

BERRIEN SPRINGS HIGH SCHOOL

ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT TO ABIDE BY THE 2016-2017

BSHS STUDENT HANDBOOK

Students are encouraged to share this handbook with their parents and/or guardians. Each student will be required to sign this form to acknowledge that she/he has received this handbook and turn this form into the office at the beginning of the school year. It is the student's responsibility to be familiar with the contents of this handbook.

By signing this form I acknowledge the following:

1. I have read this handbook and understand its contents.
2. I also understand the Athletic Code of Conduct; I will abide by the rules set forth in the code.
3. I also understand and will abide by the Internet Use Agreement.

Student Name (print)

Student Signature

Date

Parent Signature

Date





BERRIEN SPRINGS HIGH SCHOOL

2016 – 2017

STUDENT/PARENT HANDBOOK

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Athletic Director: Alan Alsbro
Dean of Students: Kirk Hansen
Principal's Secretary: Sheri Noble
Asst. Principal & Athletic Secretary: Melissa Collier

WEB SITES:

www.homeoftheshamrocks.org
www.bshsathletics.com

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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August 2016

Dear Berrien Springs High School Students:

The faculty and staff at Berrien Springs High School would like to take this opportunity to welcome you to BSHS and the 2016-17 school year. This student handbook provides important information that will assist in making your experiences here rewarding and successful.

The primary learning goals at Berrien Springs High School is for each student to become effective critical thinkers, communicators, collaborators and creators of excellent work. Each student is strongly encouraged to become familiar with the information contained within this handbook. More importantly, each student is strongly encouraged to become actively involved in the life of the school. Berrien Springs High School has a rich tradition of excellence in curricular and co-curricular programs. This level of excellence is only maintained through the quality, passion and enthusiasm of its student participants. There is something for every interest and skill level. So get involved!

It is our hope that 2016-17 will be a positive year of academic and personal growth. The faculty and staff are committed to helping you achieve your goals and dreams while a student at Berrien Springs High School!

Your Berrien Springs High School Administration and Staff

SHAMROCK PRIDE

- ♣ Professionalism
- ♣ Respect
- ♣ Integrity
- ♣ Determination
- ♣ Empathy

THE FOUR C'S FOR 21ST CENTURY LEARNING

BERRIEN SPRINGS MIDDLE AND HIGH SCHOOL – INDICATORS OF SUCCESS

Critical Thinker: *How do I think, reason and solve problems?*

- **Perspective:** Do I make my point of view clear and take into account those of others?
- **Evidence:** Do I back up my ideas with information about where they come from?
- **Analysis:** Do I make connections between my ideas and show why I care about them?
- **Problem solving:** Do I ask good questions and consider different possibilities?

Communicator: *How do I understand and communicate ideas?*

- **Oral communication:** Do I deliver well-organized and informative presentations?
- **Written communication:** Do I create well-reasoned and organized pieces of writing?
- **Digital Age Literacy:** Do use technology and digital resources well?

Collaborator: *How do I work with others?*

- **Empathy:** Do I listen to, respect, and work well with others?
- **Commitment:** Do I apply myself fully and show leadership when required?
- **Negotiation:** Do I work toward agreement with others when they have different ideas?
- **Flexibility:** Do I adapt well to change and can I take in constructive feedback?

Creator: *How can I best demonstrate what I know, think or feel?*

- **Perseverance:** Do I show self-direction and the motivation to succeed?
- **Imagination:** Do I show curiosity, creativity, and excitement in what I do?
- **High Productivity:** Do I strive to produce my highest quality work?
- **Organization:** Do I develop an overall plan, set goals for myself, and follow through?



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Shamrock PRIDE

Professionalism

Responsibility

Integrity

Determination

Empathy



BERRIEN SPRINGS HIGH SCHOOL

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 STATEMENTS

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.
- 21st 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

BOARD POLICY

STUDENT HARASSMENT

Harassment of a student(s) by other students 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 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 or his designee. 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 expulsion from the district.

TITLE IX, 20 USC 1681

CIVIL RIGHTS ACT, 42 USC 1983

BOARD POLICY

NON-DISCRIMINATORY POLICY

The Berrien Springs Public Schools Board of Education believes in the concept of equal opportunity for all people who are affected by the operation of the district's schools. The Berrien Springs Public Schools Board of Education, its agents or employees, shall not, because of race, color, sex, national origin, affiliation or handicap, deny participation in programs, employment or other benefits administered and/or governed by the school district.

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): Mitchell Cumings Berrien Springs Public Schools One Sylvester Ave Berrien Springs, MI 49103 Phone: 269-471-2796	Section 504	(Rehabilitation Act of 1973): Shelley Pero One Sylvester Ave Berrien Springs, MI 49103 Phone: 269-471-2796
Title IX	(Education Amendment of 1972): Ellen Hasse Berrien Springs Public Schools One Sylvester Ave Berrien Springs, MI 49103 Phone: 269-471-2891	General Information	(All aspects of policy): Superintendent's Office One Sylvester Ave Berrien Springs, MI 49103 Phone: 269-471-2891

AGE OF MAJORITY

On September 4, 1981, Attorney General Kelley gave an official opinion concerning the school board's right on enforcing the eighteen year old attendance policy. The following is a quote from Mr. Kelley's opinion: "It is, therefore, my opinion that the board of education of a school district may not enforce a policy which requires a written excuse for absences and passports from a parent where the student has attained the age of 18 years, but may require written corroboration from a parent, if the student lives with the parent or from a physician or other person if the student lives away from his or her parent."

In keeping with the Attorney General's ruling, we have established the following rules for our eighteen year old students concerning non-attendance and passports.

ABSENCES:

The school will accept call-ins from an eighteen year old living at home. The absence will be placed on HOLD until the next day. The eighteen year old student must bring a note written by a parent the following day to corroborate the call-in. If a student does not call in or if a note is not received from the parent the next day, the absence will be recorded as UNEXCUSED.

PASSES:

Eighteen year olds may NOT check themselves out of school during the lunch hour for lunch privileges. Parents may personally come to pick up students during the lunch hour; however, calls and passes releasing students for lunch will NOT be honored.

NOTE: If an eighteen year old is not living at home, he/she must make special arrangements with the assistant principal regarding their absences and/or passport.

BOARD POLICY

AFFIRMATIVE ACTION POLICY

It is the policy of the Board of the School District of Berrien Springs to continue to implement affirmatively equal educational opportunities for all students without regard to race, creed, age, sex, handicap or national origin, and positive action shall continue to be taken to ensure the fulfillment of this policy. Students are encouraged to participate in programs based on their interests, potentials, and abilities, rather than on any stereotyping due to aforementioned.

PERSONS RESPONSIBLE FOR SPECIFIC AREAS OR THE ABOVE STATEMENT

- Title VI** (Civil Rights Act of 1964):
Mitchell Cumings
One Sylvester Ave
Berrien Springs, MI 49103
Phone: 269-471-2796
- Title IX** (Education Amendment of 1972):
Ellen Hasse
One Sylvester Ave
Berrien Springs, MI 49103
Phone: 269-471-2891
- Section 504** (Rehabilitation Act of 1973):
Shelley Pero
One Sylvester Ave
Berrien Springs, MI 49103
Phone: 269-471-2796
- General Information** (All aspects of policy):
Superintendent's Office
One Sylvester Ave
Berrien Springs, MI 49103
Phone: 269-471-2891

BOARD POLICY

CORPORAL PUNISHMENT # 5126

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 of persons or property.

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.

Adopted 4-20-1989

Sec. 1112, 1118 ESEA
M.C.L.A. 380.1294

BOARD POLICY

PARENT INVOLVEMENT IN **THE SCHOOL PROGRAM #2112**

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/ guardians ("parents"). Parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school.

The Board is committed to communicating to parents at a level and in a language they can understand, where practical.

The Board through this policy directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.

The Superintendent shall direct the development of a Parent Involvement Plan for the District (with building/program specific goals as desired) which may include, among others, the following strategies:

- A. Hold an annual meeting to inform first time parents of the District parent involvement plan.
- B. Provide child's individual assessment results, reading results, progress reports, report cards, parent conferences.
- C. Provide a description and explanation of the curriculum in use at the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet.
- D. The District will also provide each school's discipline and attendance plan.
- E. Maintain a consistent, District wide effort to communicate regularly with parents.
- F. Encourage continued positive partnership involvement throughout the community by staff and administrators.

RELATIONS WITH PARENTS

The Board expects parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;
- D. supporting or enforcing consequences for their child's willful misbehavior in school sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- E. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- F. reading all communications from the school, signing, and returning them promptly when required;
- G. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

20 U.S.C. 1232h

BOARD POLICY

PUBLIC COMPLAINTS #9130

Any person or group, having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding an Administrative, Professional or Support Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the immediate supervisor.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the supervisor, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected

adversely;

3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, may grant a hearing before the Board

The complainant shall be advised, in writing, of the Board's decision no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent which cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for a conference to the Board. This request should include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that matter was not able to be resolved with the Superintendent;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board or refer the matter to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days following the Board meeting. The Board's decision will be final and not subject to appeal.

Matters Regarding District Services or Operations

If the request, suggestion, complaint, or grievance relates to a matter of District procedure or operation, it should be addressed, initially, to the Program Supervisor and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding an Administrative, Professional or Support Staff Member."

Matters Regarding the Educational Program

If the request, suggestion, complaint, or grievance relates to a matter of District program, it should be addressed, initially, to the Program Supervisor and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding an Administrative, Professional or Support Staff Member."

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection. (see AG 9130A and Form 9130F3)

If the request, suggestion, complaint, or grievance relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the building principal, in writing, and shall include:
 1. author;
 2. title;
 3. publisher;
 4. the complainant's familiarity with the material objected to;
 5. sections objected to by page and item;
 6. reasons for objection
- B. Upon receipt of the information, the building principal may, after advising the Superintendent of the complaint, appoint a review committee which may consist of one (1) or more professional staff members.

- C. The committee, in evaluating the questioned material, shall be guided by the following criteria:
 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
 2. the accuracy of the material
 3. the objectivity of the material
 4. the use being made of the material
- D. The material in question may not be withdrawn from use pending the committee's recommendation to the Superintendent.
- E. The committee's recommendation shall be reported to the Superintendent in writing within twenty (20) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation.
- F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- G. The Board shall review the case and advise the complainant, in writing, of its decision within thirty (30) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

BOARD POLICY

BULLYING AND OTHER AGGRESSIVE BEHAVIOR

TOWARD STUDENTS #5517.01

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

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

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

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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

Notification

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

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

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

and/or the results of the investigation.

Implementation

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

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

Procedure

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

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

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

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

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

Non-Retaliation/False Reports

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

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

Definitions

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

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

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

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person

- would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
 - B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
 - D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

"Staff" includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

BOARD POLICY

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's picture. 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 will comply 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.

Military recruiters have access rights to Berrien Springs High School campus. Upon request, Berrien Springs Public Schools will provide recruiters with student name, address and phone number. Parents have the right to request a nondisclosure of records to military recruiters.

The custodian of records may make certain directory information 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 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 related information, dates of attendance or grade placement, honors and awards received, the most recent educational agency or school attended by the student; 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

Berrien Springs High School

One Sylvester Ave.

PO Box 130

Berrien Springs, MI 49103

Telephone: 269-471-1748

EDUCATIONAL SETTING OBSERVATIONS

Input from Berrien Regional Educational Service Agency (Berrien RESA) is an important part of the Child Study Team process (CST) and also beneficial in providing accurate transition planning for our students. To help gather this information, Berrien Springs Public School Staff and Berrien RESA staff may conduct academic and/or behavioral observations without prior parent/guardian consent. Information regarding these meetings will be documented and shared with parent/guardian as part of the CST and transition planning process.

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.

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 age 16-17 and CA-6 for persons 15 and under (MCL 409.10 1 et. seq.) the Department of Education has also promulgated rules for the issuance of work permits (ACR 409.1 et seq.) Work permits may be obtained in the principal's office.

HOMEWORK POLICY

Homework is defined as any learning activity completed outside the classroom. It is to be considered as preparation 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.

MAKE-UP TEST POLICY

If the student is present when the test date is announced, the student must take the test the day of his/her return.

If the student is not present the day the test is announced, the teacher will determine what day the test is to be made up (depends upon the length of and reason for absence). In no case will the student be required to take the test the day of his/her return.

ENROLLMENT

Students must be attending high school by the State of Michigan's mandated student count day in order to receive credit unless they are transferring from another school. Extenuating circumstances will be considered by the administration for transfers during the year.

EXTRACURRICULAR & ATHLETIC ELIGIBILITY / CODE OF CONDUCT

Berrien Springs High School offers a wide variety of interscholastic athletic programs for students. Athletics includes competitive sports and extracurricular activities. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student-athletes and students involved in all extra-curricular activities.

All students participating in athletics/extracurricular activities shall be required to meet the school regulations and standards for eligibility. It is our firm belief that a student's primary purpose in attending school is a sound education – providing an experience that enables students to grow physically, intellectually, and emotionally. Participation in athletics/extracurricular activities is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

MHSAA

Eligibility for most athletics is also governed by the rules of the Michigan High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced.

In addition, all Berrien Springs athletes will be bound by the following regulations:

Weekly Eligibility

To remain eligible, a student must be passing all of their current courses. Grades will be checked on a weekly basis. Where a student is receiving an "F" in more than one (1) class at grade check time, that student will be required to attend study table and practice with the team, but will not be allowed to participate in contests of any type. Upon raising the "F" to a passing grade, verified through the following weekly grade checks, the student will be allowed to resume participating in all contests. Ineligibility runs Monday to Monday every week. A student may not fail more than one (1) of their courses as determined by their 9-week grade.

Semester Eligibility

To remain eligible for the following semester, a student may not fail more than one (1) of their courses as determined by their semester grade.

Daily Attendance Requirement for Eligibility

In order to participate in practice and/or any contest(s), the student must be in attendance at school that day for the entire school day (**in class by 8:00am**). The only exception to this rule will be absences for excused and appropriately documented reasons, including but not limited to: Doctor's Appointment, Funeral, and Counseling Appointment. "Appropriately documented" means the student should give the school a written document from the doctor, counselor, a funeral bulletin, etc. Parental written excuses will not be accepted as an appropriate exception to this rule. The school administration has the final authority to determine whether or not the absence is considered as an appropriate exception to this rule.

Athletes who are suspended may not participate in or attend any athletic practice or event during the period of the suspension. A suspension begins when assigned and ends at 12:00 midnight on the last day served.

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. 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 believe to be fair.

Use of Tobacco - Research emphasizes that use of tobacco is physically harmful to young adults. 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 complied 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 complied law 333.7404)

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 complied law 333.7404)

TRAINING REGULATION FOR IN-SEASON AND OUT-OF-SEASON ATHLETES

In order to create a cohesive and respectful environment between all sports programs, the following regulations of activities for non-participation athletes in a school sponsored training program are established – coaches of out-of season sports may train non-participation athletes between the following dates:

Fall Season

Female: September 15 until the first allowable day of winter season practice as stipulated by Michigan High School Athletic Association.

Males: September 15 until the first allowable day of winter season practice as stipulated by Michigan High School Athletic Association.

Winter Season

Female: The first day of second semester.

Male: The first day of second semester.

Spring Season

Female: April 20 until the first allowable day of winter season practice as stipulated by the Michigan High School Athletic Association.

Male: April 20 until the first allowable day of the winter season practice as stipulated by the Michigan High School Athletic Association.

Participation of “in-season” athletes in a school-sponsored training program by a coach of an out-of season sport will be allowed under the strict code outlined by the MHSAA and with permission from the in-season coach. Training programs on game/event days or the morning following game/event days will not be allowed.

Participation of “in-season” athletes in a school-sponsored weight training program will be allowed.

STUDENT ATHLETES PHILOSOPHY

Instead of worrying about your game, work on your weaknesses. Spend extra time on those things that will increase your value to the squad.

Be confident that you can and must improve. Think only about “winning the game; making the basket; succeeding; but respect your opponent’s abilities and realize your own weaknesses which must be improved.

Set definite goals for yourself. Try to keep moving up on the squad. Your best way to become a necessary part of this team, or next year’s team, is to try to make yourself a better all-round athlete.

If you are satisfied with your present lot, you will be the same next season. You have to be getting better or you will be getting worse.

Do, as many things as you can that will help the team. Remember, you can tell if some other person is “all for himself” very quickly; and others can detect the same characteristics in you. Think of team success, not individual success.

Avoid being critical of teammates; that’s the coaches job, and his/her alone. Avoid alibis.

Operate as a team family, constantly conquering your desire for the sake of the betterment of the team.

Avoid forming small groups on the same team. Make an effort to show no partiality to your best friends on the playing floor or field.

Take all personal grievances and problems to your coach. They are experienced in the game, and can advise you best. Any grievance not solved by the coach will then be handled in a meeting with the coach, parents, and athletic director.

GENERAL ATHLETIC ELIGIBILITY REQUIREMENTS

Berrien Springs High School will follow the eligibility guidelines as established by the Michigan High School Athletic Association, Inc.

To be eligible, a high school student must comply with the following rules:

Enrollment: Have been enrolled in a high school by Monday of the fourth week of present semester.

Age: Be less than nineteen (19) years of age at time of contest unless nineteenth (19) birthday occurs on or after September 1 of a current school year, in which case is eligible for balance of the school year in all sports.

Physical Examination: Have passed a current year physical examination. Record must be on file in school office. No earlier than April 15th of the prior school year.

Season Of Competition: Have no more than four (4) first and four (4) second semester seasons of competition in a sport in a four (4) year high school career or three (3) first and second semester seasons, each, in a sport in a three (3) year high school career, including present season. When two seasons leading to a state championship of the same sport are offered, an athlete may participate in only one.

Semester of Enrollment: Not have been enrolled for more than eight (8) semesters in grades nine to twelve (9-12), inclusive. Semesters seven and eight (7-8) must be consecutive. Three weeks enrollment or participation in one (1) or more athletic contest(s) constitutes a semester of enrollment.

Undergraduate Standing: Not be a high school graduate.

Transfer: Transfer students must receive approval from the Athletic Director prior to participation in athletics, in order to ensure compliance of MHSAA Policy.

Awards: Must not have accepted any award or merchandise exceeding \$25.00 in value for athletic performance. Athletes accepting memberships, privileges, services, negotiable certificates, or money are in violation.

Amateur Practices: Must not have accepted money, merchandise, memberships, privileges, services or other valuable consideration for participating in any form of athletics, sports or games, or for officiating interscholastic athletic contests, or have signed a professional contract. Reinstatement will not be considered for one (1) year.

Limited Team Membership: Not have participated in any outside competition in a sport during the season after the athlete has represented his or her school in that sport: except, individual participation in a maximum of two individual sports meets or contests. Not have participated in more than one so-called-all-star, charity, or exhibition football, basketball, or ice hockey game during the school year, which must have prior approval of Athletic Director prior to participation.

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 feel strongly that 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 limited to poor citizenship, game misconduct, an 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.

Serious violations shall include, but not limited to the following rules:

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

Penalties

The enforcement of the rules and regulation shall be the responsibility of the coaches and administrators. A firm and consistent policy must include significant consequences in order that expectations are taken seriously. It is the intent of the 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 disci-

plinary 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 any 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.

Substance Abuse

Except for prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product (including e-cigarettes) or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school-related events at any time. This prohibition shall include all school-sponsored or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student-athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Athletes who violate Rule # 1, "Substance abuse", shall be subject to the following progressive discipline.

1st Offense: Suspension from the team for 20% of the regular season scheduled games.

2nd Offense: Suspension for 50% of the regularly scheduled contests of the sport in which they are involved.

3rd Offense: Suspension from all athletic participation for the remainder of the athlete's career at Berrien Springs High School.

Athletes who violate Rules #2, #3 and #4 will be immediately suspended from any and all participation until a review by an athletic council consisting of; the coach involved, athletic director, and the building principal. (The council may be expanded if it seems appropriate.)

EXCEPTIONS: In the consideration of timeliness, the athletic director, in consultation with the building principal, may take appropriate action to discipline an athlete for an indefinite period, when the health and welfare of other students or coaches are in question or when the integrity of Berrien Springs High School is at stake.

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 back tracking 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. **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 after-noon 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 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/GAURDIAN 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 over-crowding 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 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

- Observe same conduct as in the classroom
- Use class room voices – no yelling or screaming
- Cooperate with the driver
- 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 ear buds and head phones
- 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

MISCONDUCT INFRACTIONS

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

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 student, parent, bus driver (if needed) and supervisor, 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 suspension from the bus within two consecutive school years may lose bus riding privileges for an amount of time determined by the Superintendent and Supervisor.

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.

<u>Gross Misconduct Infractions-No Warning</u>	<u>High & Middle Schools</u>	<u>Sylvester & Mars</u>
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	5 days	3 days
Vandalism	5 days	3 days

Major Infractions-No Warning Ticket

Physical abuse of others	2 days	1 day
Defiance of driver/backtalk	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	3 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

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
Bothers others	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, head phones, ear buds, electronics	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.

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 – We will attempt to call you on the phone; using phone numbers in our student data base (please keep your information up to date). We will leave a message for you to return our call; if contact is not made we will send a letter home with your student.

Second offense – Your student(s) **will** 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

Road to Life Church, 3800 Niles Rd., St. Joseph, MI

Church of Christ, 3550 Niles Rd., St. Joseph, MI

BUS STOP TIMES ARE: 6:45/2:55 High & Middle Schools and 7:50/3:55 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.

GENERAL INFORMATION

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 students 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 student 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.

EMERGENCY CARDS

Emergency cards are critical to have on file should an emergency arise. All students are required to have a current emergency card on file in the guidance office. Any student who fails to turn in a current emergency

card for the 2016-2017 school year by **September 23** will receive **one (1) detention for each day the card is not turned in**. Failure to turn in a current emergency card by October 2 may result in 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 High School a student must be in good standing in terms of money owed the district. These debts could include but are not limited to, lost books, lost athletic equipment, library, 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 standing financially with the district.

In addition to participation in extra-curricular activities, any student in arrears financially will be prohibited from attending any extra-curricular activity sponsored by the district. This would include extra-curricular athletic contests, dances, fine arts performances or after school field trips.

SCHOOL MATERIALS

An account card will be kept in the high 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, etc. Library fines and all accounts are due and payable prior to graduation or a student diploma will not be issued.

ANNOUNCEMENTS

Announcements will broadcast in the classroom and the Media Center TV's throughout the day.

LOCKERS

Individual lockers are assigned to all students. Student lockers and desks are school property and remain at all times under control of Berrien Springs High School; 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 officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent, and without search warrant. Even though you are issued a locker, you are strongly advised not to keep valuables in your locker or share your combination with others. Lockers are also subject to canine searches.

Students are not to trade lockers with other students. Student will be held responsible for any damage to their locker resulting from decorating the interior and exterior or from improper use.

Students, clubs, and teams are not allowed to decorate lockers without administration approval first.

SKATEBOARDS/BIKES/ROLLER BLADES

The use of skateboards, bikes and rollerblades on school property is strictly prohibited. Upon arriving on school property students must refrain from using their skateboards, bikes and rollerblades except in designated areas. Skateboards and roller blades are strictly prohibited from the school building. Failure to comply will result in discipline.

EARLY DISMISSAL

When it becomes necessary for a student to leave school early, a pass must be obtained from the assistant principal's office, even if the student has adult status. Parental permission must be obtained prior to issuance of the pass, unless the student has obtained adult status from school officials. Leaving school property without permission is automatically a closed-campus violation.

TELEPHONES

The office phones are available for use by students for emergency purposes with permission from office personnel.

LOST AND FOUND

The Lost and Found is located in the assistant principal's office. The school will dispose of items not claimed by the final day of each marking period.

PASSES

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

VISITORS

All visitors to Berrien Springs High School must report directly to the High school office. Visitors are requested to sign in and receive a visitor's tag to be worn at all times while in the school building. Visitors in non-public areas of the school must have a visitor's tag. Any persons who do not follow this procedure will be requested to leave, assisted by the local police if necessary. Entrance to the high school can be accomplished only through the main front entrance after 7:30 a.m. All other doors are secured.

Visits to the high school during school hours should be for the purpose of conducting official school business only. Loitering, browsing, socializing, etc., by visitors will not be tolerated.

Many alumni and friends of Berrien Springs High School students request to visit during the day, while school is in session, throughout the year. Visiting is not acceptable, due to the disruption and attention visitors often bring to themselves (usually unintentional), possible confusion, and problems of identification. Those persons obtaining approval from the office to be in the facility will be issued a pass, which should be visible while in the building and presented upon request by a staff member or administrator.

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS

Before displaying or distributing any printed or written materials on school grounds, a student must submit to the high school principal a representative copy of the material to be distributed. Within two (2) school days, the principal will review the material 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 the high school 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 right as long as they do not interfere with the operation and management of B.S.H.S. At no time should the expression of a student 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

Assemblies at Berrien Springs High School are a privilege. The following procedures will be followed: Students will be assigned seating according to their grade level. Teachers will take attendance, supervise students, and write discipline referrals when necessary.

DANCES

Please make sure to read the rules for dances according to the student handbook which you and your parents signed:

Several dances are held each year for BSHS students in good standing and their guests. The student host must secure a GUEST PASS from the office prior to the event. Verification that the guest is a student in good standing at another high school will take place. Dances will end no later than 11:00p.m. Sexually suggestive dancing will not be allowed at any dance. This includes touching of any lower body parts by one or more parties, removal of any clothing, erotic behavior, etc. The rule is dance FACE TO FACE-LEAVE SOME SPACE. Inappropriate behavior will result in immediate and permanent removal from the dance by a uniformed officer or other adult. PLEASE CONSIDER THIS YOUR WARNING. No second warning will be given. We expect that you will act as a young adult and with respect for yourself and your dance partner.

Students not enrolled in high school may be allowed to attend the Winter Formal and the prom. The Berrien Springs High School student must secure a GUEST PASS from the Assistant Principal's office BEFORE the event.

The school administration will make a determination if the individual is in good standing. An individual in good

standing may include the following:

- The individual is a high school graduate
- The individual holds a GED
- The individual currently is enrolled and attends another school
- The individual has displayed good citizenship and has met community standards. As determined by the administration

Students are cautioned not to enter into any financial obligations until their guest has been approved. Elementary and middle school students ARE NOT permitted to attend high school dances. Students will be permitted to enter a dance one time during the school year without an identification card. Once admitted, students may NOT return to the dance if they leave the building. **ALL BERRIEN SPRINGS HIGH SCHOOL POLICIES AND RULES APPLY.**

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, school 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 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.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action of ten (10) days out-of-school suspension up to expulsion. A student's person and/or personal effects (e.g., purse, book bag, 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.

ACCIDENT INSURANCE

The Berrien Springs Public School does have secondary insurance for athletes injured while involved in a school related activity. This insurance will cover any extra amounts above and beyond the parent's insurance coverage. Accidents must be reported to the school within 48 hours and an insurance form filled out. Medical bills must be submitted to First Agency Inc. 5071 West H Ave., Kalamazoo, Michigan 49009-8501 within 90 days after date of treatment. There is a \$75.00 deductible.

For those who elect to enroll in this insurance, initial treatment must commence within 30 days from the date of the accident and the procedure for filling a claim is as follows:

- An accident claim form must be obtained from the Athletic Office and completed by the parent or guardian.
- Claims must be reported by use of a claim form within 20 days of treatment.
- Hospital and doctor bills must be itemized and sent to First Agency, Inc. (not the school)

FIRE DRILLS

Fire drills are a very important facet of the total operation of Berrien Springs High School. It is important that we be organized and aware of how to vacate the entire structure in the least possible time. We will conduct a minimum of five (5) fire drills during the course of the school term (required by law) and possibly 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 an announcement is made for staff and students to return to the original classroom area.

LOCKDOWN DRILLS

Lockdown drills are a very important aspect of safety training at Berrien Springs High School. It is important that students and staff are aware of the procedures to provide safety in the event of an outside or inside threat to the building. With assistance from local and county law enforcement the school will conduct a minimum of three (3) drills during the school year (required by law).

TORNADO DRILLS

Tornado drills are a very important facet of the total operation of Berrien Springs High School. It is important that we are organized and aware of how to provide safety within our entire structure. An intermittent alarm will sound in case of a tornado. Students are then to proceed to the designated areas and remain there until an "all clear" announcement has been made. We will conduct a minimum of two (2) drills during the course of the school term (required by law) and possibly others as the need arises.

TORNADO PROCEDURE

The Principal's office has a civil Defense monitor. Weather information comes directly to the office from the Grand Rapids Weather Bureau through the Civil Defense program. The following procedures will be followed as we receive official weather warnings:

- Tornado Watch (condition are right for tornadoes to possibly develop)
- The school program itself will remain unchanged. Schools will be notified of the watch and school officials will be extra alert for any further developments.
- 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 students are in the safest possible places in the building.

Parents are requested to cooperate as follows:

Do not phone the school when a tornado warning is in effect. It is imperative that school lines are open at this time for official calls. During a tornado watch or warning, a parent or guardian may sign out his/her student(s) in the main office of each school.

Tune in the local radio station: WSJM, WHFB, WAUS, WDOV, TV: WNDU-16, WSBT-22, WSJM-Fox 28.

MEDICATION PROCEDURE

The administration of medication (prescribed or over-the-counter) by school personnel shall be authorized and performed only in exceptional circumstances, when administration of the medication, by the parent at home is impossible or extremely difficult. Only school personnel that are specifically authorized by the building principal or his/her designated representative will administer medication. 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 before medication (prescription or over-the-counter) can be administered during school hours. This form may be obtained in the principal'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 doses will be appropriate.
4. Medication taken 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 parental 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 lunch box, pocket, or other means on or about his/her person. An exception to this would be emergency medication 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 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 student of a public school may possess and use a metered dose inhaler or a dry powder inhaler to allevi-

ate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event or program sponsored by or in which the student's school is participating.

The following conditions must be met for use:

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

ATTENDANCE POLICY

To benefit from the primary purpose of the school experience, it is essential that each student maintain a 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 these responsibilities and to maintain academic standards for earning credit.

A student out of the classroom without authorization from school personnel for more than fifteen (15) minutes within first period will be considered absent. For periods 2-8, a student will be considered absent after five (5) minutes.

Unexcused Absences

Students who accumulate ten (10) absences during a semester will lose credit for that class(es). Students will be notified when they have lost credit for the class(es). Attendance updates will be sent home after three (3), seven (7) and nine (9) absences. **Student(s) receiving loss of credit may appeal to the assistant principal.**

Excused Absences

All prearranged, authorized, and illness-related absences (with a doctor's note) will be excused absences. Excused absences must be verified by a phone call, email or note from a parent or legal guardian to the assistant principal's office (473-0730) by 9:00 a.m. the day following an absence. If the absence is likely to be an extended one, the parent is requested to notify the assistant principal's office.

Students should check with the attendance office when they return to make sure a parent or guardian has excused the absence. This needs to be done prior to 9:00 am. the day following an absence to have the absence excused. Absences of this type would not count toward ten absences allowed, as long as necessary documentation is provided. If this is not done, all absences will be considered unexcused.

NO NOTE OR CALLS AFTER THE DEADLINE SHALL CHANGE AN UNEXCUSED ABSENCE TO EXCUSED.

Excused Absences - "Special Consideration"

There will always be extenuating circumstances that will require special consideration (i.e., an absence due to a medical appointment or a death in the family). Absences of this type would not count toward ten absences allowed, as long as necessary documentation is provided.

No Count Absences

Activities that are school-sanctioned, such as field trips, athletic events, class meetings, college visitation, and suspension, would not count toward the 10 absences allowed.

Unexcused Absences-Skipping

A class(es) without the authorization of school authorities is considered truancy and is treated

As follows:

- | | |
|------------------------------------|--|
| 1st Occurrence: | One (1) Hour After School Detention session for each hour or portion of an hour missed. |
| 2nd Occurrence: | Two (2) Hours After School Detention sessions for each hour or portion of an hour missed. |
| All subsequent Occurrences: | Two (2) Hours After School Detention sessions for each hour or portion of an hour. Failure to serve will result in 2 days suspension for each hour missed. |

ATTENDANCE APPEAL PROCESS

1st Step: Contact the assistant principal. The assistant principal may take two actions:

- Deny the appeal.
- Grant an extension. (This may involve a written contract with the student.)

The assistant principal will make a decision within two (2) school days.

2nd Step: If you do not agree with the decision of the assistant principal, you may appeal to the principal within two (2) school days of the assistant principal's decision. The principal will make a decision within two (2) school days of the appeal.

3rd Step: 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 attendance committee's decision.

4th Step: At each level of the appeals process, all parties involved will be notified of the decision within two (2) school days.

Make-up time will be permitted for absences over ten per class. This provision will only be allowed for students who have received a passing grade in the course(s). Make-up time will be hour for hour, and must be made up within one week of the end of the marking period. Students will receive an "I" (incomplete) until the time is served. It is the responsibility of the student to arrange make-up time with the appropriate teacher.

MAKE-UP WORK HOMEWORK POLICY

Excused Absences Only

One or two days of consecutive absences:

- If the student is present the day the assignment is made and absent the day it is due, the assignment is due upon the student's return to class.
- If the student is absent the day the assignment is made, it is due the next school day after his/her return.

Extended Absences

Excused absences ONLY, such as, but not limited to, funerals, hospitalization, etc.

- If the student is present the day the assignment is made and absent the day it is due, the assignment is due upon the student's return to class.
- If the student is absent when the assignment is made, the number of days for make-up is equal to the number of days absent plus the day of the student's return.

Unexcused Absences

- Work may NOT be made up for credit.

Pre-Arranged Absences

- Non-school absences are ones that the student knows about prior to being absent from school. These include absences such as, but not limited to, family vacations, athletic competitions, etc.
- Students must pre-arrange these types of absences in the assistant principal's office at least two (2) weeks prior to the intended absence.
- Teachers will give the student assignments that would be required during his/her absence. These assignments will be due the day of the student's return.

These absences will count against the attendance policy limits.

TARDINESS

Tardiness is defined as not being in the student's designated workstation from when the bell sounds, and for up to fifteen (15) minutes after the tone sounds in first period and five (5) minutes after the tone sounds for periods thereafter. Records will be kept on a per-class basis. This tardiness is accumulated per 9-week marking period..

STUDENT CODE OF CONDUCT

These rules are in effect while the student is acting in the capacity as a member of a Berrien Springs High School sponsored student team, organization or club (in or out of uniform), at all school activities, and events during the summer and the school year.

The following infractions are of a serious nature and will result in suspension from the school sponsored activity or possible dismissal pending a hearing with the instructor/advisor and a building administrator:

1. Smoking, chewing, use or possession of tobacco.
2. Illegal use of drugs, or possession of illegal drugs. This includes the misuse of legal drugs, stimulants, steroids, counterfeit drugs, the possession, sale, or purchase of these substances. They all contribute to a drug-related atmosphere that is unacceptable and unhealthy.
3. Consumption, possession, or abuse of a substance containing any alcohol.
4. Theft of goods, equipment, or property belonging to the school or others.
5. Vandalism or destruction of property.
6. Any serious misbehavior or disobedience as defined by the Student Handbook.

The student, parents, teacher/advisor, and a building administrator will hold a conference for the purpose of developing an appropriate plan of action.

Students suspended from school will not be allowed to participate in any school-sponsored activity (practice, rehearsal or competition/performance) during the time of the suspension. This includes weekend activities that may occur during the time of the suspension. A suspension that goes from Friday through Monday will result in no participation for the student on Saturday or Sunday.

ACADEMIC ELIGIBILITY

To remain eligible, a student must not be failing more than one of their current courses. Grades will be checked on a weekly basis. If a student is receiving an "F" in more than one class at grade check time, the student may practice or rehearse with their team/group, but will not be allowed to participate in performances or competitions. Upon raising the "F" to a passing grade, verified through weekly grade checks, the student will be allowed to resume participation in all activities.

FIELD TRIPS

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.

STUDENT CONDUCT AND DISCIPLINE POLICY

PHILOSOPHY OF DISCIPLINE

The 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. It is important that the child is taught such behavior at home. The school must have the cooperation of the parents and students if an atmosphere is to be created within the school setting, which permits education to take place. Therefore, guidelines and rules have been established which are fair and reasonable. Those who violate the rules and guidelines, thus compromising the educational atmosphere, must be disciplined and even separated from members, if need be, to preserve the very basic purpose of attending school "EDUCATION."

It is the hope of the Board of Education that disciplinary measures taken by school officials will prove beneficial to the particular student and/or to the student body.

When a student has involved himself/herself in such misbehavior and has not responded to basic methods of school discipline, he/she will be returned to the parent or guardian who has the primary responsibility for his/her behavior. The primary reason here is to develop a working relationship between the parent and the student, since the parent, after being made fully aware of the situation, will exercise his/her parental responsibility before readmission.

Students are expected to be in the classroom prepared to learn. Students who disrupt classroom routine or who distract teachers and students may be removed from the classroom. Because of the nature of certain classrooms, teachers may establish specific regulations to apply to individual situations.

The types of behavior discussed in this section shall be grounds for discipline as defined. These categories are general in nature and are not deemed to be all-inclusive.

STUDENT-TEACHER RELATIONSHIP

Students may, on occasion, disagree with a teacher. Many times, these types of issues are easily resolved when the teacher and student are provided with an opportunity to share their thoughts with one another in a private setting. These issues, misunderstandings, or disagreements should not be resolved in front of, or

during, a class. Students wishing to address these types of issues should follow the steps as they are outlined below:

- 1st Step:** The student should schedule a meeting with the teacher to resolve their problems or differences. Both parties should mutually agree upon the date and time for the meeting. The meeting could occur before school, during lunch, during the teacher's planning period, or after school. Meetings related to disciplinary referrals must be scheduled through the assistant principal's office.
- 2nd Step:** In the event that the student and teacher are unable to resolve their differences, a meeting should be scheduled with the student's parents and the teacher. Both parties should mutually agree upon the date and time for the meeting.
- 3rd Step:** In the event that the parent and teacher are unable to resolve their differences, a meeting should be scheduled with the high school assistant principal, student, parent and teacher all present. All parties should mutually agree upon the date and time for the meeting.
- 4th Step:** In the event that the assistant principal is unable to resolve their differences, the parent may schedule a meeting with the principal. All parties should mutually agree upon the date and time for the meeting. The principal shall determine who should be present during this meeting.
- 5th Step:** In the event that the principal is unable to resolve the differences, the parent may schedule a meeting with the Superintendent of Schools. All parties should mutually agree upon the date and time for the meeting. The Superintendent shall determine who should be present during this meeting.
- Note:** Students not adhering to the above procedures may be held accountable/reported for disruptive/disorderly behavior or insubordination, depending on the situation.

DETENTION POLICY

Berrien Springs Public Schools operate a detention system whereby students who have violated acceptable procedure and behavior norms will be able to redeem themselves via "the make-up 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 that those students have certain consequences for inappropriate behavior.

Detentions can be issued by teachers or administrators, and the student must serve when assigned. If the student cannot stay the day assigned, arrangements must be made with the assistant principal for an alternate day. In cases of mitigating circumstances, the decision of the assistant principal will be final.

AFTER SCHOOL DETENTION

- An After School Detention is an extended detention period that replaces the traditional In-School Suspension.
- It begins at 2:45pm and ends at 3:45pm (1 hour). It is the responsibility of the student to arrange transportation upon completion of After School Detention.
- After School Detention will not be allowed for make-up time students; they are for disciplinary reasons only.
- Afternoon Detentions run Monday through Thursday.

AFTER SCHOOL DETENTION RULES

While assigned to an After School Detention, the following rules apply:

1. Students are to report directly to the After School Detention room at the end of the school day and exit the building immediately upon dismissal.
2. Students are to have materials and work to do. They are to remain busy the entire session. Students who do not have materials will be provided work.
3. No talking or communication is allowed at any time.
4. Students are not to sleep or lay their head down at any time.
5. Regular school rules apply during After School Detention:
 - NO food or pop.
 - NO hats or coats.
 - NO Electronics (CD players, cell phones, MP3's etc.)
6. If a student is absent from school, her/his After School Detention is automatically added onto the next day.

7. If a student fails to serve her/his After School Detention the following will apply:

1st Occurrence: One day Suspension

2nd Occurrence: One day Suspension

3rd Occurrence: Student not allowed to return until a meeting with parents, student and administration has taken place.

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 are 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 will be informed of the charges, either verbally or in writing, by the responsible administrator and will be provided an opportunity to respond to the charges prior to the imposition of any suspension. If the student denies the allegations, the school administrator will 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 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.

Written confirmation of the decision to suspend will 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 to the suspension.

The parent or guardian, or an adult student, may appeal the suspension to the principal of the high school or his/her designee only after discussion with the school administrator imposing the suspension. Any such appeal must be initiated within twenty-four (24) hours following the discussion with the school administrator imposing the suspension.

The parent 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 (24) hours following the discussion with the school administrator imposing the suspension.

Suspension

Suspension is the separation of a student from school for a period not to exceed the (10) school days. The authority to suspend rests with the principal and may be delegated to his/her assistants at the administrative level.

Students serving suspensions may not attend or participate in any school activities on the day suspensions are served. Suspensions end at 12:00 midnight, on the last day of suspension.

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.

IN-SCHOOL SUSPENSION GUIDELINES

1. Students must report to the ISS room immediately upon their arrival to school. Failure to do so will result in further disciplinary action including possible Out-of-School Suspension.
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 In-School Suspension supervisor 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 supervisor.

6. Students are responsible for having all materials needed for the day (books, paper, pencils, pens, etc.) including school work.
7. Lunchtime is from 11:12am. – 12:35pm. 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 rest room twice a day at set times in the morning and afternoon monitored by the supervisor.
12. Any further disciplinary action will result in an unexcused absence.
13. Students are expected to finish all assigned work the day of In-School suspension to receive credit for the day served.
14. All students are expected to leave campus upon school dismissal.

Out-of-School Suspension (OSS)

Out-of-School Suspension (OSS) is the separation of a student from school for a period not to exceed the (10) school days. The authority to suspend rests with the principal and may be delegated to his/her assistants at the administrative level.

- Missed work, including quizzes, tests & projects may be made up for credit. Missed work quizzes, tests and/or projects are to be completed within one day of the return for each day of suspension.

Students serving suspensions may not attend or participate in any school activities on the day suspensions are served. Suspensions end at 12:00 midnight, on the last day of suspension.

Expulsion and Suspension for More than Ten (10) School Days

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 with 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.

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) or more days of (In- or Out-of-School) suspension 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.

Persistent Disobedience

Persistent disobedience is defined as a student who receives 30 days of suspension (in school or out) within any two consecutive school years. Students who are persistently disobedient by this definition may be recommended to the Board of Education for expulsion.

BEHAVIORAL VIOLATIONS

It is not possible, nor is it intended, to identify all infractions that may occur. The following is a list of certain violations and disciplinary results. The principal has the authority in his/her discretion to identify other acts, which constitute infractions under this policy, and to establish appropriate discipline.

1. 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. Consequently, all doorways are locked throughout the instructional day with the exception of the main office entrance. Under normal circumstances, students are to refrain from opening locked doors to allow visitors into the building. All visitors must report directly to the main office. Violation of this practice will result in the following consequences:

1st Occurrence: One (1) After School Detention/parent notification

2nd Occurrence: Three (3) After School Detentions/parent notification

3rd Occurrence: One (1) day Suspension/parent notification

2. Academic Cheating/Plagiarism

Cheating includes but is not limited to: (1) the use of any unauthorized assistance in taking quizzes, tests, or examinations. (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to an instructor or another student.

Plagiarism includes, but not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person, including resources from the Internet, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling term papers or other academic materials.

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. Whenever a student is guilty of this misconduct, the following discipline will take place. Individual teachers may also apply their own penalties for cheating/plagiarism.

1st Occurrence: Collection of work/no credit for work/parent notification/ three (3) After School Detentions

2nd Occurrence: Collection of work/ no credit for work/ parent notification/ one (1) day suspension

3rd Occurrence: Collection of work/ no credit for the work/parent notification/ three (3) days Suspension/ parent notification/ and failure in course.

3. Alcohol, Tobacco, Vape, Nicotine, Illicit Drugs and Other Substances

The manufacture, distribution or intent to distribute/sell, possession, use, or being under the influence of the following substances is prohibited:

- A. alcohol or any alcoholic beverage;
- B. tobacco or tobacco products (nicotine) in any form;
- C. Illicit drugs;
- D. any abuse of glue, aerosol, or other chemical substance, including but not limited to, lighter fluid and other fluids for inhalation;
- E. any prescription or non-prescription drug, medicine, 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; steroids, human growth hormones, or other performance-enhancing drugs, and NO passing of aspirin;
- G. substances purported to be illegal, abusive, or performance enhancing, i.e., "look-alike" drugs;
- H. drug paraphernalia
- I. Vape, or Vape paraphernalia

It shall not be a violation of this policy for a student to use or possess a prescription 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.

DEFINITIONS

Manufacture: Altering or combining existing substances to create a new substance that causes physical or emotional change.

Use and/or under the influence: Any physical condition that indicates that a controlled substance has been consumed.

Possession: Physical possession of (including a student's (person) hall or gym locker or vehicle) or admission of physical possession.

Sale, distribution, or intent to distribute: Provide or distribute or offer to sell any controlled substances on school property, at a school-related or school-sponsored function to

any person at any time or intent to do the same.

Alcohol/Illicit Drug Policy

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

1st Occurrence: Ten (10) days OSS/parent notification. Penalty may be reduced to a minimum of five (5) days with verification of completion of voluntary professional counseling.

2nd Occurrence: Recommendation for expulsion to the Board of Education.

Sale, distribution, or intent to distribute (any student who shall intend to provide or distribute or offer to sell any controlled substances on school property, at a school-related or school-sponsored function to any person at any time)

All Occurrences: Out-of-School Suspension with recommendation for expulsion to the Board of Education.

Tobacco Policy

State law prohibits a minor (under 18) from purchasing, possessing, or using tobacco products. As a result of the above, minors are subject to criminal penalties. A person who violates the above is guilty of a misdemeanor, punishable by a legal fine. All tobacco violations will result in appropriate law enforcement agency notification for court disposition.

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

No student, regardless of age, 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. Tobacco products found in lockers are considered to be in a student's possession.

1st Occurrence: Three (3) days Suspension/ parent notification

2nd Occurrence: Five (5) days Suspension/ parent notification

3rd Occurrence: Ten (10) days Suspension/parent notification

4th Occurrence: Ten (10) day Out-of-School Suspension/ parent notification/ recommendation for expulsion to the Board of Education.

Vape Policy

No student, regardless of age, shall possess vape, or nicotine products, nor smoke, furnish or use vape products on school property, during school, or at school-related activities. Vape products found in lockers are considered to be in a student's possession.

1st Occurrence: Three (3) days Suspension/ parent notification

2nd Occurrence: Five (5) days Suspension/ parent notification

3rd Occurrence: Ten (10) days Suspension/parent notification

4th Occurrence: Ten (10) day Out-of-School Suspension/ parent notification/ recommendation for expulsion to the Board of Education.

Obscene/Lewd/Vulgar/Abusive Language or Gestures

Inappropriate language /gestures will not be tolerated. Language or gestures directed at staff increases consequences by one level.

1st Occurrence: Three (3) detentions

2nd Occurrence: Two (2) days Suspension/ parent notification

3rd Occurrence: Five (5) days Suspension/parent notification

4th Occurrence: Ten (10) day Out-of-School Suspension/ parent notification

4. **Bomb Threats/ False Fire Alarms**

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

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

5. **Book Bags/Gym Bags/ Duffel Bags**

These items are not to be allowed in the classroom unless permissible by the teacher.

1st Occurrence: Warning

2nd Occurrence: One (1) After School Detention

3rd Occurrence: Three (3) After School Detentions.

4th Occurrence: One (1) day Suspension/ parent notification.

5th Occurrence: Two (2) day Suspension/ parent notification.

6. **Cell Phones**

Students are not permitted to have their cell phones on or in class at any time during the school day. All cell phones are to be turned off and kept in the students' locker at all times. Electronic communication devices may be authorized, on an individual basis, for medical or other unusual reasons approved by the administration. Items confiscated must be picked up by a parent from the Assistant Principal's office

1st Occurrence: Confiscation/one (1) After School Detention/parent notification.

2nd Occurrence: Confiscation/three (3) After School Detentions /parent notification.

3rd Occurrence: Confiscation/one (1) day Suspension/parent notification.

7. **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 the building unless they have proper authorization to stay. All students must check out in the assistant principal's office for early dismissals. The closed campus policy also applies to students who may not have class for a period or portion of the school day.

Students who are referred for violation of this procedure will be subject to the following disciplinary action:

1st Occurrence: Three (3) After School Detentions/parent notification.

2nd Occurrence: Three (3) day Suspension/ parent notification.

3rd Occurrence: Four (4) day Suspension/ parent notification.

8. **Disrespect**

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

1st Occurrence: Three (3) After School Detentions / parent notification

2nd Occurrence: One (1) day Suspension/ parent notification

3rd Occurrence: Three (3) day Suspension/ parent notification.

4th Occurrence: Five (5) day Suspension/ parent notification

9. **Disruptive/Disorderly Behavior**

A willful act or behavior that jeopardizes or destroys the educational atmosphere as determined by the teacher will be considered disruptive classroom behavior. Students are to refrain from unnecessary yelling or loud vocalizing in hallways and other public areas of the building throughout the school day.

1st Occurrence: Three (3) After School Detentions / parent notification

2nd Occurrence: One (1) day Suspension/ parent notification

3rd Occurrence: Three (3) day Suspension/ parent notification.

4th Occurrence: Five (5) day Suspension/ parent notification

10. **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 High 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 clothing that is disruptive to the educational setting. Examples of such clothing include, **but are not limited to:**

1. 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.

2. A bottom garment must be worn at the waist (not sagging) and must be no shorter than a hand width above the knee regardless if the legs are covered. (Shorts with a six to seven inch inseam will usually meet this standard).
 3. Clothing must not be too tight, too short, too sheer, or too revealing whether standing or seated.
 4. Clothing with holes or rips of any size in any location is prohibited.
 5. Undergarments not displayed.
- B. The administration recognizes that athletic apparel worn in physical education classes may differ slightly with the above guidelines. This includes tank tops and athletic shorts with a shorter inseam (4" will usually meet this standard).
- C. For safety and health reasons, students are required to wear footwear.
- D. Clothing, patches, or buttons displaying profane, vulgar, or obscene suggestions/imagery are prohibited.
- E. A student's hair, apparel, or piercing which interferes with, the educational environment or constitutes a health or safety threat will not be permitted.
- F. Hats and winter coats shall be stored in a student's locker immediately upon arrival at school. 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).
- G. Bandanas, hats and other head gear and sunglasses may not be worn inside the school building during school hours. Hats will be off when in the building and stored in the students locker.
- H. 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 a 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. Therefore, T-shirts and other garments, buttons, and patches, which advocate the use of alcohol, tobacco or illegal drugs, are prohibited.
- I. Berrien Springs High 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.

If a student violates the dress code, the student will be given an opportunity to correct the attire or style of hair, which violates the dress code. In addition, school personnel may contact his/her parents or guardians regarding the violation. A student who continues to violate the dress code will be subject to appropriate disciplinary measures.

1st Occurrence: Warning/ student must come into compliance with the policy.

2nd Occurrence: One (1) After School Detention/parent notification /student must come into compliance with the policy.

3rd Occurrence: Two (2) day Suspension/parent notification

All Other Occurrences: Three (3) day Suspension/parent notification

11. Electronic Devices

The use of portable radios, recorders, cameras and players (including, but not limited to, a Walkman) can be disruptive to the educational process; such devices are not to be used in the school building without prior authorization. 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. Items confiscated must be picked up by a parent from the Assistant Principal's Office.

Cell phones are not to be used for any reason once the first bell rings. Cell phones are to remain off and locked in the students locker at all times. Due to privacy concerns camera phones are not allowed in Berrien Springs High School. Berrien Springs High School is not responsible for lost or stolen electronic devices that students choose to bring to school. Loss of these items will not be investigated and it is highly recommended that they be left at home.

1st Occurrence: Confiscation/one (1) After School Detention/parent notification.

2nd Occurrence: Confiscation/three (3) After School Detentions/parent notification.

3rd Occurrence: Confiscation/one (1) day Suspension/parent notification.

12. End-of-the-Year Pranks

If a student is found to be involved in an "end-of-the-year" prank as determined by the administration, the student will be subject to the following disciplinary action:

All Occurrences: Three (3) to ten (10) day OSS
Possible expulsion
Possible non-participation in graduation ceremonies
Restitution
Possible notification of legal authorities

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.

1st Occurrence: Five (5) day Suspension/ parent notification

2nd Occurrence: Ten (10) days OSS/ parent notification. Recommendation for expulsion.

14. **Fighting**

The intentional/ deliberate act of hitting or striking another student on school property, or while going to or from school, including any activity under school sponsorship, will not be tolerated. This standard will be applied to participants regardless of who started the fight.

1st Occurrence: May be sent home the day of the fight/three(3) additional days of OSS/ parent conference.

2nd Occurrence: May be sent home the day of the fight/five (5) additional days OSS/parent conference.

3rd Occurrence: May be sent home the day of the fight/ten (10) additional days OSS/parent conference. Recommendation for expulsion to the Board of Education.

***Should the incident involve premeditation, one level will be added to the consequences**

15. **Fireworks**

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

1st Occurrence: Five (5) day Suspension/ parent notification.

2nd Occurrence: Ten (10) days OSS/ parent notification. Recommend for expulsion.

16. **Food & Candy**

Only water may be allowed in classrooms by individual teachers. Food, candy and pop are **ONLY** allowed in the cafeteria area. Failure to comply will result in the following disciplinary action being taken:

1st Occurrence: Confiscation/ Warning.

2nd Occurrence: Confiscation/One (1) After School Detention.

3rd Occurrence: Confiscation/ Two (2) After School Detentions.

4th Occurrence: Confiscation/ Three (3) After School Detentions.

5th Occurrence: Confiscation/One (1) day Suspension

6th Occurrence: Two (2) days Suspension

17. **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 or lying to school personnel shall constitute forgery or false representation.

1st Occurrence: One (1) day Suspension/ parent notification

2nd Occurrence: Three (3) day Suspension/ parent notification

3rd Occurrence: Five (5) day Suspension/ parent notification

4th Occurrence: OSS pending expulsion recommendation

18. **Harassment & Bullying**

An example of inappropriate harassment is, but is not limited to, making fun of another student or students.

1st Occurrence: Three (3) After School Detentions/ parent notification

2nd Occurrence: One (1) day Suspension/ parent notification

- 3rd Occurrence:** Two (2) day Suspension/ parent notification
4th Occurrence: Five (5) day Suspension/ parent notification
5th Occurrence: Ten (10) days OSS/ expulsion recommendation

19. **Indecency/Obscenity**

Offensive acts, which include acts of immoral conduct, against commonly recognized standards of propriety or good taste as interpreted by the administration and/or teaching staff, also vulgar acts in verbal or written form, taking pictures, videotaping, hate speech, caricatures, or suggestive/inappropriate, clothing during any school activity shall be deemed inappropriate. Indecency/obscenity behavior directed toward a staff member or adults will result in one level being added to the consequence.

1st Occurrence: Three (3) day Suspension/ parent notification/ possible recommendation to guidance department.

2nd Occurrence: Five (5) day Suspension/parent notification/ recommendation to guidance department.

3rd Occurrence: Ten (10) days OSS/parent notification/ Expulsion recommendation.

20. **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.

1st Occurrence: Three (3) day Suspension/parent notification/ possible recommendation to guidance department.

2nd Occurrence: Five (5) day Suspension/parent notification/ recommendation to guidance department.

3rd Occurrence: Ten (10) days Suspension/parent notification.

21. **Lockers**

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 being taken:

1st Occurrence: Two (2) After School Detentions

2nd Occurrence: Three (3) After School Detentions

3rd Occurrence: One (1) day Suspension/parent notification

22. **Loitering Policy**

Students are not to loiter after 2:50pm. Students picked up after 2:50pm must be picked up at the front of the building. All students are to leave school property after dismissal unless they have a scheduled practice, teacher meeting, detention, or other authorized reason.

1st Occurrence: Two (2) After School Detentions

2nd Occurrence: Five (5) After School Detentions

3rd Occurrence: One (1) day Suspension/parent notification

23. **Misuse of Computers**

Consequences: Refer to AUP page 51

24. **Parking and Driving**

Students are permitted to park on school premises as a matter of privilege, not of right. The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Students may not loiter in cars and must have a pass to go to their vehicles during the school day.

Procedures

- a. No misconduct that jeopardize the safety of pedestrians
- b. Park in the designated student lot ONLY within the parameters of marked spaces where applicable.
- c. Never park in the traffic aisles or in a manner that prevents other vehicles' clear passage.
- d. Obey all laws pertaining to vehicle use as outlined by the Michigan Motor Vehicle Department

Failure to Adhere to the Above Procedures

- 1st Occurrence:** One (1) week loss of driving privileges/ parent notification/ possible removal of vehicle at owner's expense.
- 2nd Occurrence:** Two (2) weeks loss of driving privileges/ three (3) After School Detentions / possible removal of vehicle at owner's expense.
- 3rd Occurrence:** Loss of driving privileges for three (3) months & three (3) day Suspension/parent notification/ possible removal of vehicle at owner's expense.

25. **Pass Violation**

Pass violation involves failure to have a pass in the hallways or parking lot during scheduled class time, including inappropriate use of a pass.

- 1st Occurrence:** One (1) After School Detention
- 2nd Occurrence:** Three (3) After School Detentions
- 3rd Occurrence:** One (1) day Suspension

26. **Physical Assault**

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

- All Occurrences:** Ten (10) days OSS/ parent notification.
Recommendation for expulsion to the Board of Education.

27. **Pictures/Video Taping**

In order to avoid disruption of the educational environment and protect students' right of privacy, taking pictures or videotaping is prohibited on school grounds during school hours without permission from an administrator.

- 1st Occurrence:** Confiscation/one (1) day Suspension/parent notification.
- 2nd Occurrence:** Confiscation/three (3) days Suspension/parent notification.
- 3rd Occurrence:** Confiscation/five (5) days Suspension/parent notification.

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

Potentially dangerous objects include, but are not limited to, squirt guns, bean shooters, glass containers, rubber bands, lighters, snowballs, wallet chains, laser pointers, etc.

- 1st Occurrence:** Confiscation three (3) After School Detentions.
- 2nd Occurrence:** Confiscation/ five (5) After School Detentions.
- 3rd Occurrence:** Confiscation/ three (3) days Suspension/parent notification.

29. **Profanity**

Profanity, inappropriate language or gestures, will not be tolerated. Profanity directed toward a staff member or adult will result in one level being added to the consequence,

- 1st Occurrence:** Three (3) After School Detentions
- 2nd Occurrence:** Two (2) days Suspension parent notification
- 3rd Occurrence:** Five (5) days Suspension/parent notification
- 4th Occurrence:** Ten (10) days Suspension/parent notification

30. **Public Display of Affection**

In the Berrien Springs Public School environment, the only acceptable display of affection is holding hands.

- 1st Occurrence:** Written warning
- 2nd Occurrence:** Two (2) After School Detentions/parent notification
- 3rd Occurrence:** One day Suspension/ parent notification

4th Occurrence: Two days Suspension/ parent notification

31. **Striking or Threatening School Personnel**

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

All Occurrences: Immediate OSS with recommendation for expulsion.

32. **Tardy Policy**

There will be a limit of one tardy per marking period per class. Tardies above this will be considered unexcused. A warning will be given for the first tardy.

Consequences for persistent tardiness:

1st occurrence: Warning

2nd occurrence: One (1) After School Detentions

3rd occurrence: Two (2) After School Detentions

4th occurrence: Three (3) After School Detentions

5th & all subsequent occurrences: One (1) day Suspension/administrative conference/ parents notified.

Students arriving late to school MUST report immediately to the office and pick up a tardy slip. Tardiness must be excused by a parent. **There is a limit of three (3) tardies per nine week marking period.** Tardies above this will be considered unexcused. Parents will be required to contact administration for prior approval of any tardies in excess of three (3).

33. **Threatening Behavior**

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

Administration may make appropriate referrals for counseling services, depending upon the nature and severity of the threat or harm. 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. The parent will pay all expenses of the counselor for the foregoing purposes. Should the incident involve pre-meditation, one level will be added to the consequences.

1st Occurrence: Three (3) days Suspension/parent notification

2nd Occurrence: Five (5) days Suspension/parent notification

3rd Occurrence: Ten (10) days OSS/ parent notification, recommendation for possible expulsion

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

Stealing of school property or personal effects of others, or stealing from an individual by force or threat is prohibited. **Items valued under \$100.00.**

1st Occurrence: Three (3) day Suspension parent notification.

2nd Occurrence: Five (5) day Suspension/ parent notification.

3rd Occurrence: Ten (10) days Suspension/ parent notification/ and recommendation for Expulsion/full restitution and possible police notification

Stealing of school property or personal effects of others, or stealing from an individual by force or threat is prohibited. **Items valued over \$100.00.**

1st Occurrence: Ten (10) day Suspension/ parent notification.

2nd Occurrence: Ten (10) day Suspension/ parent notification/ and recommendation for expulsion/full restitution and possible police notification..

35. **Unsafe Physical Play**

Participation in any activity that either intentionally or unintentionally, creates an unsafe environment for by standers or active participants.

1st Occurrence: One (1) After School Detention

2nd Occurrence: Three (3) After School Detentions

3rd Occurrence: One (1) day Suspension

4th Occurrence: Three (3) days Suspension

36. **Vandalism**

The act of willful destruction of school property and property belonging to others, and defacing school

property such as lockers, desks, books etc., are prohibited

Report Graffiti and Vandalism

The Berrien Springs community has given students of the District the opportunity to attend high school. It is the goal of the administration and the Board of Education to ensure that the high school is maintained free from graffiti and vandalism. We cannot accomplish our goal without help of the students.

MAJOR OFFENSES: Examples include, but are not limited to, defacing school property, painting, glass breakage and physical destruction of school property.

1st Occurrence: Five (5) days Suspension/restitution/parent notification

2nd Occurrence: Ten (10) days OSS/restitution/parent notification

3rd Occurrence: Recommendation for expulsion/restitution to the Board of Education

MINOR OFFENSES: Examples include, but are not limited to, writing on school property or property of others, etching, spitting, etc.

1st Occurrence: Three (3) After School Detentions/restitution/parent notification

2nd Occurrence: One (1) day Suspension/restitution/parent notification

3rd Occurrence: Three (3) days Suspension/restitution/parent notification

4th Occurrence: Five (5) days Suspension/restitution/parent notification

5th Occurrence: OSS and expulsion recommended

37. **Weapons**

Weapon Related Conduct/Arson/Rape

A weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. 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. If it can be confirmed that a weapon was brought onto District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school for a period of one (1) year if s/he brings onto, or has in his/her possession on, school property or at a school related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines or device that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm.

Knowledge of Dangerous Weapons or Threats of Violence

The Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threats of violence to the principal or school personnel. Failure to report such knowledge may subject the student to discipline.

If a student possesses a dangerous weapon, or commits arson in the school building or on school grounds, or rapes someone in the building or on school grounds, the Board of Education or its designee convincing manner at least one of the following:

- The object possessed by the student was not intended for use as a weapon or for delivery to another person for use as a weapon.
- The student did not know that s/he was in possession of the weapon.
- The student did not know that the object was a dangerous weapon.
- The weapon was possessed by the student with the express of permission of the school or police authorities.

Dangerous Weapon

A dangerous weapon includes, but is not limited to, a firearm, dagger, stiletto, knife with a blade over three (3) inches in length, knife opened by mechanical device, iron bar, brass knuckles, or martial arts device.

A "firearm" is defined as:

- A weapon which will, is designed to, or may be readily converted to expel a projectile by an explosive, or by gas or air.
- The frame or receiver or any such weapon.

- Any firearm muffler or silencer.
- Any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may be readily converted to) expel a projectile by the action of an explosive or other propellant.

Weapons Not Covered by the State Law

1st Occurrence: Ten (10) days OSS/ parent notification

2nd Occurrence: Ten (10) days OSS/ parent notification/recommendation for expulsion to the Board of Education.

38. **Lunch Period Procedure**

Every student at Berrien Springs High School is assigned a lunch period. The following guidelines are to be followed as acceptable routine and behavior during this time:

Hallways

- Students are to proceed from their classes to the cafeteria area when their lunch is scheduled.
- Students must report to the cafeteria within five minutes or they will be considered tardy.
- Students are not to return to their classrooms or be in any halls of the high school until released by the lunchroom supervisors.
- Restrooms are provided by the cafeteria area for use during this interval.

Cafeteria

- Students are to proceed to the cafeteria in a quiet, orderly fashion, forming a line, at the entrance to the kitchen area.
- Appropriate behavior is expected of all students while in the cafeteria, including clean up and return of trays to proper area when finished.
- Food is to be consumed in the cafeteria.

Consequences range from warning to expulsion depending on the number and seriousness of the infraction.

39. **Library Media Center**

- The Library Media Specialist reserves the right to refuse any students if the library media center is at capacity because of use by classes.
- Food (including candy) and drinks are not allowed.
- Students who are behavior problems will be sent back either to the cafeteria or to the assistant principals' office.

Violations: Any deviation from the above acceptable norms for lunch period conduct will result in disciplinary action.

ACADEMIC POLICIES

SCHEDULE CHANGES

Every effort is made to have the student's schedule in order on the first day of the semester.

Changes may be made for the following reasons:

- Student received an incomplete schedule.
- Student received a duplication of courses.
- Student received a course in the incorrect sequence (English 11 before English 10)
- Senior lacks a required course for graduation.
- Student lacks a prerequisite or approval for a scheduled course.
- Student has already completed the course.

Schedules are NOT changed for the following reasons:

- Preference for a different teacher.
- Preference for a different period or semester.
- Preference to be with friends in classes.
- Change of mind.

PROCEDURE FOR SCHEDULE CHANGES

Schedule changes must be arranged through the Guidance Department. All changes must be completed within 5 days of the start of the class.

Exceptions to the above will be allowed only under extreme conditions with permission from administration.

SENIOR EXAM RULES

1. "B" grade for second semester and two or less absences in the same class will result in no exam.
2. **All absences** for class except those designated as school business or doctor coverage are counted. For this purpose, the teacher's record book is the official count.
3. Any unexcused absence will result in an exam.
4. Any senior may choose to take an exam.
5. Attendance counting should be from the first day of the 2nd semester.
6. Any senior not required to take an exam does not need to attend that hour. Students must, however, follow proper checkout procedures, this means note from home and sign out in office.

SENIOR EXAMS

1. Seniors will take exams in scheduled class and room unless special arrangements are made through the office.
2. Exams should be planned for a full exam period.
3. Notify seniors of exams two weeks prior to the scheduled exams.
4. Seniors will have mandatory graduation practice.
5. Honors Assembly will be held in the spring.

GRADING PROCEDURE

Report cards are issued four times a year. The following terms are used in rating scholarship achievement in the courses taken.

A	=	4.0	C	=	2.0
A-	=	3.667	C-	=	1.667
B+	=	3.33	D+	=	1.33
B	=	3.0	D	=	1.0
B-	=	2.667	D-	=	.667
C+	=	2.33			

The grade of incomplete is used when one cannot complete the work during a marking period because of prolonged excused absences or other reasons determined by the instructor. The work must be completed within two weeks from the first time the student returns from class. An incomplete, not made up within this time limit, may become an "F" or a grade of **No Credit**. Only on rare occasions, with the approval of the Principal's Office, will an incomplete be issued at the end of the second semester.

A course that requires a letter grade cannot be changed to CR/N. Any student wishing to appeal a semester grade or any other recorded grade must do so in writing to the principal no later than three weeks after the semester ends or three weeks from the date the grade is issued.

HONOR ROLL

Students will be placed on the Honor Roll when their grade point average is 3.0 or above for a semester with no D's or F's. Honor Rolls are published at the conclusion of each semester.

Requirements for the Honor Roll

- Must be a full time BSHS student
- Shall have a minimum grade point average of three (3.0)
- May not have more than one (1) CR (credit)
- May not have any incompletes (I)

BERRIEN SPRINGS HIGH SCHOOL CLASS OF 2017 GRADUATION REQUIREMENTS
--

Students enroll in a basic schedule of 8 credits per year. There are a minimum of 29 credits required for graduation.

Required courses include:

4 credits	English (includes Speech .5cr)
4 credits	Math (Algebra I, Geometry, Algebra II; including math in senior year)
1 credit	Earth Science
1 credit	Biology
1 credit	Chemistry or Physics
1 credit	US History/Geography
.5 credit	Civics
.5 credit	Economics
1 credit	World History/Geography
.5 credit	Physical Education
.5 credit	Health
1 credit	VPAA*
2 credit	World language**
1 course	Online course experience
.5 credit	Senior Project
40 hours	Community Service

*Visual, Performing, and Applied Arts

**Or 1 credit World Language and 2 credits VPAA

In addition to the above course requirements, students must also take the M-Step, or a state approved alternate exam, prior to graduation. Typically, the state test is administered in the spring of the student's junior year.

BERRIEN SPRINGS HIGH SCHOOL CLASS OF 2018 GRADUATION REQUIREMENTS
--

Students enroll in a basic schedule of 8 credits per year. There are a minimum of 29 credits required for graduation.

Required courses include:

4 credits	English (includes Speech .5cr)
4 credits	Math (Algebra I, Geometry, Algebra II; including math in senior year)
1 credit	Earth Science
1 credit	Biology
1 credit	Chemistry or Physics
1 credit	US History/Geography
.5 credit	Civics
.5 credit	Economics

- 1 credit World History/Geography
- .5 credit Physical Education
- .5 credit Health
- 1 credit VPAA*
- 2 credits World Language**
- 1 course Online course experience
- .5 credit Senior Project
- 40 hours Community Service

*Visual, Performing, and Applied Arts

**Or 1 credit World Language and 2 credits VPAA

In addition to the above course requirements, students must also take the M-Step, or a state approved alternate exam, prior to graduation. Typically, the state test is administered in the spring of the student's junior year.

