

Ravenna Public Schools  
Ravenna High School



Student and Parent Handbook  
2024-2025

2766 South Ravenna Road  
Ravenna, MI 49451  
P: 231-853-2218  
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At Ravenna High School, we display perseverance, persistence and GRIT! We strive to do the next right thing and maintain integrity. We have developed a document that shares our behavior expectations, to be certain we represent our school and community with PRIDE! This document can be found on page 2.

Universal supports are offered at Ravenna High School to benefit all of our students. For information regarding which supports are available, please see page 3.



Dear Students,

Welcome back to a new and exciting school year, one that brings a great deal of promise and hope! With students, parents, staff and administration working together, great things can happen!

The Ravenna community passed a bond extension on May 4, 2021. We're excited to offer an updated, remodeled and exciting space for teaching, learning and collaboration to occur! Please partner with us in keeping our renovated building clean, safe, well-maintained and AWESOME for future Bulldogs to enjoy!

Please take some time to review this handbook. Understanding our rules, procedures, systems and expectations, is a contributing factor to the success of your student at Ravenna High School.

Finally, in order to get off to a good start, please begin the school year with high expectations for yourself. Work hard to achieve success in your classes so that your future career goals can be accomplished. Get involved in co-curricular opportunities to further enjoy your high school years.

Good luck and I hope you have a great school year! With collaboration, cooperation, and persistence, we will make this school year memorable!

Sincerely,

Justin Wilson, Principal  
Facebook: Ravenna High School  
Web: [www.ravennaschools.org](http://www.ravennaschools.org)

**Ravenna Public Schools Motto:**

“Planted in Promise; Growing in Pride.”

**Ravenna Public Schools Mission Statement:**

“Creating Lifelong Learners to be ONE STEP AHEAD.”

**Ravenna Public Schools Vision Statement:**

“Our vision for Ravenna Students is that they choose to be productive members of society who are fully equipped to continue their preparation for the future.”

## RAVENNA HIGH SCHOOL BEHAVIOR EXPECTATIONS

	Instructional Areas	Hallways	Restrooms and Locker Rooms	Cafeteria	Technology	Transportation and Parking Lots	School Related Activities
<p><b>PROMISE</b> <i>Commitment to established expectations, policies and doing everything with PRIDE</i></p>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Be prepared with all resources</li> <li>• Use class time wisely</li> <li>• Meet attendance requirements</li> <li>• Follow dress code</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the right side of the hallway.</li> <li>• Wait patiently when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself and maintain assigned locker</li> <li>• Wait patiently when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Report concerns/issues to staff</li> <li>• Wait patiently when necessary</li> <li>• Stay in designated areas</li> <li>• Be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure device is charged</li> <li>• Obey all laws and safety rules</li> <li>• Report suspicious or dangerous behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Obey all laws and safety rules</li> <li>• Place trash in receptacles</li> <li>• Respect all drivers and pedestrians</li> </ul>	<ul style="list-style-type: none"> <li>• Follow RHS rules and guidelines for all on or off campus activities</li> <li>• Treat other schools and venues as you treat RHS</li> </ul>
<p><b>RESPECT</b> <i>Treating yourself and others properly by embracing diversity and cultural differences</i></p>	<ul style="list-style-type: none"> <li>• Respect others</li> <li>• Follow staff directions</li> <li>• Be kind to others</li> <li>• Retalious after transitioning</li> <li>• Raise hand before speaking</li> </ul>	<ul style="list-style-type: none"> <li>• Use positive tone and language</li> <li>• Respect personal space</li> <li>• Keep hands to yourself</li> <li>• Be certain that social interactions do not disrupt flow</li> <li>• Respond calmly and respectfully</li> </ul>	<ul style="list-style-type: none"> <li>• Use only what is needed</li> <li>• Give privacy to others</li> <li>• Keep ALL social media and camera usage OUT of these areas</li> </ul>	<ul style="list-style-type: none"> <li>• Conversational voice level around you</li> <li>• Use appropriate language</li> <li>• Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>• Use proper "netiquette"</li> <li>• Follow staff directions</li> <li>• Respect property</li> <li>• Respect the intellectual property of others</li> </ul>	<ul style="list-style-type: none"> <li>• Use positive tone and language</li> <li>• Follow staff directions</li> <li>• Respect property of others</li> <li>• Place trash in receptacles</li> </ul>	<ul style="list-style-type: none"> <li>• Use positive tone and language</li> <li>• Follow staff directions</li> <li>• Respect property of others</li> <li>• Stand for the school song</li> <li>• Be courteous to all involved</li> <li>• Respect diversity</li> </ul>
<p><b>INTEGRITY</b> <i>Acting with honesty - "Character is who you are when nobody's watching."</i></p>	<ul style="list-style-type: none"> <li>• Take ownership of your actions or inactions</li> <li>• Report acts of bullying and/or harassment</li> <li>• Use devices appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Report concerns/issues to staff</li> <li>• Report graffiti or damages</li> <li>• Use hallway pass for its intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Behave appropriately</li> <li>• Report damage or incidents in the restrooms to staff</li> <li>• Only use your belongings unless given permission</li> <li>• Use hallway passes appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest</li> <li>• Pay for purchases</li> <li>• Report acts of bullying and/or harassment</li> <li>• Use appropriate manners unless given permission</li> <li>• Engage kindly with everyone</li> </ul>	<ul style="list-style-type: none"> <li>• Report acts of bullying and/or harassment</li> <li>• Use and handle devices appropriately</li> <li>• Identify trustworthy and reliable sources</li> </ul>	<ul style="list-style-type: none"> <li>• Park in designated areas</li> <li>• Have the appropriate parking tag visible</li> <li>• Report suspicious or dangerous behaviors</li> <li>• Keep vehicles free from any unsafe or illegal items</li> </ul>	<ul style="list-style-type: none"> <li>• Report suspicious or dangerous behaviors</li> <li>• Represent RHS in a positive manner</li> </ul>
<p><b>DETERMINATION</b> <i>Establishing direction and purpose to do your best - Utilizing perseverance and Grit!</i></p>	<ul style="list-style-type: none"> <li>• Develop good habits</li> <li>• Honor due dates</li> <li>• Respond appropriately to instruction and criticism</li> <li>• Build upon your strengths and improve your weaknesses</li> <li>• Strive to do your best</li> </ul>	<ul style="list-style-type: none"> <li>• Be intentional and positive in your actions and reactions</li> <li>• Walk with the intent of being on time</li> </ul>	<ul style="list-style-type: none"> <li>• Secure and lock your belongings</li> <li>• Return to class in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Keep food and drink in assigned areas only</li> </ul>	<ul style="list-style-type: none"> <li>• Develop good study habits</li> <li>• Check your emails daily</li> <li>• Take control of your learning experience</li> <li>• Take initiative to catch up on missing work when you have been absent</li> </ul>	<ul style="list-style-type: none"> <li>• Remember it is a privilege, not a right, to park or ride the bus</li> <li>• Use caution entering or exiting the parking lot</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the rules of the event</li> <li>• Use appropriate behavior</li> <li>• Respond appropriately to adults and peers</li> <li>• Serve as an ambassador of RHS</li> </ul>
<p><b>EXCELLENCE</b> <i>Demonstrating quality and positive behavior - Taking PRIDE in your actions and behaviors.</i></p>	<ul style="list-style-type: none"> <li>• Actively participate and contribute in class</li> <li>• Challenge yourself to learn new skills</li> <li>• Bring a positive attitude</li> <li>• Be inspired by a higher purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Make RHS a better place for all</li> <li>• Model PRIDE and ownership by keeping halls clean</li> <li>• Use behavior that will positively influence others</li> </ul>	<ul style="list-style-type: none"> <li>• Look for opportunities to keep facilities clean and orderly</li> </ul>	<ul style="list-style-type: none"> <li>• Model behavior that will positively influence others</li> <li>• Show appreciation to staff</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participate in class</li> <li>• Strive to do your best daily</li> <li>• Only use your device for educational purposes</li> <li>• Produce high quality work</li> </ul>	<ul style="list-style-type: none"> <li>• Make RHS a better place for all</li> <li>• Commit to and from school safely</li> <li>• Show caution and awareness to keep others safe</li> </ul>	<ul style="list-style-type: none"> <li>• Participate enthusiastically and model BUILD PRIDE</li> <li>• Be a positive role model to other students</li> </ul>

# Universal Supports at Ravenna High School



## *Organization and Instructional Supports*

- Outlines and/or course notes will be made available on Google Classroom.
- An agenda will be displayed prominently in the classroom or Google Classroom.
- Directions will be chunked and/or broken down when applicable.
- Visual support will be provided for math.
- Verbal and/or written directions will be provided when applicable.

## *Student Prompts*

- Restating and/or clarifying of directions will occur when applicable.
- Checking for understanding and comprehension will occur when applicable.
- Visual cues for behavior expectations will be made available.
- Visual cues for classroom routines and procedures will be made available.
- Positive praise and encouragement (4:1) will occur when appropriate.
- Frequent prompts to stay on task will be administered.
- Behavior will be proactively monitored via proximal support.
- Daily announcements sent via email.

## *Location*

- Preferential student seating when appropriate and applicable.
- Cool down and/or deescalation opportunities in the RHS office.

## *Technology*

- Read and Write for Google on all school issued student devices.
- Use of calculator, except when explicitly not permitted on normed assessments.
- Option to type written assignments.
- Use of voice dictation applications.



## RHS Clubs, Organizations and Opportunities

- FFA
- Yearbook
- Student Council
- Robotics
- ELA Competitions
- Drama/Theatre
- Band
- Choir
- Art Club
- National Honor Society
- Destination Imagination
- Showcase
- Close-Up
- Quiz Bowl
- FCA
- Dual Enrollment
- Early/Middle College
- GSA
- Work Based Learning
- Career Tech Center (CTC)

For more information or to be connected with an advisor, please contact Justin Wilson, RHS Principal at [jwilson@ravennaschools.org](mailto:jwilson@ravennaschools.org)

## RHS Athletic Offerings

- JV and Varsity Football
- Sideline Cheer
- JV and Varsity Volleyball
- Varsity Boys Soccer
- Varsity Girls Soccer
- Varsity Boys/Girls Cross Country
- JV and Varsity Boys Basketball
- JV and Varsity Girls Basketball
- Varsity Boys/Girls Bowling
- Varsity Wrestling (Boys/Girls)
- Varsity Competitive Cheer
- JV and Varsity Baseball
- JV and Varsity Softball
- Varsity Boys/Girls Track
- Varsity Golf
- After School Strength/Conditioning
- Summer Strength/Conditioning

For more information or to be connected with an advisor, please contact Kyle Jawor, RHS Athletic Director at [kjawor@ravennaschools.org](mailto:kjawor@ravennaschools.org)

# DOGS

## Ravenna Community Offerings

- 4-H
- Leos (Lions Club)
- Local Youth Groups
- Club Sports
- Boy Scouts and Girl Scouts
- Conservation Club Activities

<https://www.ravennaschools.org/schools/rhs/>  
<https://www.facebook.com/RavennaHighSchool>  
<https://www.facebook.com/RavennaAthletics>

**#BulldogPride**

## **COMPLIANCE - NONDISCRIMINATORY COMPLIANCE**

Ravenna Public Schools' Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators").

Greg Helmer, Superintendent  
Ravenna Public Schools  
12322 Stafford Street  
Ravenna, MI 49451  
231-853-2231  
ghelmer@ravennaschools.org

Justin Wilson, Principal  
Ravenna High School  
2766 S. Ravenna Road  
Ravenna, MI 49451  
231-853-2218  
jwilson@ravennaschools.org

Parents/students who believe they have been unlawfully discriminated/retaliated against can utilize the complaint process set for in [Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity](#).

### 504/ADA

The Board of Education also designated the above mentioned Compliance Officers to serve as the District's 504 Compliance Officers/ADA Coordinators. The District Compliance Officer(s) are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. Each building principal shall serve as their Building Section 504/ADA Compliance Officer.

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the [Board Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability](#). At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, they may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at: U.S. Department of Education, Office for Civil Rights, Cleveland Office, 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115, (216) 522-4970, FAX: (216) 522-2573, TDD: (216) 522-4944, E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov), Web: <http://www.ed.gov/ocr>

### Title IX

The Board of Education designates and authorizes the following individuals as Title IX Coordinators to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Justin Wilson, Principal  
Ravenna High School  
2766 S. Ravenna Road  
Ravenna MI 49451  
231-853-2218  
jwilson@ravennaschools.org

The Title IX Coordinators will oversee the investigation of any complaints of discrimination based on sex, which may be filed pursuant to [Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities](#). Title IX Coordinators shall report directly to the Superintendent.

#### **ELASTIC CLAUSE**

The principal reserves the right to amend any provision in this handbook, which is deemed to be in the best interests of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not stated in the handbook and to alter any penalties as necessary.

#### **DOORS OPEN/CLOSE**

School doors will open at 7:15 a.m. Students will not be allowed in the building prior to 7:15 a.m., or after 3:00 p.m., unless supervised by a coach, advisor or staff member. All visitors must enter through the secure vestibule to the North of the main office and report/sign-in.

#### **EMERGENCY SCHOOL CLOSINGS**

In case of bad weather and other local emergencies, please watch for information on local television stations, or monitor district social media pages to be advised of school closings or early dismissals. Also, a phone call will be sent informing parents of closings. School closings for any reason will be announced by 6:00 a.m. If bad weather or other emergency occurs during the day, please refer to the aforementioned communication methods for possible early dismissal information. Having updated demographic information within PowerSchool is important to be certain you receive communications from the school.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after school functions are automatically canceled. RPS may implement remote learning during emergency school closures. Parents and students should expect communication regarding expectations and schedule via email, social media and media outlets. Students should bring school issued devices home daily, especially when school closure is a possibility.

#### **VISITING PARENTS, SIBLINGS, STUDENTS, ETC.**

Parents/guardians are always welcome to visit our school building. All visitors, including parents and siblings, are required to enter through the front door of the secure vestibule to the North of the main entrance. Visitors should identify themselves and inform office personnel of their reason for being at school. As a general rule, student visitors are not allowed unless there is an educational basis to their visit.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

#### **AGE OF MAJORITY**

Although 18-year-old students are recognized under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access or control of their student records;
2. Represent themselves during disciplinary conferences and be the addressee for their grade reports;
3. Sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
4. Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence;

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. A letter will also be sent home notifying parents and allowing them to object to this request. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

### **SCHOOL VOLUNTEERS**

All school volunteers must complete the “Volunteer Consent Form” (available online at <https://www.ravennaschools.org/ourdistrict/volunteeringrps/>) and be approved by the school principal before assisting at the school. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program or meeting.

### **VIDEO AND AUDIO MONITORING SYSTEM**

A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

### **POSTED MATERIALS**

All posted materials must be approved by a class advisor, coach, administrator, etc. The Student Council and the advisor must approve Student Council materials. These materials must also be dated and removed by an appropriate individual when they are no longer newsworthy. The custodians have been directed to remove such materials as well.

### **MOVIE POLICY**

Any movie with an “R” rating will require a parental permission form to be signed in order for a student to view the movie. A student who does not return a signed, parent permission slip will not be allowed to view the movie. Verbal permission is not satisfactory. For movies that are rated “PG 13” or lower, parents may opt their child out of the movie by contacting the teacher.

### **PERSONAL PROPERTY POLICY**

If personal property is brought to school, students do so at their own risk. If an item causes a disruption to the educational process, it may be confiscated. This includes, but is not limited to, cellphones, earbuds, smart devices and other electronic devices.

### **SALES TO STUDENTS**

1. The Board of Education generally does not approve the sale of merchandise to students by any school employee, or by others, while the students are under the supervision of school personnel. Exceptions may include, but not be limited to, approved fundraisers, materials for classes with laboratory experiences, lunches served by the school, tickets for admission to school sponsored events, school store commodities and services when not available through local merchants such as class jewelry, photographs, graduation announcements, and caps/gowns.
2. When a student elects in a class to use materials other than or beyond the quantity or quality of that provided by the school district and considered basic for instructional purposes, the excess costs may



be assessed against the student, or the student may supply the materials when the teacher approves them.

3. When a student supplies materials other than those provided by the school district, it shall neither add to the evaluation or credit for the work done by the student nor detract from that of other students.

### **STUDENT FUNDRAISING**

The principal must approve fundraising activities by school organizations in advance. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports and any other details involved in the project. The fundraising application form can be found on the main page of the Ravenna High School website.

### **SOLICITATIONS FOR CHARITY**

1. Any solicitation for contributions of money or materials from students shall be approved by the building Principal.
2. Contributions shall be solely a matter of individual conscience. No direct or competitive pressures shall be placed upon students to make contributions.
3. There shall be no plan in a school for identifying amounts to be given or having been given by students as individuals, groups, rooms, classes or other means. Within the forgoing limitations, canisters, or other containers, may be placed in a prominent place or places to receive student gifts.

### **STUDENT GOVERNMENT**

The Student Council is the student governing body of Ravenna High School. Each class is represented on the council. Officers are chosen by a general school election. Any student or group of students may take recommendations or complaints pertaining to school affairs to the student council. This can be done by contacting your appropriate representatives.

The student council, and all other organizations and committees, are expected to schedule their meetings so they do not interfere with class time. Generally, students will not be allowed out of class for organization or committee meetings and/or activities.

### **TELEPHONE POLICY**

Telephones in the office and classrooms are to be used for school business or emergencies and are not to be used for personal calls. The office telephone may be used in case of an emergency only. Permission for its use must be secured from the office staff. Abuse of the phone for its intended use will result in the removal of phone privileges for that student.

### **STUDENT PASSES**

Students are not permitted in the halls during class time without obtaining the proper, authorized pass. Verbal permission is not acceptable.

### **STUDENT CLASSIFICATION**

At the beginning of each school year, students will be classified based upon the number of credits they have obtained and the number of years they have completed in high school.

Freshman (9th Grade)	has earned from zero (0) to three (3) credits and has not yet completed one (1) year of high school.
Sophomore (10th Grade)	has earned from four (4) to ten (10) credits and has completed at least one (1) year of high school.
Junior (11th Grade)	has earned from eleven (11) to seventeen (17) credits and has completed at least two (2) years of high school

Senior (12 Grade)

has earned at least eighteen (18) credits and has completed at least three (3) years of high school.

### **GRADUATION REQUIREMENTS**

A detailed list of graduation requirements can be found reviewing our course offerings. Course offerings can be found on our website, or a copy can be requested from the RHS office. Commencement exercises are not considered to be a co-curricular activity. Participation in the commencement exercise is a privilege, not a right. Marching in the commencement exercise is an honor not to be taken lightly. Students who do not meet graduation requirements, are serving out of school suspensions or have not met the attendance requirements at the time of the commencement ceremony will not be allowed to march. The ceremony is a formal occasion where your academic efforts in high school are rewarded. Those participating in this prestigious occasion are expected to abide by proper rules of etiquette, conduct and dress as recommended by the building principal and the Board of Education.

Note: Those students who are graduating with cum laude honors or those students with the top ten GPAs, as of the last day of the seventh semester, will walk in front of the rest of the class.

### **PROCEDURE FOR GRADUATION**

1. Seniors with a 3.5 or higher G.P.A. will be honor graduates and will lead the senior class.
2. The Valedictorian and Salutatorian will receive an academic medal.
3. Caps and gowns will be Blue and White. The males wear blue and the females wear white.

### **EARLY GRADUATION**

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to the sixth week of the student's seventh semester. Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown, graduation practices). Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition. The student and a parent will schedule a conference with the principal and the counselor before the 4th week of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early. The superintendent must also approve the application.

### **EXCHANGE STUDENTS**

The Board recognizes the educational value of intercultural experiences between young people of different countries and regions of the United States. While the Board does not sponsor student foreign exchange programs, it may approve tuition-free classroom experiences for exchange programs sponsored by other countries or parts of the United States.

It is understood that approval only signifies the district's involvement in the educational aspects of the exchange. Ravenna High School will grant a Certificate of Attendance to exchange students. The Board assumes no responsibility or control over any other aspects (travel, living accommodations, funding, insurance, etc.). Such arrangements will remain the responsibility of the sponsor. The Board of Education will require certain information from sponsors before approving tuition-free classroom experiences. A more detailed list of foreign exchange student expectations can be found in Appendix A at the end of this document.

### **HONOR ROLL**

In order to be on the Honor Roll a student must have at least a 3.3 grade point average. Honor Roll will be run at the end of each marking period and certificates are handed out at the end of each semester.

### **NATIONAL HONOR SOCIETY**

#### **Purpose**

In 1921, the National Association of Secondary School Principals passed a resolution to form the National Honor Society. The objectives of this organization were to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in the nation's secondary school students.

### **Membership**

1. Membership is an honor bestowed upon a student. Selection is based on outstanding scholarship, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Members who resign or are dismissed are never again eligible for membership or its benefits.
2. At Ravenna High School, the selection of new members is done by a council, which includes the principal and members of the faculty and shall take place in the fall of the year.
3. To be eligible for membership, a candidate must be a junior or senior student who has achieved a cumulative grade point average of 3.5 or better. The eligible candidates shall submit information as requested by the faculty council. This information may consist of letters of recommendation, a list of activities and organizations, an essay, an interview, etc., which the council will use to determine character, leadership and service.

### **ACADEMIC AWARD**

#### **Criteria**

To be eligible to receive an Academic Award the student must, each year, achieve the following:

1. Three-point-five (3.5) grade point average.
2. Carry a class load of a minimum of four academic courses.

#### **The Sequence of Awards**

1. The first year the student qualifies for the award; he/she will receive an academic award.
2. The second year the student qualifies for the award; he/she will receive an academic letter.
3. The third year the student qualifies for the award; he/she will receive a silver academic pin.
4. The fourth year the student qualifies for the award; he/she will receive a gold academic pin.

The seniors will receive their awards at the Senior Honors Assembly in the spring. The freshman, sophomores and juniors will receive their awards at the end of the school year.

### **PRIDE**

Students at Ravenna High School will often be recognized for displaying PRIDE! When students exhibit attributes associated with Promise, Respect, Integrity, Determination and Excellence, they may be recognized by one of our staff members and awarded with a positive affirmation. Our weekly PRIDE drawings occur on Tuesday during lunch. PRIDE is a part of our district's PBIS (Positive Behavior Interventions and Supports) initiative. Page two of our student handbook displays our PRIDE Matrix/Behavior Expectations.

### **PARKING/DRIVING**

Students, who are licensed drivers, may park their vehicles (which include motor bikes, scooters, snowmobiles, etc.) in the lot located in front of the High School between the hours of 7:00 a.m. and 10:00 p.m. However, students are not allowed to park in the row closest to the High School; this area is reserved for visitors and staff. Students MAY NOT park behind the school building at any time (before, during or after school). Vehicles must be parked between the painted lines, and must be driven under the speed limit of 5 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside the painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action, including Detention, Saturday School, Suspension, Recommendation for Expulsion and/or referral to the appropriate authorities.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots can be searched by contraband dogs, administration and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges. **Parking permits will be issued during orientation at a cost of \$5.00.** Each car driven by the student must be registered in the office. All vehicles must properly display a parking permit to enable the administration to identify the driver of the vehicle at any given time. Failure to comply will result in a Saturday School and/or purchasing and displaying the required permit. If a student has a problem getting to school on time, they may lose their driving privileges. There is transportation provided to all in district students.

### **HOMEWORK POLICY**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

#### **Guidelines**

The following will be considered when making homework assignments:

1. Students will be held accountable for their homework whenever it is assigned. It will be returned to them, fully corrected or evaluated in a reasonable amount of time.
2. Materials necessary to complete a homework assignment will be considered when making the assignment.
3. Allowance for differences in assignments is necessary as homework assignments are sometimes short-term, long-term, product orientated, or rote memorization, etc.
4. Reviewing notes, recopying notes and studying for tests are a type of homework. Multiple tests occurring on the same day will require time management on the part of the student.
5. Parents and students should stay well informed of grades and missing work via the PowerSchool Parent Portal online grading system through the district website and via Google Classroom.
6. Homework is due on the communicated due date. If late, 50% credit is the maximum that can be earned. If absent, the student will be granted the same number of days they were absent to make up the missing work.
7. Students are expected to turn in homework on time. Based upon individual teacher discretion or grade level policy, missing work will result in one or more of the following:
  - a. Homework Lunch Club
  - b. Partial or no credit
  - c. Communication with parents
8. Homework lunch club is a supervised, silent lunch period where a student will go to complete unfinished/missing homework on Mondays, Wednesdays, and Fridays. This program is designed to help students who are struggling to complete homework.

- Students receive notification of homework lunch club and a list of missing assignment(s).
- Teacher reports the student name and missing assignment(s) to the homework lunch club monitor.
- Student reports to the homework lunch club with his/her lunch and works by 11:25 for 1st lunch and 12:20 for 2nd lunch.
- Students report to the homework lunch club until completion of assignment(s) or until the teacher feels it is too late to be turned in.
- Once a student completes the missing assignment(s), he/she may return to the cafeteria to socialize with peers.
- If a student skips the homework lunch club, an automated phone call will be made notifying the parent/guardian of the skip. If a student skips the homework lunch club twice in a semester, a detention is given. After the 3rd skip in a semester, a referral will be given to the principal or assistant principal. The principal or assistant principal will then contact the parent to arrange a Saturday school.
- Students who consistently fail to turn in work may be assigned to after school tutoring or other homework intervention in lieu of a homework lunch club.

### **ABSENT/MAKE-UP WORK**

A student will be permitted to make up any missed work, including homework and tests. Once a student has returned to school, he/she will be permitted the same number of days as he/she was absent to turn in the make-up work, up to 3 days of school (exception: projects will be due on the originally assigned due date unless prior arrangements are made between the teacher and parent). During a 10-day out-of-school suspension, students will be given 5 days of work at a time. Once the first 5 days of work is returned and checked, additional homework will be issued for the next 5 days. If the absence is related to an extended medical excused absence, appropriate arrangements will be made. The student is responsible for obtaining assignments from his/her teachers.

### **FIELD TRIPS**

Field trips are generally designed to be educational in nature. Teachers will notify students and parents about all field trips prior to the excursion and in most cases set qualifications for the students to attend, i.e. homework must be turned in, behavior restrictions, etc. The issue is not a punishment or reward but rather to teach the child responsibility for their own action. Students will be expected to be in school if they are not allowed to participate in the field trip activity.

All parents/guardians receive a permission slip to sign, giving their child permission to attend. If you prefer your child not attend the activity or field trip we respect that and will arrange a regular school day for your child.

### **ATTENDANCE**

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district. Certain exceptions exist so please contact the high school with questions.

If any student is going to miss school for all or part of any school day, parents should call the office by 8:00 a.m. the day of the absence. Students may be absent up to 8 days per semester per class before being required to make up time. Any absence past this limit will result in the loss of credit for the particular class(es) in which the excessive absences occurred. The only exceptions to this policy would be the following, resulting in an excused absence:

1. Death in the immediate family (parents, guardians, siblings, grandparents).

2. Extended illnesses, which are doctor directed and excused with a doctor's statement. Please complete the Chronic Illness Verification Form (Appendix B) if a student is experiencing an extended illness.
3. School related business such as job shadowing, band/choir performances, National Honor Society activities, early athletic dismissals, school suspensions, etc. For a college campus visit to be excused, a completed College Visit Verification (Appendix C) must be turned into the main office.
4. Orthodontic appointments, dentist appointments, and doctor appointments. A doctor's statement must be turned into the office. The length of the appointment plus travel time will be excused. A whole day will not be excused for an adjustment or cleaning, blood work, check-ups, physical therapy, etc.
5. Illness, which is accompanied by a doctor's statement, will be excused. The excuse has to be turned into the office.
6. Church attendance including Ash Wednesday or Good Friday services will be excused absences for only the length of the service and 10 minutes of travel time if the student brings in a note in the morning or the parent calls the office in the morning to give their permission.
7. Student Vacation Days during the school year - in order for vacation days by students to be an exception, the process listed under Administrative Guidelines/Board Policies (Students 5200) must be followed.

Students have the opportunity to "earn back" class hours missed (past the 8 days) by attending Saturday School, which will be in session from 8:00 am until 12:00 noon. Students must arrive on time and must stay until dismissed. One hour of Saturday School will "earn back" one class hour. Saturday School time must be spent in quiet, independent study. Students may only "earn back" time if they are focused on class work and productively completing classroom assignments. Students will not be assigned to Saturday School; it is the student's responsibility to attend to "earn back" time. This is an option provided by Ravenna High School for those students interested in earning credit in their classes. The choice of whether or not to attend belongs to each individual student.

Students who have lost credit in any given class due to excessive absenteeism will be expected to continue to attend that class and to be attentive and respectful of the classroom teacher and of the lessons being conducted. Any student (having 9 or more) absences that disrupt the class will be sent to the administration office for immediate discipline.

APPEAL PROCESS:

**Any exceptions or extensions of the 8-day policy as it has been written may be appealed in writing to the Principal using the attendance appeal form (Appendix D).**

ABSENT/MAKE UP WORK: Students are given 3 days of school to complete ALL of work, tests, quizzes once they have returned to school (exception: projects will be due on the originally assigned due date unless prior arrangements are made between the teacher and parent). During a 10-day out-of-school suspension, students will be given 5 days of work at a time. Once the first 5 days of work is returned and checked, additional homework will be issued for the next 5 days. If the absence is related to an extended medical excused absence, appropriate arrangements will be made.

### TARDIES

Tardies are categorized as excused or unexcused. A student more than 10 minutes late to class or school will be considered absent. A tardy is excused when the student is given an excused pass by the teacher, counselor, principal or other authorized staff member. If the tardy student arrives with an authorized pass, the teacher will erase the tardy. All other tardies are unexcused. Students who are tardy for first hour cannot be excused by their parents. Teachers will handle initial discipline of tardy students. Whenever a student is tardy to class, a detention will be issued. If the student acquires 4 detentions per semester due to tardiness, they may be assigned a Saturday school. Excessive tardies beyond 6 per semester may result in progressive discipline. Students who are tardy for the first hour will receive a warning for the first offense. CTC students

returning from CTC will receive a warning for the first offense for the fifth hour. Subsequent offenses will result in assigned detentions. A student may not take an absence in lieu of receiving a tardy.

### **ADMINISTRATION OF MEDICATION**

1. No medications will be administered in school without the parent/guardian's permission given by completing a Medication Consent Form. This includes both prescription and over-the-counter (OTC) medications.
2. The parent/guardian is responsible for completing the Medication Consent form and obtaining a physician's signature on all prescribed medications that are to be given during school hours. This is required every school year for each new or continuing medication or if there is a change in dosage or time of administration. (A physician may use office letterhead or prescription pad in lieu of completing a new form). Information necessary includes: student's name, diagnosis, medication name, dosage, frequency, time of administration, any side effects, physician signature and telephone number for contact, and date. OTC medications require a Medication Consent form completed and signed by parent/guardian. OTC medications will only be given according to labeled amount and frequency for student's age/weight, unless prescribed differently in writing by a physician.
3. The medication must be delivered to the school by the parent/guardian. Under no circumstances will the school personnel accept medication brought in by the student. Prescription medication must be in the original container from the pharmacy and labeled correctly, matching the Consent Form information. Physician samples must be appropriately labeled by the physician. OTC medications must be in their original container. If the seal is broken on any medication, the parent/guardian takes responsibility that the medication brought in is what is labeled on the container. Medication in plastic bags and/or envelopes will not be accepted. No outdated medications will be accepted.
4. School personnel shall not administer any medication where the administration of the medication requires specialized knowledge or training such as injection of medication, unless that person has the required knowledge or training.
5. The first dosage of any new medication must be given at home before it can be administered at school.
6. Students with asthma and/or allergic reactions must have an Asthma Action Plan and/or an Anaphylaxis Care Plan completed by the prescribing physician. This is required every school year that emergency medications, i.e. albuterol and epinephrine, are needed. This is also mandatory if the student carries their rescue medications with them. It is imperative the students understand the necessity for reporting to either the school nurse or school staff that they have self-administered their inhaler without improvement or have self-administered an epinephrine injection, so that 911 may be called.
7. In an emergency, a designated staff member will notify the parent/guardian as quickly as possible.
8. A designated staff member will call the prescribing physician, as allowed by Health Insurance Portability and Accountability Act (HIPAA), if a question arises about the student's physical condition and/or the student's medication.
9. Designated school staff shall exercise the utmost care in administering medications to students.

### **IMMUNIZATIONS, HEALTH RECORDS, BIRTH CERTIFICATES AND PROOF OF RESIDENCY**

The State of Michigan requires that all students attending public schools be properly immunized against a variety of diseases. A listing of required immunizations may be obtained from the designated school official. Students will be denied entry into the Ravenna Public Schools if proper proof of immunizations cannot be produced. The Muskegon County Health Department offers the necessary immunizations to citizens of the county. You may contact the health department to receive information on this service.

Students entering the Ravenna Public Schools for the first time must produce a valid birth certificate upon registration. Students may not be registered without producing this document. Proof of residency will be required before students are enrolled.

### **COMMUNICABLE DISEASES**

The Board of Education of the Ravenna Public Schools recognizes its responsibility to minimize the spread of contagious diseases among students and staff. The Ravenna School District will, therefore, work cooperatively with the Muskegon County Health Department to enforce and adhere to the Michigan Public Health Code for the prevention, control and containment of communicable disease in the schools.

School principals will not permit a child to attend school who is out of compliance with the immunization schedule required by the Michigan Public Health Code. A decision to close schools due to communicable disease outbreaks shall be made by the superintendent, or designee, in consultation with the Muskegon County Health Department staff.

A communicable disease case considered to be of serious concern to the community and/or the afflicted individual may be referred by the superintendent, or designee, to a "Communicable Disease Review Panel" for a recommendation regarding the most appropriate educational environment for an afflicted person. The decision as to the placement will be made by the superintendent or designee. This decision will take into account the afflicted individual's civil rights as well as the health and safety of the school and community.

### **DISEASE OF SERIOUS CONCERN**

There are certain communicable diseases of a serious concern to the community and/or the afflicted individual, the parent/guardian or responsible adult.

A. These diseases include, but are not limited to the following:

1. Hepatitis B
2. ARC (Aids Related Complex)
3. HTLV III Virus/LAV - Human T-Cell Lymphotropic Virus Type III Lymphadenopathy (AIDS)
4. Other like diseases that may be included by the Health Departments which may present potentially serious health problems for those who come in contact with either the disease and/or the disease carrier, such as COVID-19.

B. The entire Communicable Disease Policy is available upon request in the superintendent's school office.

### **OUT OF SCHOOL SUSPENSION**

Please note: Students may not be on school property during suspension periods. This means students may not attend any school activities, athletic events, or practices.

1. Students are to remain off school property during the entire suspension period. Exceptions may be granted by administration. The suspension period ends at 11:59 p.m. on the last day of suspension.
2. Students may not take part in any school-related activities while suspended.
3. If a student is suspended during the exam period, the student must make up all exams within 3 days of their re-admittance to school or the end of the school year (if the suspension occurs at the end of the school year).

In accordance with Board of Education Policy 5610, a student may be removed up to 60 days without an expulsion. A long-term suspension of this nature comes via a recommendation of the building principal and approval from the district superintendent.

### **CLOSED CAMPUS POLICY**

Ravenna High School is a closed campus facility. During the school day students must remain in the school buildings or appropriate designated areas. Exceptions may be authorized by teachers or staff. If at any time during the school day a student needs to leave the school, the student needs to have parent permission in the form of a note or a phone call from the parent before they leave school grounds. If they do not, they may be



considered skipping for the time that they are gone. Church attendance including Ash Wednesday or Good Friday services will be excused absences for only the length of the service and 10 minutes of travel time if the student brings in a note in the morning or the parent calls the office in the morning to give their permission. These arrangements must be made ahead of time, as students will not be allowed to use the office phone to call home to get permission to leave school. "Blanket" excuses will not be accepted. Students are not to be in the parking lot unless granted permission from the office.

### **GUIDANCE AND COUNSELING**

The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance. The guidance program is available to assist students in identifying career options consistent with their abilities, interests and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

### **LOCKERS: BOOK BAGS, PURSES, ETC.**

Lockers are assigned to students who have paid all fees, fines and have made up time (suspensions) from the previous school year. Each student is assigned a locker with a combination lock for the safekeeping of personal belongings and school materials checked out to them. Students are urged not to give their locker combination out to other students and to keep them locked. Lockers will be assigned, according to grade levels, in designated areas of the building. Book bags are to be used to transport books to and from school and are to be left in the student's locker. Students are not allowed to carry them during the school day or into class, this includes purses, "sling" bags, belt bags, etc. Students are permitted to carry the school provided bag to transport their computer. Failure to comply with this directive will be considered a disruption of the educational process. Students are responsible for securing personal items in locker rooms.

### **GUIDELINES**

1. Do not leave food or sweets in your locker.
2. Decorations must be appropriate for a public school setting and approved by school personnel.
3. Keep books and supplies orderly at all times.
4. Keep locker doors closed and locked when unattended. Students are not allowed to jam locker doors.
5. Do not change lockers unless office permission has been granted.
6. Lockers must be cleaned of all stickers and clutter at year's end.
7. Students will be held responsible for the condition of their locker at all times.

Failure to follow these guidelines will result in disciplinary action being taken including the loss of hall locker privileges. Each assigned locker remains the property of the school. A master key shall be maintained in the office and it shall be understood at all times that access to these lockers is available to the building staff under the following conditions:

To enter a locker at any time to determine the presence of:

- a. stolen property.
- b. tobacco or alcoholic beverages.
- c. drugs or any legally controlled substance including contraband.
- d. an explosive device or other fire hazard.
- e. other health, safety or contraband violations.

### **PUBLIC DISPLAYS OF AFFECTION**

Students who show public displays of affection can be disrupting the educational process. Students who display inappropriate affection in public may face disciplinary action by the staff, including detentions and possible referrals, which could result in suspensions.

### **FEES**

Materials used for class projects that are above and beyond the minimum class requirements, are the responsibility of the student. Students are required to either purchase or reimburse the school for needed materials. Reimbursement costs must be paid before materials will be distributed.

### **OUTSTANDING FINES/DEBTS**

1. Your textbooks and school issued electronic devices are loaned to you for your use. Charges will be made for damaged or lost books/devices annually and must be paid in full before the next school year in order to receive your textbooks, device and locker prior to the start of the school year.
2. All accounts must be cleared prior to participation in commencement exercises. This includes lost/damaged books; money owed to the class, restitution for vandalism or other outstanding debts.
3. Failure to pay outstanding debts and fines may result in legal action against the parent/guardian.

### **STUDENT DRESS CODE/STUDENT APPEARANCE**

Proper student dress and grooming is required in school. Any student dressing or presenting themselves in a manner that violates the building dress code, disrupts the educational process of the school, appears to be gang related, or presents a safety hazard will not be admitted to class. Students may be subject to further disciplinary action as the situation warrants, this may involve lunch detention or suspension. The building dress code may be imposed for public performances and other school related activities. Likewise, requirements may be relaxed to accommodate special activities such as spirit days. All students are required to wear appropriate footwear. Clothing must be neat and clean in appearance. Hats, hoods, clothing that inappropriately reveals private body parts or undergarments, and other similar attire are not allowed. All tops must be long enough to cover the midriff. Skirts and shorts must extend at least 3 inches below where the thigh and buttocks meet. Clothing and/or paraphernalia, which may appear to be gang-related, are not allowed (this includes hats, bandanas, chains, jackets, and/or 'low-riding' pants.) Clothing or jewelry that is offensive or displays obscene, lewd, or vulgar slogans, graphics, etc. is not allowed. Clothing or jewelry, which advertises alcohol, tobacco products, and/or illegal drugs, is inappropriate and not allowed.

### **PHYSICAL EDUCATION DRESS**

All physical education students are expected to wear a prescribed P.E. outfit as outlined by the instructor. Failure to dress accordingly will result in loss of classroom academic status. Health and hygiene are just as important. Students who fail to meet appropriate standards, as established by the instructor, may also expect a loss of classroom academic status.

### **CHEATING, PLAGIARISM AND ACADEMIC DISHONESTY, AI**

Per semester class, For daily work, projects, papers, tests and quizzes - First Offense: Zero on assignment, Saturday School, email or call home, parent signature on work that was dishonest. Second Offense: Zero on assignment, Saturday School, email or call home, parent signature on work that was dishonest. Third Offense: Failure of Semester Course, phone call home \*NHS candidates and/or current members will be issued probation for first offense, denial/dismissal for second offense. Students who are providing unauthorized assistance are also subject to the same discipline. Students must not digitally, or physically, submit work that they did not complete on their own merits or with unauthorized assistance. Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. Acceptable Use for Artificial Intelligence (AI) is listed below:

1. **Academic Integrity** - AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. Students are expected to give credit to the source or

acknowledge the AI tool they used to generate content, similar to how they would cite a source in a traditional research paper or project.

2. **Class Use** - The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork must align with your teacher's expectations for using AI. If you have any questions about appropriate use, please talk with your teacher.

### **FIGHTING**

Students will not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, principal, or other appropriate adult. If a student is a victim of a sudden, unprovoked attack or fight, he/she may defend himself/herself long enough to disengage from fighting to report it to an appropriate school official. The penalty for fighting is a three (3) day out of school suspension for a first offense. Continued incidents may result in an escalation of consequences. In addition, anyone found guilty of inciting a fight or interfering with the orderly procedures of the school will face a minimum of a three (3) day suspension.

### **SEXUAL HARASSMENT AND SEXUAL ASSAULT**

Sexual harassment and sexual assault have no place in school setting and will not be tolerated. Sexual harassment and sexual assault may consist of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. Note, sexual harassment and sexual assault are not the fault of the victim. Retaliation for reporting an instance of sexual harassment or sexual assault will not be tolerated and lead to a consequence, including, but not limited to: suspension, long-term suspension, recommendation for expulsion and a report made to law-enforcement. The Board of Education's policy prohibiting sexual harassment, sexual assault and related grievance procedures may be obtained from the building principal. All reports of sexual harassment should be made to the school's building principal.

### **PHYSICAL ASSAULT**

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

A student who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

### **BULLYING, INTIMIDATION AND HARASSMENT**

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct. No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may

choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### **DETENTIONS/SATURDAY SCHOOL**

Any student who accumulates an excessive number of detentions as judged by the principal, will receive additional progressive punishment including Saturday School and Out-of-school Suspension. A student who accumulates four detentions for the same offense in a semester, may be assigned a Saturday School. Continued inappropriate behavior beyond 6 detentions per semester may result in out-of-school suspension. Failure to attend a scheduled detention will result in a consequence, including the issuance of an additional detention, up to a Saturday School. Failure to attend Saturday School without approved rationale will result in an out of school suspension for one day.

### **HAZING**

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. 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. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition. Any student proven guilty of hazing will be subject to discipline up to and including expulsion from school.

### **SEARCH AND SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers and or contracted K9 search services.

#### **School Property and Equipment, Personal Effects of Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

#### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

#### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **Gang & Gang Related Activity**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **TRESPASSING**

All persons (other than school district employees, pupils and persons present on school district business) shall upon entering (during the school business day) the building or grounds of the high school immediately report to the office and identify themselves and state the nature of their business. Students are not to go into the parking lot or to the middle school without a pass from the office or a staff member unless they are attending a class in that building.

The administration is authorized to deny permission to visitors to remain in or on school property if there is reason to believe the presence of such visitor would:

- a. endanger the health, moral, safety or general welfare of the students;
- b. materially or substantially disrupt or interfere with normal school functions or the use of school property for scheduled activities;
- c. be likely to cause damage to school property;
- d. interfere with the rights of others lawfully on the premises, including the rights of such others to the free access to an egress from any part of the school premises; or
- e. interfere with any other legitimate interest which the school has a right to protect.

Whenever the administration grants visiting privileges, they shall have further authority to impose reasonable limitations on the exercise of these privileges as the circumstances may require. Any person denied visiting privileges, or those who have been granted such privileges and willfully exceeds the scope of the permission granted to him/her, shall leave the premises immediately. Any person failing to comply with a request to leave the premises shall be subject to prosecution of trespassing.

### **STUDENT CENTER AND TECHNOLOGY**

#### **Student Center Use During Lunch, Before or After School**

Students are to respect the Student Center as a study place before or after school. Generally, students should not be playing games, streaming videos, participating in activities not of an academic nature, or using loud and boisterous voices. No food or beverages are allowed in the Student Center. Students are not allowed in the Student Center during lunch. If students need a quiet place to read or work on homework, they may report to the Homework Lunch Club room. Otherwise, students must remain in the cafeteria.

#### **Technology Use and Responsibilities**

Ravenna Public Schools Technology Vision states that, "each student will acquire the technology skills needed to succeed in an ever-changing world." Consequently, "Ravenna Public Schools provide(s) access to (multiple) technology resources including access to the Internet. The purpose is to provide access to electronic

resources to promote and enhance student learning consistent with the District's educational goals and objectives." Every user must have a signed Technology Use Agreement on file with the district.

### **Acceptable Use Policy**

**Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.** The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The Board has the right, that any times, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

### **Disclaimer**

The District will observe all requirements of CIPA and COPPA. The District has taken precautions to restrict access to controversial materials via procedures and web filtering. On a local or global network, however, it is impossible to control all materials and a user may discover controversial material and visually explicit materials. The District makes no warranties of any kind, whether expressed or implied, for the services it provides. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by unforeseen network problems or a user's errors or omission. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District does not guarantee that materials stored on the system will be private. Network administrators may review the information stored on the system to determine whether it is being used properly.

### **Safety Warning**

In general, it is important to be respectful of the rights and privacy of others. Always be courteous and err on the side of safety first.

Including but not limited to: Web pages, E-mail, and social media, two-way communications:

- Never ask for nor give information about (you, friends, teachers, locations)
- Never list personal information, pictures, last names, and rosters on web sites or web pages.
- Never give your password to anyone for any reason. You are responsible for all activity in your account.
- Do not reveal your identity in any way. This includes your name, personal address, phone number, location, city, school name, team name or any other information that may give others information to identify you in any way.
- Do not reveal the identity of others. This includes their name, personal address, phone number, location, city, school name, team name or any other information that may give anyone information to identify others (friends, teachers) in any way.
- Tell your parents, teacher, or other adult immediately if you come across information or individuals that make you feel uncomfortable in any way.
- Immediately tell an adult if you receive anything that is inappropriate, threatening, or uncomfortable.
- Never agree to get together or meet with anyone you meet online without permission of an adult.

- Never send photographs or anything else without permission of an adult.
- Never use, nor accept abusive language, threats, or harassment.
- Never get involved with discussions on violence, hate issues, race, or ethnic issues.

### **Consequences for Violation of Policy/Rules**

Technology resources and the associated hardware and software are public property. Any misuse or abuse of the resources may result in punishment. Misuse and abuse are generally classified as

- Trespassing: The act of being where you are not supposed to be.
- Vandalism: Harming someone else's property or wasting resources.
- Piracy: Taking something without making proper payment for it.

The punishment will be determined by the type or level of misuse. Possible consequences include, but are not limited to, restriction or loss of use of the technology resource, restitution, legal action, law enforcement notification, responsibility for unauthorized charges or mandatory training before further use is allowed. If technology is an essential component of education or job function, it will be revoked only as a final option.

### **BUS TRANSPORTATION**

The primary purpose of the transportation system is to provide safe transportation for eligible students from the vicinity of their homes to the school they attend. All Students may walk up to 1 ½ miles from their home to a bus stop. Driveways and private roads are not included in that distance. Transportation shall be provided for those students qualified by law and in accordance with the provisions of the Student Transportation Code as adopted by the Board of Education. It is our sincerest goal to transport your child(ren) to and from school in the safest most professional manner possible. As part of the education team at Ravenna Public Schools, we are committed to excellence. We appreciate your confidence and trust in our department to serve your family with the safest and most reliable school transportation we can provide you.



### **Section I – Rules For Bus Riders**

1. Be at the stop early – at least five (5) minutes before the bus is due to arrive. The bus will wait only ten (10) seconds and continue on and will not wait for you.
2. Stay off the roadway at all times while waiting for the bus. Most accidents to student riders occur off the bus and with another vehicle.
3. No student shall enter or leave the bus until it has come to a full stop and the driver has opened door. Remember; be seated as soon as you enter the bus.
4. If it is necessary for you to cross the roadway to get to your home, CROSS ONLY IN FRONT OF THE BUS WHEN THE DRIVER SIGNALS YOU TO DO SO. With our red lights flashing, we have more control of the traffic and your safety in crossing.
5. Do not exit the bus except at your assigned stop unless you have prior permission to do so.
6. Windows and doors are to be opened only with permission of the driver. The emergency door is just that, *for emergencies only*. Windows may only be down half way.
7. Live animals, pets and/or glass containers cannot be transported on the school bus.

### **Student Pick Up and Drop Off**

1. Students may only ride their assigned bus; Students may not ride home with friends.
2. Students may have only ONE pick up and ONE drop off only.

3. If a student does not ride for three (3) consecutive days, they may be removed from the bus route. Please notify the bus garage if your student is not riding.

**Student Rules of Conduct On The Bus**

Stay seated when the bus is moving

Arms, head, and legs must not be out of the windows or in the aisle

Fighting, pushing or shoving is not acceptable behavior

Every student is responsible for his/her own actions

Treat others with respect

Your driver is in charge – listen, obey the rules and report safety violation

**Section II – Loss of Riding Privileges**

***Riding the bus is a privilege, not a right.*** If the student consistently disobeys the safety rules or the rules of the school, that student is subject to time off the bus. Drivers do not like to remove students from the bus, but may have to if unacceptable behavior continues. Most safety violations or conduct violations result in a day off the bus. The student will be verbally warned and/or a bus behavior notice may be sent home for the parent to sign with a warning that the student will receive time off the bus if the behavior continues. If the student does get time off the bus, a BUS CONDUCT REPORT will be sent home with the student, and the time off the bus usually will be the following day after the student receives the notice. There are some serious violations that may get no warning and have severe punishment attached for a first offense. These violations include, but are not limited to, the following:

If you have any questions about any incident on the bus that results in the removal of a student, please feel free to call the bus garage at 231-853-6311.

INCIDENT	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Adverse disrespect and/or defiant behavior toward students or staff members; assault or attempted assault on staff members.	3 day suspension	5 day suspension	10 day Suspension	15 day Suspension/Behavior plan agreement
Assault, Criminal Sexual Conduct, Fighting, Ethnic Intimidation, improper touching, Physical Aggression.	2-5 day suspension	5-10 day suspension	Suspension for remainder of year	
Bullying, excessive teasing, harassment, retaliation or sexual harassment	1-3 day suspension	5-7 day suspension	10 day suspension/behavior plan	
Destruction (willful) of property of the school, a staff member, or student-vandalism, stealing, theft, larceny.	1-3 day suspension and restitution of repair/replacement	3-5 day suspension and restitution of repair/replacement	10 day suspension and restitution of repair/replacement	Suspension of bus for remainder of school year
Drugs; Use or possession of illegal drugs, look alike drugs, alcohol, mind altering drugs, related paraphernalia, Use or possession of Tobacco or related paraphernalia including electronic cigarettes, Vape or engaging in vaping on the bus, etc...	10 day suspension Possible Expulsion Report to Law Enforcement	Possible Expulsion Report to Law Enforcement		
Eating, Drinking, Littering the bus	Warning/ 1 day suspension	3 day suspension	5 day suspension	7 day suspension/Behavior plan



Excessive Mischief	Warning/1 day suspension	3 day suspension	5 day suspension	7 day suspension/Behavior plan
Usage of electronic communication devices, cell phones, laptops, laser pointers, Improper use of technology including but not limited to taking or transmitting photos, audio or video of other students or staff without their consent, etc...	Warning/1-2 Days	2-3 day suspension	4-5 day suspension	5-10 day suspension and behavior plan
Possession of knife or dangerous devices not covered under Michigan Weapons Law	Confiscate; 1-5 days off bus	Confiscate; 2-5 days off bus	Confiscate; 10-15 days off bus	Confiscate; Suspension for remainder of year
Unacceptable Language	Warning	1 day suspension	3 day suspension	5-7 day suspension
Use or possession of Tobacco or related paraphernalia including electronic cigarettes	10 day suspension	15 day suspension	Suspension for remainder of year	
Violation of Safety Procedures	Warning/1 day suspension	3 day suspension	5 day suspension	7 day suspension and Behavior Plan
Improper use of Emergency Exit	15 day Suspension	Remainder of school year		

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### **School of Choice Transportation**

Students who are eligible for School of Choice are able to be transported under normal transportation guidelines to and from school given the following conditions are met: Students must go to an approved bus stop “within” the district lines closest to the student resident address; There must be sufficient room/capacity on the bus route for which the student would require to ride and not cause an overloading issue or additional cost to the district; the district’s school of choice transportation request form shall state that School of Choice transportation is merely a courtesy and a privilege, subject to termination if any of the above conditions change.

### **Walk Zones for School Buildings**

Ravenna Middle/Ravenna High Schools – A walk zone for a resident student shall be considered for all students residing more than ½ mile from the school building due to traffic flow,, construction of roads and other hazardous conditions which exist.

