat, expressed or implied.
- **False Fire Alarm or Bomb Report; Tampering with Fire Alarm System:** Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.
- **Felony:** A student will not commit a criminal act that results in being convicted of a felony offense.
- **Fireworks:** A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers on school property or any school-related event.
- **Interference with School Authorities:** A student will not interfere with administrators, teachers, or other school personnel or volunteers by threat or violence.
- **Physical Assault:** See physical assault under Section III.
- **Robbery:** A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.
- **Sexual Assault:** A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) [MCL 380.1311(2)]. "Criminal sexual conduct" means a violation as set forth in Chapter LXXVI of the Michigan Penal Code [MCL 750.520b to MCL 750.520g].
- **Weapons-Dangerous Instruments:** A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances, stun guns, BB guns, pellet guns, razors, or box cutters.
- **Weapons-Dangerous Weapons:** A student will not possess, handle, transmit, or use as a dangerous weapon an instrument capable of harming another person. A "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles [MCL 380.1313]. Note that under Michigan law, school boards are not required to expel a student for weapons possession if the student can establish in a clear and convincing manner at least one of the following:
  - The object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
  - The weapon was not knowingly possessed by the student.
  - The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.
  - The weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of school or police authorities.
- **Weapons-Use of Legitimate Tools as Weapons:** A student will not use a legitimate tool, instrument, or equipment as a weapon with the intent to harm another. These items include, but are not limited to, pens, pencils, compasses, or combs.

## SECTION VII: SCHOOL COMMUNITY RESPONSES TO VIOLATIONS

The school community will maintain a safe and supportive environment and persistently check that students can identify respectful and accountable conduct toward themselves, their peers, adults, and property. In the event that students violate any part of the Code of Student Conduct, the school community will apply support and guidance to increase the opportunity for the student to both offer restitution and learn from mistakes.

School administrators and staff may use mutually respectful and accountable intervention strategies, as determined by local district policies including, but not limited to, restorative practices, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation. They may also refer students and/or their families to community-based services such as mental health care, substance abuse prevention and diversion, and others.

Any of the following intervention strategies and disciplinary actions may be used alone or in combination:

- restoration for all affected parties
- logical consequences (you break it, you fix it)
- administrator/student conference or reprimand
- administrator and teacher-parent/guardian conferences
- referrals and conferences involving various support staff or agencies
- daily/weekly progress reports
- behavioral contracts
- Behavior Intervention Plan (BIP)
- behavior intervention teacher training
- coordinate behavior intervention strategies among all personnel who work with the student
- cooperate with the parent/guardian to ensure follow-through on behavior intervention
- counseling and psychological services
- change in student's class schedule
- school service assignment
- confiscation of inappropriate item
- support restitution of offense
- before- and/or after-school detention
- denial of participation in class and/or school activities
- lunch detention
- loss of extracurricular activities or field trips
- educational intervention
- in-school suspension
- other intervention strategies, as needed
- law enforcement agency notification
- out of school suspension (1 – 9 days)
- long-term suspension (10 to 59 days)
- expulsion (60 to 180 days)
- Crisis Prevention Intervention

## **SECTION VIII: OTHER STUDENT RESPONSIBILITIES**

The school community encourages student responsibility in other areas. The expectations for these are defined below.

### **Technology Use Guidelines**

The student will respect school district technology by adhering to the district's technology use policy that follows:

## **Elementary Student Network/Internet User Agreement**

### **Introduction**

We are pleased to offer students of the Riverview Community School District access to the district computer network resources, electronic mail and the Internet. To use these resources, all students must sign and return this form, and those under age 18 must obtain parental permission. Parents, please read carefully and review its contents with your son/daughter. To review the current Elementary Student Network/Internet User Agreement or to view the full copy of the District Acceptable Use Policy, please visit [www.riverviewschools.com](http://www.riverviewschools.com) under "Departments" – "Technology". Any questions or concerns about this permission form or any aspect of the computer network should be referred to your building administrator.

### **General Network Use**

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed (see over). Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

### **Internet / World Wide Web / E-mail Access**

Access to the Internet and e-mail will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Riverview Community School District support and respect each family's right to decide whether or not to apply for access (see over).

### **Publishing to the World Wide Web**

Your daughter or son's work may be considered for publication on the World Wide Web, specifically on his/her school's web site. Such publishing requires parent/guardian permission. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent/guardian.

Unidentified photos of students may be published on school websites, illustrating student projects and achievements.

### **The activities listed below are not permitted:**

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems or computer network
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud. Violations may result in a loss of access as well as other disciplinary or legal action.

### **Property/Lockers/Desks**

The student will respect the school-district-provided lockers by adhering to the district's policy.

### **SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property of a student, in accordance with the following policy.

#### **School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. During any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

#### **Student Person and Possessions**

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

## **Fines and Restitution**

Students are responsible for all materials issued to them during the course of the year. If these materials are lost or damaged, it is the student's responsibility to make restitution. This may include families being required to pay for lost or damaged items.

## **NOTICE OF NONDISCRIMINATION**

Riverview Community School District does not discriminate on the basis of race, color, religion, sexual orientation, gender and gender identity, disability, age, and national origin (Title VI of the Civil Rights Act of 1964), gender (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), or age (Age Discrimination Act of 1975) in its programs or activities. The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies: