

STUDENT HANDBOOK

Foreword

Reading High School is a school of which you can be proud. Throughout the years, students and graduates have established many fine records and traditions. Each student attending R.H.S. must work to continue development of pride and responsibility for maintaining an outstanding school. It is **YOU**, the student, who sets the tone and the atmosphere of the school by your work, your attitude, and your spirit.

Schools exist for one purpose, to provide quality education for all students. Every student must do his/her part to accomplish all he/she is capable of achieving. Learning is not always easy. It can be hard work-it often takes much practice-and it also can be enjoyable. Each student must also remember that education is the key to new opportunities.

As you begin the new school year resolve to study hard, have pride in your school, and never be satisfied with second-rate accomplishments.

This is **YOUR** school! Make the best of the school and yourself. It is up to you!

The purpose of this handbook is to provide you with information concerning the rules and regulations of R.H.S. as well as the conduct we expect from each student. Keep this booklet for reference to questions you may have about our school.

Best wishes to you for a successful and challenging school year!

TELEPHONE NUMBERS

Superintendent	283-2166	Athletic Director	283-2521
High School Office & Counselor	283-2142	Elementary School Office	283-2188
High School Attendance Office	283-2142	Bus Garage	283-3106

School policy website: www.neola.com/reading-mi/.

CLASSIFICATION OF STUDENTS

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

Sophomore: A student who has successfully completed twelve (12) credits of education and has completed two (2) semesters of high school instruction.

Junior: A student who has successfully completed at least twenty-four (24) credits of education and four (4) semesters of high school instruction.

Senior: A student who has successfully completed at least thirty-six (36) credits of education and six (6) semesters of high school instruction.

Beginning with the Class of 2007 the following would be considered satisfactory progress in order to advance to the next grade level:

Sophomore:	12 credits	Senior:	36 credits
Junior:	24 credits	Graduate:	48 credits

Promotion of Junior High School Students

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

-Seventh graders will be promoted to the eighth grade upon earning nine of fourteen possible credits. In the event the student becomes 14 years of age before September 1 of the next school year, the student will be promoted to the 8th grade.

-Eighth graders will be promoted to ninth grade upon earning five of eight credits in the four core classes and nine of fourteen total credits. Eighth grade students who fail to meet these requirements will remain in the eighth grade for another year. In the event the student becomes fifteen years of age before September 1 of the next school year, the student will be promoted to the ninth grade.

GRADUATION REQUIREMENTS

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

- Class of 2007 – 48
- Class of 2008 – 48
- Class of 2009 – 48
- Class of 2010 – 48

SUBJECT	CREDIT
English	8
Social Science	6
Mathematics	6
Science	6
Physical Education	2
Creative/Performing Arts or Industrial Arts	2
Vocational Education or Foreign Language	4
Economics	1
Speech	1

- English credit must include English 9, English 10, English 11 and English 12.
- Social Science credit must include 1 year of U.S. Government and 1 year of U.S. History.
- The creative/performing arts are considered to be Drama, Band, and Art.
- Vocational education courses are considered to be Home Economics, Business Education, Industrial Technology and all courses offered at B.A.C.C.

The school system will accept some instruction from the Branch Area Career Center as meeting the third year of the required English, mathematics, and science instruction; however, no additional credit will be allowed. All students will be expected to earn at least four (4) credits in mathematics and four (4) credits in science while on the Reading campus. The principal shall be responsible for determining, on an annual basis, those B.A.C.C. courses which will satisfy our local requirements in the area of mathematics and science.

Reading High School will accept a maximum of six (6) credits from summer school, adult education, and night school programs toward the total number of credits required for graduation. The student and his/her family should check with the high school counselor before enrolling in these programs. In some cases, Reading High School will not accept credit earned in these programs or home schooling programs.

Failures in required courses must be made up by repeating the failed course in the following year when feasible. If a student failed only one semester of the course and repeats the entire year, the student will receive elective credit for the non-failed semester retaken and passed again. Example: A sophomore fails first semester Physical Science. As a junior the student re-enrolls in Physical Science. S/he passes both semesters of Physical Science as a junior. The student has now earned three credits in Physical Science. Two credits will count toward science credit requirements and one credit will count toward elective credit.

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

GENERAL INFORMATION, RULES AND REGULATIONS

Accident/Injury

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

Age of Majority

Students who reach the age of 18 before completing their high school requirements may have their parents present to the school a written endorsement of the student's adult status. Adult status gives the student the full rights of an adult and allows him/her to authorize those school matters previously handled by his/her parents. Any student who has acquired adult status is still subject to the rules, policies and regulations governing student behavior.

Awards Night

Each year, senior high and junior high students who have a B average (3.0 G.P.A.) or higher in the first semester are invited to an awards ceremony in their honor.

Branch Area Career Center

B.A.C.C. is an extension of Reading High School. Therefore, students attending B.A.C.C. are responsible to the rules in the Reading High School Student Handbook during the time that they are at B.A.C.C. and/or being transported to or from B.A.C.C.

Though Reading Community Schools makes an effort to coordinate our calendar with that of B.A.C.C., there are some dates when our calendars do not correspond. Students at B.A.C.C. are expected to be in attendance at B.A.C.C. whenever classes are held there even if classes are not being held at Reading High School. The only exception would be bad weather days.

Continued disregard for school rules while at B.A.C.C. could result in removal from the B.A.C.C. program.

Bus Rules

1. Students boarding the bus should remain a safe distance from the roadway until the bus has come to a complete stop.
2. Students who expect to utilize bus transportation must be ready to board when the bus arrives. Anyone who is tardy must secure their own transportation.
3. Food and drink may not be consumed on the bus during regular runs.
4. In order to assure safe operation of the bus, noise distractions must be kept to minimum. Loud talking, shouting and whistling are not acceptable. Use of profanity is prohibited.
Cell phones, radios, tape recorders and similar devices are not to be used on the bus, except with the express permission of the driver.
5. Tobacco products are prohibited on all school buses.
6. All students must remain seated while the bus is moving. Students are required to keep their heads, arms and legs inside the bus at all times.
7. Students will take a front seat upon entering the bus and will remain in that seat until the next stop. They shall then move to their assigned seat.
8. Trash should be disposed of in the proper receptacle on each bus. Littering of any kind will not be tolerated.
9. The school bus driver is in charge of the bus at all times. Students who are guilty of misconduct shall have that misconduct reported to the transportation supervisor. Serious or repeated violations of bus rules shall be cause to deny the offending student access to bus transportation.
10. Misconduct "on the bus" will be dealt with as if an in-school infraction and therefore treated accordingly.

Cafeteria

Behavior in the cafeteria must provide for keeping the area clean and safe. Students are expected to:

1. Consume all food in the cafeteria. Do not take food out of the G.P. room.
2. Walk at all times in the lunchroom.
3. Use a normal tone of voice while in the lunchroom.
4. Wait one's turn in line (no cuts).
5. Do not throw food or any other objects.
6. Return your tray and dishes to the window. Dispose of all paper and milk cartons in the wastebaskets.

Civil Rights Compliance Officer

The Civil Rights Compliance Officer for Reading Community Schools is Robert Luchenbill, Superintendent, telephone number 283-2166.

Clubs and Organizations

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

1. Art Club
2. Drama Club
3. National Honor Society
4. Athletics & Varsity Club
5. Spanish Club
6. Student Yearbook – *Annual*
7. Student Council – Open to students 7-12 as representative of each class and school organization.

Dances

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

1. "Date" passes for a student not attending R.H.S. must be obtained in the principal's office 2 days before the day of the dance. Passes will not be issued to students below grade 9. For prom, guests must be age 20 or below.
2. Each student (grades 9-12) is limited to one guest per dance. The student is responsible for his/her guest's actions.
3. Dances must end by 11:30 p.m. with the building cleared by 12:00 p.m.
4. Any student or guest who has to be removed from the dance because of inappropriate behavior will not be able to attend dances for the remainder of the year.
5. No student or guest will be able to leave the dance and then return.
6. Some dances will be specifically for grades 9-12 and some for grades 7-9.
7. Appropriate school dress is required at all dances.

Dress Code

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

1. All students must wear some type of shoes or sandals when in the building.
2. All student hair, clothing, or body cleanliness must be such as to not constitute a health hazard, disruption or be offensive to those around them.
3. Clothing with pictures or writing must not be offensive or pertain to offensive subject matter. Clothing that depicts or refers to alcoholic beverages, sex, violence, tobacco products or other illicit drugs is out of place in Reading High School and will not be allowed.
4. Hats and bandanas are not to be worn in the building during the school day; chains are not allowed at any time.
5. Halter tops, bare midriffs, and underwear shirts are not acceptable for school dress. Sleeveless dress shirts are allowed, however, they must have at least 4" of fabric width on each shoulder. Examples of inappropriate shirts are: Hooters, Coed Naked, Big Johnson, etc.
6. Skirts, dresses, shorts, etc. should reach to the fingertips of the hand when extended and should not be slit.
7. Pants must be worn in the location for which they were intended--at the waist.

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

Driver Education Eligibility

The eligibility standards shall be the same as the eligibility standards the school district applies for pupil participation in interscholastic athletics. The following procedures and standards will apply to eligibility for driver education:

1. If any student failed or received an incomplete in more than one subject for the second semester, that student will not be allowed to enroll in Driver Education.
2. The official end of the semester will be considered to be the final teacher workday following final exams. Students with more than one incomplete or failure on this day will not be allowed to enroll in Driver Education.
3. A student who qualifies for Driver Education coming from Reading Junior High School must meet the same eligibility standards as Reading High School students.

If a Reading Community Schools resident or student wishes to enroll in a Driver Education program offered by a private contractor, non-public school or a different public school, that person must meet the eligibility standards of Reading Community Schools.

Emergency Drills

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

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

TORNADO DRILLS - Occasionally there will be a tornado drill. Students will be given directions where to go during this drill. Due to the possibility of damage and personal injury during a tornado, it is asked that all students keep calm and quiet during the drill.

Field Trips

Classes, athletic teams, the band, as well as other school organizations enjoy a number of trips to various places each year. When the school buses are used all students attending are required to ride the bus both to and from the destination of each trip. Only upon the request of the parents and the approval of the trip sponsor will a student be allowed to go or to return from a trip with his/her parents. Under no circumstances will a student be allowed to travel with friends or other students.

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

Fighting

One of the most serious threats to a good educational atmosphere is the existence of ill feelings between students. It is not uncommon for friction to arise. However, physical conflict cannot be tolerated. If a disagreement should develop between students, it is the student's responsibility to seek assistance from a teacher, advisor, counselor or administrator in an effort to resolve the situation in a civil manner. Mature behavior is an important goal for every student of Reading High School. The Principal's door is always open for students needing help in this area!

Students who engage in physical conflict, regardless of who initiated the conflict, will be punished. Generally, the consequence will be suspension from school at the principal's discretion. However, remember that fighting, physical offenses, sexual offenses, theft, drug and alcohol related offenses are cumulative for the length of a student's high school experience.

Differentiation in consequences (length and severity of punishment) will be dependent upon the principal's judgment on the following factors:

1. Who started the fight.
2. Record of previous involvement in physical conflict.
3. Who elevated the conflict to a higher level (words to pushes to blows to use of unreasonable force).
4. Severity of injury incurred by the parties involved.
5. Length of conflict.
6. Demonstrable effort on the part of either individual to put a halt to the conflict and/or sought responsible intervention.
7. Demonstrable effort on the part of either individual to seek intervention or help from a school staff member as the conflict developed.
8. A second offense will result in extended suspension and possible referral to family counseling.
9. A third offense may result in expulsion.

Food and Beverage

1. The consumption of food and beverage is limited to the G.P. room and outside the school building. During high school lunch, candy and suckers may be consumed in the G.P. room

and in its immediate surrounding area, and in the 1st floor entrance lobbies on the south side of the building.

2. Food brought into the school building before school or during lunch, must enter through the main entrance across from the G.P. room and be taken directly to the G.P. room.
3. If a student brings food and/or beverage from home to eat during lunch period, it must be taken directly to their locker and left there until lunch period.
4. Glass containers are not allowed in the school building at any time.
5. Students with open containers (cans, bottles, bags, boxes, etc.) in areas other than the G.P. room and students consuming food or beverage in areas other than the G.P. room will have their food or beverage confiscated and disposed of.
6. If a student is uncooperative, disrespectful or insubordinate when approached concerning this rule, the student will be disciplined according to the student code of conduct.

Freedom of Speech and Assembly

1. Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.
2. All students meeting in the school building or on school grounds may function only as a part of the formal educational process or as authorized by an administrator.
3. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school and/or classroom are inappropriate and prohibited.

Freedom to Publish

1. Students are entitled to express in writing their personal opinions. Distribution of materials may not interfere with or disrupt the educational process. Written expression must be signed by the authors.
2. Students who edit, or publish and distribute materials among their fellow students within the school must assume responsibility for the content of such publications.
3. Libel, obscenity, lewdness and personal attacks are prohibited in all publications.
4. Unauthorized commercial solicitations will not be allowed on school property.

Grade Point Averages

Grade point averages will be computed in the following manner:

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

Student Aides will receive credit but no letter grade, nor will Student Aide credit be a part of the student's G.P.A. Driver's Education will not earn credit toward a high school diploma nor will Driver's Education grades be counted in the student's G.P.A.

Grading

Factors that will determine your academic grade in a class are:

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

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

Gymnasium Use

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

Harassment/Bullying/Hazing

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include behaviors such activities as stalking, bullying, name-calling, taunting, hazing, and other disruptive behaviors.

Homecoming

Girls and boys can only be elected class representative one time in grades 7-11. They can be elected again in their senior year. King and queen candidates can be elected only once in the same year.

Honor Roll

An honor roll is compiled at the end of each nine weeks marking period and at the end of each semester. In order to be included on the honor roll a student must have a 3.0 G.P.A. and have no grades lower than a "C-" for the marking period. The semester honor roll is sent to the Hillsdale Daily News for publication.

Illness

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

Immunizations

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

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents may be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Individuals with Disabilities

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this process is important and required by Federal (IDEA) and State law. Contact the guidance counselor at 283-2142 extension 1205 to inquire about evaluation procedures and programs.

Library Media Center

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

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

Lockers

Each student has a locker assigned to them. This locker is subject to the following since they are SCHOOL PROPERTY AND NOT STUDENT PROPERTY:

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

Lost and Found

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

Lunch Hour

1. The upper floor is closed to students during lunch hours.
2. The junior high hall (gymnasium hall) and foyer by the office is off limits to high school students during the lunch period.
3. Junior high lunch is a closed campus lunch. Students may not leave school grounds.
4. High school lunch is "open campus" and students may leave school grounds on foot. Students who leave the building during lunch may re-enter the building only through the main entrance across from the G.P. room. All school code of conduct rules apply during lunch.
5. Students will not be allowed to consume food or beverage in the high school building except in the G.P. room. Food or beverage brought into areas other than the G.P. room will be confiscated and disposed of.
6. STUDENTS ARE NOT PERMITTED IN CARS AT NOON except with parents or if they have permission from the principal or designee. This offense will be treated as if the student was skipping school.

Medication

The school will not administer non-prescription drugs without the consent and permission of the parent on the Medication Authorization form provided to the student at the beginning of the school year. The form covers the current school year.

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

Students who require medication (prescribed or over the counter) must follow the above procedures.

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

National Honor Society and Selection Procedure

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

All sophomores, juniors and seniors who have attended Reading High School for at least one semester before selection and who have a cumulative grade point average of 3.0 or better are eligible for selection into the N.H.S. organization. These students are then eligible for consideration on the basis of their leadership, service, and character.

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

After all "Student Activities Sheets" and faculty evaluation sheets are received, a faculty council consisting of 5 faculty members selected by the principal meets. Each council member is given a chart of all evaluation scores on each prospective N.H.S. member. The scores have been averaged for each student ahead of time. The faculty council uses these scores along with comments from faculty responses, as well as their own observations to determine membership consideration. A majority vote of the faculty council constitutes admission into the organization.

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

Leadership - The student who exercises leadership:

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

Service - The student who serves:

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

Character - The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs etc.

- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instruction, rules, punctuality, and faithfulness inside and outside the school
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to rid the school of bad influences or environment

Property Damage

When a student damages school property through malicious intent or gross negligence, the student will be held responsible for the cost of repairing the damage, including custodial costs. Also, the offending student(s) will be suspended from school following the guidelines already established.

Public Display of Affection

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

Radios and Cell Phones

Radios, cell phones, MP3 players, C.D.'s, etc. are not to be used in the school during the school day without express permission. This includes those equipped with headphones. If you bring one to school to use at lunch or on the bus, it must be turned off and placed in your locker and left there all day. Since we cannot guarantee the security of lockers, we recommend that you not bring them to school at all. Students who play their radios, walkmans, MP3 players, etc. or use their cell phones will have them confiscated until the end of the school day. Repeat offenses will result in items being confiscated and held until picked up by parents.

Report Cards

Report cards are issued at the end of each nine-week period. At the end of the semester a final examination is given. The two nine week grades shall be averaged with the final exam to determine the semester grade. Semester exams shall count between 10% – 20% of a semester grade. If a student is exempt from exams, the 9 weeks' grades will be averaged.

Right to Inspect Instructional Materials

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

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

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

Search and Seizure

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

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

Severe Weather

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

Sexual Harassment

Sexual harassment is defined as any type of behavior with sexual overtones that is unwelcome and makes a student feel uncomfortable. This includes unwelcome sexual advances or any form of improper physical contact or sexual remark. Disciplinary action will be taken if a pupil refuses to comply with a request to refrain from further harassing acts; however, sexual harassment may result in immediate disciplinary action.

Signs/Posters

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

Student Driving

Driving is a privilege, not a right. Students must drive in a responsible, courteous manner. The Board of Education has provided a parking lot for the cars of students who drive to school. The lot is located on the east side of the school and is to be used by all students driving motor vehicles to school.

1. Park your car in an orderly fashion in order to avoid blocking other cars.
2. Students are not permitted to ride in automobiles, other than with parents, during the school day. Students driving during the lunch hour may lose their driving privilege and/or be suspended from school.
3. Without permission from the principal, NO student is permitted to be in the student parking lot, especially during lunch hour.
4. Students who drive to school, and violate the above rules will be subject to disciplinary measures including loss of privilege to drive on school property, suspension and possible expulsion.

Student Records - Directory Information

The Board of Education is responsible for maintaining records of all students attending school in this District. The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; date of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Only directory information regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the District' policy and regulations and/or those in the law.

High School students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the high school principal.

Technology Usage Penalties

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

Offenses will accumulate from year to year. Staff and parents will be notified as to a student's eligibility to use the district's technology. It will be the student's responsibility to reactivate access through a new password and network agreement after their violation period has expired.

*** Failure to Logout**

1st offense: Written warning.

2nd offense: Loss of computer access for 5 school days.

3rd offense: Loss of computer access for 10 school days.

4th offense: Loss of computer for 90 days.

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

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

1st offense: Student will lose computer access for 30 school days
2nd offense: Student will lose computer access for 90 school days
3rd offense: Student will lose computer access for 180 school days

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

Student will lose access to district technology permanently and will be responsible for costs to restore system.

Telephone

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

Textbooks

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

Valuables

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

Visitors

Any person (other than students, employees, and Board members) entering the school is required to report directly to the office. Visitors will be required to sign the visitor log and obtain a visitor pass from the secretary. We would discourage visitors from attending classes with you as it is disruptive to the entire educational experience. However, due to special situations, the need does arise from time to time. A student must obtain approval from the Principal seven (7) days in advance of the visit. Then, we will be glad to work with you and your family.

Withdrawal from School

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

Work Permits

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

ATTENDANCE POLICY AND PROCEDURES

Regular attendance is conducive to self-discipline and enables the student to participate in class discussion, instruction and other learning-related experiences. Also, employers are interested in a student's attendance in high school, as it relates to their future work habits.

In accordance with the Compulsory School Attendance Law (380.1561), "Every parent, guardian or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday, shall send that child to public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

A child shall not be required to attend the public schools in the following cases:

1. A child who is attending regularly and is being taught in a state-approved non-public school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade, as determined by the course of study of the district within which the non-public school is located.
2. A child who is regularly employed as a page or messenger in either the house or the legislature during the period of employment.
3. A child under nine years of age who does not reside within 2½ miles by nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this exemption does not apply.
4. A child from the age of twelve to the child's fourteenth birthday while in attendance at religious instruction classes for not more than two class hours per week off public school property during public school hours, upon written request of the parent or guardian, or person in loco parentis under rules promulgated by the state board.

Procedure When Absent

When a student is absent, the school requires a **satisfactory explanation within 24 hours from the parent or guardian for each absence.** The school may require a doctor's verification of illness when it is deemed necessary to confirm a student's reason for absence.

Students at every grade level must have a parent call the high school office on the day of the absence. Office hours are from 7:15 a.m. through 4:00 p.m. Any call after office hours may be accepted by dialing 283-2142, extension 1204. Any call-in that appears to be questionable will be verified. Any student who falsifies a call-in will be disciplined as a Group III #4 offense.

If the parent cannot call the school, the student must bring a note to the office on the first day of return to classes. If the student is not excused by a parent or guardian within 24 hours, the student will be considered truant and will be punished as a group II offense. Students who have more than 5 days of trancies will be referred to the truancy officer.

Students who are emancipated minors and do not reside with their parents are required to make arrangements with the principal for reporting absences.

These procedures must be followed to be considered an excused absence.

A student will be marked absent when they arrive late, leave early or miss a block of time in a class up to fifteen minutes. After the fifteen minutes, it will be considered an absence for that class. Absences are accumulated by the hour, not the day.

Excessive Absences

At times even excused absences can become excessive and disrupt the academic process. In the event a student compiles more than nine total absences, the principal may request a parental meeting to create a plan of action for improving the student's attendance. As a result of violating the created plan, Saturday School will be assigned or in the case of a minor student, a court date to appear in Probate Court will be scheduled.

Students Tardy

Student will be marked tardy when they arrive late, leave early or miss a time in the middle of class up to fifteen minutes. After the fifteen minutes, it will be considered an unexcused absence pending other approval.

Prearranged Absences

If a student knows in advance that he/she will be absent from school (field trip, vacation, hunting, fair activities, college visit, etc.) a prearranged absence slip will be necessary. The teachers will sign this slip indicating the work to be done during the time of the absence. Teachers may, at their discretion, make an assignment to the student be handed in on their return. If the student exceeds the absence policy, he/she will be placed on credit hold.

Incentive for Good Attendance

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

A STUDENT WILL BE ALLOWED 2 EXCUSED ABSENCES PER SEMESTER AND STILL OPT OUT OF EXAMS

- A. A student may opt out of all exams, having met the criteria, and with parents signed permission.
- B. A student may take any or all exams, having met all the requirements, knowing that his/her final grade will not be lowered due to the final exam.
- C. Each student will be allowed 2 excused absences or less per semester, for reasons such as illness, doctor appointments, college visits, funerals, fair, family vacations and personal business.
- D. The above absences, in order to qualify, must be pre-approved or excused within 24 hours of the student's return to class. Failure to comply with this request will result in the loss of the right to "opt out".
- E. A student who is absent for more than 2 days per semester, **for any reason**, must take exams. Students who are failing a class must take that class's final exam.
- F. Any student who served an in-school suspension assigned by the principal during the semester will not be eligible to opt out of exams.

Leaving School During the Day

The procedure for signing out will be:

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

Make-Up Work

Regular attendance is essential to earn credit for courses taken. When a class is missed, the student has the responsibility of making up the work to fulfill the course requirements and to receive credit for the course. If there are extenuating circumstances such as serious illness, operations, or an injury causing a student to miss a long period of time, the teacher, with the approval of the principal, may extend the period of time for make-up work. If a student is able to do homework at home during the period of illness, make-up work may be obtained by calling the high school office.

If a student is absent on the "due date" of a long-term assignment, such as a research paper or a special report, that assignment must be submitted on the due date. Assignments may be turned in to the office by parents, friends, etc.

Any class work missed during a suspension period must be obtained by the student (or parent/sibling request) and turned in to the teacher immediately upon return to class. Any assessments (exams-tests-quizzes) are to be made up during the first available seminar period. In the event one seminar period does not provide a sufficient amount of time to complete all assessments, the next available seminar period would then be utilized. The teacher does hold the option to provide time after school or before school if needed. Students who skip class will forfeit their right to do make-up work or any classroom assessments (exams-tests-quizzes).

Attendance/Assignment Forfeiture

It is a student's responsibility to arrange make-up work with the teacher. At the teacher's discretion, this can be a written assignment done after school or at home, time spent after school, or other assignments to be determined by the teacher. If a student fails to make up the work for an absence within the allowable amount of time (two days for every one day absent), the teacher will record the assignment as an "F" or zero points.

Absences for Extra-Curricular Activities

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

Assemblies and Special Programs

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

Family Trips

Family trips in excess of four days must be filed in the high school office. Students must get teacher and principal approval one week in advance of taking the trip. Family trips count under the ten-day absence rule. The principal and teachers have the right to disapprove the trip request if grades are low, or if the student has excessive absences.

Nine Absences Rule

A student will lose credit in a class if more than 9 absences are accumulated during a semester, pending an appeal decision. All students who reach more than 9 absences during the semester and who file an appeal will be required to document those absences as part of the appeal process.

All absences from school, which are not school-related, are counted in the nine-absence rule. Days of absence due to suspension will not be included in the nine day total. The attendance appeals committee will make the decision on approval or non-approval of credit based on the student's rationale for his/her absences.

Attendance Redemption

A student may redeem one (1) day for every fifteen (15) consecutive days of school attended. Saturday school may be offered by the HCISD, and may be assigned by the principal at his discretion. A maximum of 3 days may be made up by attending Saturday school.

Students Beyond Compulsory Attendance Age

Compulsory school attendance ends at age sixteen (16). The Board of Education assumes that the student who is over the compulsory attendance age is seriously seeking an education. However, when a student sixteen (16) years old or older demonstrates that this is not the case; the student shall be dropped from the regular school program by the administration until it is evident that the student is willing and capable of pursuing an education seriously.

Voluntary Withdrawal

Students who miss 10 or more consecutive days from school without a parental contact to the High School Office will be considered to be voluntary withdrawals.

Notification Procedure and Credit Hold

If a student reaches seven absences, the principal will meet with the student, and a letter will be sent home.

If a student reaches ten absences, that student's grade will become a "credit hold" until an appeal is heard. A letter will be sent home, along with a copy of the appeals form and procedure.

Appeals Procedure

All students must file an appeal form if they reach ten absences and they would like consideration for approval of class credit. The deadline for filing an appeal is three days after the end of the semester. A committee of teachers, parents, and administrators will hear the reasons for absences by the student and/or his/her parents or advocates. Students must accompany their parent or advocate during the appeals process. Credit for students who do not show for their appeals appointment will be denied. The Appeals Committee will meet once at the end of each semester. Students may appeal all absences at one time. Students will be notified of the status of their appeal.

Appeals Committee

The Appeals Committee shall have four options:

1. To deny the student credit in any class in which more than 9 absences have occurred. The student will receive an "F" or zero for the final grade.
2. To grant the student credit in any class in which more than 9 absences have occurred. The students will receive the grade he or she earned.
3. To grant a withdrawal from any class in which more than 9 absences have occurred. The student will not receive a grade or credit for the class, and therefore, withdrawal will not affect a student's G. P. A.
4. Withhold decision based on conditions. (This option is not valid 2nd semester for Jr. High).

Students who choose not to formally appeal the absences will receive an "F" as a final grade.

Students and parents have the right to appeal the committee's decision to the Board of Education. The appeal to the Board of Education must be filed within ten calendar days of notification of the committee's decision.

Parents of the special education students who have been denied credit have the right to request an I.E.P.C. be convened. This request must also be filed within ten calendar days. The I.E.P.C. will determine if:

1. The current determination of eligibility is correct.
2. The absences are manifestation of the student's handicapping condition.
3. The student's individualized education program (I.E.P.) currently reflects the special education programs and services as needed to meet the unique educational needs of the student.

STUDENT CONDUCT AND DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

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

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

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

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

Definitions

Expulsion: Expulsion shall be the permanent exclusion of a student from the schools of this District.

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

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

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

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

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

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

CODE OF CONDUCT

The Student Code of Conduct applies to students whenever the student is on school grounds, or in attendance at extra-curricular activities or co-curricular activities both home and away from home.

Group I Offenses:

(These are not all-inclusive, and may be amended at any time.)

1. Tardiness.
2. Possession of electronic devices during class time (radios, cell phones, etc.).
3. Unauthorized use of school equipment.
4. Beverages may not be consumed in computer labs, or stored open in lockers. No glass bottles are allowed. All such bottles will be confiscated.
5. Violation of classroom rules.
6. Violation of the dress code. I.E., Hats are to be removed before entering the building. (In addition to detention, student will be required to change into appropriate attire).
7. Public display of affection.
8. Littering school property.
9. Gambling (based on severity).
10. Loitering in parking lot or other school property.
11. Other minor inappropriate behaviors.
12. Unauthorized use of a locker.
13. Misuse of, destruction of, or written profanity on a student planner.

Consequences (Group I)

Repeated instances of Group I offenses may result in detention and/or referral to administrator as Group II offenses.

Group II Offenses

(These are not all-inclusive, and may be amended at any time.)

1. Use of unacceptable language and/or obscene gestures.
2. Truancy/skipping (all absences without parental contact within 24 hours of the student's return to school).
3. Dangerous behavior (i.e. careless play, rough-housing, throwing snowballs, etc.).
4. Rude and discourteous behavior (i.e. talking during assemblies or presentations).
5. Disruptive to class and other students.
6. Destruction or damage of school property, and/or defacing of school property. Severity could make this a Group III or IV offense. Restitution or restoration will be required.
7. Harassment/bullying. Severity could make this a Group III or IV offense.
8. Insubordination-failure to follow direction of staff members, refusing to participate in class.
9. Engaging in gang-related activity, dress or symbolism.
10. Parking in unauthorized areas (may result in towing of automobile).
11. Leaving a classroom or school grounds without permission.
12. Skipping detentions (will result in in-school suspension days).
13. Skipping assigned Saturday School.
14. Unauthorized use of a student planner.
15. Uncooperative with a substitute teacher. (will result in in-school suspension days).
16. Academic misconduct, cheating, copying off of others.

Consequences (Group II)

Group II offenses may result in the assignment of three detentions or up to 3 days in school suspension. If, however, the degree of seriousness of the offense dictates, more severe disciplinary measure may be taken.

When a student has accumulated four (4) Group II offenses, a parent conference will be required for him/her to remain in school. At this conference further due process consequences will be identified (behavior plan) specifically for that student if he/she continues to act inappropriately.

Group III Offenses

(These are not all-inclusive and may be amended at any time.)

1. Fighting or other acts of physical aggression (see State Law Addendum)
 - A. Instigating a fight may result in up to 5 days out of school suspension.
2. Tobacco: smoking by students, the use of tobacco products, or possession of tobacco is not allowed on school property or at school-sponsored events. Smoking is defined as:
 - A. A student seen puffing or with a lighted cigarette.
 - B. A student seen holding a lighted or unlighted cigarette in his/her hand.
 - C. A student seen discarding a cigarette butt.
 - D. Use of snuff or chewing tobacco.
 - E. A student suspected of smoking, supported by reasonable suspicion.
3. Failure to identify oneself or doing so falsely.
4. Forgery/presenting false notes, passes, or making falsified phone calls.
5. Theft/unauthorized access/vandalism to school grounds (restitution and/or restoration will be required.) Severity may make this a Group IV offense.
6. Threatening another person's physical well-being or property.
7. Failing to cooperate in the investigation of Group III or Group IV offense.
8. Assisting in the commission or planning of a Group III offense.
9. Driving recklessly on school grounds or at school-sponsored events (may result in suspension of driving privileges).
10. Trespassing:
 - A. Being present in an unauthorized area.

- B. Refusing to leave when ordered by an authority.
 - C. Being on school grounds during an out-of-school suspension.
11. Distribution of unauthorized or pornographic literature or materials.
 12. More serious Group II offenses.
 13. Extortion (with possible report to Civil Authorities).
 14. Swearing at a teacher or staff member.
 15. Using any video device in any restroom, locker room, or other location where students and staff have a reasonable expectation of privacy to take or transmit images.

Consequences (Group III)

Unless otherwise stated, Group III offenses will result in a three-day suspension for the first offense, a five day suspension for the second offense, and a nine day suspension for the third offense, with a recommendation to the superintendent for long-term suspension for the remainder of the school year. Group III offenses will result in either an in-school or out-of-school suspension at the discretion of the principal.

Group IV Offenses

(These are not all-inclusive, and may be amended at any time.)

1. Striking/assaulting a staff member.
2. Unauthorized possession of a firearm, knife, explosive device, club chain, potentially dangerous instrument or replica on school grounds or a district-related event.
3. Falsifying school records; theft, damage or defacing of school records, including teachers' grade books, attendance records, discipline records, etc.
4. Starting or threatening to start fires, or arson involving school property.
5. Generating or assisting in the planning of a false alarm.
6. Planting a bomb or making bomb threats or intentional calls to falsely report a dangerous condition.
7. Selling or distributing alcohol, or alcohol-like beverages, on school property, or at school sponsored activities.
8. Drug Use – Abuse – Possession – Impairment Use or possession of any illegal or unauthorized medicines, drugs, drug paraphernalia, narcotics or "look-alike" substances, including
 - but not limited to: marijuana, heroin, cocaine, LSD, inhalants, barbiturates, amphetamines, and drugs manufactured for use with animals. This applies to use or possession on school property, at school, or at school-sponsored activities.
9. Selling or distributing illegal or unauthorized medicines, drugs, narcotics or "look-alike" substances. (Immediate suspension with recommendation for permanent expulsion from Reading Community Schools).
10. Documented persistent disobedience and/or gross misdemeanor (MSC of 1976, act 451, 1976, article I, Part I general provisions 380.1311; MSA 15.41211).
11. Assault of another student/person.
12. Verbal assault of a teacher or staff member.
13. Alcohol, or alcohol-like beverages, use or possession, including attendance after consumption of alcohol. Consequences are a three-day suspension if the student agrees to a substance abuse evaluation and a ten-day suspension if the student refuses an evaluation. The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. Refusal to take a Breathalyzer test upon reasonable suspicion of a violation will result in the penalty. (Penalty may be reduced at the discretion of the Principal if student agrees to counseling.)

Consequences (Group IV)

Unless otherwise stated, Group IV offenses will result in immediate suspension. A parent conference will be scheduled, after which a recommendation will be made to the superintendent, with possible consequences ranging from long term suspension up to expulsion. Student and parent cooperation in seeking professional help when appropriate will be considered. Referral to the appropriate law enforcement agency will always be made when such offense also appears to violate the law.

A second violation for a Group IV offense during one's high school career will result in a recommendation of the Board of Education for expulsion.

NOTE: For all violations of school policy, alternate disciplinary action of equal severity to the individual may be taken when it best suits the welfare of the student/student body.

Academic Misconduct

It is the school's intent to maintain and encourage high standards of personal conduct. These standards include personal honesty, discipline, and integrity.

We believe that students are in school to do their own work. We assume that any schoolwork that is turned in for credit by a student is a result of that student's effort. Generally, academic misconduct occurs any time a student turns in work that is not his/her own. Academic misconduct is a serious violation of school policy.

Specifically, students should be aware of the following information:

1. Homework: Daily homework assignments should represent a reasonable effort on the part of the students. Generally, collaboration among students on such assignments as laboratory reports and daily mathematics homework is acceptable. However, teachers may periodically designate homework and laboratory assignments on which collaboration is not permissible. The copying of someone else's work is not permissible.
2. Closed Book Quizzes, Tests, and Assignments: The result of a quiz or a test should represent only the student's own work. This work must be performed during the testing period without any unauthorized assistance. Specifically, this language prohibits such behavior as looking at another student's papers, or having inappropriate written material available for use. In all testing situations it is the student's responsibility to be certain that:
 - A. Desks and all writing paper are cleared. All inappropriate materials should be cleared from the test area. The nature of the inappropriate materials and test area will be defined by the teacher.
 - B. Personal behavior is appropriate. Thus, eyes should not scan the room, conversation should not occur with others, tests should stay on the desk, etc.
3. Open Book Tests: The same rules apply to open book tests that apply to closed book tests, except that teachers will define the specific resources that a student may use.
4. Major Papers and Products: The basic guideline is that a student turns in his/her own work. Thus, plagiarism of, or inappropriate use of purchased or borrowed papers is specifically prohibited.
5. Unauthorized Access: Students are prohibited from gaining unauthorized access to test materials through such behavior as going into teacher's files and looking through a teacher's desk. This is considered a Group III offense.
6. Taking or transmitting images or messages during testing.
7. Other Situations: Students who provide unauthorized assistance; i.e., papers to be copied, answers to tests, have violated the policy.
8. Violations: The faculty will adhere to the following procedure in cases of academic misconduct:
 - A. A student will receive a grade of F or zero at the teacher's discretion for the work involved.
 - B. The teacher will inform the student's counselor and the administration of the violation.
 - C. The student's parents will be informed of the violation by the teacher.
 - D. The counselor will meet with the student and discuss the seriousness of the violation and explore ways to assist the student to make more appropriate decisions.
 - E. The administration will keep a record of all disciplinary violations. If academic misconduct persists, then other actions of corrective or disciplinary nature may be taken.
 - F. Any action taken by a teacher or an administrator is subject to the appeal procedure by the student and his/her parent/guardian. This appeal must include a conference with all parties involved.
 - G. Academic misconduct violations are considered as other Group II Offenses, unless otherwise indicated.

NOTICE TO THE PUBLIC REGARDING NON-DISCRIMINATION POLICY

Title IX of the Educational Amendments of 1971 of the United States Congress specifically states:

"No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance...."

It shall be the policy of the Reading Community Schools to fully comply with Title IX under guidelines adopted by The Department of Health, Education and Welfare and approved by the President of the United States and United States Congress. The Board of Education, the administration, and the staff of Reading Community Schools will seek to take whatever rules and policy steps may be necessary to eliminate discrimination on the basis of sex in all educational programs, curricular and extra-curricular activities, and employment practices which come under the regulations of Title IX.

All students will have equal opportunity to participate in and benefit from all academic and extra-curricular activities and services and thus it will be a violation of policy for the district, board, administration, teachers or other staff to discriminate against students on the basis of sex in disciplinary actions, entitlement and provision of services, selection of courses or programs, counseling services, physical education and athletics, treatment on the basis of marital or parental status including pregnancy.

Likewise, no assistance, such as administrative or staff cooperation, faculty sponsorship, and/or use of school facilities on school time, shall be provided to any non-school organization or individual which discriminates on the basis of sex.

In order to facilitate the evaluation of current practices, to investigate complaints, to answer inquiries, and to guide the implementation of compliance efforts, the High School Principal has been appointed the local Title IX Coordinator. All questions, requests for information, or complaints relating to discrimination on the basis of sex in the Reading Community Schools should be directed to Principal, Reading High School, 301 Chestnut St., Reading, MI 49274. Phone (517) 283-2142.

Inquiries concerning the non-discrimination policy may also be directed to Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

The local Title IX Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with the procedure. A copy of Title IX of the Educational Amendments of 1971 and the regulations on which this notice is based may be found in the Title IX Coordinator's office.

TITLE IX - GRIEVANCE PROCEDURE

If any person believes that Reading Community Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title IX, or is in some way discriminatory on the basis of sex, he/she may bring forward a complaint, which will be referred to as a grievance, to the local Title IX Coordinator at the following address: 301 Chestnut St., Reading, MI 49274. Phone (517) 283-2142

Section II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Principal who shall in turn investigate the complaint and reply with an answer to the complaint within two business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance, signed by the complainant, shall be submitted to the Principal within five days of receipt of answers to the informal complaint. The Principal shall further investigate the matters of the grievance and then reply to the complaint in writing within five business days.

Step 2

If the complainant wishes to appeal the decision of the Principal, he/she may then submit a statement of appeal to the Superintendent. This written appeal must be submitted five days after the receipt of the local coordinator's response. The Superintendent will investigate the matters of the grievance and then reply in writing to the complainant within five business days.

Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within fifteen business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten business days of this meeting.

Step 4

If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C., 20201.

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary administrative guidelines. To better ensure appropriate due process is provided a student, the Board established the following guidelines:

Due Process Rights

- A. Short Term Suspension (less than 10 days): A student must be given both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension.
- B. Long Term Suspension or Expulsion (10 days or more):
 1. Hearing date before an impartial party (ies)
 2. Written notice of the charges prior to hearing
 3. Written notice of time, place, and date of hearing
 4. Notice of evidence and witnesses before hearing
 5. Opportunity to present defense/explain facts
 6. Opportunity to present witness (es)
 7. Opportunity to confront and cross-examine accuser, or witness
 8. Right to counsel
 9. Written decision
 10. Stenographic or audio transcript of hearing if requested
 11. Appeal to the board of education if initial decision was made by others

ADMINISTRATIVE DUE PROCESS GUIDELINES

- A. A student shall be fully informed of the charges brought against him/her including the rationale for the action, and the conditions of time and termination.
- B. The parents shall be notified either by phone, letter or personal contact if the student is to be temporarily separated or suspended from school. Written notation of such contact shall be placed in the student's accumulative file.
- C. Verbal notification shall be followed by written communication to the parent or guardian stating the charges, reasons, and condition of the separation or suspension. A copy of the letter shall be placed in the student's file.
- D. The Superintendent, or his designee, shall be notified immediately of any separation or suspension.
- E. The parents shall be notified in writing of appeal procedures which shall include:

Short Term Suspension (less than 10 days)

Parents may request a conference with the Principal. Such requests shall be made within the period of separation or suspension. The Principal shall affirm or notify the terms of his action within two school days from the date of the conference. The Principal's decision, in cases of temporary separation shall be final.

Long Term Suspension (10 days or more)

1. Parents may request a conference with the Principal. Such requests shall be made within the period of separation or suspension. The Principal shall affirm or notify the terms of his action within two school days from the date of the conference.
2. Within five school days from the Principal's decision, the parent may appeal such decision to the Superintendent of the school or his designee. The Superintendent shall affirm or modify the decision of the principal within two school days from the appeal.
3. The Superintendent's decision may be appealed to the Board of Education within five days of such decision.
4. The Board of Education shall schedule a hearing within ten days and shall notify the parents that said hearing shall be conducted under the following rules and procedures:
 - A. Written notice shall be given of the time, date and place of the hearing. A brief description of the student's rights, hearing procedure, a list of witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify shall be included with this written notice.
 - B. The student or parent may be represented by an attorney or other advisor of their choosing.
 - C. Witnesses may be presented at the hearing and the student or his representative may question witnesses testifying against the student.
 - D. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
 - E. There may be present at the hearing the Principal, the Board of Education's attorney, and such resource persons as the Board deems essential to the proper adjudication of the case.
 - F. The Board of Education shall render a written opinion of its determination within two school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

Expulsion

Recommendation for expulsion of a student from school shall be made to the Board of Education by the Superintendent. Such action is generally taken upon recommendation of the Principal. The Principal's recommendation shall be communicated to the Superintendent in writing, signed by the Principal and accompanied by the student's accumulative file; except in cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the expulsion recommendation. The following procedures shall be followed:

1. The student shall be under suspension pending the recommendation of the Superintendent to the Board and pending the Board's decision.

- The Superintendent's recommendation to the Board shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student considered for expulsion.
- The Board of Education shall set the date, time and place of the hearing and shall transmit written notice of the same to the parent at least five school days before the date of the hearing.
- The hearing procedure shall follow that set forth in previously listed procedures. Efforts shall be made, but not guaranteed, to provide alternate means by which a student may continue his/her education.

ADVISORY TO ALL PARENTS

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

SCHOOL LAW ADDENDUM

Physical Assault – Public Act 104 of 1999 (SB 206) Section 1311a of the Revised School Code: Any student, grade 6 or above, who physically assaults a school employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 days. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Physical Assault – Public Act 102 of 1999 (HB 4240) Sections 1208, 1310 and 1310A of the Revised School Code: Any student in grade 6 or above who commits a physical assault against another student and the assault is reported to the board or administration, the school board shall expel the student for up to 180 days.

Verbal Assault – Public Act 104 Section 1311a(2) of the Revised School Code: Any student, grade 6 or above, who commits a "verbal assault" against a school employee, volunteer, or contractor shall be expelled for up to 180 days. Verbal assault is defined as any intentional threat or offer to do bodily injury to another by force, under circumstances which create a well-founded fear of action harm, coupled with the apparent ability to carry out the act if not prevented.

Student Transfers – Section 1135 of the Revised School Code: Within 14 days after enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of his or her school record. Any school that compiles records for each student in the school and that is requested to forward a copy of a transferring student's record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to section 1134 (Section 1134 deals with records of missing students).