### **School Bus Bullying**

#### **What is Bullying? How do I recognize Bullying?**

- Fear of going to school or riding the bus
- Habitually delaying or deliberately trying to miss the bus
- Continually asking for rides to school or finding excuses to ride with friends

Students, who are being bullied, may not want to approach the driver, adults, for help because of fear of being retaliated against. Adults can recognize the signs.

#### **What are the Different Types of Bullying?**

- Direct
- Indirect
- Cyber

#### **Is it Bullying or Conflict? - How can I tell the difference?**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include: An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

**What should I do if I believe my Child is a victim of Bullying?**

While it is understandable to want to rush into the situation and protect your child, there are steps that must be taken to prevent or stop bullying. You should notify the bus driver or Transportation Administrator at once. Call (231) 853-6311 or Email: rafunktj@ravennaschools.org – Again, Bullying is not tolerated on our buses.

**HOMEBOUND AND HOSPITAL INSTRUCTION**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student’s home or hospital. For information on homebound or hospital instruction, please contact the principal. Reasonable and appropriate accommodations will be made when a student has an extended medical absence, including when admitted to a medical institution for a physical ailment or for mental health support. These arrangements will be issued by a collaborative group of educators, including the building principal and school counselor.

**EARLY/MIDDLE COLLEGE**

Early College students will be invited to walk with their graduating class, but will not receive a diploma from Ravenna High School until their 5th year has been completed. Because college level credit is being earned, Early College students will not be considered for top honors in class rankings. RHS will pay for tuition and mandatory course fees, including technology fees, material fees (including textbooks) and registration fees. Due to the school paying for material fees, all textbooks should be returned to the school after use. If a student fails a college course, they will reimburse the district for the cost of tuition and any related fees. Any student who does not have a class during the school day because of Early College must remain in the Media Center during that period, cannot leave the building (unless there is a pre-approved appropriate reason), and must be working on content that is academic in nature.

**DUAL ENROLLMENT**

On April 1, 1996, Public Act 160 created the Post Secondary Enrollment Options Act, which allows school districts to assist students in paying for tuition and fees for course work at higher institutions of learning in Michigan if the following conditions are met:

Assessment	Content Area	Minimum Qualifying Score
PSAT/NMSQT 11	Critical Reading - Evidence-Based	460
	Reading and Writing Mathematics	510
SAT	Critical Reading - Evidence-Based	480
	Reading and Writing Mathematics	530

As cited from the Michigan Department of Education Pupil Accounting Manual: Eligible students are enrolled in grades 9 through 12 during the year of the postsecondary dual enrollment. If the pupil is seeking postsecondary course enrollment, the pupil must achieve a qualifying score in all subject areas on the Michigan Merit Exam (MME) or another college-ready assessment. If a qualifying score is not achieved, the

pupil is limited to enrollment in postsecondary courses in the subject area(s) for which a qualifying score has been achieved, or the pupil can enroll in courses such as computer science, foreign languages not offered by the local school district, and fine arts courses as permitted by the school district at a postsecondary institution. The postsecondary course(s) must be academic in nature or applicable to career preparation. The postsecondary course(s) must apply toward the satisfaction of certificate, degree, or program completion requirements, and may not be in the subject areas of physical education, theology, divinity, or religious education. Hobby craft and recreational courses are not eligible under the dual enrollment acts. The post secondary course must also be a course not offered by the local school district, or if offered, is not available to the student due to a scheduling conflict (as determined by the local district). Questions regarding classification of courses as academic or activity are left to the discretion of the district and should take into account the interests and ambitions of the student. A student may enroll in more than one post secondary course, but must also be concurrently enrolled in at least one high school course. Your Dual Enrollment Class must not conflict with your scheduled high school class or class(es). Keep this in mind in regards to travel time. If a time conflict occurs, your high school class(es) take precedent and you will not be allowed to dual enroll. School districts are required to pay the lesser of: (a) the actual charge for tuition, mandatory course fees, materials fees and registration fees; or (b) the state portion of the student's foundation allowance, adjusted to the proportion of the school year they attend the post secondary institution. Students are responsible for purchasing the text(s) associated with the dual enrollment course. Students should be aware that there could be some costs involved in taking a dual enrollment class due to rising tuition and fee costs at the college. An estimate will be provided at the time of registration for the dual enrollment class. To apply for dual enrollment, a student must fill out an application, have been admitted to the post secondary institution offering the dual enrollment class, and complete the proper dual enrollment form supplied by the high school prior to the beginning of class. In order for the district to pay for the course(s), and related fees associated with the course(s), the student must:

- Earn a passing grade for the dual enrolled class
- Not withdraw from the dual enrolled class
- Inform the counselor if he/she desires to have the dual enrolled course grade(s) listed on the high school transcript. Any changes in dual enrollment courses must be approved by the counselor and building principal prior to the beginning of the college semester. Without this approval, the student assumes the financial responsibility for the course(s). Any student who does not have a class during the school day because of Dual Enrollment must remain in the Media Center during that period, cannot leave the building (unless there is a pre-approved appropriate reason), and must be working on content that is academic in nature.

### **ONLINE COURSES**

A student who is enrolled in the online section will have the opportunity to take courses through an online course provider that RHS chooses. A student enrolled in an online class will be responsible for paying back the tuition of the course to RHS if the student does not successfully complete the course. Online courses designated as AP or Honors will be graded on the weighted GPA scale. A student may only take an online course for original credit if one of the following conditions are met: The student has scheduling restrictions based on special academic programming that is aligned with the students EDP or career aspirations (CTC, WBL, etc.). The student is creating opportunities within their schedule to pursue courses of significant academic rigor (Honors Courses, AP Courses, Dual Enrollment). The class is not offered at RHS and can but utilized to meet a graduation requirement. A student who fails a course, may not take the course online during the same school year in which they failed the course, with the exception being a student's senior year. As a general rule, students who fail a course and take the credit recovery course online must take the online version of this course in summer school or the following school year. Cumulative exams must be taken in the online learning classroom. You must pass the cumulative exam to earn credit for the course. Students must take

online learning classes in the online learning classroom. Student cell phone use is subject to the “pocket policy” that is utilized in traditional classrooms.

### **CAREER TECH CENTER**

Ravenna Public Schools provides a well-rounded curriculum for students of the district. Some of our vocational curricular offerings are available off campus at the Muskegon County Tech Center. Since only a limited number of students are eligible to enroll in these programs, the administration reserves the right to subjectively control the selection process. Attendance, academic abilities and grade classification are factors considered during the selection process.

**Students may drive to or from the vocational center with prior administrative approval only. It is highly recommended that vocational students ride the bus.** Failure to ride the bus or obtain administrative permission to drive will result in a disciplinary referral. Repeated violations will result in revocation of vocational center enrollment status.

Students who choose to attend Nuvo Cosmetology will be required to provide their own transportation to and from Nuvo. The school district will not provide any transportation funding for those students.

The vocational center and high school do not have identical school calendars. The administration of Ravenna Public Schools reserves the right to establish the schedule of attendance at the vocational center. Students are expected to adjust their personal schedules accordingly. Failure to do so will result in absences being assigned for days missed at the vocational center. Students are expected to make up all class work missed due to enrollment at the Tech Center.

The vocational center and high school also have different standards of behavior for students. Keep in mind that at no time can the Ravenna Code of Conduct be violated without disciplinary action being the end result. Questions about this matter should be directed to the office of the principal.

Students are expected to meet minimum safety dress standards in class. This may include safety glasses, gloves, specific footwear, etc. Failure to meet these guidelines will result in loss of classroom academic status.

### **CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS**

#### **Online Credit Recovery**

In order to recover a credit, the student must have taken the class at Ravenna High School and failed the class. Students may not use credit recovery to graduate early or to “comp” out of classes. Students seeking credit recovery must register with the counseling office prior to taking any courses. The student/parent will be responsible for all costs associated with credit retrieval outside of Ravenna Public Schools and including all Summer School classes. Any courses taken through an unapproved program/company will not be accepted. With the exception of a student’s senior year, students are not permitted to take online credit recovery courses during the same school year in which they originally failed the course.

#### **Ravenna Alternative Virtual School**

The online virtual learning program created through Ravenna Public Schools is intended to be a hybrid high school experience that will include components of both online learning, as well as face to face interactions each week with the student’s assigned mentor. Students will have access to the learning environment 24 hours per day, 7 days per week. Unlike traditional high school, you will only visit campus for student mentoring support with your coursework, while completing the rest of your coursework through an online virtual course provider. During the time that is spent on site, you will receive help on assignments, take part in learning assignments that are best suited for a face to face setting, and will complete assessments that are required to be proctored. Learning in a hybrid model such as this can be challenging for some individuals and may not necessarily be suited to meet the needs of all students. For more information about the Ravenna Alternative Virtual School, or virtual school, please check out the Ravenna Alternative Virtual School handbook, speak with the principal or school counselor.

#### **Transfer Credits**

All credits accumulated at an institution other than Ravenna Public Schools must be from an accredited program/company, in order to count toward graduation. Prior approval is needed from Ravenna Public Schools administration before credit will be granted.

### **Correspondence Courses**

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student assumes responsibility for all fees; and
3. The building principal approves the course in advance.

A maximum of 1 credit may be counted toward the requirements for a student's high school graduation.

### **Distance Learning Courses, Including Virtual or Online Courses and Credit Recovery**

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit.

Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

### **Summer School and Independent Study**

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal and (3) any course offered by Ravenna High School in the summer.

### **GENERAL GUIDELINES FOR TESTING OUT CREDIT**

The State of Michigan has enabled Ravenna High School to provide high school students with the opportunity to demonstrate competency in course outcomes without taking the course. In other words, by testing out, the high school student may demonstrate that they already possess the competencies taught in the course, therefore, earning credit in the course. This option enables the student to enroll in more challenging or special interest courses and provides students with a greater ability to take advantage of dual enrollment. The following guidelines apply to students who wish to test out of a course.

1. The student must not have attended the course more than (1) day. Once the student is enrolled and has attended the course more than one (1) day, the student forfeits eligibility to test out for credit in the course.
2. The student must take the semester exam(s) and/or successfully complete all culminating demonstrations (projects) which the typical student is expected to successfully complete to demonstrate competency in the course.
3. The student must earn a minimum grade of C+ (77%) on each semester exam and/or culminating demonstration (project) to earn credit in the course.
4. When credit is granted, the course is added to the student's transcript with the notation of "CR" (credit), no grade is given. The course will not impact the student's GPA.
5. Students cannot test out for credit from the following courses: American Government, Personal Management, Freshman Focus, Career and College Readiness, any physical education course and/or any activities course such as band, art, etc.

- Students interested in testing out for credit must see your counselor by May 15<sup>th</sup>. The students will be able to pick up materials the first Monday of summer vacation. The student must contact the principal by August 15<sup>th</sup> to arrange testing before school begins in the fall!

