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# Berrien Springs Middle School Handbook

## 2019-2020

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One Sylvester Avenue, Berrien Springs, MI 49103  
Mailing Address: PO Box 130 Physical Address: 502 Middle School Way  
Phone: 269-471-2796 Fax: 269-912-5931  
[www.homeoftheshamrocks.org/bsms](http://www.homeoftheshamrocks.org/bsms)

### Vision Statement:

“Together, inspiring students to think, learn, achieve and care in a global community.”



### Mission Statement:

To work **together**, BSPS strives to involve all stakeholders in the educational process:

- Staff, students, community and families collaborate for maximum student progress.

**Inspiring** a passion for learning is a primary focus:

- Students and staff are passionate, enthusiastic learners.
- Teachers act as facilitators, assisting students in their pursuits of learning.

Building **thinking** skills is essential:

- Students pose and answer questions, solve problems, and use reasoning skills.
- Students think and work both independently and in groups.

**Learning** is a lifelong experience for students and staff:

- Effective, engaged learning takes place when students and staff make real world connections.
- Students acquire the skills and knowledge in a variety of flexible, multi-sensory learning opportunities tailored to individual needs.

**Achievement** is demonstrated through knowledge, talents, skills and abilities:

- BSPS holds high expectations for all students to produce their best work.

**Caring** is more than a motto:

- Staff and students work together in a nurturing, safe environment, respecting our highly diverse population.
- Students and staff develop caring connections by helping to meet local and worldwide needs.

We live in **a global community** and we are preparing students for a global future:

- Students learn with each other to understand, respect and communicate with various cultures.
- Students prepare to live and work anywhere in the world, with an understanding of and interest in global issues.

## Belief Statement:

***RELATIONSHIPS: Building caring, supportive connections among students, parents and community***

- Children and adults thrive in a vibrant, safe, and respectful environment, where each person is responsible for his/her own actions.
- We recognize the importance of positive relationships between adults and students in the learning process.
- Parents, community and schools partner in the development of responsible, ethical, and respectful citizens.
- We value and respect the diversity of our students, a community of local and world cultures, ethnicities, and abilities. Learning together creates open-minded, collaborative citizens.

***RIGOR: Expecting students to engage in challenging class work***

- High expectations and challenging experiences are essential for students to reach their potential and to become responsible for their learning.
- Knowing that students learn in different ways and at various rates, instruction is focused on their unique needs, interests and abilities.
- 21<sup>st</sup> century education promotes creativity, adaptation and innovation while preparing students for constant change.

***RELEVANCE: Demonstrating how learning will be used***

- Real world connections engage and motivate students to understand the relevance and value in what they are learning.
- Values such as honesty, responsibility, respect, and self-discipline are essential to learning and life.

**Mascot: Shamrocks**



**Colors: Green/White**

**Berrien Springs Public Schools  
BOARD of EDUCATION**

|                       |                       |
|-----------------------|-----------------------|
| <b>Paul Toliver</b>   | <i>President</i>      |
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# Shamrock Pride



**R**espect for myself and others

**O**wnership for my actions

**C**ompassion for all

**K**nowledge for growth

**S**uccess for life!

**MIDDLE SCHOOL STAFF:**

**OFFICE STAFF**

|                      |                                       |
|----------------------|---------------------------------------|
| Mr. Steve Spenner    | Principal                             |
| Mr. Pete Anderson    | Assistant Principal/Athletic Director |
| Miss Alyssa Gorby    | Guidance Counselor                    |
| Mrs. Silvia Hinrichs | Principal's Secretary                 |
| Mrs. Jamie Spenner   | Secretary                             |

**6<sup>th</sup> Grade Teachers**

|                 |                |
|-----------------|----------------|
| Mrs. Barrett    | Science        |
| Mr. Miller      | Social Studies |
| Mrs. Shembarger | Reading        |
| Mrs. Dreibelbis | Language Arts  |
| Miss Wilcoxon   | Mathematics    |

**7<sup>th</sup> Grade Teachers**

|                  |                |
|------------------|----------------|
| Mr. Wallace      | Social Studies |
| Mrs. Geis        | Reading        |
| Mrs. Schoolcraft | Mathematics    |
| Mr. Reynolds     | Science        |
| Mrs. Simonson    | English        |

**8<sup>th</sup> Grade Teachers**

|              |                    |
|--------------|--------------------|
| Mr. Richards | English            |
| Ms. Kirkby   | Mathematics        |
| Mr. Hannon   | Social Studies     |
| Mrs. Sison   | Science            |
| Mrs. Haygood | Integrated Studies |

**Encore Team**

|                  |                       |
|------------------|-----------------------|
| Miss Becker      | Special Education     |
| Miss Rockhill    | Special Education     |
| Miss Holloway    | Special Education     |
| Mrs. Kincaid     | Eng Lang Learners     |
| Miss Currie      | Physical Ed. / Health |
| Mrs. Phelan      | Computers/Reading     |
| Mrs. Reppart     | Art                   |
| Mr. Rodriguez    | Physical Ed. / Health |
| Mr. Emeigh       | Band                  |
| Miss Akyiano     | Special Education     |
| Mrs. VanDenburgh | Choir                 |
| Mr. Antvelink    | PBIS                  |
| Mr. Seo          | Korean                |

**Support Staff**

|                |                  |
|----------------|------------------|
| Mrs. Evans     | Food Service     |
| Mrs. Peugh     | Food Service     |
| Mrs. Williams  | Paraprofessional |
| Mrs. Sheline   | Library          |
| Mrs. Streelman | Food Service     |
| Mrs. Warman    | Food Service     |
| Mrs. Backus    | Paraprofessional |
| Mr. Shembarger | PBIS Coach       |
| Mrs. Ott       | Paraprofessional |
| Mr. Percy      | Paraprofessional |

# TABLE of CONTENTS:

|  |              |
|--|--------------|
| <b>General Information</b> .....   | <b>6-10</b>  |
| School Hours.....  | 6            |
| Guidance services.....   | 6            |
| Work Permit.....   | 6            |
| Financial Obligations.....   | 6            |
| Lockers.....   | 6            |
| Early Dismissals.....  | 6            |
| School Materials.....  | 7            |
| Lost and Found.....  | 7            |
| Visitors.....  | 7            |
| Parent Visitations.....  | 7            |
| Passes.....  | 7            |
| Distribution of Non-School Sponsored<br>Materials.....                                   | 7            |
| <b>General Health Protocols</b> .....  | <b>11-12</b> |
| Health Problem- Medical Alert.....   | 11           |
| Head Lice.....   | 11           |
| Diarrhea.....  | 11           |
| <b>BSPS Board Policy</b> .....   | <b>13-18</b> |
| Non-Discriminatory Policy.....   | 13           |
| Family Educational Rights and Privacy Act<br>(FERPA).....                                | 14           |
| Academic Policies.....   | 15           |
| Homework.....  | 15           |
| Retention.....   | 15           |
| Academic Recognition.....  | 15           |
| Attendance Procedure.....  | 15           |
| Excused Absences.....  | 15           |
| <b>Extracurricular / Athletic Eligibility Guidelines</b> .....                           | <b>19-22</b> |
| Athletic Code.....   | 19           |
| General Conduct Code for Athlete.....  | 19           |
| Specific Conduct Code for Athletes.....  | 19           |
| <i>Homework</i> .....  | 19           |
| <i>Retention</i> .....   | 19           |
| Training Rules and Regulations.....  | 19-20        |
| Year-Round Training Rules and<br>Regulations.....  | 20           |
| Use of Tobacco.....  | 20           |
| Alcoholic Beverage.....  | 20           |
| <b>The Shamrock way</b> .....  | <b>23-24</b> |
| <b>Student Conduct and Discipline Policies</b> .....                                     | <b>24-28</b> |
| Philosophy of Discipline.....  | 25           |
| Corporal Punishment.....   | 25           |
| Detention Policy.....  | 26           |
| Guidelines.....  | 26           |
| Wednesday Detention Guidelines.....  | 26           |
| In School Suspension.....  | 27           |
| Guidelines.....  | 27           |
| Suspension and Expulsion Rules.....  | 27           |
| <b>Behavior Violations</b> .....   | <b>29-39</b> |
| Student Expression.....  | 7            |
| Assemblies/Field Trips.....  | 8            |
| Accidents.....   | 8            |
| Student Senate.....  | 8            |
| Citizenship.....   | 8            |
| Band Performances.....   | 8            |
| School Plays.....  | 8            |
| Dances/ Social Events.....   | 8            |
| Searches.....  | 9            |
| Tornado drills.....  | 9            |
| Fire Drills.....   | 9            |
| Authority.....   | 9            |
| Student Anti-Hazing.....   | 10           |
| Student Harassment.....  | 10           |
| Conjunctivitis (Pink Eye).....   | 11           |
| Vomiting.....  | 11           |
| Temperature (Fever).....   | 11           |
| Immunization Guidelines.....   | 12           |
| Unexcused Absences.....  | 15           |
| Tardy to School.....   | 15           |
| Tardy to Class.....  | 16           |
| Medication Policy.....   | 16           |
| Inhaler Policy.....  | 16           |
| Head Lice Procedures.....  | 17           |
| Lunch and Breakfast.....   | 17           |
| Health Education Notification to Parents/Legal<br>Guardians.....                         | 18           |
| Drugs.....   | 20           |
| Violations and Improper Conduct.....   | 20           |
| Penalties.....   | 21           |
| Athletic Participation.....  | 22           |
| Athletic Eligibility.....  | 22           |
| Athletic Expectations.....   | 22           |
| Athletic Concerns.....   | 22           |
| Athletic Eligibility and The School Discipline<br>Code.....                              | 22           |
| Suspension for less than Ten School<br>days.....   | 27           |
| Expulsion and suspension for more than ten school days<br>(persistent disobedience)..... | 28           |
| Suspension.....  | 28           |
| Extended Suspension.....   | 28           |
| Expulsion.....   | 28           |

|  |              |  |       |
|--|--------------|--|-------|
| Principal Authority .....                                      | 29           | Persistent Disobedience.....                               | 35    |
| Academic Cheating/Plagiarism.....                              | 29           | Physical Assault.....                                      | 35    |
| Alcohol, Tobacco and other                                     |              | Pictures/ Videotaping.....                                 | 35    |
| Substances.....  | 29           | Profanity.....   | 36    |
| <i>Alcohol/Illicit Drug Policy..</i>                           | 30           | Possession or use of potentially dangerous objects         |       |
| <i>Tobacco Policy.....</i>                                     | 30           | .....  | 36    |
| Bomb Threats/ False fire Alarms/ False Emergency               |              | Public display of affection.....                           | 36    |
| Calls.....   | 30           | Skateboard/Bicycle Policy .....                            | 36    |
| Book/Gym/Duffel Bag/Backpacks...30-31                          |              | Skipping/Unexcused Absence.....                            | 36    |
| Building Security.....   | 31           | Striking or threatening school                             |       |
| Cell Phones.....   | 31           | personnel.....   | 36    |
| Closed Campus Policy Violation.....                            | 31           | Theft and/or unauthorized possession of property belonging |       |
| Disrespect.....  | 31           | to others ....   | 37    |
| Disruptive/Disorderly Behavior .....                           | 31           | Tardy to class.....  | 37    |
| Dress and Grooming .....                                       | 32           | threatening behavior .....                                 | 37    |
| Electronic Devices.....  | 33           | Unsafe physical Play .....                                 | 37    |
| Extortion/Blackmail/Coercion .....                             | 33           | Vandalism.....   | 38    |
| Failure to Serve Detention.....                                | 33           | Major offenses.....  | 38    |
| Fighting.....  | 33           | Minor offenses.....  | 38    |
| Fireworks/Caustic/Noxious Substances.....                      | 33           | Weapons Policy.....  | 38    |
| Food/Candy/Drinks/Gum.....                                     | 34           | Weapons Related  |       |
| Forgery/False Representation.....                              | 34           | Conduct/Arson/Rape.....                                    | 38    |
| Harassment/Bullying.....                                       | 34           | Use of an object as a weapon...38                          |       |
| Indecency/Hate Speech.....                                     | 34           | Knowledge of dangerous weapons or threats of               |       |
| Insubordination.....   | 34           | violence.....  | 38    |
| Locker use Policy.....   | 35           | Weapons not covered by state law                           |       |
| Loitering Policy.....  | 35           | .....  | 38    |
| Obscene/Lewd/Vulgar/Abusive Language or                        |              | Appeals Process.....                                       | 39    |
| gestures.....  | 35           |  |       |
| Pass Violation.....  | 35           |  |       |
| <b>Transportation Guidelines .....</b>                         | <b>40-45</b> |  |       |
| Bus stop.....  | 40           | Gross Misconduct and Major Infractions                     |       |
| Procedures for Changing Buses .....                            | 41           | .....  | 42    |
| Parent and Guardian Responsibilities .....                     | 41           | Minor infractions .....                                    | 42    |
| Student Responsibilities.....                                  | 41           | Persistent Disobedience.....                               | 42    |
| Bus Conduct Rules .....  | 42           | Bus Misconduct Tickets .....                               | 43-44 |
| Misconduct Infractions .....                                   | 42           | Out of District School-of-choice bus .....                 | 45    |
| Sexual Misconduct .....  | 42           |  |       |
| <b>Integrated Pest Management.....</b>                         | <b>46</b>    |  |       |
| <b>Student Education Technology Acceptable Use Policy.....</b> | <b>47-52</b> |  |       |
| Educational Technology Terms and Conditions.....               | 47           | Theft or loss of equipment.....                            | 51    |
| major offenses .....   | 47-48        | Online Etiquette .....                                     | 51    |
| Minor offenses.....  | 48           | Preservation of Resources and Priorities of use            |       |
| One to One Use Guidelines.....                                 | 49           | .....  | 51-52 |
| Computer Damages.....  | 50           |  |       |
| <b>One to one Parent and Student Guidelines.....</b>           | <b>53-54</b> |  |       |
| One to one use guidelines .....                                | 53           | Computer Damages.....                                      | 54    |
| Student Device Monitoring.....                                 | 53           | Theft or loss of equipment.....                            | 54    |
| <b>Signature Page .....</b>                                    | <b>55</b>    |  |       |
| <b>Index.....</b>  | <b>56</b>    |  |       |

**BERRIEN SPRINGS PUBLIC SCHOOLS BOARD POLICY  
NON-DISCRIMINATORY POLICY**

The Berrien Springs Public Schools Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, (collectively, "Protected Classes") in its programs and activities, including employment opportunities

The Board of Education will comply with all relevant provisions and requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973.

Administration will evaluate current practices, investigate complaints, develop processes and procedures regarding grievances and respond to inquiries and guide compliance efforts pursuant to the implementation of this policy.

The superintendent will appoint an internal compliance coordinator(s) for the purpose of implementing these Acts.

Notice of the Board's policy on non-discrimination in employment and education practices and the identities of district compliance coordinator(s) shall be posted throughout the district and published in any recruitment statements and general information publications.

**PERSONS RESPONSIBLE for SPECIFIC AREAS of the ABOVE STATEMENT:**

Title VI (Civil Rights Act of 1964):  
Danny Bartz  
Berrien Springs Public Schools  
One Sylvester Ave  
Berrien Springs, MI 49103  
Phone: 269-471-7724

Section 504 (Rehabilitation Act of 1973):  
Alyssa Gorby  
Berrien Springs Public Schools  
One Sylvester Ave  
Berrien Springs, MI 49103  
Phone: 269-471-2796

Title IX (Education Amendment of 1972):  
Chelsea Pollyea  
Berrien Springs Public Schools  
One Sylvester Ave  
Berrien Springs, MI 49103  
Phone: 269-471-7198

General Information (All aspects of policy):  
Superintendents Office  
One Sylvester Ave  
Berrien Springs, MI 49103  
Phone: 269-471-2891

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### ***Preface***

In the course of the school year there are activities, which may be of interest to the news media, school newsletter, etc. This notice is to make you aware that pictures and names may be released for print of your child. If you do not want your child's picture and/or name released notify your school office in writing by September 28.

Notice is given that Berrien Springs Public Schools complies with the Family Educational Rights & Privacy Act of 1974 (FERPA), as amended. Per Section 99.37 of FERPA, Berrien Springs Public Schools maintains Directory Information on Students.

The custodian of records may make certain directory information is available without parental or eligible student's consent if public notice of the categories of information designated as directory information has been given, the parents have a right to object to the release of information includes the following information about the student: name, address, telephone number, parent or guardian name(s), address and phone numbers, date and place of birth, major field of study; participation in recognized activities and sports and related information, dates of attendance or grade placement, honors and awards received, the most recent educational agency or school attended by the student; pictures and other information which is generally not considered harmful or an invasion of privacy if disclosed and which is specified in the public notice.

The Family Educational Rights  
and Privacy Act Office  
United States Department of Education  
330 Independence Avenue, S.W.  
Washington, D.C. 20201  
Telephone: (202) 245-0233

The Michigan State Department of Education  
P. O. Box 30008  
Lansing, MI 48909  
Telephone: (517) 373-0923



## **GENERAL INFORMATION:**

### **SCHOOL HOURS**

The building will be open for students from 7:15 a.m. to 2:50 p.m. on regular school days. **Students are not to be in the building before 7:15 a.m. or after 2:50 p.m. unless they are supervised by an authorized adult. Any student arriving before 7:15 a.m. will have to wait outside the building.** If a student is found in the building before or after hours unsupervised, parents will be called.

### **GUIDANCE SERVICES**

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally and socially. We try to do this in several ways:

1. Helping new students feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary.
3. A testing program designed to help students learn as much as possible about his/her capabilities.
4. The counselor welcomes the opportunity to talk with any student, parent, or teacher.

### **WORK PERMITS**

The Youth Employment Standards Act requires the school district's issuing officer to complete CA-7 (Work Permit and Age Certificate) for persons ages 16-17 and CA-6 for persons 15 and under (MCL 409.101 et. seq.). The Department of Education has also promulgated rules for the issuance of work permits (ACR 409.1 et seq.).

### **EMERGENCY INFORMATION**

Emergency/Enrollment cards are critical to have on file should an emergency arise. All students are required to have a current emergency/enrollment card on file in the principal's office. Any student who fails to turn in a current emergency card by the third Monday in September will receive one (1) detention for each day the card is not turned in. Failure to turn in a current emergency card by the last Monday in September will result in the student being excluded from school until the emergency card is returned to school.

### **FINANCIAL OBLIGATIONS**

Before participating in any extra-curricular activity at Berrien Springs Middle School a student must be in good standing in terms of money owed the district. These debts could include, but not be limited to, lost books, lost athletic equipment, fines, and lunch debts. Students may not participate until satisfactory arrangements for payment of debts have been made with the office. Failure to honor a signed agreement will result in removal from the activity until such a time that the student is in good graces financially with the district. In addition to participation in extracurricular activities, any students in arrears financially will be prohibited from attending any extra-curricular activity sponsored by the district. This would include extracurricular athletic contests, dances, fine arts performances or after-school field trips.

### **LOCKERS**

Individual hall lockers are assigned to all students and the combinations will be provided to the student. Student lockers are school property and remain at all times under the control of Berrien Springs Middle School; however, students are expected to assume full responsibility for the care and security of their lockers. Students should not expect privacy regarding items placed in the school property because school property is subject to search at any time by school officials. Periodic general inspections 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. Even though students are issued a locker they are strongly advised not to keep valuables in their locker or share your combination with others. Lockers are subject to canine searches. Students are not to trade or share lockers with other students. Students may not use a personal lock unless given permission to do so by the Principal. If permission is granted students must provide the combination or copy of key to the office. Students will be held responsible for any damage to their locker resulting from decorating the interior or exterior or from improper use.

### **EARLY DISMISSALS**

When it becomes necessary for a student to leave school early for any reason, including illness, parents are required to personally sign their children out in the Principal's office prior to leaving. Leaving school property without permission is automatically unexcused for the time missed.

### **SCHOOL MATERIALS**

A record will be kept in The Middle School office, which will serve as a record of all unreturned materials, damages to school property, etc., owed by each student. All accounts are payable at the end of each school year. If accounts are not satisfied, certain restrictions will be imposed, e.g., non-participation in athletics, new books not being issued, report cards not being mailed home, etc.

### **LOST AND FOUND**

The Lost and Found is located by the Principal's office. The school will dispose of items not claimed by the final day of each semester.

### **VISITORS**

All visitors to Berrien Springs Middle School must ring buzzer in order to enter the building and are to report directly to the office. Visitors must sign in and receive a visitor's tag to be worn at all times while in the school building. Visits to the middle school, during school hours, should be for the purpose of conducting official school business only. Occasionally, friends or relatives of current students request the opportunity to visit school during the school day when school is in session. Such visiting is not permitted due to the disruption and attention visitors often bring to themselves.

### **PARENT VISITATIONS (Non-Volunteers)**

Berrien Springs Middle School encourages parents to play an active role in their child's education. There are many opportunities throughout the year for parents to participate in school activities with their students. Without the active participation of parents our school will not achieve the highest level of success possible. In order for parents to observe in the classroom, Berrien Springs Middle School requires a 24hr notice prior to visitation. Excessive visitations are prohibited as this can cause a disruption within the classroom.

### **PASSES**

All students must have a written pass from authorized school personnel to be in the halls anytime other than normal passing time.

### **PHONE CALLS**

**Students needing to make phone calls home should do so before or during their lunch period. Parents calling in to talk to students during class times, will be asked to leave a message and the office will have the student return call during their lunch period.**

### **DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS**

Before displaying or distributing any printed or written materials on school grounds, a student must submit to the middle school Principal, a representative copy of the material to be distributed. Within two (2) school days, the Principal will review the material and, based on the following guidelines, will act to approve or disapprove of the material's display or distribution on school grounds. The display or distribution of printed or written materials on school grounds without such approval will subject the student to disciplinary action at the discretion of Administration.

Approval will not be given for the display, sale, solicitation, or distribution of items determined as:

1. Causing a material and substantial interference to the educational environment;
2. Obscene to minors or containing indecent or vulgar language;
3. Defamatory or libelous;
4. Invading the privacy or rights of another person;
5. Offensive to a person's race, religion, ethnic origin, or gender;
6. Encouraging illegal activity or violation of school rules.

### **STUDENT EXPRESSION**

Students may exercise their constitutionally protected rights as long as they do not interfere with the operation and management of Berrien Springs Middle School. At no time should the expression of students restrict the freedom of others to express themselves. The use of obscenities or personal attacks in any form of expression is strictly prohibited and will subject the student to disciplinary action at the discretion of the school administration. At no time does any student have the right to obstruct or otherwise impair the normal operation of the school setting. Students should keep in mind that there is an appropriate time, place, and manner for the expression of personal opinions and beliefs.

### **ASSEMBLIES/FIELD TRIPS**

Assemblies and field trips at Berrien Springs Middle School are a privilege. Students with one or more failing grade may be disqualified from attending out of school-sponsored trips such as educational field trips at the discretion of the coordinating teacher/advisor/coach in consultation with the student's classroom teacher.

The following procedures will be followed:

1. Students will be assigned seating according to their grade level.
2. Teachers will take attendance, supervise students, and write discipline referrals when necessary.

### **ACCIDENTS**

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge.

### **STUDENT SENATE**

The Student Senate consists of the officers of the Senate and two Senators from each Grade. Officers are elected each spring for the following year. Senior Senators and Junior Senators (alternates) are chosen in the fall. Eligibility for participation in the Senate is governed by the rules for participation in all co-curricular activities and senate guidelines.

### **CITIZENSHIP**

A student's citizenship is best reflected by the attitude and actions he/she displays on a daily basis toward teachers, other adults, and fellow students. **All students are expected to follow the SHAMROCK WAY! and abide by the R.O.C.K.S. values established by the staff, students and community.**

### **BAND PERFORMANCES**

Academic eligibility does not apply to after school band performances. Student's eligibility to attend performances will be handled by the band director.

### **SCHOOL PLAY**

Participation in the school play is considered a privilege. Students are expected to keep their grades up while in the play. All students involved in the play will have their grades monitored for weekly eligibility for the first 6 weeks. If a student is found ineligible, a meeting will be made between the student, the director and the teacher to correct the problem(s). If at the end of the 6 weeks, student continually shows eligibility problems, the student will be ineligible to participate in the play.

### **DANCES/SOCIAL EVENTS**

The Berrien Springs Middle School Student Senate provides the student body with several different social activities throughout the school year. These activities are a privilege and may be taken away at any time for violations of school rules. Only students enrolled at Berrien Springs Middle School are eligible to attend after school dances and social events. Students must be in good standing with the school discipline code in order to attend. Students wishing to attend must obtain a social event permission form and return the completed form one week (7 days) prior

to the event for approval from the office. Any student who has had three (3) or more detentions since the last social event may not attend the next social event. Students who have been suspended may not attend the next social event.

### **SEARCHES**

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, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Student lockers and desks are school property and remain at all times under the control of the Berrien Springs Public Schools; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school authorities for any reason at any time without student consent, and without a search warrant.

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

**Consequence:** Ten (10) days Out-of-School suspension up to and including recommendation for expulsion.

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 search yields illegal or contraband materials, such findings may be turned over to proper legal authorities in addition to school-imposed consequences.

### **AUTHORITY**

Section 1300 of the School Code authorizes the Board of Education to make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school. In addition, Public Act 6 of 1992 provides that a local or intermediate school district shall develop and implement a Code of Student Conduct and shall enforce its provisions with regard to pupil misconduct in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity, whether or not held on school premises.

### **STUDENT ANTI-HAZING**

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any degrading act of initiation into any class, group or organization that causes or may reasonably cause mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Students and any member of the school community who fails to abide by this policy may be subject to disciplinary action up to and including expulsion from school. In addition, any school employee or volunteer may be held personally liable for civil or criminal penalties.

### **STUDENT HARASSMENT**

Harassment of a student by other student(s) or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of federal or state law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. The Superintendent is to ensure that the Student Code of Conduct contains language prohibiting any form of sexual harassment and any use of racial, ethnic, or other verbal or physical harassment. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor in a way that avoids embarrassment and protects the confidentiality of the students. All such reports are to be promptly investigated by the Superintendent. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or exclusion from the district.

## Student Health and Immunizations

### GENERAL HEALTH PROTOCOLS

**Health Problem-Medic Alert-** Please take the time to make the school aware of any health problems concerning your child. We will be happy to cooperate with you and your physician in arriving at the best methods for aiding these students.

**Head Lice-** Head Lice is a very common among school-age children. If not properly treated, it can spread quickly. Any student known to have head lice shall be excluded from school attendance. If the lice are found while at school, parent/guardian will be contacted and must pick up their child. After treatment authorized personnel must clear the student prior to re-entry to the classroom. The student must be lice/nit free. Dismissal from school may be determined on case by case basis by building administrator or school nurse.

### HEAD LICE PROCEDURES

To eliminate and prevent the spread of head lice while maintaining the dignity of the student and family, our district schools follow a “No Nit” plan. Classroom checks may be done when a child of that room or class is found to have head lice. Students who are found to have head lice and/or nits will be sent home from school and not allowed to return or ride the bus until they have been properly treated and all lice and nits are removed from the hair.

**Diarrhea-** Diarrhea is a common symptom of illness in school-age children. Should the student have diarrhea at school that cannot be contained, we will contact parent/guardian and request that you come and pick up your child from school. Student may return when all symptoms have resolved.

**Conjunctivitis (Pink Eye)-** Pink Eye is a common illness in school-age children. If not properly treated, it can spread quickly. Any student known to have sign or symptoms shall be excluded from attendance. We will contact parent/guardian and the student must be picked up. Student will be excluded until 24 hours of treatment or symptoms resolved.

**Vomiting-** Vomiting with or without a fever is a common symptom of illness in school-aged children. Any student vomiting with or without a fever shall be excluded from school attendance. We will contact parent/guardian and the student must be picked up. Student will be excluded until all symptoms are resolved. If student has a fever with this, they will need to stay home until they are **fever free for 24 hours.**

**Temperature (Fever)-** Fever is one of the most common symptoms of illness in children. We consider a fever to be present when the temperature of the student is at or above 100. If your child has a temperature of 100 or above while at school, we will contact you and request you come and pick up your child from school. It is necessary to keep your child home from school until he/she is **fever free for 24 hours.**

We are always looking out for the health and well being of all students, parents and staff at Berrien Springs Public Schools.

## **MEDICATION POLICY**

The administration of medication by school personnel shall be authorized and performed only in exceptional circumstances, which render the administration of the medication by the parent at home impossible or extremely difficult. Medication will be administered only by such school personnel as are specifically authorized by the building Principal or his/her designated representative. This authorization shall be issued only in compliance with the following conditions:

1. The Medication Administration consent form must be signed by the student's parent or guardian and physician before medication (prescription or over-the-counter) can be administered during school hours. This form may be obtained in the school's office.
2. Prescription medication must be in its original, most recent container from the pharmacy.
3. Over-the-counter medication must be in its original container with labeled directions on the bottle with the student's name clearly marked on the container. The parent assumes responsibility to notify the school if medication has been given prior to the start of school to ensure that adequate spacing of the medication will be appropriate.
4. Medication brought to the office will be properly secured. Medication must be conveyed to and from school directly by the parent or transported by transportation personnel (bus drivers and/or bus aide) at parent request. This should be arranged in advance. Two to four weeks supply of medication is recommended. Medication may not be sent to school in the student's lunchbox, pocket, or other means on or about his/her person. An exception to this would be emergency medications for allergies and/or reactions.

The student's parent or guardian assumes responsibility to inform the building Principal or his/her designated representatives of any change in the student's medication. In order to change the dose of a medication at school we must have written documentation from the physician (Faxed documentation is acceptable) or a new prescription bottle with the recent dosage change. A record shall be maintained which indicates the time, date and amount of medication given. The adult giving the medication shall sign this form.

## **INHALER POLICY**

A pupil of a public school may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event; a program sponsored by or in which the pupils' school is participating. The following conditions must be met for use:

1. The pupil has written approval to possess and use the inhaler from the pupil's physician or other health care provider authorized by law to prescribe an inhaler and, if the pupil is a minor, from the pupil's parent or legal guardian.
2. The principal or other chief administrator of the pupil's school has received a copy of each written approval required for the pupil.

BERRIEN SPRINGS MIDDLE SCHOOL  
2018 IMMUNIZATION GUIDELINES  
**Fall Deadline October 1st, 2018**

**New entrants** (January 1, 2018 through September 30, 2018) **and All current 7<sup>th</sup> grade students** must have one of three things listed below by the **fall deadline of October 1, 2018**. The spring deadline is January 12, 2018, this is for new entrants only, students who have enrolled from (January 1, 2018 through December 31, 2018)

All new entrants must be complete at the time of enrollment. If verification is obtained with an upcoming appointment before the deadline of the reporting period we will honor the appointment date. The day after the appointment the original copy must be brought into the office for documentation.

**Immunization Requirement** (One of these three things listed)

1. Updated immunization.  
*We will honor an upcoming appointment date, provided you give us a copy of the date and time from the facility that will be administering the immunization. The appointment must be before the deadline reporting period.*
2. A certified Immunization Waiver Form obtained from the Health Department by scheduling an appointment.
3. A physician signed Medical Waiver Form obtained from the primary care provider.

**Waiver and Medical Waivers**

Waiver

If a Waiver is needed for philosophical or religious beliefs, the parent/legal guardian must make an appointment at the Health Department to receive a waiver education required by law.

Medical Waiver

If a Medical Waiver is needed the parent/guardian must receive this from their primary care provider with the doctors signature.

**Health Departments**

Benton Harbor  
2149 E Napier  
Benton Harbor, MI 49022

Niles  
1205 North Front Street  
Niles, MI 49120

Three Oaks  
21 North Elm Street  
Three Oaks, MI 49128

| <b>Entry Requirements for all Public &amp; Non Public Schools</b>   |  |  |
|---|--|--|
| <b>**All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.</b> |  |  |
| <b>Age Vaccine**</b>  | <b>4 years through 6 years</b>   | <b>7 years through 18 years including all 7<sup>th</sup> gr students</b>   |
| <b>Diphtheria<br/>Tetanus<br/>Pertussis</b>   | <b>4 doses DTP or Dtap one dose must be on or after 4 years of age</b>                           | <b>4 doses D and T OR 3 doses Td if #1 given on or after 7 yrs of age.<br/>1 dose of Tdap for children 11 yrs of age or older upon entry into 7<sup>th</sup> gr or higher.</b> |
| <b>Polio</b>  | <b>4 doses DTP, if dose 3 is administered on or after 4 years of age, only 3 doses required.</b> | <b>3 doses</b>   |
| <b>Measles*<br/>Mumps*</b>  | <b>2 doses on or after 12 months of age</b>  |  |

|                            |   |
|----------------------------|---|
| Rubella*                   |   |
| Hepatitis B                | 3 doses   |
| Meningococcal              | 1 dose for all children 11 years of age or older upon entry into 7 <sup>th</sup> gr or higher                     |
| Varicella*<br>(Chickenpox) | 2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease. |

## Emergency Drills

### TORNADO DRILLS

**Warning Signal sounds like an intermittent buzzer** - will sound to indicate that a tornado drill has been called. Students are then to proceed to the designated areas and remain there until signaled “all-clear”.

**Tornado Procedure:** The Superintendent’s office at the Board of Education offices has a Civil Defense monitor, which is in direct contact with the Berrien County Sheriff’s Department. Weather information comes directly to the office from the Grand Rapids Weather Bureau through this Civil Defense program. The following procedures will be followed as we receive official weather warning.

1. Tornado Watch (conditions are right for tornadoes to possibly develop).
2. Tornado Warning (tornado has actually been sighted in the area).

School will not be dismissed during a tornado warning. All safety precautions will be followed to ensure that pupils are in the safest possible places in the building.

Parents are requested to cooperate as follows:

**Please DO NOT telephone the school when a tornado warning is in effect.** It is imperative that school lines are open at this time for official calls. Tune in the local radio station-WSJM, 1400 AM or WAUS 90.7 FM. School authorities will relate information concerning students to WNDU-16, WSBT-22, and WSJV-28, and also using other appropriate means of social communication. During a tornado watch or warning, a parent or guardian may sign out his/her student(s) in the main office of each school. The above procedures have been developed in close consultation with Civil Defense officials and, if followed, will assist us in taking the best course in safeguarding the health and safety of every student in the Berrien Springs Public Schools.

### FIRE DRILLS

Fire drills are a very important facet of the total operation of the Berrien Springs Middle School. We will be conducting a minimum of ten (10) fire drills during the course of the school term (required by law) and possible others as the need arises.

**A warning siren – one long blast** – will sound to indicate that a fire drill has been called. Students are to proceed to the designated exit, move clear of the building, and remain there until signaled “all-clear.” When signaled, students will return to the original classroom area.



# ACADEMIC POLICIES:

## HOMework

Homework is defined as any learning activity completed outside the classroom. It is to be considered as practice for daily work and should have a definite educational purpose. Homework is a necessary part of learning, and it is reasonable to expect homework of some type in every class. It is an extension of classroom work and enhances everyday teaching. It is important to build a positive attitude toward homework. Homework during an excused absence must be turned into the issuing teacher no later than the time or days excused from school. Example – Absent two (2) days the student has two (2) days to turn in work to receive academic credit.

While teachers will make every effort to remind students related to missing assignments due to absence, the student has the ultimate responsibility to check with the teacher(s) to confirm assignment expectations. Teacher lesson plans and links to student's current grades are available at <http://www.homeoftheshamrocks.org/bsms/>. When a student is absent for more than one day parents can request homework with a 24hr notice to the office.

## RETENTION

Any student demonstrating an academic deficit may be considered for retention. Students may be required to make up for poor academic performance and recover lost class credit during a summer school session. Administration, with input from parent(s) and/or guardian(s) and teachers will make the final determination.

## ACADEMIC RECOGNITION

At Berrien Springs Middle School, special effort is made to recognize students for achieving success in the classroom. Middle school students receive recognition in the following academic categories: **All A Honor Roll and A-B Honor Roll.**

## ATTENDANCE PROCEDURE

To fully benefit from the primary purpose of the school experience, it is essential that each student maintain regular and punctual daily attendance in all assigned classes. Class attendance is necessary for learning and academic achievement, as well as for developing the habits and responsibilities of punctuality, dependability, and self-discipline. The purpose of the attendance policy is to help students develop dependable employability skills and to maintain academic standards. Parents will receive notice of student absences at **five, ten, and fifteen** days. Parents will be required to contact administration at fifteen days of absences and students will be referred for truancy at twenty days of absences. **Parents/Guardians are required to contact the office for all absences.**

## STUDENT ABSENCES (ATTENDANCE LINE 269-471-2796)

All absences must be verified by a telephone call or note from a parent or legal guardian to the office. If the absence is likely to be an extended one, the parent is requested to notify the office. Extended medical absences (beyond three days) must be verified with a physician's note. For an absence to be considered excused it must be one of the following criteria: **Doctor or Professional appointments (with excuse note), Court dates or appointments and funerals.**

## UNEXCUSED ABSENCES / SKIPPING

A student who is absent without authorization will be considered unexcused.

|                           |  |
|---------------------------|--|
| <i>First Occurrence:</i>  | Three (3) morning detentions.                    |
| <i>Second Occurrence:</i> | One (1) Wednesday Detention.                     |
| <i>Third Occurrence:</i>  | One (1) day suspension and meeting with parents. |

## **TARDIES TO SCHOOL**

Students arriving late to school MUST report immediately to the office and pick up a Tardy Slip. Students late to school must be signed in by a parent. Tardiness must be excused by a parent call or note. There is a limit of three tardies per marking period. Tardies above this will be considered unexcused, unless parents contact administration for prior approval.

|                                       |   |
|---------------------------------------|---|
| <i><b>Fourth Occurrence:</b></i>      | Three (3) morning detentions/parent notification. |
| <i><b>Fifth/Sixth Occurrence:</b></i> | One (1) Wednesday Detention/parent notification.  |
| <i><b>Subsequent Occurrences:</b></i> | One (1) day suspension/parent meeting.            |

## **TARDIES TO CLASS**

Students are expected to be seated and ready for instruction at the start of class. There is a limit of three (3) tardies per marking period. Tardies above this will be considered unexcused. A verbal warning from the teacher will be given for the first tardy.

Tardies not excused by school personnel will result in the following penalties (This tardy procedure is per marking period)

|                                       |  |
|---------------------------------------|--|
| <i><b>First Occurrence:</b></i>       | Three (3) morning detentions / parent notification |
| <i><b>Second Occurrence:</b></i>      | One (1) Wednesday detention / parent notification  |
| <i><b>Subsequent Occurrences:</b></i> | One (1) day suspension / parent meeting            |

## **LUNCH/ BREAKFAST**

A hot lunch may be purchased in the cafeteria by students. Those who prefer to carry a cold lunch may purchase milk. The day's schedule permits a lunch period, which is sufficient for cold or hot lunches. Students will not be allowed to go home or leave the building for lunch.

The cafeteria, besides being a lunchroom, is a place for socialization. Here each student is expected to practice the general rules of good manners.

Some simple rules of courteous behavior will make the lunch period pleasant and relaxed:

1. Observing good dining room standards at the table.
2. Leaving the table and surrounding area clean and orderly.
3. Putting trash in the proper containers.

Students are to eat and drink only in the school cafeteria. Students must remain in the cafeteria during lunch period. Breakfast will be served in the cafeteria from 7:15 to 7:40 a.m. Students who eat breakfast at school should go to the cafeteria as soon as they arrive at school in the morning. **Students who arrive after 7:30am may not receive breakfast.**

## **KNOW THAT. . . . .**

- You can go to your locker after class, but then go directly to the cafeteria and resist lingering in the hallway, near the restrooms, or near the library.
- You may use the restrooms adjacent to the cafeteria with permission before lunch dismissal time.
- You need to maintain a voice level 2, keep your hands to yourself, and be considerate of others.
- You should get your lunch and sit down in an orderly manner.
- You should dispose of your hot lunch or cold lunch materials before you purchase snack food.
- You need written permission from a teacher to leave the cafeteria during lunch to go to another classroom.
- Plan your meal and snacks so you don't get caught short on time to eat them.
- You may use the pay phone with permission. Only one person at a time may be at the phone.
- The lunch should be a safe and enjoyable time of the day. Let's all work together to make it that way.

**HEALTH EDUCATION NOTIFICATION  
TO PARENTS/LEGAL GUARDIANS**

This notification is mandated by the Department of Education, State of Michigan in Public Act 226. The Berrien Springs Public Schools Board of Education has established a program of instruction in health education which includes HIV/AIDS and other serious communicable disease prevention education, and sexuality education.

According to Public Act 226, you have the right to review the materials and curriculum content to be used in health education, as well as sex education. The local Board of Education, in compliance with the statute, has made the materials and curriculum guides available for your review. If you wish to review the materials or curriculum content, please contact the appropriate principal to arrange a time for your review. The telephone numbers are:

|                 |                      |          |
|-----------------|----------------------|----------|
| Ryan Pesce      | High School          | 471-1748 |
| Steve Spenner   | Middle School        | 471-2796 |
| Chelsey Pollyea | Sylvester Elementary | 471-7198 |
| Darla Campbell  | Mars Elementary      | 471-1836 |

This statute allows you to excuse your child from participation in the classes which include health education, sex education, and other serious communicable disease instruction, if you choose. If you wish to exercise your right to excuse your child from instruction without penalty, please send written notice to the principal of your child's school. It is advised that review of material be done before deciding to opt out of the instruction.

**NOTE: Grades K-3 students and Grade 4 male students do not** participate in sex education instruction. **Grade 4 female students participate** in basic education regarding menstruation.

# **BERRIEN SPRINGS MIDDLE SCHOOL**

## **EXTRA CURRICULAR / ATHLETIC ELIGIBILITY**

### **GUIDELINES**

Berrien Springs Middle School offers a wide variety of interscholastic athletic and extracurricular programs for male and female students. All students participating in these activities shall be required to meet the school regulations and standards for athletic eligibility. It is the school's belief that the following are true:

1. Participation in athletics is a privilege, not a right.
2. With privileges go additional responsibilities.
3. A student's primary purpose in attending school is a sound education - physically, intellectually, and emotionally.

#### **ATHLETIC CODE (Grades 7-12)**

*A Statement of Philosophy for the Athlete:*

"You are a member of the Berrien Springs Public Schools athletic team." This statement, to most young men and women, is the fulfillment of an early ambition in life. However, the attainment of this goal, or any other worthwhile objective, always carries with it certain traditions to be lived up to and responsibilities to be met. An athletic tradition is not built overnight; it takes the hard work of many young men and women years to accomplish this goal.

Parents, students, and coaches are reminded of the overall philosophy of middle school athletics. The program should parallel that of the academic philosophy of middle schools. It should encourage participation and experiences in a variety of activities. Keep in mind that the goal of "winning" must be superseded by the goal of participation.

#### **GENERAL CONDUCT CODE for ATHLETES**

A student/athlete is expected to conduct himself both on and off the field in such a manner as to bring credit to his parents, the school, and the community. Student athletes are expected to maintain this standard throughout the year whether in school or out, in season or out. Student athletes are considered to be ambassadors of Berrien Springs Middle School at all times.

#### **SPECIFIC CONDUCT CODE for ATHLETES**

Each of the items listed in this code is necessary in order for the student/athlete and the Athletic Department to achieve their common goals and objectives. Those items listed on the following pages are not to be considered an exhaustive list of infractions that the Athletic Department may deal with on a disciplinary basis.

#### **TRAINING RULES and REGULATIONS**

1. Use, possession or distribution of tobacco products in any form, alcoholic beverages, illegal drugs or narcotics, other mind-altering substances, or abuse of prescription or non-prescription drugs and their paraphernalia is prohibited. A student/athlete is an athlete year-round. Therefore, he or she is to adhere to this rule year-round.
2. Vandalism or theft of any school's property is not allowed.
3. Student/athlete's conviction of larceny (theft) is not tolerated.
4. Student/athlete's conviction of a felony will not be tolerated. Any student accused by the legal authorities of a felonious crime may be suspended indefinitely or until such time that disposition is granted by the judicial system.
5. A student/athlete must be in regular attendance in the afternoon (after 11:15) in order to participate in any athletic activity that day. This includes practice sessions. However, when an absence has been pre-arranged with the Middle School Principal, an exception is made. It is the student/athlete's responsibility to notify the coach when he/she knows of an absence in advance.
6. Each coach will outline, at the beginning of the season, his/her rules concerning showering, dress, care of equipment, rest, hair, beards, missing practice, etc. Specific state and national regulations will be followed. (Example: Health standards established for wrestling.)
7. Student/athletes suspended from school will not be allowed to participate during the period of suspension. The period of suspension for extra-curricular activities is defined as the time from the date of suspension until the end of the next full day of attendance.

8. A student/athlete who quits a team or is suspended from a team will not participate on another team during that season or participate in an out-of-season sport training program without the written permission from the previous coach.
9. A student/athlete must travel with the team to and from all athletic contests. The only exception to this is if written arrangements are made *in advance* by the parent or guardian with the coach
10. Berrien Springs will follow all eligibility and other requirements as established by the Michigan High School Athletic Association and Berrien Springs Public Schools.
11. Conflicts between an athletic activity and another school-sponsored activity will be resolved as follows:
  - a. If one activity is a state-level activity, the student/athlete will be encouraged to participate in that activity.
  - b. If neither activity is a state-level activity, the student/athlete will be allowed to choose in which he/she will participate.
  - c. If both activities are state-level activities, the student/athlete will be allowed to choose in which he/she will participate.

### **YEAR-ROUND TRAINING RULES AND REGULATIONS**

Medical research clearly substantiates the fact that use of tobacco, alcohol and any type of mood modifying substances produces harmful effects on the human organism. One cannot compromise athletics with substance abuse. The student who wishes to experiment with such abuse should remove herself/himself from the team before she/he jeopardizes team morale, team reputation, and team success and does physical harm to himself/herself. The community of Berrien Springs is concerned with the health habits of the student athletes and is convinced that athletics and the use of these substances are not compatible. It is also a fact that, when students have a strong interest in participating in athletics, their desire to use these substances is greatly reduced. Students have to decide if they want to be athletes. If they do wish to be athletes, they have to pay the price in order to be competitors. A big part of this price is following a simple set of training rules, which the Department of Athletics believes to be fair.

**USE OF TOBACCO** - Research emphasizes that use of tobacco is physically harmful to young adults. The harm done by this is not only a health problem. The community follows the progress of young athletes, and any deviation from accepted training rules marks one as unwilling to pay the price. If one squad member breaks the rules, the whole team is branded as non-trainers. **THIS RULE MEANS NO USE OF TOBACCO ALL YEAR, IN OR OUT OF SEASON.** (Michigan compiled law 722.640)

**ALCOHOLIC BEVERAGES** - There is no way to justify athletes using alcoholic beverages, even though social pressure may be hard to resist. The people who would like to draw athletes into their drinking sessions will be the first to criticize the athletes if they do not come through in a game. **AGAIN, THIS RULE MEANS NO DRINKING all year, not just during the season.** (Michigan compiled law 436.33B)

**DRUGS** - Simply stated, drug abuse is the consumption of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification. The use or misuse of drugs is a social problem. Students with a strong sense of purpose have no need for mood modifiers. **THE RULE AGAINST SUBSTANCE ABUSE IS IN EFFECT ALL YEAR.** (Michigan compiled law 333.7404)

### **VIOLATIONS AND IMPROPER CONDUCT**

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community school administrators and the coaching staff feels strongly high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

EXAMPLES OF IMPROPER CONDUCT shall include but not be limited to poor citizenship, game misconduct, and absence from scheduled practice, abuse of school equipment and property, etc. Improper conduct will not be tolerated and will result in appropriate discipline by the coach and/or the Athletic Director.

Examples of serious violations shall include, but not be limited to:

1. Substance abuse violations - broadly defined;
2. Failure to comply with eligibility requirements;
3. Violation of school rules and regulations;
4. Involvement with law enforcement.

## PENALTIES

The enforcement of rules and regulations shall be the combined responsibility of the athletes, coaches, parents, and administrators. A firm and consistent policy must include significant consequences in order that expectations are taken seriously. It is the intent of school officials to preserve and enforce rules that reasonably pertain to the health and safety of all involved. As a minimum standard, students will be dealt with in the manner outlined below. Parents and/or guardians will be notified of actions taken when violations of the discipline code have resulted in disciplinary measures being pursued. Athletes who are suspended from school may not participate in or attend any athletic practice or event for the duration of the suspension. Athletes on suspension from a team are expected to be in attendance at practices and contests; however, they may not appear in uniform for any scheduled contest. Under any type of suspension, the athlete is expected to abide by all team rules and regulations.

Athletes who violate Rule No. 1 shall be subject to the following progressive discipline:

- First Offense:** Suspension from team for 20% of regular season scheduled contests..
- Second Offense:** Suspension from 50% of regular season scheduled games.
- Third Offense:** 3 month Suspension/required counseling  
Athlete will be required to see drug/alcohol counseling and may be randomly tested for use during his/her suspension. The cost of the counseling/testing will be the responsibility of the athlete. If the athlete opts not to become involved in the counseling phase of the suspension, a six (6) - month ban will be enforced.  
Collection of work/no credit for the work/parent notification/three (3) days suspension.

*During 1<sup>st</sup> and 2<sup>nd</sup> disciplinary offenses, the athlete will be expected to practice with the team.*

## POLICY ISSUES

Athletes who are arrested and charged with an offense other than alcohol/tobacco and substance abuse and excluding traffic violations will be subject to the following penalties:

- First Offense:** Suspension from team for 20% of regular season scheduled contests.
- Second Offense:** Suspension from 50% of regular season scheduled games.
- Third Offense:** Suspension from all athletic participation for remainder of BSMS career.

# ATHLETIC PARTICIPATION:

Students are encouraged to participate in extracurricular athletics. The Middle School staff feels that a properly controlled, well-organized sports program meets the student's needs for self-expression, mental alertness, and physical growth. At the same time, a student who chooses to participate in athletics also chooses to make a commitment to the team, coach, school and themselves. This commitment includes, but is not limited to:

1. Maintaining academic eligibility as explained in this handbook.
2. Holding on to the highest levels of good citizenship in the school and community.
3. Attending all games and practice.
4. Putting forth enthusiastic effort at all times and remaining dedicated to the hard work necessary to perform at the best of their capabilities
5. Leaving events early requires 24-hour advance written permission from a parent.

## ATHLETIC ELIGIBILITY

Students will be held to at level of accountability when determining their participation in extracurricular activities. We understand that positive academic behaviors typically produce positive results in the classroom. Therefore in order to support the development of such behaviors for all students challenged and advantaged learners. eligibility for athletics and activities shall be determined using the "Academic Behaviors" scale, which shall be determined by grade level teams of teachers and reflect behavior across all courses on a weekly basis.

- A. To be eligible, students must achieve "3/Proficient" or higher in at least 3 of the 5 indicators.
- B. Students are deemed ineligible if they:
  - a. Does not meet the above criteria
  - b. Receive "1/needs improvement" in any 2 indicators
  - c. Receives a "0 disregard for expectations" in ANY of the 5 indicator
  - d. Athletes suspended from school (ISS or at home) are ineligible for the duration of the suspension and an equal number of days following the suspension.

**INELIGIBLE ATHLETES:** Athletes who are ineligible will be able to participate with their team as follows:

- |                        |  |
|------------------------|--|
| <b>1st Occurrence:</b> | Practice with team; will not play in game.       |
| <b>2nd Occurrence:</b> | No practice with team; will not play in game.    |
| <b>3rd Occurrence:</b> | Dismissed from team for remainder of the season. |

## Standards of Academic Behaviors

|                        | <b>4<br/>Exemplary</b>   | <b>3<br/>Proficient</b>  | <b>2<br/>Progressing</b>  | <b>1<br/>Needs Improvement</b>   | <b>0<br/>Disregard for expectations</b> |
|------------------------|--|--|---|--|---|
| <b>Effort</b>          | Constantly stays focused on the task and what needs to be done. Works well independently. Always has a positive attitude               | Focuses on the task and what needs to be done most of the time. Works well independently and generally has a positive attitude       | Focuses on the task and what needs to be done some of the time and needs to be reminded to keep on task   | Rarely focuses on the task and what needs to be done. Needs reminders to perform classroom work. Often has a negative attitude.        | Disregard for expectations              |
| <b>Participation</b>   | Routinely shares information or ideas when participating in discussion or groups. A definite leader who contributes consistent effort. | Usually shares information or ideas when participating in discussion or groups. Often is a leader                                    | Sometimes shares information or ideas when participating in discussion or groups Exhibits few instances of leadership. Does the minimum required. | Rarely shares ideas. May refuse to participate. In groups relies on the work of others   | Disregard for expectations              |
| <b>Preparation</b>     | Always brings needed materials to class and is ready to work.  | Almost always brings needed materials to class and is ready to work.   | Usually brings needed materials to class and is ready to work.  | Often forgets materials and is rarely ready to get to work. Often does not accept redirection.   | Disregard for expectations              |
| <b>Punctuality</b>     | No Tardies   | One tardy or (2-3 for the quarter)   | Two tardies or (4-5 for the quarter)  | Three tardies or (6+ for the quarter)  | Disregard for expectations              |
| <b>Work Completion</b> | Is punctual in turning in assignments and meets the requirements relative to neatness and adherence to conventions.                    | Is punctual in turning in assignments most of the time and meets the requirements relative to neatness and adherence to conventions. | Is sometimes punctual in turning in assignments or does not meet the requirements relative to neatness and adherence to conventions.              | Is not punctual in turning in assignments <b>AND</b> does not meet the requirements relative to neatness and adherence to conventions. | Disregard for expectations              |

**In addition to academic and behavior standards all students are required to have a sports physical and a concussion awareness form on file in the middle school office.**

- **Sports physicals done after April 15th 2018 will be considered current until April 2019**
- **Concussion forms are valid for the current school year only.**

### ATHLETIC EXPECTATIONS

All student athletes should be aware that participation in extracurricular activities is a privilege not a right. This privilege can be taken away if students conduct themselves in an inappropriate manner. They are standing as representatives of their team or the school. Violations of team rules can result in dismissal or suspension from the team. It may also warrant further disciplinary actions as prescribed under the school discipline codes.



## ATHLETIC CONCERNS

Should issues of concern arise during the course of a season, the following sequence should be followed to address the problems:

1. Most problems and concerns can be effectively dealt with by the coach. Parents/concerned adults who have concerns about team rules or procedures should consult with the coach either by phone or at a face to face meeting.
2. If necessary, the coach and/or parent may involve the Athletic Director to resolve the situation.
3. If, in the judgment of the Athletic Director, or the parent further examination of the situation is warranted, the Athletic Director can convene the Athletic Council. The Athletic Council will be made up of the Athletic Director and four Middle School coaches.
4. If the situation is not resolved at this point then an appeal may be made to the Middle School principal, then to the superintendent, and finally to the school board.

### Athletic Seasons

Berrien Springs Public Schools are very proud of our sound educational and athletic programs, we believe that extracurricular activities are necessary to supplement the curriculum of the school. These activities provide meaningful educational experiences for each student, so they can continue in their development as lifelong learners.

Berrien Springs Middle School offers the following for 7th and 8th grade students: Boys/Girls Cross Country, Football, Boy/Girls Basketball, Volleyball, Wrestling and Boys/Girls Track and Field. 6th Graders are allowed to participate in Cross Country and Wrestling.

The following dates are the running season for each sport.

| <b>Fall</b>      | <b>Winter</b>    | <b>Spring</b>   |
|------------------|------------------|-----------------|
| Cross Country    | Boys Basketball  | Track and Field |
| Football         | Girls Basketball |                 |
| Girls Volleyball | Wrestling        |                 |

**“THE SHAMROCK WAY”**  
**Berrien Springs Middle School Behavioral Expectations**

| <b>Location Expectations</b> | <b>Arrival</b>  | <b>Departure</b>   | <b>Recreation Time</b>   | <b>Bus</b>   | <b>Assemblies</b>  |
|------------------------------|---|--|--|--|--|
| <b>Respect</b>               | Value the diversity of our cultures<br>Enter in correct door<br>Stay in designated area<br>Voice level 2  | Value the diversity of our cultures<br>Exit quickly and use the correct door<br>Stay in bus line or area<br>Voice level 2  | Value the diversity of our cultures<br>Safe physical contact<br>Take turns with equipment<br>Voice level 3                         | Value the diversity of our cultures<br>Obey Bus Rules<br>Walk from bus to school quietly   | Value the diversity of our cultures<br>Sit with advisory<br>Face forward<br>Use audience manners<br>Voice Level 0  |
| <b>Ownership</b>             | Keep school property free from litter and vandalism<br>Store all personal items in locker during school hours<br>Dress appropriately  | Keep school property free from litter and vandalism<br>Make sure you have all belongings/ homework<br>Wait until you're out of the building for hats/cell phones/<br>I pods        | Keep school property free from litter and vandalism<br>Return equipment<br>Stay in designated areas                                | Keep school property free from litter and vandalism<br>Remember to take all personal items with you<br>Put trash in container or take with you   | Keep school property free from litter and vandalism<br>Stay with your group<br>Represent Berrien Springs<br>Follow directions the first time                                       |
| <b>Compassion</b>            | Use positive words when speaking to students and staff<br>Ignore the inappropriate words and actions of others<br>Say hello and smile<br>Open doors for others in need<br>Be friendly and courteous<br>Help those who need it | Use positive words when speaking to students and staff<br>Ignore the inappropriate words and actions of others<br>Be helpful<br>Be courteous<br>Take turns going through the doors | Use positive words when speaking to students and staff<br>Ignore the inappropriate words and actions of others<br>Include everyone | Use positive words when speaking to students and staff<br>Ignore the inappropriate words and actions of others<br>Wait your turn to enter and sit<br>Share space<br>Say hello and good-bye to your bus driver<br>Be friendly | Use positive words when speaking to students and staff<br>Ignore the inappropriate words and actions of others<br>Be courteous<br>Offer assistance<br>Participate<br>Pay attention |
| <b>Knowledge</b>             | Know what's expected when you enter school<br>Eat a good breakfast<br>Come to school prepared—homework, books, materials  | Know what's expected when you leave school<br>Leave school prepared—homework, books, materials<br>Get enough sleep (8-10 hours)  | Know what's expected during recreation time  | Know what's expected on the bus<br>Have belongings ready to enter and exit bus<br>Remain seated on bus<br>Be on time   | Know what's expected during community events and when guests come into the building<br>Be an active listener and participant   |
| <b>Success</b>               | <b>U-Rock!</b>  | <b>U-Rock!</b>   | <b>U-Rock!</b>   | <b>U-Rock!</b>   | <b>U-Rock!</b>   |

**“THE SHAMROCK WAY”**  
**Berrien Springs Middle School Behavioral Expectations**

| <b>Location Expectations</b> | <b>Classroom</b>  | <b>Hallway</b>   | <b>Rest/Locker Rooms</b>   | <b>Cafeteria</b>   |
|------------------------------|---|--|--|--|
| <b>Respect</b>               | Value the diversity of our cultures<br>Wait your turn to speak<br>Voice level 2   | Value the diversity of our cultures<br>Walk to the right<br>Voice level 2  | Value the diversity of our cultures<br>Honor privacy<br>Flush toilets<br>Turn off water<br>Voice level 2   | Value the diversity of our cultures<br>Wait your turn in line<br>Eat your own food<br>Return Trays<br>Voice level 2  |
| <b>Ownership</b>             | Keep school property free from litter and vandalism<br>Be on time with all necessary materials<br>Follow directions the first time<br>Stay on task<br>Put away all materials to the appropriate place<br>Leave the classroom better than you found it | Keep school property free from litter and vandalism<br>Be in class on time with required materials<br>Keep our hallways clean<br>Have a pass during class time   | Keep school property free from litter and vandalism<br>Put trash in container<br>Return to class quickly<br>Report any problems to an adult right away | Keep school property free from litter and vandalism<br>Eat and keep food in the cafeteria<br>Clean up your area before you leave   |
| <b>Compassion</b>            | Use positive words when speaking to students and staff<br>Ignore the inappropriate words and actions of others<br>Listen quietly while others are speaking<br>Lend a helping hand<br>Value the opinions of others<br>Work through problems together   | Use positive words when speaking to students and staff<br>Ignore the inappropriate words and actions of others<br>Share drinking fountain time<br>Observe personal space<br>Apologize when appropriate | Use positive words when speaking to students and staff<br>Ignore the inappropriate words and actions of others<br>Wait your turn                       | Use positive words when speaking to students and staff<br>Ignore the inappropriate words and actions of others<br>Help to keep the cafeteria clean<br>Say “Thank you” to staff |
| <b>Knowledge</b>             | Know what’s expected in the classroom<br>Produce your best quality work   | Know what’s expected in the hallway<br>Walk directly to destination  | Know what’s expected in the restroom<br>Use bathrooms at designated times  | Know what’s expected in the cafeteria  |
| <b>Success</b>               | <b>U-Rock!</b>  | <b>U-Rock!</b>   | <b>U-Rock!</b>   | <b>U-Rock!</b>   |

**DISCIPLINE POLICIES**  
**STUDENT CONDUCT AND DISCIPLINE POLICY**

**PHILOSOPHY OF DISCIPLINE**

Berrien Springs Public Schools believe that every student should have an equal opportunity to gain an education, which is beneficial to the student and society, and that an atmosphere conducive to instruction must exist if learning is to occur. The parent-teacher team must work cooperatively and use all possible means to direct students toward acquiring behavior and attitudes compatible with community norms. Students are expected to be in the classroom prepared to learn. Berrien Springs Middle School has developed a positive behavior support program to teach and monitor student behaviors. Students are expected to follow the Shamrock Way at all times. Students who disrupt the classroom routine or who distract teachers and other students may be removed from the classroom. Because of the nature of certain classrooms, teachers may establish specific regulations to apply to individual situations. A behavior expectation matrix has been developed for students to follow that can be reviewed on the next several pages. The types of behavior discussed in the discipline section shall be grounds for discipline as defined. All non-athletic activities; code of conduct will apply same as athletics. These categories are general in nature and are not deemed to be inclusive.

**CORPORAL PUNISHMENT**

While recognizing that students may require disciplinary action in various forms, the Board of Education cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline. Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to removal of the student from the classroom or school through suspension or expulsion procedures.

Professional staff, as well as support staff, may, within the scope of their employment, use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

In accordance with state law, corporal punishment shall not be permitted. If any employee inflicts unnecessary, unreasonable, irrational or inappropriate force upon a student, she/he may be subject to discipline by this Board and possibly criminal assault charges as well. This prohibition applies as well to volunteers and those with whom the District contracts for services.

The Superintendent shall provide administrative guidelines which shall include a list of alternatives to corporal punishment.

## **DETENTION POLICY**

Berrien Springs Middle School operates a detention system whereby students who have violated acceptable procedure and behavior norms will be able to redeem themselves via “the makeup of time”. The purpose of this system is to permit students the opportunity to spend time in a controlled study situation. It is very important that the school and parents work together to help the students learn the proper behavior and students have certain consequences for inappropriate behavior. Detentions can be issued by teachers or administrators, and the student must serve when assigned.

### **GUIDELINES**

1. All detentions, except Wednesday Detention; will be twenty five (25) minutes in length.
2. Students must report at 7:15 a.m., on the day assigned, usually in the counselor's room unless otherwise announced.
3. Detentions will not be allowed to accumulate.
4. Arriving late will result in an additional detention.
5. Work, athletics, or other extracurricular activities are not considered acceptable excuses for failure to serve an assigned detention.
6. It shall be the responsibility of the student to make necessary and proper arrangements for transportation.
7. Students are required to bring study materials with them to work on during detention.
8. Students are to sit where assigned.
9. Absolutely no talking is to take place during the detention period, nor will students be allowed to place their heads down or sleep.
10. Failure to serve detention will result in:
  - First Occurrence:* one (1) additional day of detention.
  - Second Occurrence:* one (1) Wednesday afternoon detention.
  - Subsequent Occurrences:* one (1) day of In-School Suspension (ISS).

### **WEDNESDAY DETENTION**

Wednesday Detention is held from 2:40 p.m. until 4:30 p.m. Transportation is the student's/parent's responsibility.

#### **WEDNESDAY DETENTION GUIDELINES**

1. If you were assigned Detention prior to Wednesday, you must serve detention this Wednesday. If you are assigned an additional day of Wednesday Detention prior to completing the first, it must be completed on a consecutive Wednesday basis.
2. You are to be in your seat by 2:40 p.m. or you will be considered absent.
3. A student who fails to successfully complete their obligation will be given Suspension.
4. You must bring your own course work and related reading material to study.
5. Talking, passing notes, or vandalism will result in additional Wednesday Detention.
6. Without exception, all regular school rules contained in the student/parent handbook are in effect while in detention.
7. Students who do not cooperate in Wednesday Detention will be assigned one (1) additional Wednesday Detention to be served the following Wednesday.
8. A student who has been scheduled for a Wednesday Detention which would take them beyond the end of the school year, will begin receiving In-School-Suspension (ISS).

## **IN-SCHOOL SUSPENSION**

In-School Suspension is the separation of a student from the general school population for a period not to exceed ten (10) school days at a time.

1. Full credit may be earned in classes missed.
2. Schoolwork must be completed in ISS and given to the ISS supervisor to be returned to the individual teachers.
3. If a student is removed from ISS, or commits other violations as outlined in the Student Handbook, he/she will not receive credit. The student will get a zero for his/her work, and all subsequent days become Out-of-School Suspension days with no credit for any work.
4. Students serving ISS cannot participate in any school activity on the day suspension is served ending at 12:00 midnight.

## **IN-SCHOOL SUSPENSION GUIDELINES**

1. Students must report to the ISS room immediately after getting off the bus in the morning. Failure to do so will result with the student having Out-of-School Suspension and possible other disciplinary action.
2. No talking or any other means of communication at any time without permission from the instructor.
3. Students are not to sleep or put their heads down at any time.
4. The instructor will assign student work areas. Students are responsible for any and all vandalism in their work areas.
5. If students have questions or need to leave their seats for any reason, they are to raise their hand until recognized by the instructor.
6. Students are responsible for having all materials needed for the day (books, paper, pencils, pens, etc.)
7. Lunchtime is from 11:32 AM. – 11:57 A.M. Lunches are provided for regular lunch prices or students are allowed to bring their own lunch. This is the only time students are allowed to have anything to eat. There will be no sharing of food. No candy, pop, gum, etc. will be allowed in the room except for lunchtime.
8. Students will sit in their assigned seats with both feet forward on the floor with heads facing their respective work areas.
9. No excessive looking around will be allowed.
10. Exams and quizzes can be taken during ISS if the teacher agrees to it. Otherwise, tests and quizzes must be made up upon return to regular classes.
11. Students will only be allowed to use the restroom twice a day at set times in the morning and afternoon monitored by the instructor.
12. An unexcused absence will result in further disciplinary action.
13. Students are expected to finish all work assigned to them that day to receive credit.

## **SUSPENSION AND EXPULSION RULES**

School administrators are authorized by the Board of Education to suspend a student for committing a gross misdemeanor or for engaging in persistent disobedience. Suspensions for longer than ten (10) student attendance days may be imposed only by action of the Board of Education. A student may be suspended by the school administrator while charges and a recommendation for expulsion or suspension for longer than ten (10) school attendance days is pending before the Board of Education unless otherwise limited by these procedures and/or requirements of the law.

### **Suspension for Less than Ten (10) School Days**

When a school administrator determines that a student has committed a gross misdemeanor or has engaged in persistent disobedience which justifies a suspension of the student from school for a period of ten (10) days or less, the student shall be informed of the charges, either verbally or in writing, by the responsible administrator and provided an opportunity to respond to the charges prior to the imposition of any suspension. If the student denies the allegations, the school administrator shall explain to the student the evidence against him/her and allow the student an opportunity to present his/her explanation of the incident. If under the circumstances immediate exclusion of the student from school is necessary because the student's presence endangers persons or property and/or threatens disruption of the academic process, the opportunity for the student to meet with the administrator and respond to the charges shall be provided promptly following such exclusion. The administrator may specify that the suspension is one pending a formal hearing before the Board of Education upon recommendation for expulsion

or suspension longer than ten (10) days. Should the school administrator determine that there is justification to suspend the student, the student will be informed of that decision and, in the case of minor students an attempt will be made to contact the parent or guardian of the student and to provide verbal notice of such decision immediately.

Written confirmation of the decision to suspend shall be promptly provided to the parent or guardian of the student by the building administrator. This notice is to include the length of the suspension, any special conditions relating to the suspension, and the right of the parent or guardian to appeal the suspension. The parent and/or guardian or an adult student may appeal the suspension to the Superintendent of Schools or his/her designee only after discussion with the school administrator imposing the suspension. Any such appeal must be initiated within twenty-four hours following the discussion with the school administrator imposing the suspension.

#### **Expulsion and Suspension for More Than Ten (10) School Days (Persistent Disobedience)**

When a school administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for expulsion or suspension for a period of time exceeding ten (10) school days, the recommendation shall be forwarded to the Superintendent of Schools for review and presentation to the Board of Education. The school administrator may suspend the student from school pending a hearing and determination within ten (10) school attendance days by the Board of Education if the school administrator first determines that the student's continued presence endangers persons or property and/or threatens disruption of the academic process.

#### **SUSPENSION**

Suspension separates a student from school for a period not to exceed ten (10) school days. The authority to suspend rests with the Principal and may be delegated to his/her assistants at the administrative level. Work may not be made up for credit; however, it may be turned in for evaluation of student understanding. The work must be submitted the day of return.

#### **EXTENDED SUSPENSION**

Extended suspension is the separation of a student from school for a period of more than ten (10) days. The administration shall recommend cases for extended suspension to the Superintendent of Berrien Springs Public Schools.

#### **EXPULSION**

Expulsion is permanent separation of a student from school. The administration shall recommend cases for expulsion to the Board of Education for action. Any student who accumulates a combined total of twenty (20) days or more of (In-School or Out-Of-School) suspension will have his/her name recommended to the Board of Education of Berrien Springs Public Schools for the purpose of expulsion. The authority to expel rests solely with the Board of Education.

## BEHAVIOR VIOLATIONS

**Principal Authority:** It is not possible, nor is it intended, to identify all infractions that may occur. Below, is a listing of certain violations and disciplinary consequences. The Principal has the authority in his/her discretion to identify other acts which constitute infractions under this policy and to establish appropriate discipline. The following infractions and resulting consequences are progressive and cumulative for one academic year.

### 1. Academic Cheating/Plagiarism

- a. Cheating includes, but is not limited to:
  - i. the use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - ii. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - iii. the acquisition, without permission, of tests or other academic material belonging to an instructor or other student.
- b. Plagiarism includes, but is not limited to,
  - i. the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.
  - ii. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling of term papers or other academic materials including sources on the internet.
- c. The acts of cheating, plagiarism, or forgery in connection with academic endeavor or school processes or procedures are detrimental to the educative process and one's character.
  - i. Whenever a student is guilty of this misconduct, the following discipline will take place.
    1. **First Occurrence:** Collection of work/no credit for the work/parent notification/three (3) detentions.
    2. **Second Occurrence:** Collection of work/no credit for the work/parent notification/one (1) day suspension.
    3. **Third Occurrence:** Collection of work/no credit for the work/parent notification/three (3) days suspension.

### 2. Alcohol, Tobacco, and Other Substances

- a. The manufacture, distribution or intent to distribute, sale, possession, use, or being under the influence of the following substances or look alike substances is prohibited:
  - i. Alcohol or any alcoholic beverage
  - ii. Tobacco or tobacco products in any form
  - iii. Illicit drugs
  - iv. Any glue, aerosol, or other chemical substance, including, but not limited to, lighter fluid and other fluids for inhalation
  - v. Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to, pain relievers, stimulants, diet pills, depressants, and sleeping pills not taken in accordance with the school district's authorized use of medication procedures
  - vi. Substances purported to be illegal, abusive, or performance-enhancing, (i.e., "look-alike" drugs)
  - vii. Drug paraphernalia
- b. It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to district policy



c. **Alcohol/Illicit Drug Policy**

Possession of, use of, and/or being under the influence of any drug, alcoholic beverage, controlled substance, steroids or human performance enhancing drug or any other substance which implies or includes abnormal behavior while on school property or at a school-sponsored, school-related activity is strictly prohibited.

- i. Use and/or under the influence – any physical condition that indicates a controlled substance has been consumed.
  1. **First Occurrence:** Ten (10) days of Out-of-School Suspension, parent notification. Appropriate law enforcement or other agencies may be notified.
    - a. Penalty may be reduced to a minimum of five (5) days with verification of completion of voluntary professional counseling.
  2. **Second Occurrence:** Recommendation for expulsion to the Board of Education.
- ii. Possession – physical possession of (including a student’s hall or gym locker or vehicle) or admittance of physical possession
  1. **First Occurrence:** Ten (10) days of Out-of-School Suspension/parent notification.
    - a. Penalty may be reduced to minimum of five (5) days with verification of completion of voluntary professional counseling.
  2. **Second Occurrence:** Recommendation for expulsion to the Board of Education.
- iii. Sale, distribution, or intent to distribute – any student who shall intend to provide or distribute or offer to sell any controlled substances or look alike substance on school property, at a school-related or school-sponsored function to any person at any time.
  1. **All Occurrences:** Out-of-School Suspension with recommendation for expulsion to the Board of Education

d. **Tobacco Policy**

State law prohibits a minor (under 18) from unlawfully purchasing, possessing, or using tobacco products. As a result of the above, minors are subject to criminal penalties.

In addition, the following school policy will also be enforced:

- i. No student shall possess tobacco (examples include, but are not limited to, cigarettes, cigars, snuff, and chewing tobacco) nor smoke, furnish, or use tobacco products on school property, during school, or at school-related activities.
- ii. Tobacco products found in lockers are considered to be in a student’s possession.
  1. **First Occurrence:** Three (3) days suspension/parent and police notification
  2. **Second Occurrence:** Five (5) days suspension/parent and police notification
  3. **Third Occurrence:** Ten (10) days suspension/parent and police notification
  4. **Fourth Occurrence:** Out-of-School Suspension/parent notification recommendation for expulsion to the Board of Education

3. **Bomb Threats/False Fire Alarms/False Emergency 911 Calls**

Causing, by an act or in written form, a false fire alarm, bomb threat, or emergency 911 call is strictly prohibited.

1. **All Occurrences:** Recommendation for expulsion/notification of legal authorities

4. **Book/Gym/Duffel Bags/Backpacks**

These items are not to be carried while in school. Small bags, only, should be used to carry gym clothing to physical education classes. When entering the school, students are to place bags in their lockers.

1. **First Occurrence:** One (1) detention.
2. **Second Occurrence:** Three (3) detentions.
3. **Third Occurrence:** One (1) day suspension/parent notification

## 5. **Building Security**

Berrien Springs High School is a safe and secure facility with a goal of providing students and staff with minimal distractions therefore, maximize learning.

- a. Consequently, all doors are locked throughout the instructional day with the exception of the main office entrance.
- b. Under normal circumstances, students are to refrain from opening locked doors to allow visitors into the building.
- c. All visitors must report directly to the main office.
- d. Violation of this practice will result in the following consequences:
  1. **First Occurrence:** One (1) detention/parent notification.
  2. **Second Occurrence:** Three (3) detentions/parent notification
  3. **Third Occurrence:** One (1) day suspension/parent notification

## 6. **Cell Phones**

In order to avoid disruption of the educational environment and protect students' right of privacy, student use of personal communication devices (PCDs) is prohibited on school grounds during school hours.

- a. All cell phones are to be powered off and stored out of sight at all times.
- b. Electronic communication devices may be authorized, on an individual basis, for health or other unusual reasons approved by the administration.
- c. Items confiscated must be picked up by a **parent** from the Principal
  1. **First Occurrence:** Confiscation/one (1) detention.
  2. **Second Occurrence:** Conference/confiscation/one (1) Wednesday detention.
  3. **Third Occurrence:** Conference/confiscation/one (1) day suspension/parent notification

## 7. **Chromebooks**

If a student forgets or misplaces they are to report to their first hour teacher. The teacher then will send them to the library after the start of the school day to get a loaner chromebook . At the end of the day the student must return the chromebook back to library.

1. **First Occurrence: No Discipline**
2. **Second and Third Occurrence: 1 Day detention**
3. **Fourth Occurrence: 1 Day After School Detention**
4. **Fifth Occurrence: Student will no longer be allowed to take Chromebook home**

\*\*\* Please understand it is the staffs discretion to allow students to take chromebooks home during the week. Staff may determine that a student may not take the chromebook home at any time. No Students are allowed to take chromebooks home over the weekends.\*\*\*

## 8. **Closed Campus Policy Violation**

Under closed campus policy, students are to remain on campus for the entire school day, unless leaving for reasons of illness, appointments, etc. Students are to immediately enter the building upon arrival; upon dismissal, students are to leave school unless they have proper authorization to stay. Students must check out in the Principal's office for early dismissals

1. **First Occurrence:** One (1) Wednesday detention.
2. **Second Occurrence:** One (1) days suspension/parent notification
3. **Third Occurrence:** Five (5) days suspension/parent notification

## 9. Disrespect

Speaking to any member of the school community in a discourteous, insulting, or profane manner will not be tolerated.

1. **First Occurrence:** One (1) detention/parent notification/guidance conference.
2. **Second Occurrence:** Three (3) detentions/parent notification/guidance conference.
3. **Third Occurrence:** One (1) day suspension/parent notification/guidance conference.
4. **Fourth Occurrence:** Three (3) days suspension/parent notification/guidance conference

## 10. Disruptive/Disorderly Behavior

A willful act or behavior that jeopardizes or destroys the educational atmosphere will be considered disruptive behavior.

1. **First Occurrence:** One (1) detention/parent notification.
2. **Second Occurrence:** Three (3) detentions/parent notification/guidance conference.
3. **Third Occurrence:** One (1) day suspension/parent notification/guidance conference.
4. **Fourth Occurrence:** Three (3) days suspension/parent notification/guidance conference

## 11. Dress and Grooming

The intent of the Berrien Springs High School in enacting a dress code is to encourage high standards that promote a good academic environment, and prevent disruption of the educational process. In an increasingly competitive world, it is important that students make an effort to “dress for success” and embrace a professional appearance. Berrien Springs Middle School recognizes that each student’s mode of dress and grooming may be a manifestation of personal style and individual taste, however, any type of dress or hairstyle that is disruptive, distracting, or unsafe is prohibited. The administration will make the final determination regarding dress and grooming.

- a. Students are prohibited from wearing distracting clothing which is disruptive to the educational setting. Examples of such clothing include, but are not limited to:
- b. Upper garments should have a solid material from neck to shoulder. Tank tops are prohibited. Upper garments should also overlap bottom garments, and not be low cut.
- c. A bottom garment must be worn at the waist (not sagging) with no undergarments visible and must be no shorter than a hand width above the knee regardless if the legs are covered. Excessively tight bottom garments, designed to be “form fitting” may be worn if covered in a manner as described.
- d. Clothing must not be too tight, too short, or too revealing whether standing or seated.
- e. Clothing with holes or rips of any size or any location is prohibited. Patches may be used to cover holes tears
- f. The administration recognizes that athletic apparel worn in physical education classes may differ slightly from the above guidelines, but must still be appropriate for the school setting.
- g. For safety and health reasons, students must wear footwear.
- h. Clothing, patches, or buttons displaying profane, vulgar, or obscene suggestions are prohibited.
- i. A student’s hair, apparel, or piercing which interferes with the educational environment or constitutes a health or safety threat will not be permitted.
- j. Hats and coats shall be stored in students’ lockers immediately upon arrival at school.
  - i. They are not to be worn again until the student is preparing to go outside. (Exceptions will be made for verified religious or health reasons.)
- k. Bandannas and other inappropriate head apparel may not be worn at school.

- l. It is the policy and obligation of the School Board to encourage a drug-free environment in the school setting, to reduce the pressures to use drugs, and to promote respect for rules and laws prohibiting drugs. Drug use among students creates a climate that is destructive to learning and disrupts the maintenance of an orderly and safe school conducive to learning.
  - i. Therefore, T-shirts and other garments, buttons, and patches which advocate the use of alcohol, tobacco, or illegal drugs are prohibited.
- m. Berrien Springs Middle School prohibits the display of gang emblems or symbols on school grounds. This includes clothing, jewelry, and any other personal items linked to gangs or gang-related activity.
- n. Personal grooming items or devices such as, but not limited to: combs, brushes, deodorants, hairspray, hair dryers, hair curlers, etc. are to be used only in restrooms or gym locker rooms.
- o. Aerosol Sprays not permitted as they contribute to poor air quality.

If a student violates the dress code, the student will be given an opportunity to correct the attire or element of appearance which violates the dress code. Students unable to come into compliance will be detained in the Principal's office. In addition, school personnel will arrange to meet with the student and his/her parents or guardians regarding the violation. A student who continues to violate the dress code will be subject to appropriate disciplinary measures.

1. **First Occurrence:** One (1) day detention/come into compliance/parent notification.
2. **Second Occurrence:** Three (3) days detention/parent notification/come into compliance with rule.
3. **Third Occurrence:** One (1) day suspension/parent notification/come into compliance with the policy.
4. **All Other Occurrences:** Additional three (3) days suspension/parent notification

## 12. Electronic Devices

The use of portable radios, recorders, cameras, players, **and other devices** can be disruptive to the educational process; such devices are not to be used in the school building without prior authorization.

- a. Once the first bell rings, students must place these items in their lockers and must not use them again until they are dismissed for the day.
- b. Items confiscated must be picked up by a parent from the Assistant Principal's Office.
- c. Berrien Springs Middle School is not responsible for lost or stolen electronic devices that students choose to bring to school.
  1. **First Occurrence:** Confiscation/one (1) day detention.
  2. **Second Occurrence:** Confiscation/one (1) day Wednesday detention.
  3. **Third Occurrence:** Confiscation/one (1) day suspension/parent notification

## 13. Extortion/Blackmail/Coercion

Obtaining money, property, or service by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force is prohibited.

1. **First Occurrence:** Five (5) days suspension/parent notification
2. **Second Occurrence:** Ten (10) days suspension/parent notification
3. **Third Occurrence:** Recommendation for expulsion to the Board of Education/parent notification

## 14. Failure to Serve Detention:

A student who fails to serve a scheduled detention will receive the following consequences

1. **First Occurrence:** One (1) additional day of detention.
2. **Second Occurrence:** One (1) Wednesday afternoon detention.
3. **Subsequent Occurrences:** One (1) day of suspension.

### 15. **Fighting**

The deliberate act of hitting, or striking another student on school property, or going to or from school, including any activity under school sponsorship, will not be tolerated.

- a. Premeditated or planned attacks will result in consequences being increased by one occurrence
  1. **First Occurrence:** May be sent home the day of the fight/three (3) days suspension/parent conference.
  2. **Second Occurrence:** May be sent home the day of the fight/five (5) days suspension/parent conference.
  3. **Third Occurrence:** May be sent home the day of the fight/ten (10) days suspension/parent conference.
  4. **Fourth Occurrence:** Recommendation for expulsion to the Board of Education/parent notification.

### 16. **Fireworks/ Caustic / Noxious Substances**

The act of possessing, using, or transferring items such as firecrackers, smoke bombs, stink bombs, caustic/noxious substances, etc., on school property or at any school-sponsored activity is prohibited

1. **First Occurrence:** Five (5) days suspension/parent notification
2. **Second Occurrence:**Ten (10) days suspension/parent notification
3. **Third Occurrence:**Recommendation for expulsion.

### 17. **Food/Candy/Drinks/ Gum**

- a. Food, candy, and drinks are not allowed in the hallways or outside of authorized areas (i.e. cafeteria, etc.).
- b. Gum is never allowed in any part of the middle school building.
- c. Failure to comply will result in the following disciplinary action:
  1. **First Occurrence:** Confiscation/One (1) detention/Parent Notification
  2. **Second Occurrence:** Confiscation/Three (3) detentions/Parent Notification.
  3. **Third Occurrence:** Confiscation/One (1) day suspension/Parent Notification

### 18. **Forgery/False Representation**

The act of fraudulently using, verbally or in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data such as excuses, detentions, and/or teacher's forms which request parent signature shall constitute forgery or false representation.

1. **First Occurrence:** One (1) day suspension/parent notification
2. **Second Occurrence:**Three (3) days suspension/parent notification
3. **Third Occurrence:** Five (5) days suspension/parent notification
4. **Fourth Occurrence:** Ten (10) days suspension/parent notification/recommendation for expulsion to Board of Education.

### 19. **Harassment/Bullying**

An example of harassment is, but is not limited to,

- a. making fun of another student(s),
- b. excluding students,
- c. spreading rumors, etc.
- d. Targeted harassment over an extended period of time may increase consequence by one level.
  1. **First Occurrence:** Three (3) Detentions/parent notification.
  2. **Second Occurrence:** Two (2) days suspension/parent notification.
  3. **Third Occurrence:** Five (5) days suspension/parent notification
  4. **Fourth Occurrence:** Ten (10) days suspension/parent notification

## 20. **Indecency/Hate Speech**

Offensive acts, which include acts of

- a. immoral conduct, against commonly recognized standards of propriety or good taste as interpreted by the administration and/or teaching staff;
- b. vulgar acts in verbal or written form,
- c. sharing videos or pictures,
- d. taking pictures and or video taping
- e. caricatures,
- f. suggestive/inappropriate clothing during any school activity shall be deemed inappropriate.

Any offenses directed at staff will increase consequence to the next level.

1. **First Occurrence:** Three (3) days suspension/parent notification/possible recommendation to guidance department.
2. **Second Occurrence:** Five (5) days suspension/parent notification/recommendation to guidance department.
3. **Third Occurrence:** Ten (10) days suspension/parent notification/recommendation to guidance department.

## 21. **Insubordination**

Willful failure to respond to or verbal refusal to carry out a reasonable request by a staff member or other person in authority, including bus drivers, cooks, custodians, or any other school personnel shall be considered an act of insubordination.

1. **First Occurrence:** One (1) day suspension/parent notification/conference.
2. **Second Occurrence:** Three (3) days suspension/parent notification/conference.
3. **Third Occurrence:** 5 (5) days suspension/parent notification/conference.
4. **Fourth Occurrence:** Ten (10) days suspension/parent notification/possible further disciplinary action up to and including expulsion.

## 22. **Locker Use Policy**

Students must only use the locker assigned to them. Lockers must remain locked at all times. Failure to comply will result in the following disciplinary action.

1. **First Occurrence:** One (1) detention
2. **Second Occurrence:** One (1) Wednesday detention
3. **Third Occurrence:** One (1) day suspension/parent notification

## 23. **Loitering Policy**

- a. Students are not to loiter after 2:50 pm.
- b. Students picked up after 2:50 pm must be picked up at the front of the building.
- c. All students are to leave school property after dismissal unless they have a scheduled practice; teacher meeting; detention, or other authorized reason
  1. **First Occurrence:** Two (2) detentions
  2. **Second Occurrence:** Five (5) detentions
  3. **Third Occurrence:** One (1) day suspension/parent notification

## 24. **Obscene/Lewd/Vulgar/Abusive Language or Gestures**

- a. Inappropriate language/gestures will not be tolerated.
- b. Language or gestures directed at staff increases consequence by one level.
  1. **First Occurrence:** Three (3) detentions.
  2. **Second Occurrence:** Two (2) days suspension/parent notification
  3. **Third Occurrence:** Five (5) days suspension/parent notification
  4. **Fourth Occurrence:** Ten (10) days suspension/parent notification

**25. Pass Violation**

Pass violation involves failure to have a pass in the hallways during scheduled class time, and also includes inappropriate use of a pass.

1. **First Occurrence:** One (1) detention.
2. **Second Occurrence:** One (1) Wednesday detention.
3. **Third Occurrence:** One (1) day suspension/parent notification

**26. Persistent Disobedience**

- a. A student who accumulates a combined total of twenty (20) or more days of suspension (ISS or OSS) as a result of disrupting the educational atmosphere will have his/her name recommended to the Board of Education of Berrien Springs Schools for the purpose of expulsion. The authority to expel rests solely with the Board of Education
- b. A student who reaches thirty (30) days of suspension (ISS or OSS) within any two consecutive school years will be recommended for expulsion to the Berrien Springs Board of Education.

**27. Physical Assault**

- a. An unprovoked, willful physical attack on another person will not be tolerated.
  1. **All Occurrences:** Ten (10) days OSS/parent notification. Recommendation for expulsion to the Board of Education.

**28. Pictures/Videotaping**

Due to privacy concerns taking pictures or videotaping is not allowed in Berrien Springs Middle School without the consent of administration.

1. **First Occurrence:** One (1) day suspension/device confiscation/parent notification
2. **Second Occurrence:** Three (3) days suspension/ device confiscation/parent notification.
3. **Third Occurrence:** Five (5) days suspension/device confiscation/parent notification

**29. Profanity**

- a. Profanity will not be tolerated.
- b. Profanity directed toward a staff member or adult increases consequence by one level.
  1. **First Occurrence:** One (1) days detention/parent notification
  2. **Second Occurrence:** Three (3) days detention/parent notification.
  3. **Third Occurrence:** One (1) days suspension/parent notification.
  4. **Fourth Occurrence:** Three (3) days suspension/parent notification.

**30. Possession or Use of Potentially Dangerous Objects**

Potentially dangerous objects include, but are not limited to,

- a. squirt guns,
- b. bean shooters,
- c. wallet chains,
- d. laser pointers,
- e. glass containers,
- f. rubber bands,
- g. lighters,
- h. snowballs, etc.

1. **First Occurrence:** Three (3) detentions/confiscation/parent notification.
2. **Second Occurrence:** Three (3) day suspension/confiscation/parent notification.
3. **Third Occurrence:** Five (5) days suspension/confiscation/parent notification.

**31. Public Display of Affection**

In the Berrien Springs Middle School environment, public display of affection is inappropriate. Authorities on good manners feel that displays of affection in public are in poor taste. **Nothing beyond holding hands will be acceptable.**

1. **First Occurrence:** Documented Warning
2. **Second Occurrence:** Three (3) days detentions/parent notification.
3. **Third Occurrence:** One (1) days suspension/parent notification.
4. **Fourth Occurrence:** Three (3) days suspension/parent notification.

**32. Skateboard Policy / Bicycle**

- a. Bicycles are to be locked and placed in the designated bicycle rack.
- b. Due to safety and security issues, skateboards and rollerblades are prohibited on school property.

**33. Skipping / Unexcused Absence**

- a. A student who is absent without authorization will be considered unexcused.
  1. **First Occurrence:** Three (3) days detentions/parent notification.
  2. **Second Occurrence:** One (1) Wednesday detention/parent notification.
  3. **Third Occurrence:** One (1) day suspension/parent meeting.

**34. Striking or Threatening School Personnel**

Intimidating school personnel or interfering with administrators or teachers by force, violence, or threat of violence is prohibited.

1. **All Occurrences:** Immediate suspension from school with recommendation for expulsion.



**35. Theft and/or Unauthorized Possession of Property Belonging to Others**

- a. Stealing of school property or personal effects of others, or stealing from an individual by force or threat of force, is prohibited.
  - i. **Major:** \$100 or more
    - 1. **First Occurrence:** Ten (10) days suspension.
    - 2. **Second Occurrence:** Ten (10) days suspension.
      - a. (two “major” occurrences will result in recommendation for expulsion.)
  - ii. **Minor:** \$100 or less
    - 1. **First Occurrence:** Three (3) days suspension/parent notification.
    - 2. **Second Occurrence:** Five (5) days suspension/parent notification.
    - 3. **Third Occurrence:** Ten (10) days suspension/parent notification.
    - 4. **Fourth Occurrence:** Recommendation for expulsion.
    - 5. **All Occurrences:** Parent notification/full restitution/possible police notification.

**36. Tardy to Class (\*see page 17 for “Tardies to School”)**

- a. Students are expected to be seated and ready for instruction at the start of class.
- b. There is a limit of three (3) tardies per marking period.
- c. Tardies above this will be considered unexcused.
- d. A verbal warning from the teacher will be given for the first tardy.
- e. Tardies not excused by school personnel will result in the following penalties (This tardy procedure is per marking period)
  - 1. **First Occurrence:** Three (3) days detention /parent notification
  - 2. **Second Occurrence:** Wednesday Detention / parent notification.
  - 3. **Subsequent Occurrences:** One (1) day suspension / parent meeting

**37. Threatening Behavior**

Behavior, which intimidates or interferes with other students, up to and including threats of violence or physical harm is prohibited.

- a. Administration may make appropriate referrals for counseling services, depending upon the nature and severity of the threat or harm.
- b. Administration shall have the right to exclude a student from school pending receipt of verification from a school-approved counselor that the student is safe to return to school.
- c. The parent will pay all expenses of the counselor for the foregoing purposes.
- d. Should the incident involve premeditation, one level will be added to the consequences.
  - 1. **First Occurrence:** Three (3) days suspension/parent notification.
  - 2. **Second Occurrence:** Five (5) days suspension/parent notification.
  - 3. **Third Occurrence:** Ten (10) days suspension/parent notification/possible recommendation for expulsion.

**38. Unsafe Physical Play**

Behaviors that may potentially cause harm to others such as, but not limited to, pushing, shoving, slapping, flicking, poking, tripping, etc. will not be tolerated.

- 1. **First Occurrence:** Three (3) days detention.
- 2. **Second Occurrence:** One (1) Wednesday detention/parent notification.
- 3. **Third Occurrence:** One (1) day suspension/parent notification.
- 4. **Fourth Occurrence:** Three (3) days suspension/parent notification.

### 39. **Vandalism**

The acts of willful destruction of school property and property belonging to others; and defacing school property such as lockers, desks, books, etc., are prohibited

- a. **Major Offenses:** Examples are, but are not limited to, defacing school property, painting, glass breakage, and physical destruction of school property.
  1. **First Occurrence:** Five (5) days suspension.
  2. **Second Occurrence:** Ten (10) days suspension.
  3. **Third Occurrence** Recommendation for expulsion to the Board of Education.
  4. **All Occurrences:** Parent notification/full restitution/possible police notification.
- b. **Minor Offenses:** Examples are, but are not limited to, writing on school property or property of others, etching, spitting, etc.
  1. **First Occurrence:** Three (3) detentions/restitution/parent notification
  2. **Second Occurrence** One (1) day suspension/restitution/parent notification
  3. **Third Occurrence** Three (3) days suspension/restitution/parent notification
  4. **Fourth Occurrence:** Five (5) days suspension/restitution/parent notification
  5. **All Occurrences:** Parent notification/full restitution.

### 40. **Weapons Policy**

- a. **Weapons-Related Conduct/Arson/Rape:**
  - i. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements.
  - ii. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.
  - iii. Criminal charges may be filed for this violation.
  - iv. Possession of a weapon may subject a student to expulsion and possible permanent exclusion.
  - v. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge.
  - vi. If it can be confirmed that the weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.
  - vii. State law may require that a student be expelled from school for a period of one (1) year if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:
  - viii. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
  - ix. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
  - x. Any similar object that is intended to invoke bodily harm or fear of bodily harm
- b. **Use of an object as a weapon:**
  - i. Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointer, jewelry and so on.
  - ii. Intentional injury to another can be a felony and/or cause for Civil action.
  - iii. This violation may subject a student to expulsion.
- c. **Knowledge of Dangerous Weapons or Threats of Violence**
  - i. Because the Board believes that students, staff members, and visitors are entitled to function in a safe environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal.
  - ii. Failure to report such knowledge may subject the student to discipline.

d. **Weapon Not Covered by the State Law:**

1. **First Occurrence:** Ten (10) days suspension/parent notification
2. **Second Occurrence:** Ten (10) days suspension/parent notification/  
recommendation for expulsion.

**APPEALS PROCESS**

If a student, parent, or legal guardian disagrees with a disciplinary action or feels his/her due Process rights have been violated, the Appeals Process is as follows:

1. Contact the Principal within two (2) school days from notification of the violation.
2. If you do not agree with the decision of the Principal, you may appeal to the Superintendent of Schools or his/her designee within two (2) school days of the Principal's decision.
  - a. The appeal must be written, contain the basis of the appeal, and have the support of the custodial parent or guardian through a proper signature.

*\*The only appeals that will be considered at the Superintendent level are suspendable offenses and above.\**

## **TRANSPORTATION GUIDELINES**

Berrien Springs Public Schools establishes bus routes and stops to conform and/or comply with local school policy and guidelines and laws set forth by the State of Michigan. Resident public school students living outside the boundaries of the Village of Berrien Springs may ride buses as assigned by the Transportation Department. Resident non-public students living outside the boundaries of the Village of Berrien Springs may be granted riding privileges by meeting the criteria as set forth by the Berrien Springs Board of Education and the State of Michigan. Non-resident school-of-choice students will be assigned to buses on a first come, first served basis. Should there not be available seating, a waiting list in order of application will be maintained and seating will be assigned in that order by the transportation Department as vacancies occur.

### **BUS STOPS**

The district reserves the right to change bus stops and routes when necessary. Bus routes are planned to provide for the maximum number of students at each pickup and drop-off point with minimum number of turn-around and backtracking for each bus.

- Bus stops are chosen with care and are based on several important factors as well as the State of Michigan guidelines. Stops should not be on a hill, or immediately before or after a curve. Buses should be visible from the belt line (approximately headlight level) for 400 feet in both directions when stopped, and stops shall be at least 200 feet apart.
- Students must stay back at least 10 feet to allow the bus to safely enter the loading zone, wait for the door to open before approaching the bus in a single file line. Students should be at their bus stop location 5 minutes prior to the scheduled pick-up time and must stay off the traveled roadway. Students should be visible to the driver for a minimum of 500 feet where there is clear visibility. If student is not visible where possible, the bus will not stop. If students are not out at their bus stop, the bus will not stop. You may not wait inside; you must be at the bus stop. Bad weather, road conditions and traffic may detain the bus, in these situations if the bus is more than 10 minutes late please call transportation at (269) 471-2594.
- Students who must cross the road to board a bus must wait for the driver to indicate that it is safe for them to cross, and should do so 10 feet from the front of the bus. Students unloading at a bus stop should walk 3 steps away from the bus and 10 feet from the front of the bus, so they are visible to the driver, and wait for a signal from the driver that it is safe to cross. Students should walk not run. Students should never approach the bus stop from the back of the bus once the bus has arrived, nor should they bend down and reach under the bus for any reason.
- For safety reasons school-of-choice students must have a parent/guardian (or a designated person with photo identification) at the bus stop location before that student may leave the bus. **Parent must come to the bus to receive their preschooler, kindergartener and Young 5 students. Students may not leave the bus until their ride is at the bus stop. Students may not leave the bus and walk to a different location.** Students may not play outside their vehicle; they must remain in their vehicle unless boarding bus. Students may not enter the place of business at their stop after leaving the bus; they must go directly to their vehicles.
- Preschool students **must** have an adult at the bus stop at pick up and drop off time to assist them. If no one is there the student will be returned to their appropriate school and the parent will be responsible for picking them up.
- Kindergarten students must have someone at or visible from the bus stop before they will be allowed off the bus. If no one is visible or present the student will be returned to their appropriate school and the parent will be responsible for picking them up. An exception can be made for afternoon kindergarten students who can walk from bus stop to home with an older sibling. The request must be made in writing to the Transportation Department and approved.
- If your student is returned to school 3 times in one semester it will result in loss of riding privilege for the remainder of that semester.
- **BUSES WILL NOT WAIT FOR TARDY STUDENTS AT BUS STOP OR LOADING AT SCHOOL.**

### **PROCEDURES FOR CHANGING BUSES**

All students shall be assigned to buses and bus stop locations by the Transportation Department. Students are required to ride only the bus, to which they have been assigned, and to be picked up and dropped off only at their designated bus stop location. Any deviation will require a bus pass issued by the students school office and presented to the driver upon entering the bus. Any student without an approved bus pass will not be permitted to ride the bus.

- Students may be transported to a child care provider but the provider must be a Berrien Springs resident and live on an established bus route.
- **Students will not be transported to different stops for birthday parties, scout meetings, social activities or any other program not directly sponsored by the school system.**

### **PARENT/GUARDIAN RESPONSIBILITIES**

Parent cooperation is required to make sure students ride their assigned bus. This insures that the district knows exactly who is on a bus, that a student can be located in an emergency, that overcrowding is controlled and that other possible problems can be prevented. You are also responsible for the safety and conduct of your children while going to and from the bus stop and while waiting for the school bus to arrive.

- Accept joint responsibility with school authorities for proper conduct of their children when riding the bus. Discuss with their children appropriate bus rider/bus stop behavior.
- Make certain their children arrive at the bus stop on time in the morning.
- Children must be out at bus stop, **not**, in garage, on porch or inside the door.
- Provide necessary supervision and/or protection of their children while going to and from the bus stop and be responsible for them until the bus arrives.
- Review and discuss bus safety rules with their children.
- Work with school personnel to reinforce appropriate behavior whenever necessary.
- Provide alternate transportation for their children if they are suspended from the bus.
- Insure that payment is made for damages resulting from vandalism to the bus made by their child.
- See that objects to be transported are limited to items that can be safely held by a student in a bus seat.
- Support emergency evacuation drills and early dismissal plans as established by the District. Establish family emergency plans if they arrive home early and no one is there to meet them.
- Parents may not board the school buses at any time without permission from the Transportation Supervisor or building Principal.
- **If you pick your student up from a bus stop, be there 5 minutes before the scheduled arrival time in the event the bus should arrive early.**
- If your student is returned to school three times for any reason they will lose riding privileges for the remainder of the semester.

**If your student does not ride the bus to and from school for 3 consecutive days (without notifying transportation) the bus will not stop at your bus stop until a parent/guardian contacts transportation to reactivate busing.**

The bus driver is sole authority on the bus and is responsible for the safety of all riders and the enforcement of the rules and regulations. This includes advising students concerning the rules, assigning seat, encouraging and praising good behavior and other generally accepted means of maintaining and developing a constructive student-driver relationship. Bus rules are distributed to all students at the beginning of the school year or may be had by calling the Transportation Department. Bus transportation guidelines apply not only to transportation to and from school but also on field trips.

### **STUDENT RESPONSIBILITIES**

Realize that riding a school bus is a privilege. Show proper respects for the rights, safety and comfort of others on the bus. Recognize that the driver is the sole authority on the bus by following the driver's instructions the first time they are given. Realize that any driver distraction is potentially hazardous to the safety of all passengers and the driver. Report any damage of the bus to the driver. Intentional damage to the bus will result in disciplinary consequences including restitution.

**Conduct yourself as if you were in class, the same rules in your school also carry over to the bus.**

## **BUS CONDUCT RULES**

Boys on one side of the bus and girls on the other side  
Observe same conduct as in the classroom  
Use class room voices – no yelling or screaming  
Cooperate with the driver  
Must sit in assigned seat  
Must angel seat in A.M & P.M.-(A.M. sit in Angel seat after boarding bus, move to assigned seat at next stop. In the P.M. move to angel seat at stop before your stop.)  
Keep bus clean  
Do not use profane language or gestures  
Do not eat, drink or have gum on the bus  
Do not bring suckers or straws on the bus  
Do not bring tobacco, drugs or alcohol on the bus  
Do not damage or tamper with seats, bus equipment, and other student belongings  
Do not push, shove or bully  
Do not bring animals on the bus  
Do not bring flammable materials, matches or lighters on the bus  
Do not bring glass or glass containers on the bus  
Do not place items in the aisle, in front of the emergency door or in unoccupied seats  
Do not stand or change seats while bus is in motion  
Do not use cell phones or personal electronic equipment including earbuds and headphones  
Do not put heads, hands, feet or any other body parts out the windows or in the aisle  
Do not bring weapons or weapon look-alikes on the bus  
Do not have sharp objects (pens, pencils, drum sticks, ect) out; must be contained  
Do not bring balloons on the bus  
Do not bring potted plants on the bus unless confined in a Ziploc baggie  
Do not spray or use hand lotion, perfumes, colognes, nail polish or nail polish removers on the bus  
Do not interfere w/ discipline of others  
Do not interfere with others riding experience  
Do not verbally abuse others  
Do not kick or trip others  
No hoods on head in bus (from any type of clothing/outerwear)  
No stealing  
No fighting on bus/bus stop  
No disrespectful language or disrespectful behavior toward Transportation Staff  
No spitting  
No noise/talking at railroad crossings  
No hitting or horseplay  
No skateboards, hoverboards, balls (unless contained in backpack) exposed baseball bats (must be in an enclosed bat bag that is able to be completely closed and small enough to hold on lap)

## **MISCONDUCT INFRACTIONS**

Infractions of the bus rules will be handled in the following manner:

**Sexual Misconduct** – Sexual misconduct will result in loss of riding privileges for the remainder of the school year.

**Gross Misconduct & Major Infractions** - First offense will be suspension from bus without written warning.

**Minor Infractions** - First offense will receive a warning ticket.

Each offense after first suspension, one day will be added to last suspension time. After third suspension a meeting will be called with the student, parent, bus driver (if needed) and the transportation Director, where at that time a decision will be made to determine riding privileges.

Any student who accumulates a combined total of ten (10) or more days of suspension as a result of disrupting the safety on the bus will be suspended from the bus for the remainder of the semester.

**Persistent Disobedience** is defined as a student who receives twenty (20) days of bus suspension within one school year or a student who receives thirty (30) days of bus suspension within two consecutive school years. Student may lose bus riding privileges for an amount of time determined by the Director of Transportation.

## BUS MISCONDUCT TICKETS

**Below are the bus infractions with the assigned consequence for that infraction. If you receive a misconduct ticket while a substitute driver is driving the bus, 1 extra day will be added to the suspension time.**

**Sexual Misconduct – Loss of bus riding privilege for remainder of the school year.**

|   | <u>HIGH &amp; MIDDLE SCHOOLS</u> | <u>SYLVESTER &amp; MARS</u> |
|---|----------------------------------|-----------------------------|
| <b><u>Gross Misconduct Infractions-No Warning</u></b> |                                  |                             |
| Tobacco products/drugs                                | 10 days                          | 5 days                      |
| Starting a fight                                      | 5 days                           | 3 days                      |
| Weapon or weapon look-alike                           | 10 days                          | 5 days                      |
| Matches/Lighter/Fireworks                             | 5 days                           | 3 days                      |
| Bullying –Verbal/Physical                             | 5 days                           | 3 days                      |
| Vandalism   | 5 days & restitution             | 3 days & restitution        |
| <b><u>Major Infractions-No Warning Ticket</u></b>     |                                  |                             |
| Physical abuse of others                              | 2 days                           | 1 day                       |
| Disrespectful language or behavior towards Staff      | 2 days                           | 1 day                       |
| Left bus without permission                           | 5 days                           | 3 days                      |
| Hitting/Kicking/Tripping others                       | 3 days                           | 1 day                       |
| Stealing  | 3 days                           | 1 day                       |
| Spitting  | 2 days                           | 1 day                       |
| Body parts out window                                 | 2 days                           | 1 day                       |
| Profanity/obscene gestures                            | 2 days                           | 1 day                       |
| Verbal abuse of others/name calling                   | 1 day                            | 1 day                       |
| Bus stop safety violation                             | 2 days                           | 1 day                       |
| Any safety violation                                  | 2 days                           | 1 day                       |
| Changing seats while bus is in motion                 | 1 day                            | 1 day                       |
| Standing while bus in motion                          | 1 day                            | 1 day                       |

**HIGH & MIDDLE SCHOOLS****SYLVESTER & MARS****Minor Infractions**

|   |       |       |
|---|-------|-------|
| Talking/noise @ railroad track                | 1 day | 1 day |
| Water guns or squirting device                | 1 day | 1 day |
| Did not use angel seat                        | 1 day | 1 day |
| Refuse assigned seat                          | 1 day | 1 day |
| Blocking aisle with body parts                | 1 day | 1 day |
| Excessive noise                               | 1 day | 1 day |
| Littering                                     | 1 day | 1 day |
| Interfere with discipline of others           | 1 day | 1 day |
| Interfere with others riding experience       | 1 day | 1 day |
| Horseplay                                     | 1 day | 1 day |
| Eating/drinking/gum on bus                    | 1 day | 1 day |
| Throwing things in/out of bus                 | 1 day | 1 day |
| Cell phones, headphones, earbuds, electronics | 1 day | 1 day |
| Hood on head in bus                           | 1 day | 1 day |



## OUT OF DISTRICT SCHOOL-OF-CHOICE BUS STOPS

For the safety of our students we have implemented some bus stop rules that all parents, guardians and representatives you send must follow when dropping off and picking up your students. It is your responsibility to inform anyone you send to the bus stop of these rules. There will be **NO TOLERANCE** for breaking these rules. If it is reported that **any** of these rules have been broken by you or your representative the following steps will be taken:

**First offense** – Your student(s) **may** be suspended from riding the bus for the remainder of that semester.

### **PARKING LOT LOCATIONS:**

Scottdale United Methodist Church, 4271 Scottdale Rd., St. Joseph, MI  
Comfort Keepers, 3820 M-139, St. Joseph, MI  
Church of Christ, 3550 Niles Rd., St. Joseph, MI

BUS STOP TIMES ARE: 6:45/2:55-3:00 High & Middle Schools and 7:50/4:05-4:10 Sylvester & Mars Elementary

1. **No child** is to leave their vehicle until you are one of the first three vehicles beside the bus.
2. No dropping off students early to wait alone.
3. All vehicles should arrive five (5) minutes before bus stop times in the A.M. and P.M.
4. If you arrive late and the bus is exiting the parking lot, **do not** attempt to stop the bus or let your student out of your vehicle due to being close to the traffic on the road.
5. In the P.M. all vehicles must enter a marked parking space where there are marking, where there are not markings park on the outer perimeter of the parking lot, not leaving large gaps so everybody can park.
6. If you arrive after the bus has started unloading in the P.M., **do not** attempt to drive through the parking lot or towards the bus where children are walking, stop at the closest and safest place in the lot.
7. P.M. – **all** parent vehicles must wait to leave the lot until **all** children have entered their pickup vehicle. When leaving the parking lot do not block the entrance side of driveway as to allow late arrivals to enter the lot. Be courteous to fellow drivers.
8. Respect the property. 5 MPH in parking lot and no littering. No playing on the property, students must stay in vehicles.

Each parking lot has a diagram showing what direction to go, where to enter and exit lot, where bus will park for the morning pick up. Each student will receive a copy to give to parents on the first day of school. We will continue to hand these out throughout the year to new students or upon your request. Following the diagram is also a part of the parking lot rules that must be followed.

## Integrated Pest Management

Berrien Springs Public Schools has adopted an Integrated Pest Management program. Inherent with this are Berrien Springs Public Schools efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, this program **does not** rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem.

As required by Michigan Law, you will receive advance notice of non-emergency application of a pesticide (insecticide, fungicide, or herbicide), other than bait or gel formulation, which is made to the school, school grounds, or buildings. This advance notice of a pesticide application will be given 48 hours before the application by the following two methods:

**1. Posting at the primary entrances to your child's school. The entrances that will be posted are the main entrance at each building where you would enter to go to the Principal's office.**

**2. Posting in the common area located by the main office of the school.**

Please note that notification is not given for use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be promptly notified following any such application, via the two posting methods identified (above).

You may review our Integrated Pest Management program and records of any pesticide application upon request by contacting Ron Bartz, Maintenance Coordinator, 269-473-0681 or at [rbartz@homeoftheshamrocks.org](mailto:rbartz@homeoftheshamrocks.org).

Parents or guardians of children attending the school are also entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the application, if they so request. If you would like to be notified by mail, please contact the Operations Office at 269-473-0681. Please leave your name, mailing address and what school(s) your child or children attend and they will put your name on the advance notification by US Mail list.

Sincerely,

**Ron Bartz**  
**Maintenance Coordinator**  
**269-473-0681**  
**[rbartz@homeoftheshamrocks.org](mailto:rbartz@homeoftheshamrocks.org)**

**BERRIEN SPRINGS PUBLIC SCHOOLS**  
**Student Education Technology**  
**Acceptable Use Policy**  
**(Administrative Procedure)**

**Please read this document carefully before signing.**

**Educational Technology- Terms and Conditions**

The Principal or designated representatives will provide age-appropriate training for students who use the Berrien Springs Public Schools educational technology. The training provided will be designed to promote the Berrien Springs Public Schools commitment to:

- The standards and acceptable use of Internet services as set forth in the Berrien Springs Public Schools Internet Safety Policy;
- Student safety with regard to:
  - safety on the Internet;
  - appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Acceptable Use - The use of educational technology must be in support of education and research and consistent with the educational objectives of the Berrien Springs Public School District. The use of Berrien Springs Public Schools educational technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The following prohibitions apply to all users:

**1) Major Offenses**

**No user shall:**

- a) Access, transmit, or retransmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices or the like;
- b) Commit or attempt to commit any willful act involving the use of the network which disrupts the operation of the network within the school district or any network connected to the Internet including the use or attempted use or possession of computer viruses.
- c) Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment. Such actions will be reported to local law enforcement and child services as required by law.

- d) Use of Education Technology to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the District's computers/network (e.g., viruses) are also prohibited.
- e) Access, transmit, or retransmit material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another;
- f) Harass, intimidate, threaten, bully, or abuse any person or entity, by any means, including the use of vulgar, hateful, racially or ethnically offensive, sexually harassing, or otherwise objectionable content. Use of the educational technology to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

Cyberbullying includes, but is not limited to the following:

- 1) posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
  - 2) sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
  - 3) using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
  - 4) posting misleading or fake photographs of students on websites.
- g) Access, transmit, or retransmit material which violates state or federal law;
  - h) Use or possess "bootleg software" ("bootleg software" means any software which has been downloaded or is otherwise in the user's possession without the appropriate and lawful registration of the software including the payment of any fees owing to the owner of the software);
  - i) Attempt to log on to educational technology as a system administrator, or any access level other than granted
  - j) Vandalize networks, hardware or software through alterations, damage, denial of service, port scanning, or other means.
  - k) Use or possess any software used to illegally access computers, servers or networks, perform scanning of computers, servers or networks, or circumvent the Internet content filters. This includes, but is not limited to, any software or scripts commonly accepted as "hacking software."
  - l) Use or possess any device that provides wireless Internet access other than those devices provided by Berrien Springs Public Schools. This includes but is not limited to Mi-Fi personal hotspot devices.
  - m) Use of another person's account/email address/password is prohibited. Students may not allow other users to utilize their account/email address/password. Students

may not go beyond their authorized access. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended;

- n) Attempt to hide the origin of network communications through software or hardware anonymous or pseudonymous connections.
- o) Attempt to subvert content filters designed prevent access to undesirable content. (e.g. online proxies)

### **Consequences:**

**First Occurrence:** Three (3) days suspension/restitution/parent notification

**Second Occurrence:** Five (5) days suspension/restitution/parent notification

**Third Occurrence:** Ten (10) days suspension/restitution/parent notification

**Fourth Occurrence:** Recommendation for expulsion to the Board of Education/restitution

## **2) Minor Offenses**

### **No user shall:**

- a) Use encryption software from any access point from within the school district;
- b) Transmit credit card information or other personal information from an access point from within the school district;
- c) Download and/or install any programs including, but not limited to, games or instant messaging programs except for specific files essential to educational instruction.
- d) Download copyrighted files including, but not limited to, audio or video except for specific files essential to educational instruction.
- e) Post personal or private student information using District educational technology without consent.
- f) Use vulgarities or other inappropriate language.
- g) Accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher, administrator, or the Director of Technology. All such authorized communications must comply with these guidelines. Students may only use their school-assigned accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes
- h) Modify or remove the BSPS asset tab, vendor asset tab, or the manufacturer serial number and model number tag.

### **Consequences:**

**First Occurrence:** Two (2) detentions/parent notification

**Second Occurrence:** Two (2) days suspension/parent notification

**Third Occurrence:** Five (5) days suspension/parent notification

## **3) One to One Use Guidelines**

BSPS will not provide insurance for one to one devices that go home with students. BSPS will provide referrals to insurance agencies who do provide device insurance. It is the responsibility of the guardian to purchase such coverage if desired.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided 1:1 technology. In order to keep devices secure and damage free, please follow these additional guidelines.

- a) You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- b) While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting or crushing the device.
- c) Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- d) Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- e) Do not stack objects on top of your 1:1 device; leave outside or use near water such as a pool.
- f) Devices should not be left in vehicles.
- g) Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- h) Do not store or transport papers or other objects between the screen and keyboard.

#### **4) Computer Damages**

If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, the student/student's family is responsible for paying repair costs according to the repair costs determined by BSPS up to the full cost of a replacement device. BSPS reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration. Examples of negligence include, but are not limited to:

- a) Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
- b) Lending equipment to others other than one's parents/guardians.
- c) Using equipment in an unsafe environment.
- d) Using equipment in an unsafe manner.
- e) Ignoring common sense guidelines delineated above.
- f) A student who does not have a computer due to a computer being damaged may be allowed to use a computer from the school depending on availability and reason for loss. Students whose computer has been damaged due to negligence may not be allowed to take the loaner computer home for the remainder of the year or until such time that they demonstrate the ability to properly care for the device as determined by administration.
- g) If the device charger or carrying case is damaged or lost, the student is responsible for the cost of replacing it.
- h) Access to a BSPS provided 1:1 device and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the BSPS technology agreements outlined in this document.

#### **5) Theft or Loss of Equipment**

- a) Incidents of theft must be reported to the police by the parent/guardian and a copy of the police report must be given to the principal or the building administrator

within 48 hours. Students who fail to do so are responsible for the replacement cost of the device. Any theft occurring on school grounds must be reported immediately to a building administrator. The principal will then file a police report.

- b) If there is no evidence of theft, or if the laptop has been lost due to a student's negligence, the student will be responsible for the laptops replacement cost.

## **6) Online Etiquette:**

- a) Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the District's Education Technology. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.;
- b) Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Education Technology;
- c) Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher;
- d) Never agree to get together with someone you "meet" online without prior parent approval.
- e) Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.

## **7) Preservation of Resources and Priorities of Use:**

Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the District's Ed-Tech (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Director of Technology. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Education Technology for class- or instruction-related activities have priority over other users. Students not using the Education Technology for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose.

The following hierarchy will prevail in governing access to the Ed-Tech:

- a) Class work, assigned and supervised by a staff member;
- b) Class work, specifically assigned but independently conducted;
- c) Personal correspondence (email-checking, composing, and sending);
- d) Training (use of such programs as typing tutors, etc.);
- e) Personal discovery ("surfing the Internet");
- f) Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the building principal

Any individual who is aware of a violation of the Board policy or this guideline, including inappropriate online contact, content, or conduct, such as sexting, harassment or

cyberbullying, should bring it to the attention of the school principal or Superintendent immediately.

Privacy in communication over the Internet and through the District's Education Technology is not guaranteed. To ensure compliance with these guidelines, the District reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the District's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Users have no right or expectation to privacy when using the Education Technology. The District reserves the right to access and inspect any facet of the Education Technology, including, but not limited to, computers, laptops, tablets, personal communication devices, networks or Internet connections, online educational services, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.

A student's use of the Education Technology constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Education Technology and related storage medium and equipment.

Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

The Berrien Springs Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Berrien Springs Public School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non deliveries, mis-deliveries, service interruptions, or hardware/software failures. All communications and information accessible via the network should be assumed to be property of Berrien Springs Public Schools.

Use of any information obtained via the Internet is at your own risk. The Berrien Springs Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.



## PROJECT



## Berrien Springs One to One Parent and Student Guidelines

### One to One Use Guidelines

It is expected that all students agree and sign the Acceptable Use Policy that is included in the student handbook. It is also expected that students and families will apply common sense to the care and maintenance of district-provided 1:1 technology. In order to keep devices secure and damage free, please follow these guidelines.

- a) You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- b) While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting or crushing the device.
- c) Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- d) Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- e) Do not stack objects on top of your 1:1 device; leave outside or use near water such as a pool.
- f) Devices should not be left in vehicles.
- g) Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- h) Do not store or transport papers or other objects between the screen and keyboard.

BSPS will not provide for insurance for one to one devices that go home with students. BSPS will provide referrals to insurance agencies who do provide device insurance. It is the responsibility of the guardian to purchase such coverage if desired.

### Student Device Monitoring

These devices are property of Berrien Springs Public Schools and as such must be used appropriately according to the acceptable use policy as outlined in the student handbook. Berrien Springs Public Schools technology personnel and administrators can and will monitor the usage of the devices at any time and on any day. District personnel only have access to see the desktop (screen) of the device and **DO NOT HAVE DIRECT ACCESS TO THE CAMERA**. We can see what is being done on the device screen and what sites the student visits, but we cannot see into the room where the device is located.

### Computer Damages

If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, the student/student's family is responsible for paying repair costs according to the repair costs determined by BSPS up to the full cost of a replacement device. BSPS reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration. Examples of negligence include, but are not limited to:

- a) Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
- b) Lending equipment to others other than one's parents/guardians.
- c) Using equipment in an unsafe environment.
- d) Using equipment in an unsafe manner.
- e) Ignoring common sense guidelines delineated above.

- f) A student who does not have a computer due to a computer being damaged may be allowed to use a computer from the school depending on availability and reason for loss. Students whose computer has been damaged due to negligence will not be allowed to take the loaner computer home.
- g) If the device charger or carrying case is damaged or lost, the student is responsible for replacing it.
- h) Access to a BPS provided 1:1 device and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the BPS technology agreements outlined in this document.

### **Theft or Loss of Equipment**

- a) Incidents of theft must be reported to the police and a copy of the police report must be given to the principal or the building administrator within 48 hours. Students who fail to do so are responsible for the replacement cost of the device. Any theft occurring on school grounds must be reported immediately to a building administrator. The principal will then file a police report.
- b) If there is no evidence of theft, or if the laptop has been lost due to a student's negligence, the student will be responsible for the laptops replacement cost.

# Educational Material for Parents and Students (Content from MDHHS Requirements)

Sources: Michigan Dept. of Health and Human Services. Created through a grant to the CDC Foundation from NOCSAE.

## UNDERSTANDING CONCUSSION

### Some Common Symptoms

|                      |                    |                     |
|----------------------|--------------------|---------------------|
| Headache             | Sensitive to Noise | “Feeling Down”      |
| Pressure in the Head | Sluggishness       | Lost Consciousness  |
| Nausea/Vomiting      | Haziness           | Not “Feeling Right” |
| Dizziness            | Fogginess          | Feeling Irritable   |
| Balance Problems     | Grogginess         | Slow Reaction Time  |
| Double Vision        | Poor Concentration | Sleep Problems      |
| Blurry Vision        | Memory Problems    |                     |
| Sensitive to Light   | Confusion          |                     |

### WHAT IS A CONCUSSION?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY – DON’T HIDE IT, REPORT IT.** Playing or practicing with concussion symptoms is dangerous and can lead to a longer recovery. A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY –** Concussions take time to heal. Don’t let the student return to play the day of injury and until a healthcare professional says it’s okay. A student, who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION –** Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

### **CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

### **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he must be kept out of athletic activity the day of the injury. The student shall only return to activity (practice, scrimmage or competition) with written unconditional permission from an MD, DO, Physician's Assistant or Nurse Practitioner. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).  
Educ. Materials & Acknowledge Form (May 2016)

Concussion

**Parent and Student Must Sign Consent & Waiver on MHSAA Physical Form Acknowledging Awareness**

**This portion below may be substituted for the signatures on the MHSAA Physical Form**

**CONCUSSION AWARENESS**

**EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM**

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by **Berrien Spring Middle School**.

\_\_\_\_\_  
Participant Name Printed

\_\_\_\_\_  
Participant Name Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Name Printed

\_\_\_\_\_  
Parent or Guardian Name Signature

\_\_\_\_\_  
Date

Return this signed form to the participant's MHSAA member school. The school should keep this document on file for five years following the student's high school graduation.

Participants and parents please review and keep the educational materials available for future reference.

# 2018-19 Acknowledgments

## One to One Use Guide Agreement

Yes, I will need Internet access at home.

\_\_\_\_\_  
*Parent Name (printed)*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Name (printed)*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

## ACKNOWLEDGMENT of Reading 2018-19 HANDBOOK

Students are asked to read the student handbook with their parents and/or guardians. The handbook can be found on the **Middle School** page under parent and student resources at [www.homeoftheshamrocks.org](http://www.homeoftheshamrocks.org) . Each student and parent is required to sign this form to acknowledge that she/he has read the handbook. It is the student's responsibility to be familiar with the contents of this handbook and follow the policies described herein.

\_\_\_\_\_  
*Parent Name (printed)*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Name (printed)*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

## Student Education Technology Acceptable Use Policy Acknowledgment

The Berrien Springs Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Berrien Springs Public School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non deliveries, mis-deliveries, service interruptions, or hardware/software failures. All communications and information accessible via the network should be assumed to be property of Berrien Springs Public Schools.

Use of any information obtained via the Internet is at your own risk. The Berrien Springs Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

\_\_\_\_\_  
*Parent Name (printed)*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Name (printed)*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

## INDEX

|   |         |   |         |
|---|---------|---|---------|
| Academic Cheating/Plagiarism                              | 29      | Drugs   | 20      |
| Academic Policies   | 15      | Early Dismissals  | 6       |
| Academic Recognition                                      | 15      | Educational Technology Terms and Conditions   | 47      |
| Accidents   | 8       | Electronic Devices  | 33      |
| Alcohol, Tobacco and other Substances                     | 29      | Excused Absences  | 15      |
| <i>Alcohol/Illicit Drug Policy</i>                        | 30      | Expulsion and suspension for more than ten school days<br>(persistent disobedience) | 28      |
| Alcoholic Beverage  | 20      | Expulsion   | 28      |
| Appeals Process   | 39      | Extended Suspension   | 28      |
| Assemblies/Field Trips                                    | 8       | Extortion/Blackmail/Coercion  | 33      |
| Athletic Code   | 19      | <b>Extracurricular / Athletic Eligibility Guidelines</b>                            | 19-22   |
| Athletic Concerns   | 22      | Failure to Serve Detention  | 33      |
| Athletic Eligibility and The School Discipline Code       | 22      | Family Educational Rights and Privacy Act (FERPA)                                   | 14      |
| Athletic Eligibility                                      | 22      | Fighting  | 33      |
| Athletic Expectations                                     | 22      | Financial Obligations   | 6       |
| Athletic Participation                                    | 22      | Fire Drills   | 9       |
| Attendance Procedure                                      | 15      | Fireworks/Caustic/Noxious Substances  | 33      |
| Authority   | 10      | Food/Candy/Drinks/Gum   | 34      |
| Band Performances   | 8       | Forgery/False Representation  | 34      |
| <b>Behavior Violations</b>                                | 29-39   | General Conduct Code for Athlete  | 19      |
| Bomb Threats/ False fire Alarms/ False Emergency<br>Calls | 30      | <b>General Health Protocols</b>   | 11-12   |
| Book/Gym/Duffel Bag/Backpacks...30-31                     | 30-31   | <b>General Information</b>  | 6-10    |
| <b>BSPS Board Policy</b>                                  | 13-18   | Gross Misconduct and Major Infractions  | 42      |
| Building Security   | 31      | Guidance services   | 6       |
| Bus Conduct Rules   | 42      | Guidelines (Detention)  | 26      |
| Bus Misconduct Tickets                                    | 43-44   | Guidelines (ISS/PBIS)   | 27      |
| Bus stop  | 40      | Harassment/Bullying   | 34      |
| Cell Phones   | 31      | Head Lice Procedures  | 17      |
| Citizenship   | 8       | Head Lice   | 11      |
| Closed Campus Policy Violations                           | 31      | Health Education Notification to Parents/Legal Guardians                            | 18      |
| Computer Damages  | 50 & 54 | Health Problem- Medical Alert   | 11      |
| Conjunctivitis (Pink Eye)                                 | 11      | Homework  | 15 & 19 |
| Corporal Punishment                                       | 25      | Immunization Guidelines   | 12      |
| Dances/ Social Events                                     | 8       | In School Suspension  | 27      |
| Detention Policy  | 26      | Indecency/Hate Speech   | 34      |
| Diarrhea  | 11      | Inhaler Policy  | 16      |
| Disrespect  | 31      | Insubordination   | 34      |

|   |         |  |         |
|---|---------|--|---------|
| Disruptive/Disorderly Behavior                        | 31      | <b>Integrated Pest Management</b>                                    | 46      |
| Distribution of Non-School Sponsored Materials        | 7       | Knowledge of dangerous weapons or threats of violence                | 38      |
| Dress and Grooming                                    | 32      | Locker use Policy  | 35      |
| Lockers   | 6       | Skateboard/Bicycle Policy  | 36      |
| Loitering Policy                                      | 35      | Skipping/Unexcused Absence   | 36      |
| Lost and Found  | 7       | Specific Conduct Code for Athletes                                   | 19      |
| Lunch and Breakfast                                   | 17      | Striking or threatening school personnel                             | 36      |
| major offenses (Technology)                           | 47-48   | Student Anti-Hazing  | 10      |
| Major offenses  | 38      | <b>Student Conduct and Discipline Policies</b>                       | 24-28   |
| Medication Policy                                     | 16      | Student Device Monitoring  | 53      |
| Minor infractions (Transportation)                    | 42      | <b>Student Education Technology Acceptable Use Policy</b>            | 47-52   |
| Minor offenses  | 38      | Student Expression   | 7       |
| Minor offenses (Technology)                           | 47      | Student Harassment   | 10      |
| Misconduct Infractions (Transportation)               | 42      | Student Responsibilities   | 41      |
| Non-Discriminatory Policy                             | 13      | Student Senate...  | 8       |
| Obscene/Lewd/Vulgar/Abusive Language or gestures      | 35      | Suspension and Expulsion Rules                                       | 27      |
| <b>One to one Parent and Student Guidelines</b>       | 53-54   | Suspension for less than Ten School days                             | 27      |
| One to one use guidelines                             | 49 & 53 | Tardy to Class   | 16 & 37 |
| Online Etiquette                                      | 51      | Tardy to School  | 15      |
| Out of District School-of-choice bus                  | 45      | Temperature (Fever)  | 11      |
| Parent and Guardian Responsibilities (Transportation) | 41      | <b>The Shamrock way</b>  | 23-24   |
| Parent Visitations                                    | 7       | Theft and/or unauthorized possession of property belonging to others | 37      |
| Pass Violation  | 35      | Theft or loss of equipment   | 51 & 54 |
| Passes  | 7       | threatening behavior   | 37      |
| Penalties   | 21      | <i>Tobacco Policy</i>  | 30      |
| Persistent Disobedience                               | 35      | Tornado drills   | 9       |
| Persistent Disobedience (Transportation)              | 42      | Training Rules and Regulations                                       | 19-20   |
| Philosophy of Discipline                              | 25      | <b>Transportation Guidelines</b>                                     | 40-45   |
| Physical Assault                                      | 35      | Unexcused Absences   | 15      |
| Pictures/ Videotaping                                 | 35      | Unsafe physical Play   | 37      |
| Possession or use of potentially dangerous objects    | 36      | Use of an object as a weapon   | 38      |
| Preservation of Resources and Priorities of use       | 51-52   | Use of Tobacco   | 20      |
| Principal Authority                                   | 29      | Vandalism  | 38      |
| Procedures for Changing Buses                         | 41      | Violations and Improper Conduct                                      | 20      |
| Profanity   | 36      | Visitors   | 7       |



|                             |       |   |    |
|-----------------------------|-------|---|----|
| Public display of affection | 36    | Vomiting                                  | 11 |
| <i>Retention</i>            | 15&19 | Weapons not covered by state law          | 38 |
| School Hours                | 6     | Weapons Policy                            | 38 |
| School Materials            | 7     | Weapons Related Conduct/Arson/Rape        | 38 |
| School Plays                | 8     | Wednesday Detention Guidelines            | 26 |
| Searches                    | 9     | Work Permit                               | 6  |
| Sexual Misconduct           | 42    | Year-Round Training Rules and Regulations | 20 |
| <b>Signature Page</b>       | 55    |   |    |