ATHLETIC CODE

Philosophy

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

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

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

The student has the sole privilege of determining whether or not s/he chooses to be part of the Reading High School athletic program. If s/he chooses to play, s/he must understand that s/he has committed her/himself to the total program, not just those parts of the program with which s/he might personally agree.

At Reading High School, more is expected of athletes than compliance with minimum requirements. A top-notch performance is expected in the classroom and on the athletic field. Athletes are expected to be leaders in school and in the classroom. In keeping with this philosophy, participation is determined by a student's citizenship, his/her scholastic record, and by various other factors.

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

This Athletic Code is endorsed by the Reading Community School Board of Education and adopted on August 6, 1990.

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

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

Eligibility

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

- Be under 19 years of age on August 31.
- Academic Eligibility: Our extra-curricular eligibility will be based upon separate requirements for semester and weekly eligibility.
 - Semester eligibility will follow M.H.S.A.A. rules that require a student pass a minimum of 4 out of 7 possible credits the semester before participating to be eligible for the next semester.
 - Weekly eligibility will be as follows.
 - One (1) F – Student is eligible to participate.
 - Two (2) F's – first time – Upon receiving two failing grades, the student is still eligible to participate during the next two (2) week period. If still failing 2 classes at the end of the two-week period, the student is ineligible to participate until they have no more than (1) failing grade (per eligibility sheet).
 - Two (2) F's – further occurrences – Student is ineligible to participate until they have no more than one (1) failing grade (per eligibility sheet).
 - Three (3) or more F's – Student is ineligible to participate until they have no more than one (1) failing grade (per eligibility sheet).
- Physical Examination – you must have passed a satisfactory physical examination for the present school year. The physical examination signed by a licensed M.D., D.O., Physicians
 - Assistant or Nurse/Practitioner after April 15 preceding the start of the fall season. You cannot practice without having passed the physical examination.
- Be covered by an insurance program either through the school or family. You cannot practice without insurance.
- Have signed a form from the team doctor if you at any time wish to be treated by him.
- Not have competed for more than three seasons previously in the sport you elect.
- Have been enrolled in high school for not more than seven semesters beyond the eighth grade.
- Play only with teams representing the school in accordance with M.H.S.A.A.
- Not be a professional athlete.
- Not have been graduated from any secondary school.
- Shall not accept, for participation in athletics, a symbolic or merchandise award that has a value or cost in excess of \$15. Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed.

Two Sport Participation

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

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

Training Rules and Penalties

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

By having training rules, athletes know definitely what is expected of them and they have a copy of the athletic code to which they may refer.

The reason for having training rules is many and varied. Alcohol, drugs, and tobacco have been proven to be injurious to one's health and definitely not conducive to a person's well being. Certainly from a standpoint of health, it is advisable to avoid their use.

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

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

It is the responsibility of the athlete and his/her parents to familiarize him/herself with the specific rules and regulations of his selected sport as well as the general policies of this Athletic Code. These are the rules to which you will be held accountable. Please feel free to clarify any questions with your coach.

The following Athletic Code consisting of training rules and penalties for athletes was adopted by the Board of Education.

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

Citizenship

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

School Attendance

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

Unless a student has an approved pre-arranged absence or an acceptable excuse as approved by the building principal, student athletes must be in attendance 5 complete class periods in order to participate in athletics that day.

Practice and Games

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

Bus Transportation

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

Athletes will meet the following expectations on all athletic trips:

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

Suspension from School

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

Care of Equipment

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

Uniforms (game and practice)

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

Accidents

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

Appearance of Athletes

1. When our athletic teams dress away from home, boy athletes will be requested to wear a minimum of dress slacks and an appropriate shirt. Girl athletes are requested to wear dress slacks or a skirt with an appropriate top or a dress. This rule also applies to our athletes when they appear at a home contest where there is an admission charge.
2. Hair will be kept neat and well groomed.
3. During an athletic event, all parts of the uniform issued must be worn. Additional clothing worn during competition must be approved by the coach.

Quitting a Sport

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

Cutting Athletes from Squad

1. If a student is cut from one sport, s/he is eligible to participate in another sport during that season, at the discretion of the coaches involved.
2. The athlete faced with this situation should be encouraged to go out for another sport unless s/he is cut because of disciplinary reasons or eligibility infractions.
3. Varsity coaches shall have the discretion of setting the criteria for the selection of student athletes.

4. Student athletes may be cut from a team due to many reasons including but not limited to: ability, citizenship, attendance/grades, character and team chemistry.

Practice Time Before Game

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

Selection of Captains

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

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

1. Tobacco and Alcohol

1st Offense – student/athlete will be ineligible for the remainder of that season. If less than 25% of the current season remains, the student/athlete will be ineligible for that portion of the next season participated in which when added to the suspension percentage of the current season would be equal to a minimum of 25% of game participation.

2nd Offense – student/athlete will be ineligible for the remainder of the school year.

2. Illegal Drugs, including steroids (other than Tobacco and Alcohol)

1st Offense – student/athlete will be ineligible for the remainder of the school year. These rules apply not only to the school year, but also to all vacation periods during the school year including the summer.

Removal from a Team

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

Athletes Not in Season

Athletes who are not in season (pre-season) and plan to participate in a sport during the school year are under the same training rules as athletes who are in season. Any number of violations of the training rules during a season and then again in between seasons, s/he will not be allowed to participate for the remainder of the school year.

Athletic Council

1. The Athletic Council is to serve as an Appeal Board when the need arises. Any major controversial decision that has to be made, which is not obviously covered by the Athletic Code

will be decided upon by the Athletic Council.

2. The Athletic Council shall consist of the building principal and/or the Assistant Principal, the Athletic Director, and all members of the coaching staff. The coach of any athlete brought

before the council may act as a council member at that time. The Athletic Director will act as chairman of the Athletic Council meetings. If s/he is not present, s/he may designate another member to chair the meeting.

3. A quorum (which consists of 51% of the members of the council) must be present for the Athletic Council to function. Decisions will be reached by a majority vote of the members present at the hearing.

4. The student/athlete in violation of the Athletic Code and his/her parents will be notified 5 working days in advance of the meeting of the Athletic Council. The notification will include the time and place of the meeting, and the alleged violation of the Athletic Code. The student/athlete and his parents will be given the opportunity to present evidence and arguments on their behalf.

5. The decision of the Athletic Council should be considered final, but may be appealed as per School Board policy.

The Athletic Code and Training Rules are minimum standards; coaches may set rules that are stricter. All coach's rules shall be approved by the Athletic Director and shall be published and distributed to the athletes on or before the first day of practice.

Athletic Policy Enforcement

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

Code Changes

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