

# DOWNRIVER HIGH SCHOOL



## STUDENT HANDBOOK

2016 - 2017

33211 McCann Rd., Brownstown Twp., MI  
48173

734-379-7080

## **MISSION STATEMENT**

Downriver High School empowers at-risk students to become contributing citizens, lifelong learners, successful parents, and productive workers. We provide a quality educational program based on high expectations for academic success, regular attendance, active participation and cooperation.

## **BELIEF STATEMENTS**

We believe all students have the potential to learn.

Students learn best when they are actively involved.

Students are individual learners with differing learning styles and educational needs.

Students must be given the opportunity to reach their potential.

Students can learn to productively work both individually and cooperatively with others.

We believe that education for our students should be a life-long experience.

## **STUDENT PERFORMANCE GOALS**

1. All graduates will achieve a diploma – basic level on the SAT/PSAT and/or M-Step in all the following academic areas: math, reading, writing and science.
2. All graduates will possess employability skills upon graduation.
3. All students will be assisted in developing their self-esteem and overcoming their personal weaknesses.

## **OUR HISTORY**

Downriver High School was developed in October 1986, in response to an intensive study indicating an alarming rise in the number of high school dropouts. The school is a project in conjunction with the Downriver Career Technical Consortium, which consists of nine school districts: Airport, Flat Rock, Gibraltar; Grosse Ile; Huron; Riverview; Southgate; Trenton, Woodhaven/Brownstown.

## **OUR PURPOSE**

Downriver High School provides supportive educational opportunities to students who have dropped out or are at risk of failing within the traditional school setting.

## **OUR SERVICES**

- Middle School Self Contained Program
- 9<sup>th</sup>-12<sup>th</sup> Grade Accredited Curriculum
- Career Technology Education
- MSTEP/SAT/PSAT/Key Training/Career Scope/Workforce Development
- Closed Campus
- Teacher Student Ratio 20:1
- Hot Lunch Program
- Internet Computer Lab
- Limited Bus Transportation (through DCTC)
- Mental Health Counseling through The Guidance Center
- Scheduled intervention time for students

## **OUR FOCUS**

We offer a student-centered curriculum. This allows the dedicated staff at DHS to create a sense of community for our students while respecting their differences.

We support them in:

- Identifying individual strengths
- Assisting them in overcoming personal weaknesses that may have led to past failures
- Encouraging them to recognize and then build on each new success.

**Safety****Accidents**

Any student injured during school hours or while participating in school sponsored activities must report the injury to a teacher or the office immediately! An accident report is completed and parents are notified. If the injury requires professional medical attention, the parent will be asked to pick the student up at school or at a medical facility. In rare instances when a student must be transported by ambulance to a hospital, a school official will accompany the student until a parent appears at the hospital. The hospital must have prior parent approval before treating a minor.

**Evacuation Drills**

Ten (10) evacuation drills are required each year. When the fire alarm sounds, student will stop work immediately and move along a predetermined path to the outside of the building. Teachers and students will move away from the building as quickly as possible so as not to block the exits for others who are evacuating the building. Students are to evacuate the building in an orderly and timely fashion. Teachers are to take attendance when they reach their designated area. Teachers and students will remain outside and away from the building until the all clear signal is announced. Smoking is not permitted on school property and especially during emergency drills. Violators will be suspended from school for three (3) days.

For tornado drills and other emergency drills, students are to go to the predetermined areas, be as quiet as possible in order to hear specific directions, and behave in an orderly manner.

**School Closings (Weather, Other Emergencies)**

In the event of inclement weather, listen to local radio and television stations for a list of school closings. Downriver High School is unique, as it serves the educational needs to students referred from nine (9) districts partnered in the Downriver Career Technical Consortium. We follow the Gibraltar decision on whether school is closed or open, so if it is announced that Gibraltar Public Schools is closed, so is Downriver High School. If your student's bus is not providing transportation due to districts' closing for inclement weather, your student is excused from attending Downriver High School for the day. We do not expect one to endanger a student or self to get a student to school if your district has closed for inclement weather. School closings will also be announced on Twitter. Follow Mrs. Guizzetti @guizzetttil and #DownriverBulldogs

**DOWNRIVER HIGH SCHOOL**

33211 McCann Rd.

Brownstown Township, MI 48173

(734) 379-7080

**DOWNRIVER HIGH SCHOOL IS A PROGRAM OF  
THE DOWNRIVER CAREER TECHNICAL CONSORTIUM**

**STAFF**

DCTC Director	Mary Brockschmidt
Principal	Leslie Guizzetti
Psychology/Social Studies	Lisabeth Mikolajczyk
Mathematics	Richelle Mahoney
6th-8th Grade Self-Contained	Brittany Sheridan
English Language Arts	Danyal Niedermeyer
Science	Desiree Ross
ELA and Social Studies	Jason Williams
Paraprofessional	Yvette Perez
Administrative Assistant	Diane Lampe

*Our Philosophy:*

*Downriver High School recognizes that not all students learn best in traditional schools. Some students need a different, alternative approach to teaching and learning. Our program is designed to meet the needs and foster academic and personal growth for all students.*

**FULL DAY SCHEDULE**

8:27 AM – 3:00 PM

**HALF DAY SCHEDULE**

8:27 AM – 11:22 AM

**Backpacks, book bags, and purses are to be stored in lockers. These items are not allowed in classrooms.**

**Lockers**

Lockers and combinations are assigned at the beginning of the school year. A maximum of two (2) students may be assigned to a locker. Students are **NOT** to change lockers without approval of, and assignment by, office personnel. Any problems with lockers should be directed to office personnel.