**REPEATING CLASSES ALREADY PASSED**

If a student chooses to repeat a class they have previously taken, both grades will be averaged into the final GPA.

**REPRODUCTIVE HEALTH/SEX EDUCATION**

Reproductive health and sex education are taught within our 9th grade Health curriculum. Should you wish to opt your child out of this portion of the course, please send an email to the principal prior to the applicable units being taught.

**TRUANCY**

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine, or imprisonment for not less than 2 nor more than 90 days or both.

**GRADING AND PROMOTION**

**Grading – General Classroom Policies**

- Papers, Projects, Tests and Quizzes, must be turned in on the day they are due, unless the student is absent. If absent on a due date for a project, paper, test or quiz, the classroom student will initiate a conversation with the teacher, who will then determine a due date. Homework is due on the communicated due date. If late, 50% credit is the maximum that can be earned. If the student is absent, the student will be granted the same number of days they were absent to complete homework/daily work without penalty.
- Late homework will be accepted up to a week prior to the end of a marking period.

**Exam Grades**

Semester exams are scheduled twice a year, in December/January and May/June. Students are expected to take exams at scheduled times unless excused by their teacher and/or principal. Students may receive a zero on an exam for cheating, or failure to take the exam. Students absent on exam days who are not excused by their parents/guardian will receive a zero on their exam.

**Semester Grades**

Semester grades are the only grades recorded on student transcripts. They are the only grades used to compute cumulative grade point averages for determining honor graduate status, scholastic awards, etc. The first semester grade will be computed based on the percentages of the first 9 week’s grades, the second 9 week’s grades, and the exam. The second semester grade will be computed based on the percentage of the third 9 weeks grades, the fourth 9 weeks grades, and the final exam. Final semester grades will be determined by percentage. If a student is issued an “I” (incomplete) due to unfinished work, a student has 2 weeks to turn in the unfinished work to get the “I” changed to a grade. Students who score a C+ or better on the semester exam will receive credit (CR) for the course. Seniors must take exams in any required class. An elective course exam may be waived if the student has a “B” or better average for both marking periods.

**Example:**

$$\begin{array}{rcl}
 1^{\text{st}} \text{ Marking Period} = 80\% & 2^{\text{nd}} \text{ Marking Period} = 70\% & \text{Exam} = 70\% \\
 \quad \quad \quad \times .40 & \quad \quad \quad \times .40 & \quad \quad \quad \times .20 \\
 \quad \quad \quad .32 & \quad \quad \quad .28 & \quad \quad \quad .14 \\
 \quad \quad \quad + & \quad \quad \quad + & \quad \quad \quad = 74\%
 \end{array}$$

**School Report Cards**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. You are encouraged to regularly check the parent portal to monitor your

students progress. For information regarding how to access the parent portal, please see the main high school office.

### **Grading Scale**

**Weighted Grades:** Grades earned in classes designated as Honors or AP are weighted.

\*AP courses may be taken online. Honors courses available when applicable. See catalog link listed in course descriptions below.

Percentage	Letter Grade	Grade Point	Weighted
100-94	A	4.0	4.5
93-90	A-	3.67	4.17
89-87	B+	3.33	3.83
86-83	B	3	3.5
82-80	B-	2.67	3.17
79-77	C+	2.33	2.83
77-73	C	2	2.5
72-70	C-	1.67	2.17
69-67	D+	1.33	1.83
66-63	D	1	1.5
62-60	D-	0.67	1.17
59-0	F	0	0

### **SAFETY DRILL PROCEDURES AND CONDUCT**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least five fire drills, two tornado drills and three lock-down drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **EMERGENCY MEDICAL AUTHORIZATION**

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

### **STUDENT DISCIPLINE**

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing or selling tobacco (vapes, e-cigs, and related paraphernalia).
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing or selling.
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

- d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - g. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, mace/pepper spray") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
  5. Ravenna High School has adopted a "pocket system" for cellphone management within instructional areas. Students are to place their phones in the designated pocket at the beginning of each class period. If a student wishes to not place their phone in the pocket, it must be left within their locker. If a phone is visible at any point during class without permission, it will be confiscated immediately and progressive disciplinary action will take place as noted in our policy. Improper, inappropriate, or unauthorized use of cell phones, computers, and/or electronic devices that is disruptive to the educational process will result in a consequence. First, second and third offenses will result in detention. Fourth and fifth offenses may result in a Saturday school. A sixth offense and beyond may result in out-of-school suspension, and the principal may consider a loss of technology privileges. Students will be allowed to use their cell phones until the starting bell of the school day and during lunch and passing time. Serious infractions may result in harsher consequences; see district's Acceptable Use Policy.
  6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials.
  8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  9. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
  10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
  11. Being absent without a recognized excuse.
  12. Being involved with any public school fraternity, sorority, or secret society.
  13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.



14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff or school property.

Administrator discretion will be utilized to determine appropriate consequences for negative student behavior. The incidents and associated consequences listed below are intended to serve as guidelines. Disciplinary measures may include:

\*Highlighted consequences are managed by teaching staff. All others are managed in collaboration with the appropriate staff member and the office (Principal and/or Assistant Principal)

<b>INCIDENT</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
1. DISRUPTION - Disrupting the educational process	Lunch Detention	Lunch Detention	Lunch Detention (Subject to Progressive Discipline for offenses beyond three).
2. ABUSIVE LANGUAGE - INAPPROPRIATE LANGUAGE - PROFANITY	Lunch Detention or Saturday School	Saturday School or 1-3 Days O-S-S	Up to 10 Days O-S-S

3. TARDY	Lunch Detention	Lunch Detention	Lunch Detention *More than three tardies in a semester is subject to progressive discipline
4. DISRESPECT - Disrespectful behavior toward staff/student	Lunch Detention	Saturday School	1-3 days O-S-S
5. DEFIANCE - INSUBORDINATION - NON-COMPLIANCE -	Saturday School	1-3 days O-S-S	3-5 days O-S-S
6. *Threat/Intimidation toward students	1-3 days O-S-S - Up to Recommendation for Expulsion	3-5 days O-S-S - Up to Recommendation for Expulsion	10 days O-S-S - Up to Recommendation for Expulsion
7. BULLYING - HARASSMENT - Bullying, excessive teasing, harassment, sexual harassment	1-3 days O-S-S - Up to Recommendation for Expulsion	3-5 days O-S-S - Up to Recommendation for Expulsion	Up to 10 days O-S-S - Up to Recommendation for Expulsion
8. SKIP CLASS - Skipping class/detention	Saturday School	2 Saturday Schools	3 Saturday Schools
9. *FIGHTING - PHYSICAL AGGRESSION	Minimum 3 days O-S-S	5-7 days O-S-S	Suspension pending school board action Recommended Expulsion
10. *Physical assault	5-10 days O-S-S Possible Expulsion	10 days O-S-S Possible Expulsion	Recommended Expulsion
11. *GANG AFFILIATION - Gang related activity and/or possession of paraphernalia	CONFISCATE 1 day O-S-S	3 days O-S-S	5 days O-S-S Possible Expulsion
12. *PROPERTY DAMAGE/VANDALISM - Vandalism, stealing, theft, and larceny <small>*Students will be assessed repair/replacement fees for damage that is intentional, or a result of negligence, in relation to school issued technology</small>	1-5 days O-S-S Timely restitution	5-10 days O-S-S Timely restitution	10 days O-S-S Timely restitution
13. INAPPROPRIATE LOCATION/OUT OF	WARNING	1 day O-S-S	3 days O-S-S

BOUNDS - Trespassing or Loitering (after 3:00)			
14. *USE - POSSESSION OF TOBACCO - including e-cigarettes(vapes) and related paraphernalia	3 days O-S-S Police Notification, civil infraction	5 days O-S-S Police Notification, civil infraction	10 days O-S-S Police Notification, misdemeanor
15. LYING/CHEATING or FORGERY - THEFT - PLAGIARISM - Academic Dishonesty	Zero on assignment Saturday School Parent Contact	Zero on assignment Saturday School Parent Contact	Failure of Semester Course Parent Contact
16. *ARSON/Pulling fire alarm or Violation of State Laws and/or safety codes	5 days O-S-S Possible Expulsion Subject to prosecution	10 days O-S-S Subject to prosecution Possible expulsion	Expulsion Hearing Subject to prosecution
17. Violation of traffic laws, Career Tech Center transportation rules, or hazardous driving	1 day O-S-S loss of driving privilege May be subject to prosecution	3 days O-S-S loss of driving privilege Subject to prosecution	5 days O-S-S loss of driving privilege Subject to prosecution
18. TECHNOLOGY VIOLATION - Improper, inappropriate, or unauthorized use of cell phone, computer, and/or electronic device that is disruptive to the educational process.	Lunch Detention *Phone confiscated, student retrieval end of day	Lunch Detention *Phone confiscated, parent retrieval	Saturday School *Phone confiscated, parent retrieval
19. DRESS CODE VIOLATION	Warning & compliance	Compliance and Saturday School	1 day O-S-S
20. *USE - POSSESSION of COMBUSTIBLES - Use or possession of explosive devices or combustible materials	5 days O-S-S Possible Expulsion	10 days O-S-S Possible Expulsion	Expulsion
21. *USE - POSSESSION OF WEAPONS - Use of knife or dangerous devices not covered under Michigan	5 days O-S-S Possible Expulsion	10 days O-S-S Possible Expulsion	Expulsion

Weapon's Law (Includes Mace/Pepper Spray)			
22. *Threat of, attempt of, or physical attack on a staff member or school facility/event.	10 days O-S-S or recommended expulsion Subject to prosecution	Recommended expulsion Subject to prosecution	Recommended expulsion Subject to prosecution
23. *Sale (including intent) and/or promotion of illegal drugs, look-alike drugs, mind altering drugs, related paraphernalia, etc.	10 days O-S-S or recommended expulsion Subject to prosecution	Expulsion Subject to prosecution	Expulsion Subject to prosecution
24. *USE - POSSESSION OF DRUGS - illegal drugs, look-alike drugs, mind altering substances, prescription drugs, etc. (Includes being under the influence of)	10 days O-S-S or recommended expulsion Subject to prosecution	Expulsion Subject to prosecution	Expulsion Subject to prosecution
25. * USE - POSSESSION OF ALCOHOL	10 days O-S-S Subject to prosecution	Expulsion Subject to prosecution	Expulsion Subject to prosecution
26. *Criminal Sexual Assault	Subject to prosecution Recommended Expulsion	Subject to prosecution Recommended Expulsion	Subject to prosecution Recommended Expulsion
27. *BOMB THREAT/FALSE ALARM - Bomb Threat	Subject to prosecution Recommended Expulsion	Subject to prosecution Recommended Expulsion	Subject to prosecution Recommended Expulsion
28. *Sexual Assault Threat	5 days O-S-S or recommended expulsion	10 days O-S-S or recommended expulsion	Recommended Expulsion
*Represents incidents that are cumulative throughout a student's high school career.			