*Lockers should be kept locked at all times to avoid any loss of property. Downriver High School is NOT responsible for any theft, which might occur. All students are responsible for any damage, which may result to their assigned locker.*

Lockers are the property of Downriver High School. Students are permitted to use lockers but must maintain lockers properly. School personnel may inspect lockers at any time.

The following guidelines for locker use help to keep student property secure and our school safe and orderly:

- Do not reveal your combination to ANYONE.
- Never use another student's locker or let anyone use yours.
- Be neat and store books and items appropriately.
- Keep lockers in good working order.

**Schedule Changes**

If a student believes an error has been made in his/her schedule, the student should explain to the principal and the request will be considered. The student must continue to attend all classes as currently scheduled while any request is being processed.

**Student Parking Regulations**

Parking in Downriver High School lot is a privilege. Poor attendance, arriving late for 1<sup>st</sup> hour, transporting other DHS student(s) from campus without approval from administration or failure to follow school rules may result in loss of privilege.

Students must complete Request for Permit to Drive

- Driver must provide driver's license and current vehicle registration
- Drivers will enter parking lot by the school. ONE WAY
- Drivers will exit the parking lot by the baseball field. ONE WAY
- Vehicles must be locked at all times.

**Statement of Principles**

The following basic principles will guide disciplinary action:

1. The welfare of the student body as a whole shall be a matter of primary concern.
2. The welfare and proper development of the offending student shall be determined to be of high importance.
3. The creation and maintenance of a high standard of discipline within the school system is declared to be essential to the proper operation of the school and to the effectiveness of teaching procedure.
4. Protection of persons and property and the preservation of order may, at times, require summary corrective or protective measures.

Disciplinary procedures will be utilized for violations of student conduct. In each offense, effort shall be made for action to be commensurate with the nature of the offense and surrounding circumstances.

**Student Services****Work Permits**

Work permits may be obtained in the office.

**Health****Emergency Cards**

For the safety of all students, administration asks parents to complete an emergency form. It is critical that essential and up-to-date information be provided to the school by the parent/guardian. Students may only be released to a parent/guardian or responsible adult designated on the emergency card. It is the responsibility of the parent/guardian to notify the school if emergency information changes during the school year.

**Communicable/Infectious Diseases**

In compliance with the Wayne County Health Department guidelines, a student cannot attend school when infected by a communicable or infectious disease is suspected. A student with symptoms of a communicable disease will be excluded from school until a note from a physician states that the student may return to school. Because prompt action may prevent a serious outbreak, it is important that an absence report be made by the parent/guardian to the school regarding an infectious disease that has been diagnosed by a physician. The principal should be notified if an illness would cause an extended absence from school.

**Immunization**

Proof of immunization is required at the time of enrollment in Downriver High School. Students referred from participating districts of the Downriver Career Technical Consortium should provide in person or have the district fax student immunization records. Any questions regarding the requirements should be directed to office personnel at 379-7080. Students who remain non-compliant with the required immunizations will be excluded from school per State law until requirements have been met.

8. Robbery – Stealing from an individual by force or threat of force.
9. Sale, use, or possession of alcoholic beverages or illegal drugs. The school official in charge will immediately remove from contact with other students anyone under the influence of alcohol or drugs and thereupon shall contact the parent or legal guardian. The school official shall adhere to Downriver High School's discipline procedure.
10. Trespassing – Being present in an unauthorized place/refusing to leave when ordered to do so.
11. Unlawful interference with school authorities – interfering with administrator or staff by force or violence.
12. Unlawful intimidation of school personnel – interfering with school administration or staff by intimidation with threat of force or violence.
13. Dangerous Weapons. Possession or use of dangerous weapons in a school building, on school grounds or in a school owned vehicle. The term "dangerous weapon" shall mean a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge or more than four (4) ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine, or similar device; a dagger, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon as set forth in 18 USC Section 921.
14. Other Weapons. Possession or use of other weapons not defined in Paragraph 18 above, in a school building, on school premises or in school owned vehicle. The term other weapons shall mean any object or instrument, the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain or suffering. The term other weapon shall also include a facsimile of objects or instruments, which are weapons. The term other weapons shall additionally include an object or instrument which is not in of itself a weapon as defined above, but where the possession or use of same is coupled with an intent by a student to inflict injury or harm upon another person.

The commission of, or participation in, above activities or other criminal acts in the school building, on school property or at school-sponsored events is prohibited. The school regardless of whether or not criminal charges result will take disciplinary action.

#### **A Safe and Orderly Environment in the School**

##### **Classroom Discipline**

Each teacher is in complete charge of his/her classroom or co-curricular group. Good management is the prime prerequisite to good teaching, and teachers will maintain a standard of management that is necessary for good teaching. Each teacher will use every reasonable means at his/her command to help students act responsibly and solve problems, including appealing to the principal.

- Vehicles are NOT to be used to EAT LUNCH, SMOKE, or TO SIT IN during the school day.
- Downriver High School is NOT responsible for any theft or damage, which might occur when student vehicles are parked on the premises.

***Note: Any student operating or parking a motor vehicle on school property is deemed to have given permission to have the vehicle searched.***

##### **Textbook Care**

Students must take responsibility for the care of textbooks. When books are assigned, the student must sign his/her name on a document assigning them to a particular textbook.

Books returned at the end of the semester must be in the same condition in which it was issued at the beginning of the semester. Students will be responsible for lost, stolen or damaged books.

##### **Attendance Definitions:**

###### **Absence**

A student is considered absent when missing 10 minutes or more of any regular scheduled class period.

###### **Tardy**

Because we do not have bells at DHS, class tardiness is determined by the teacher. Students will be deemed tardy if late for class. The FOURTH (4th) tardy in the same class will result in a lunch detention. FIFTH (5th) tardy in one class will result in an absence.

###### **Absences**

Students are allowed FOUR (4) absences during each nine/ten week quarter. If a student has 5 or more absences during a quarter, they must earn a grade of C+ on the final exam in order to have their exam grade calculated with their class grade. A student who has 5 or more absences and earns a grade below C+ will not receive credit for the class. Students not earning credit will receive a "U" on their report card. This will include the FIVE (5) incidences of tardiness in each individual class counting as one absence.

Notification of attendance totals will be sent by the Principal's Office to the parent's/guardian at the 3<sup>th</sup> and 4<sup>th</sup> absences.

##### **Daily Attendance**

We encourage and expect all students to attend school each and every day. However, we understand there will be occasions when a student will be absent from school. The following process will be followed:

1. There is no difference between excused or unexcused absence as it pertains to the maximum of FOUR (4) absences and/or combination of absences and tardy, per nine to ten week quarter.
2. Parents/Guardians are to call DHS before 8:30 AM if a student is going to be absent for the day @ 734.379.7080.

3. Principal will review and consider students involving homebound, hospitalization, or other documented absences.

### Sign Out Procedures

Students must always sign out at the Main Office prior to leaving school, **with parent's verbal permission, regardless of age. Notes will not be accepted for signing out. Consequence:** Failure to do so will result in a one (1) day suspension. Students must present a physician's note to sign back in and return to class.

### Illness During School Day

Any time a student is ill or injured during the school day, the student is to report immediately to the office. The student must do the following:

1. Contact a parent/guardian by telephone to advise them of the illness or injury.
2. Have parent/guardian speak with office personnel to confirm the illness or injury and excuse the absence.

### Late Start Mondays

We are continuing our Late Start Monday schedule. This is valuable time for our teaching staff to meet in their professional learning communities. DHS's start time will be at 8:57 AM on these days. If you are a Gibraltar bus student, please check with your driver on later pick up times. All other bus students will follow the same times as any other day.

### Flex Fridays

Students who attend all classes Monday through Thursday, are passing all classes with a C- and above, and have mastered the essentials taught in each class, will not need to attend on Flex Fridays. A Flex Friday assignment is **REQUIRED** for students that qualify and is **NOT** optional. If a student is absent during the week, Friday will be the opportunity for the student to obtain his/her missing work and ask questions of the teacher(s). This is also important intervention time for teachers and students. If a student does not attend an assigned Flex Friday, they will lose the opportunity to make up any work from that week and it will count toward their absences. The E2020 lab will also be available for students.

### Medication

Prescription medication may be administered to a student on a regular basis during the school day when the parent/guardian and physician sign a Medication Control Form. Prescription medication used for relief or prevention of asthma symptoms, diabetes management, and medication necessary for a medical emergency are the only prescribed medications approved for self-possession. In the event that a student is found to be irresponsible in the self-administration procedure, he/she will not be allowed to carry the medication. Arrangements will be made to have medication administered by school personnel. The procedure for administering non-prescription medications is similar for prescription medications, except that a Medical Control Form, with written instructions authorizing administration of the medication, is submitted by the parent/guardian.

### Civil Rights of Minors

1. Freedom of Speech and Assembly
  - a. Students are entitled to verbally express their personal opinions. Such verbal opinion shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.
  - b. All students meeting in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.
2. Freedom to Publish
  - a. Students are entitled to express, in writing, their personal opinions. The distribution of content may not interfere with or disrupt the educational process. Such written expressions must be signed by the author(s).
  - b. Students who edit, publish, or distribute handwritten, printed, or duplicated materials among their fellow students within the school must assume responsibility for the content of such publications.
  - c. Libel, obscenity, and personal attacks are prohibited in all publications.
  - d. Unauthorized commercial solicitation will not be allowed on school property at any time.
  - e. The distribution by students in the school building or on school grounds of unlawful or political material whose content reflects the specific interest of a political organization/candidate is prohibited.

### Criminal Acts Defined

The State of Michigan defines the following as crimes:

1. Arson - the intentional setting of fire, as defined at MCL §750.71 to §750.80.
2. Physical Assault - Defined as intentionally causing or attempting to cause physical harm to another through force or violence MCL §380.1311a(12)(a).
3. Bomb Threat - Students found violating this rule will result in a recommendation for suspension or expulsion for up to 180 days as recommended by law. Costs of evacuation, searches, salaries for extended hours, and loss of revenue will be referred to the courts for remuneration. MCL §380.1311a(2).
4. Burglary - Stealing of school or personal property.
5. Criminal Sexual Conduct - This crime is defined at MCL §750.520b to e, and g..
6. Explosives - Explosives are not permitted on school property or at school-sponsored events.
7. Extortion, Blackmail or Coercion - Obtain money or property by violence or threat of violence of forcing someone to do something against his/her will by force or threat of force.
8. Forgery - The false alteration of signatures or fraudulent writing of school passes, papers, etc., is not permitted.
9. Gambling - Gambling for money or other valuable items is not permitted in or around school property.
10. Larceny - Theft
11. Malicious Mischief - Property damage.
12. Profanity - Use of profane language or gestures, directed toward a school employee or another student.

### Search and Seizure Guidelines

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

A student's person and/or personal effects (e.g., purse, book bag, athletic bag, etc.) may be searched whenever a school administrator has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and seizure of items in his/her possession:

1. There should be reasonable suspicion for school administration to believe that the possession constitutes a crime or rule violation.
2. General searches of school property may be conducted at any time.
3. Search of an area assigned a student should be for a specific item and be in his/her presence in most situations.
4. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school administration.

Items that are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

A student's failure to permit searches and seizures as provided in this document will be considered grounds for disciplinary action.

If a properly conducted search yields illegal or unauthorized materials, such findings shall be turned over to the proper legal authorities for disposition.

### Due Process Rights of Students and Their Parents

Students and their parents are to be advised of any charges against the student and who is making them. The administration shall be responsible for assuring that due process is provided for students and their parents. The principal shall give the student an opportunity to be heard and to present his/her view of the incident. When the decision has been made by administration to suspend the student, the student and parents/guardians are to be notified as to the cause, length of specific disciplinary action, and conditions to be met before the student may be re-instated.

A long-term suspension (more than 9 consecutive days) or expulsion of a student must be approved by the Director and/or Board of Superintendents for Downriver High School. In such cases, the principal must give the parents written notice of the intention to suspend or expel and the reasons as well as the date when such action is scheduled to be heard by the Director or the Board of Superintendents for Downriver High School. They must be provided with a summary of the facts and a list of witnesses who may appear at the hearing. Parents have to request an open or closed hearing with the Director and/or Board of Superintendents.

Medication should be delivered with the appropriate form by the parent/guardian and left in the main office. Medication should be in a pharmacy container and clearly identified with the student's name. Prescription and Non-Prescription Medication Forms need to be renewed on an annual basis and may be obtained from the main office.

Self Possession is defined as medications used for relief or prevention of asthma symptoms, diabetes management, or medications necessary for medical emergencies, as directed by a physician. These are the only prescription medications approved for self-possession.

### Beverages/Food in Classroom

Due to problems with pest control, food should be confined to the designated areas of the cafeteria/gym. For special occasions, this policy may be waived. If a teacher allows food in the classroom as a privilege, teachers and students are responsible for proper disposal of all trash. This privilege may be revoked by teacher/principal. Beverages are allowed, upon the discretion of the instructor, in some classrooms.

### Monitoring Academic Progress:

#### Academic Advancement/Recess

Students will be required to pass three (3) classes each nine to ten quarter - if student fails to do so the student may be placed on academic leave for the following quarter. Students will be allowed to return to DHS following the nine to ten week academic suspension.

**Credit = .25 credit per (9) week quarter, per class**

### Grade Placement - Credits

- Credits for Graduation is dependent on student cohort year
- Credits for Senior Status... 14
- Credits for Junior Status... 10
- Credits for Sophomore Status... 04

Grade placement is determined at the beginning of each school year. Note: Senior status entitles a student to all privileges of the senior class; however, in order to be a candidate for graduation, students must have successfully earned ALL credits including all required courses to participate in commencement. First semester graduates are strongly encouraged to participate in the commencements. Students will be advised of any changes to the credit requirements prior to the beginning of the school year.

### Grade Point Average

Final exam and card marking grades are averaged to determine the final course grade. The Cumulative Grade Point Average is determined by all final course grades each term.

## Graduation Requirements

### Michigan Merit Curriculum (*in Bold*)

*High school graduation requirements for the class of 2011 and beyond are set by the Michigan Merit Curriculum and are as follows:*

*The following are graduation requirements:*

#### 1. Core Academic Requirements:

- A. *English Language Arts... four (4) units of credit*
- B. *Mathematics... four (4) units of credit including Algebra I, Geometry & Algebra II*
- C. *Science... three (3) units of credit including Biology, Chemistry/Physical Science & any additional Science*
- D. *Social Studies... three (3) units of credit including Civics, Economics, US and World History*
- E. *Health.... half (1/2) unit of credit*
- F. *Physical Education.... half (1/2) unit of credit*
- G. *Visual Performing and Applied Arts and World Language ... three (3) units of credit in a 2 to 1 ratio.*

#### 4. *Must have attended DHS for a minimum of one entire semester.*

## Testing Out

Students have the opportunity to test out of classes offered at Downriver High School by taking the final exam for the class during scheduled times designated by the principal. Students must earn a minimum of C+ (77%) on the exam to earn credit for the class. A "G" grade will be listed on the student's transcript indicating successful testing out of a particular course. Testing dates will be established in the fall and spring of each school year at the principal's discretion.

## Report Cards

Report cards are issued to students four (4) times each school year. These reports list the grade received in each class, attendance, and teacher comments.

## Student Records

Our school is a result of collaboration with the Downriver Career Technical Consortium, as a result some districts send the complete student file to Downriver High School and some districts keep the students' complete file. All records forwarded to Downriver High School are under the supervision of the office personnel. Records contain academic achievement, attendance/tardy and other miscellaneous information. Parents/guardians have the right to review their child's records. An appointment to review records with administration must be made (3) days in advance.

## School Property

Students who enter the school building illegally at any time, either by breaking in, using an unauthorized key, or otherwise entering at a time when the building is closed to students who are not accompanied by an authorized person, may be subject to suspension or expulsion from Downriver High School. Furthermore, the parents of students involved will be held accountable for any damage to school property from this entry in accordance with State Statutory Laws.

Students must leave school 20 minutes after the end of the day if not involved in a supervised activity. Failure to leave the building at that designated time may result in suspension from school. Please make transportation arrangements before the end of the school day.

## Sexual Harassment Policy

Sexual harassment of students by other students or by employees of Downriver High School is unlawful under both Michigan and Federal law and is contrary to the commitment of Downriver High School to provide a stable learning environment. Downriver High School will not tolerate any sexual harassment of students. It is the policy of Downriver High School that all contact between students, teachers, and other adult employees of Downriver High School is in keeping with respect for the individual student, be of a nature which does not make a student feel uncomfortable, and be conducive to creating a stable learning environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by Downriver High School, by a fellow student, or a member of the public, the student should immediately report this concern to the building administrator, office staff or teacher as well as discussing this concern with the student's parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All such reports will be investigated immediately by the administration of Downriver High School. Anyone found to have violated this policy would be subject to disciplinary action up to and including expulsion from Downriver High School if the perpetrator is a student or termination from employment if the person is an employee. All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that Downriver High School is required by law to report child abuse to Protective Services of Family Independence Agency.



Bullying can be physical, verbal, psychological or a combination of all three. Some examples of bullying are:

- A. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological - spreading rumors, manipulating social relationships, coercion or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings and graffiti.

**"Harassment"** includes, but not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., form rival school, different state, rural area, city etc.)

**"Intimidation/Menacing"** includes, but not limited to any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third Parties"** includes, but not limited to coaches, school volunteers, parents, school visitors, service contractors, vendors or others engaged in district business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

#### **Insubordination**

Insubordination is refusal to comply with the reasonable requests or directions of school personnel. -OR- refusal to obey established and well-defined classroom and/or school rules and regulations. -OR- refusal to leave school grounds or being present in an unauthorized area.

#### **Inappropriate Affection**

Public displays of affection are not permitted in school or at school events/activities.

#### **Summer School/ Correspondence Courses for Credit**

Downriver High School does not offer summer school, but will assist students in arranging for summer school programs through districts associated with the consortium. Students may earn credit through correspondence classes or on-line course work. Prior to arranging correspondence or on-line courses, please meet with administration to insure that course work is appropriate and offered from a reputable source.

***\*Students are allowed a maximum of (2) credits toward graduation through credit recovery, unless an appeal is made to the Curriculum Review Board (which consists of administration and DHS teaching professional)***

#### **In The Classroom**

##### **Classroom Requirements and Procedures**

Teachers provide guidelines for classroom requirements and procedures at the beginning of each course to assure that students and their parents are aware of what is required to be successful. Class requirements and procedures are aligned with school policies, curriculum and other school rules. Students are responsible for bringing materials needed for each class.

##### **Class Work/Make-up Work**

Class work is designed to provide the student with practice skills needed and for application of classroom learning. The amount of work assigned will depend upon the subjects as well as the placement of the student.

In the event a student is absent, s/he has the responsibility of making up work upon returning to school. In extenuating circumstances, students are required to make up the work within the same number of days as the absence. Make up work may be requested through the main office, except in cases of suspensions.

*No classroom work/assignments will be allowed to be made up when the student was present in class.*

#### **Curriculum Review by Parent/Guardian**

Course descriptions are available for parents to review. In general, DHS course offerings were created in alignment with the State of Michigan's Common Core Curriculum Standards, as well as with the Department of Education's SCoPE. The staff develops course guides and specific lessons with the guidance of the administration of DHS. Downriver High School supports curriculum and instruction that is based on research about best practices in each content area.

#### **Field Trips**

Field trips may be scheduled by classroom teachers as a way to enrich the classroom learning experience. Parents must sign a permission slip and a hold-harmless agreement for their child to participate in a field trip. All school rules will be observed on all field trips from the time of departure to the time of return, even if beyond the normal school day. Student behavior during the field trip is a reflection upon the school, the sponsor and the students.

### **Film, Video, and Other Media**

Films and other forms of media are used to enhance the learning of students. Films used in classroom are related to academic content and standards and benchmarks of the school grade level curriculum. At the high school and middle school levels, PG and PG-13 films are permitted.

### **Grade Changes**

If a student or parent(s) believe that a grade requires review and/or adjustment, all appeals must be made to the principal within six weeks of receiving the grade.

### **Awards**

It is the intent of Downriver High School to provide incentives and awards for a variety of achievements by students. Awards and recognition programs include academic, citizenship and extra-curricular.

### **Student of the Week**

Each week, each teacher chooses a student who has displayed positive behavior in academics, behavior and attendance. These students are recognized during the Student of the Week ceremony, held every week during the school year. Students are acknowledged and awarded with tokens of gratitude.

Student of the Week was instated to recognize the positive culture and the impact each student has on the daily culture of our school.

### **Student of the Month**

The staff of Downriver High School has the option of nominating a student of the month. Staff discusses which students have displayed positive attributes worthy of recognizing them as Student of the Month. Students recognized for this honor must have remarkable behavior, display significant academic progress and show solid citizenship in school. This recognition is bestowed upon a deserving student as reinforcement for appropriate student behavior and affords positive recognition of deserving students by not only the staff, but by their fellow students as well.

### **Honor Roll**

Students who have earned an overall Grade Point Average of 3.0 to 4.0 will be recognized with an Honor Roll certificate. This is based on each of the quarters a student has earned this academic award. Students who have made the honor roll for two consecutive marking periods will receive an invitation to the Honor Roll Luncheon!

### **Acceptable Use of Technology in the Schools...**

Downriver High School encourages and strongly promotes use of technology in the educational community. To ensure students, staff, and parents can take full advantage of available technologies, all technology use in the school must be properly authorized, adhere to school policy, and be in support of and consistent with the purposes and stated goals of Downriver High School. Students using computers and/or copying equipment without proper authorization may be subject to disciplinary action up to and including loss of computer privileges or suspension/recommendation for expulsion.

### **Prevention/Training**

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members and other stakeholders aimed at the prevention of bullying or other aggressive behavior.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, she/he should report it immediately and allow the administration to determine the appropriate course of action.

**"Aggressive Behavior"** is defined as inappropriate conduct that is repeated enough or serious enough to negatively impact a student's educational, physical or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats and hitting, pushing or shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle or at a school-sponsored activity or event, whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Bullying"** is defined as any gesture or written, verbal, graphic or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA) or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits or programs of one (1) or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

### **Procedure**

Any student who believes she/he has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the teacher, principal, assistant principal or counselor. The student may also report concerns to any building staff member who will be responsible for notifying the appropriate administrator. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The principal or designee shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors and removal from any official position and/or request a to resign for board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior as well as any remedial action taken, including disciplinary actions and referrals to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegation of bullying or aggressive behavior (as a witness or otherwise) or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Technology Guidelines**

- Students shall not use technology unless authorized by proper school personnel.
- Only software legally owned and authorized by the school may be installed on school computers.
- Illegal/inappropriate activities of any kind are forbidden.
- Nothing is to be placed on the school web page without prior approval of the administration of Downriver High School.

### **Technology Users**

All students will sign and comply with Downriver High School/Gibraltar Acceptable Use Policy

### **Keeping in Touch**

#### **Directory Information**

It shall be the policy of Downriver High School not to release student lists, staff lists, addresses, phone numbers, or other directory information as defined by the Federal Educational Rights and Privacy Act (FERPA).

There are occasions, such as publishing of school newsletter recognizing students for academic and/or extra-curricular successes, where the school may desire to publish limited information about a student.

A parent may register a written objection to the use of such limited information and present this document to the Principal of Downriver High School. No information shall be released for those students whose parents have registered an objection.

### **Residence and/or Telephone Changes**

The Principal and/or Office staff is to be informed of telephone number and address changes as soon as possible. All families who are moving should notify the school office. Students are required to check out through the school office at least one day prior to departure.

### **Visiting School**

To assure a safe and orderly learning environment at Downriver High School, all visitors MUST report to the school office. This includes guests, parents, and siblings. Students are not permitted to bring visitors to school within the regular school day.

### **Cooperation with School Personnel**

Students must obey the lawful instructions of school personnel and their designated representatives. Failure to do so may result in suspension.

### **Hall Passes/Regulations**

Students are not to be in the hallways, except at passing time, without permission in the form of a pass signed by their staff. Forging a pass will result in a consequence ranging from detention to suspension. All passes will have the time the student left the room and be signed by staff. Each student is allowed two passes per class period per week.

### **Dances, Events, Field Trips, Related Transportation**

At all school-related events, school rules must be followed. Students are expected to be respectful of staff members, including drivers and chaperones, as well as people they encounter on school related field trips and extra-curricular activities. Students who do not follow rules will be referred to administration for disciplinary action. Students who do not comply with the rules risk participation in other school-related activities.

Downriver High School Senior Graduation Celebration is for Downriver graduating seniors only. Seniors may sponsor a guest to attend this event. Guests must obtain a pass, and must follow all high school rules. The guest must enter the event with the graduating senior assuming the responsibility for the conduct of the guest. Guest must also be approved by administration. Administration also reserves the right to meet with guest prior to event.

### **CODE OF CONDUCT:**

#### **Expected Behavior**

We want all students to be successful and to earn their diplomas; however, we will NOT allow a student to continue in any class if his/her behavior is so disruptive that it disrupts a teacher's teaching or a student's learning. Excellent and 'on-time' attendance is EXPECTED.

**The teacher has the right to teach and students have the right to learn in a safe environment.**

#### **Smoking**

In accordance with the Tobacco Free School Law, there will be NO TOBACCO *POSSESSION* (in any form) in the Downriver High School Building. Tobacco *possession* (including smokeless) is also prohibited on school property, including parking lot and cars. *This includes electronic cigarettes.*

**First Violation: 3 days suspension**

**Second Violation: 3 days suspension AND notification of Brownstown Police Department**

**Third Violation: 9 days suspension.**

#### **Fighting /Bullying**

Behavior of this nature could be cause for removal from the program. Fighting is a **ZERO TOLERANCE POLICY**. Parties involved in a physical confrontation may be immediately suspended and recommended for expulsion to their home district. See policy on page 15 of the Student Handbook.

#### **Alcohol/Drugs/Prescriptions Drugs**

**STUDENTS ARE EXPECTED TO BE DRUG FREE WHILE IN ATTENDANCE IN THE PROGRAM.**

Clothing must not smell like cigarettes, alcohol or drugs. Students using, or under the influence of, or suspected of using cigarettes, alcohol, drugs or misuse of prescription drugs, will be suspended and/or dropped from the program for the term

Bullying or other aggressive behavior toward a student, whether by other students, staff or third parties, including Board members, parents, guests, contractors, vendors and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal and psychological abuse, including hazing, gestures, comments, threats or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect and refusing to tolerate harassment or bullying is expected of staff, third parties, including Board members, parents, guests, contractors, vendors and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

#### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All employees will be required to annually review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

#### **Implementation**

The superintendent is responsible to implement this policy and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

A student who engages in conduct which is in violation of the DHS Student Code of Conduct, and which warrants expulsion, will be referred to his/her district of residence by the principal or his/her designee with a recommendation for expulsion, following notice of the alleged misconduct and an opportunity to be heard before the principal or his/her designee, as set forth above with respect to suspensions of ten (10) or fewer school days.

If the principal or his/her designee finds that the student engaged in the misconduct alleged, he/she shall issue a written notice of an interim nine (9) school day suspension, along with a referral and recommendation of expulsion, to the student's district of residence, which shall also be forwarded to the student and the student's parent(s) or legal guardian(s). The referral and recommendation shall include any investigative notes, reports and witness statements; however, same shall not include personally identifiable information relative to other students, consistent with the federal Family Educational Rights and Privacy Act ("FERPA"), 20 USC §1232g; 34 CFR §99.1, et seq.

The student shall not thereafter be in or upon the property of the Downriver High School, nor be in attendance at any school related function.

Thereafter, it shall be the obligation of the student's district of residence to provide such due process as may be required relative to the violation(s) of the DHS Student Code of Conduct.

#### **RE-ADMISSION OF SUSPENDED/DISMISSED STUDENTS**

A student may be suspended from our program for unsatisfactory behavior or progress. Suspended students, of three days or more, must make an appointment with the Principal before returning to school.

Students dismissed may apply for re-enrollment following a meeting with the Principal. When appropriate, students may be placed on a 5 week probationary period to monitor behavior and personal growth.

Any student who has been suspended or removed from the program may NOT be on school property or attend school events such as, sports, picnics, etc.

***Note: In particular, for the safety and welfare of your student, please do not permit them to bring/carry large sums of money to school. Checks may be issued to the school for any school items or lunch. Downriver High School is not responsible for loss or theft.***

#### **Bullying and Other Aggressive Behavior Toward Students**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

and referred to civil authorities. Look-alike drugs and over-the-counter-drugs, such as diet pills, caffeine pills, etc., are not permitted in school and will be treated the same as substance abuse. This includes electronic cigarettes. A meeting with the principal will be required for readmission. Students will be required to have a parent or legal guardian present for the meeting with the principal.

**All medication, prescription or otherwise, will be dispensed in the office.**

#### **Vandalism**

Your cooperation is appreciated in helping to stop any vandalism which may occur around the building. Such things as writing on desks are really forms of vandalism and can be a reason for being dropped from the program. Please inform your teacher and/or the office if any vandalism is observed in the building. Violations will result in suspension.

#### **Cell Phone Policy**

Cell phones and all other electronic devices are not allowed to be used in the classroom. If a student chooses to bring their electronic device to school, they will be required to store it in their locker or give it to the teacher upon entering the classroom. All teachers will have a locked area for cell phones. Instruction time has been severely disrupted due to electronic devices and we need to honor this time of learning. If this procedure is not followed by a student, the following consequences will be put into action:

**1st offense:** Turn electronic device into the office for the rest of the day-parent/guardian notified

**2nd offense:** Turn electronic device into the office for the rest of the day and serve 1 detention or complete community service- parent/guardian notified

**3rd offense:** One day suspension (required to attend Flex Friday for any missed instruction)

Please note that if insubordination and/or disrespect toward staff are included in this offense, harsher consequences will ensue. If there is an emergency, parents/guardians may contact the school at 734-379-7080. Students are also allowed to use the office phone as needed. Please refrain from texting your student during school hours.

In addition, dice and gambling items, collectibles, games, radios, recorders, CD/MP3 players, cameras, and other personal items not related to educational endeavors are not to be brought to school without prior permission given by classroom instructor.

**The school is not responsible for the loss or theft of these items.**

*In case of emergency parents or family members may contact the students through the office at 734.379.7080.*

#### **Gang Policy**

In keeping with the District Policy, anyone wearing gang colors/apparel or any other attribute (symbols) denoting membership in gangs is not permitted and will not be tolerated. Any gang graffiti on notebooks or drawn on school property, such as desks or in lavatories, may be the basis for immediate dismissal.

### Dress Code

In order to maintain a safe, healthy and orderly learning environment, and to reflect workplace expectation, the following guideline shall be used as standards for student dress.

#### Hats or any other head attire are to be removed upon entering the building.

Wearing sunglasses in the school is not permitted.

Clothing which advertises alcoholic beverages and/or has questionable or obscene printing or design, including drugs or tobacco products, and/or clothing that depicts sexual connotation is not permitted.

Halter tops, tank tops, crop tops, mesh clothing, see through clothing, spandex and clothing which exposes bare midriffs or allows undergarment to be visible are not permitted. Shirts and blouses should be appropriately buttoned at all times and cover the shoulder area. Shorts and skirts should be of appropriate length.

The presence of any apparel, jewelry, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs, which advocate drug use, violence, or disruptive behavior is not permitted.

Some jewelry may be inappropriate during school hours. "When in doubt: DON'T!" Students inappropriately dressed will be referred to an academic advisor who shall determine the appropriate action. In cases where a student is inappropriately dressed, the preferred action will be to notify the parent. Repeat offenses will result in disciplinary action.

Remember: Appearance is a reflection of your attitude toward the school environment.

### Language

Students are expected to use appropriate and respectful language in class as well as in the school building and on school property. Profanity, swearing, and/or vulgarity will **NOT** be tolerated and its use may be a reason for suspension or dismissal. Any student who displays abusive behavior or uses profanity towards a staff member will be suspended.

### Administrative Disciplinary Actions

Administration will become involved in student discipline when efforts of the classroom teacher have not been successful. In such cases, the principal will make contact with the parent/guardian. Serious offenses will be handled by using one of the following means: conference, detention, community service, suspension, or expulsion.

### Conference

It is the goal of Downriver High School to address student behavior as a learning opportunity. It is dependent on both the student behavior and the student's willingness to discuss the incident, that the student is afforded a conference as a means of correcting the inappropriate behavior. Conferencing is the first means of "discipline" we use to change inappropriate behavior, but there are criteria in which

the administration believes a conference is a realistic means. Degrees of incident and student willingness are key ingredients.

### Detention

The principal or designee has the authority to assign a student to detention(s) for disciplinary reasons. The principal shall be responsible for assuring that the student is advised of the reason for the Referral of Misconduct and who has referred the student. The principal shall give the student the opportunity to be heard and to present his/her view of the incident. The following detention guidelines are expected to be followed by all students:

- Students must serve the detention on the day assigned.
- Students must not speak; communicate with peers during the detention.
- Students must attend detention on time.
- Failure to attend a detention will result in suspension.

### Community Service

Community Service offers an alternative to suspension. Community service may be issued by authorized school personnel and served within specific time periods. Community service may be performed before school, after school, or during the lunch period. Students must give one day's notice to Administrator to set up assignments. Failure to complete community service will result in suspension.

### Suspension

The principal or designee has the authority to suspend a student of disciplinary reasons for up to nine (9) days without a formal hearing. The principal shall be responsible for assuring that the student is advised of the Report of Misconduct referral and who has made the referral. The principal shall give the student an opportunity to be heard and to present his/her view of the incident.

When the decision has been made by the administration to suspend the student, the student and the parents are to be notified as to the cause, length of suspension, and conditions to be met before the student may be re-instated. The suspension shall be for a definite time or until a specified requirement is met. Renewals of the short-term suspension may be authorized when this is appropriate, e.g., when the student is to have certain examinations, etc. The principal or designee shall maintain a record of suspension.

***Note: During the suspension period, the student is suspended from attendance and/or participation in any school-sponsored activity. Students are not allowed to make up class work missed while on suspension.***

### Long Term Suspension

Long-term suspension of more than nine (9) may be recommended by the building administration and approved by the Director, designee, or the Board of Superintendents. Long-term suspension may be recommended for offenses such as verbal harassment of any type, physical assault against another peer, or repeated discipline problems. Students are responsible for their behavior during the school day, at school events, on school property, and on their way to and from school.