Federal "Gun-Free Schools Act of 1994" and State Law regarding "Weapon-Free School Zones" (PL 103-227 and SB 966) states that it is illegal for any person on school property or attending a school related event to possess a weapon, use a weapon, or threaten bodily harm with a weapon.

The person will receive a recommendation to the school board for expulsion from school for a minimum of one year. This expulsion is from all public schools in the state of Michigan. Parent(s)/guardian(s) and the local law enforcement agency must be notified. Authorities will charge the person with a misdemeanor or felony. It will be the responsibility of the parent, guardian or adult student to prepare and submit a petition for reinstatement.

A weapon is defined as a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical blade, iron bar, club, brass knuckles, or other dangerous weapon.

### **Weapon-Free Schools**

In order to provide a safe learning environment for all children, our schools must be weapon-free. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle, which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, pepper spray. School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object, which may be used to cause or threaten harm to others.

### **LUNCHES**

Ravenna High School offers a quality lunch every full school day. Generally, no lunch is served on half days. Students may choose the type A lunch or items from the A La Carte line. The hot lunch program offers free and reduced rate lunches for students who qualify. Any student who wishes to participate in the free/reduced hot lunch program may complete the application form, pick up an application in the office. All lunches must be eaten in the cafeteria at the lunch tables. Students are not allowed in the hallways at lunchtime.

### **HALL PASSES**

Students are not permitted to use the restroom within the first ten minutes of class or the last ten minutes of class. The student must have the designated lanyard with them at all times while using the pass. Only one student is permitted to use the bathroom at a time. Passes should not exceed seven minutes. Students should use the restroom nearest their classroom. Locker rooms are not to be utilized as restrooms, unless the student is in physical education class.

### **WORK PERMITS**

Work permits are available through the office. Before one may be issued, students must complete the following steps:

1. Obtain an "Offer of Employment and Request for Working Permit" from the office. This form is to be completed by the student and the employer.
2. Return the "Offer of Employment and Request for Working Permit" to the office. At this time, you will also be required to submit a birth certificate or driver's license for verification of age. You will be instructed as to when the work permit can be picked up.

### **ATTENDANCE AT SCHOOL DANCES**

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," as defined by the building principal.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

1. Faculty and parent chaperons are necessary. The number needed depends on the activity and will be established by the administration. A minimum of five adults must be present as chaperones, unless stated otherwise by the administration.
2. Additional security may be necessary, as determined by the administration, with the cost being paid by the sponsoring group.

3. Adequate custodial personnel must be available with their cost paid by the sponsoring group.
4. High School functions are not open to the general public. Guests must be pre-registered and approved by the administration beforehand.
5. High school activities are usually scheduled for 7:00 p.m. to 10:00 p.m. Students will not be allowed to enter if they arrive more than 30 minutes past the start of the activities. (Exceptions: When a change is announced earlier or an individual case is arranged beforehand.)
6. Students leaving the building after once entering may not return.
7. Students found to be under the influence of drugs, alcohol, etc. will not be admitted and will be punished accordingly.
8. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.
9. No outside food or drinks will be permitted to the dance.
10. Bags, coats and other personal belongings will be placed in a "coat check" and not accessible to students during the dance.

### **EDUCATION OF STUDENTS WITH DISABILITIES**

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education of Section 504 students will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

### **STUDENT RECORDS**

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office  
 U.S. Department of Education  
 600 Independence Ave, SW  
 Washington, DC 20202-4605

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from the Ravenna Superintendent's office.
6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information the Board of Education of the has designated the following personally identifiable information contained in a student's education record as "directory information:"

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

**REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING**

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Section 1 of Article VIII of the state constitution of 1963: "Religion, morality, and knowledge being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged."

Section 10 of the Revised School Code: "It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by

cooperating with the pupil's parents and legal guardians to develop the pupil's intellectual capabilities and vocational skills in a safe and positive environment.”



# Hail Ravenna

Oh, We Hail Our Alma Mater,  
Dear Ravenna High, Brave And True.

We Salute You Alma Mater,  
Faithful To Our White And Blue.

Banners High, Win Or Die.

Let The Chorus Swell To The Sky.  
As We March, March, On To Victory,  
Pledge Our Hearts To Loyalty.

Interlude:

Go, Go, Go, Go,  
Win, Win, Win, Win,

Team, Team,  
Fight, Fight, Fight,

*Repeat Chorus*



## Ravenna High School

### Foreign Exchange Student Guidelines

Ravenna High School has had a long history of welcoming exchange students from all around the world to come and experience our American way of life and be a Bulldog for a year. The following are guidelines and opportunities to keep in mind.

Our Application process for the coming school year begins on the second Monday of January. Acceptance is based on a first come, best fit basis. Once we have reached the allotted number of students that meet the criteria, enrollment is closed. The allocation is reviewed annually by the district during a review of building capacity. (Our number is 12 for the current school year).

We are looking for exchange students who have good academic skills as well as strong English language proficiency. We determine this through the student's transcript as well as results of a language assessment such as the SLEP, ELTIS, and the Oral Proficiency assessment. These documents must be submitted along with the student's application.

Please be aware that "direct placement" of students is not preferred. The district's preference is to work with exchange agencies to make the best matches for our students and school.

Direct Placement students will be considered on a case by case basis.

Foreign Exchange students may not have already graduated from high school in their home country. RHS prefers students ages 15-18.

RHS hopes that our exchange students will have a rewarding and challenging academic experience; however, it must be noted that course selection is limited based on offerings, number of students in a grade level and other factors. Students may not be able to enroll in all of the courses they prefer. Exchange students are expected to follow RHS policies for schedule change requests.

Grade Level determination; if a student turns 18 at any time during their placement, they will be placed as a Senior at RHS. All other exchange students will be placed as Sophomores (some exceptions may apply based on the placement agency requirements).

Student's may participate in applicable Senior Activities including the Graduation Ceremony. RHS will offer the student a "certificate of attendance" at graduation; they are not eligible for a high school diploma. They will not wear the traditional cap and gown as other RHS students.

Ravenna Public Schools prefers students representing a wide variety of countries. It is the preference of RHS not to accept more than two students from any one country in a given year.

Ravenna High School operates on a semester schedule. RHS will only accept permanent placements for a full school year or students who plan to attend only the first semester. This ensures that RHS is able to procure the appropriate funding.

Students must go through a CSJET approved program. More information can be found at <http://csiet.org>. We only accept students with a J-1 Visa, or on a case by case basis, an F-1 Visa.

Preferred and approved CSIET Programs are: CETUSA, Youth for Understanding USA, and Foreign Links Around the Globe.

The host family must have a home address which makes the student eligible to attend Ravenna Public Schools (either as a resident student or approved School of Choice student).

Exchange students may participate in age appropriate school activities and can participate in JV or Varsity team sports with the approval of the Athletic Director and coaches.

It is the responsibility of the host agency, the student and the student's parent/guardian to ensure that all required immunizations are administered prior to the student's first day of attendance at RHS. Documentation showing proof of required immunizations must be submitted to the HS office prior to the start of the school year.

RHS will provide each exchange student an official letter of attendance and transcript within one week of the end of the school year. It must be picked up by either the exchange student or the host parent.



Ravenna High School  
Chronic Illness Verification Form  
2766 S. Ravenna Rd., Ravenna, MI 49451  
Phone: 231-853-2218 Fax: 231-853-6981

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Dear Physician,

The above patient is a student enrolled at Ravenna HS. It has been reported by the parent that the above student has a chronic illness. We define a chronic illness as one that necessitates regular absences from school.

We, therefore, verify this condition through his/her attending physician so this form can be attached to the students' attendance records that we send to the prosecutor's office for truancy. If you can verify this condition and acknowledge that this would require excessive absences from school due to doctor appointments and/or time at home due to the illness, please sign this letter below to be returned to the school. Also, please list below the chronic illness diagnosed for this student and symptoms that would not warrant an office visit, but might require this child to miss school. However, if you cannot approve this request, please do not sign this form excusing excessive absences. This document expires at the end of the academic year it was received. (Note: a doctor's note on letterhead attached to this letter is required).

Chronic Illness/Medical Diagnosis: \_\_\_\_\_

Symptoms: \_\_\_\_\_

Expected frequency of absences from school due to this illness: \_\_\_\_\_

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_  
**Physician's Signature**                      **Printed Name**                      **Date**

My signature below authorizes the exchange of information of the above diagnosis of my child, between the Principal of RHS, my child's physician, and the Prosecuting Attorney. I understand that with this verification, I must communicate with the office at Ravenna HS by calling 231-853-2218 per the handbook policy to verify each absence and reference the above illness in order for the absences to be considered a result of the diagnosed chronic illness.

\_\_\_\_\_  
**Parent/Guardian Signature**                      **Printed Name**                      **Date**

## Ravenna High School CAMPUS VISIT REPORT

Use this form to record your thoughts and experiences on your campus visit. You must complete 3 of 6 activities, answer all the overall impressions questions, and **return an artifact from your visit** (brochure, info sheet, course catalog, etc.) You are allowed 3 campus visits per academic year.

Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **YOUR ACTIVITIES (Complete 3 of 6 Activities):**

#### **Take a Tour**

Tour Guide Name: \_\_\_\_\_

Tour Guide Email: \_\_\_\_\_

Comments:

#### **Interview/Meeting with Admissions Staff**

Admission Officer Name: \_\_\_\_\_

Admission Officer Email: \_\_\_\_\_

Comments:

#### **Meet with a Student**

Student Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

Comments:

#### **Meet with a Faculty Member**

Professor Name: \_\_\_\_\_

Professor Email: \_\_\_\_\_

Department: \_\_\_\_\_

Comments:





### Ravenna High School Attendance Appeal Form

The RHS Handbook provides an opportunity for parents to appeal course failure due to attendance to the office of the principal. Please utilize this form for submitting your attendance failure appeal.

Student Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_ Phone Number: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

List the absences within the semester that cause the student to be a failure due to attendance:

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Please provide below reasons for the absences and attach any supporting documentation that you feel should be considered when making a decision about the student's failure due to attendance:

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*The Attendance Appeal Review Committee will meet to review the attendance failure appeal and make a decision about whether or not the student's course(s) will be an attendance failure for the given semester based on the information provided and the student's records. Once the committee has made a decision, the student and parent of the student will be notified of the decision and a copy of this appeal form will be mailed home for the family's records.*

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For Office Use Only

Date Attendance Committee met to review attendance appeal: \_\_\_/\_\_\_/\_\_\_\_\_

Committee's decision: \_\_\_\_\_ Attendance Failure    \_\_\_\_\_ Not an Attendance Failure

If not a failure, explain future necessary actions:

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People that attended Attendance Appeal Meeting: \_\_\_\_\_

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