BERRIEN SPRINGS HIGH SCHOOL CLASS OF 2019 GRADUATION REQUIREMENTS
--

Students enroll in a basic schedule of 8 credits per year. There are a minimum of 29 credits required for graduation.

Required courses include:

- 4 credits English (includes Speech .5cr)
- 4 credits Math (Algebra I, Geometry, Algebra II; including math in senior year)
- 1 credit Biology
- 1 credit Chemistry, Physics, or Physical Science
- 1 credit Chemistry, Physics, Physical Science, PLTW, or approved CTE course
- 1 credit US History/Geography
- .5 credit Civics
- .5 credit Economics
- 1 credit World History/Geography
- .5 credit Physical Education
- .5 credit Health
- 1 credit VPAA*
- 2 credits World Language**
- 1 course Online course experience
- .5 credit Senior Project
- 40 hours Community Service

*Visual, Performing, and Applied Arts

**Or 1 credit World Language and 2 credits VPAA

In addition to the above course requirements, students must also take the M-Step, or a state approved alternate exam, prior to graduation. Typically, the state test is administered in the spring of the student's junior year.

BERRIEN SPRINGS HIGH SCHOOL CLASS OF 2020 GRADUATION REQUIREMENTS
--

Students enroll in a basic schedule of 8 credits per year. There are a minimum of 29 credits required for graduation.

Required courses include:

- 4 credits English (includes Speech .5cr)
- 4 credits Math (Algebra I, Geometry, Algebra II; including math in senior year)
- 1 credit Biology
- 1 credit Chemistry, Physics, or Physical Science
- 1 credit Chemistry, Physics, Physical Science, PLTW, or approved CTE course
- 1 credit US History/Geography
- .5 credit Civics
- .5 credit Economics
- 1 credit World History/Geography

.5 credit	Physical Education
.5 credit	Health
1 credit	VPAA*
2 credit	World language**
1 course	Online course experience
.5 credit	Senior Project
40 hours	Community Service

*Visual, Performing, and Applied Arts

**Or 1 credit World Language and 2 credits VPAA

In addition to the above course requirements, students must also take the M-Step, or a state approved alternate exam, prior to graduation. Typically, the state test is administered in the spring of the student's junior year.

COMMUNITY SERVICE GUIDELINES

TIME FRAME

Commencing any time after the last day of a student's 8th grade year in school, but no later than May 1 of the year in which the student graduates from high school, the student is required to perform no less than 40 hours of community service for a person(s) not related to the student, or for an organization engaged in community service. Such service need not be performed in a concentrated block of time, but may be spread out over the student's entire high school career. Students are encouraged to begin their community service early in their high school career in order to complete the 40 hours of service by April 30 of their graduation year. 15 hours may also be used to complete the physical project portion of the required senior project.

ELIGIBLE ACTIVITIES

Eligible activities must be separate from regular extracurricular activities (athletics, band, choir, etc.) The student must render aid or perform volunteer service that directly benefits at least one other unrelated person, and for which the student does not receive monetary compensation. Eligible activities include but not limited to:

- Reading to children in the elementary grades in a structured approved program;
- Tutoring a fellow student or younger student in a structured approved program;
- Mentoring younger children in a structured approved program;
- Participating in activities that encourage middle school children to prepare for college;
- Volunteering at a hospital, nursing home, church, etc.;
- "Service learning" (community service for which academic credit is earned);
- Service performed as a requirement for membership in the National Honor Society or a similar organization;
- Serving others in a manner not associated with a community service organization (e.g., helping an elderly neighbor not related to the student do grocery shopping each week, etc.);
- Working with a church group to build a shelter for residents of an impoverished community, either locally or in some other state or country;
- Performing with the school band or choir at a local retirement center for which no admission fee is charged and whose sole purpose is to entertain the elderly;
- Planning and participating in a bake sale, car wash or similar activity with fellow students to raise money for a local charity.

ELIGIBILITY

Students are encouraged to consult with high school Guidance Department *regarding* the eligibility of an activity not listed above.

COMMUNITY SERVICE ORGANIZATIONS

Many community service organizations welcome the voluntary service of a high school student. Such organizations include, but are not limited to, Habitat for Humanity, Hospice, Meals on Wheels, United Way, churches and other local volunteer organizations. Students seeking a community service organization for which they may perform community service are encouraged to contact the Berrien Springs High School Guidance Department (phone 269-473-0731) or the Volunteer Center of Michigan (phone 517-492-2430) for a list of local charitable organizations.

RECORD KEEPING

It is the responsibility of the student to keep track of their own community service hours. The guidance office has a form available for students to log their hours. Students performing community service for local organizations, churches, etc. may prefer to request a letter on company letterhead verifying hours worked, brief description of services provided and signature of supervisor, students will be asked to provide documentation of their hours in their senior project portfolio.

For information or questions regarding this policy, contact Berrien Springs High School at 269-471-1748.

COMMENCEMENT

Students satisfying all requirements will be invited to participate in commencement activities. Seniors must be full-time students to participate in the graduation ceremony.

Any student who, at the end of their senior year, has not passed the required classes and accumulated the prescribed number of total credit to be able to graduate with his/her class will not be allowed to participate in commencement.

The graduation ceremony is a privilege, not a right. The administration reserves the right to exclude from the ceremony students who do not complete their senior year in good standing with the school.

Students who fail to complete all necessary credits required to graduate will be allowed to receive their original diploma if they make up the necessary credits by September 1 of their graduation year. If they complete the credits after September 1 of their graduation year, they receive a diploma in the school year congruent with the school year in which they completed the necessary credits. Diplomas will not be awarded to these individuals until such time as all requirements have been satisfied.

Proper attire for commencement will be "cap and gown" and prescribed by the high school administration, with no alterations without the approval of the administration.

Boys' dress code

Dark slacks
Plain colored dress shirt with tie
Dress socks
Dress shoes (no sandals)

Girls' dress code

Skirt, dress, or slacks
Dress blouse (if wearing skirt or slacks)
Dress shoes

Graduation practice attendance is mandatory! Any student failing to attend without prior administrative approval will not be allowed to participate in the commencement ceremony.

Cap and Gown: **NO writing, lettering, insignias, etc. (of any type)** on your cap or your gown

NO other type of tassels or cords can be added to your gown.

Any student who doesn't adhere to the graduation dress code will not be allowed to participate in the commencement exercises.

DUAL ENROLLMENT

With the growing interest of parents and students in dual enrollment programs offered through colleges and universities, this policy and accompanying guidelines are an attempt to provide for such programs within a realistic framework to insure the integrity of our secondary schools curriculum.

If a student and/or parent request to waive specific course work, all of the following guidelines are to be adhered to:

- Such a request is to be made in advance of the course being taken at an accredited college or university or other institution.
- This request will be made in writing.
- A detailed description of the program to be taken is to be supplied to appropriate personnel by the institution so that staff can compare it with requirements of the program to be waived.
- Student performance results must be made available to appropriate district personnel following completion of the work.
- Such work must be satisfactorily completed.
- A committee of appropriate local school staff may review pertinent data and approve all requested waivers. The committee may include a teacher, a guidance counselor and the principal of the appropriate

school. This policy and guidelines are applicable to students grade six through twelve. The committee will also decide if any grade for the coursework will be credited to the student's grade point average (GPA)

- Students who transfer to BSHS will have his/her credits adjusted in accordance with the above requirements.
- With few exceptions, all students will be enrolled in a full schedule of classes. Deviation requires approval of the high school administration and may be granted when course work from another institution might better serve the needs of the student.
- State law in this area is under constant change. Please contact the High School office for further information.
- According to state law, students who attain a non-transferable grade (D or F), or who withdraw from the course after the refund period must reimburse the school district before receiving their diploma.

EARLY/MIDDLE COLLEGE

Berrien Springs High School is an MDE approved Early/Middle College (EMC). EMC's offer qualifying students the opportunity to begin earning college credits as early as the freshman year of high school. Up to 60 credits or an Associates Degree may be earned during a four or five year high school career. Parents and students interested in this program should see their counselor during the 8th grade year.

TESTING OUT OF HIGH SCHOOL COURSES

Berrien Springs High School will grant credit to high school students not enrolled in courses that exhibit reasonable level of mastery (78% or better on exam) in those courses. Credits will be awarded on a "pass" basis and not included in G.P.A.

Credit will count toward fulfillment of subject area and course sequence requirements. Once credit has been earned by "testing out," students may not subsequently receive credit for a sequentially lower course in the same subject area. Please see your guidance counselor for more information.

Students wanting to test out of high school courses must follow the guidelines listed below:

Step 1: Sign up for qualifying class during the month of May.

Step 2: Pick up course descriptions and objectives to take home for the summer before the current school year ends. Students who fail to pick up course descriptions and objectives will not be allowed to test out.

Step 3: Before leaving school for summer vacation, sign up for a date and time to take the test. Tests are taken during the month of August prior to the beginning of the school year. Students who fail to schedule a date and time for testing will not be allowed to test out.

FINAL GRADE POINT AVERAGE AND RANK

Official grade point averages and class ranks will be recorded in the cumulative folder as to official performance record. Students will be required to complete two (2) full semesters of work to receive a specific class rank.

TOP TEN

The student shall be here one (1) full school year to be considered. The student will be required to complete two full semesters of work before he/she is considered.

NATIONAL HONOR SOCIETY

Responsibility for publishing pertinent information is assigned to the chapter advisor. Selection procedures shall be outlined in the student handbook with clarifications available through the advisor and the faculty council.

The faculty council is limited to five members appointed by the principal plus the advisor. The faculty council shall:

- Outline and define the selection procedure.
- Select membership after faculty balloting.
- Conduct hearings on dismissals upon request.

Selection is an honor accorded by the faculty. Students may not apply, although transfers are accepted in

accordance with national regulations.

- In accordance with national regulations, scholastic eligibility is determined on a cumulative basis.
- Local membership is limited to junior and senior classes
- Selection shall not be denied because of a grade less than a B.
- Membership is based upon equal consideration of scholarship, character, service and leadership.
 - **Scholarship** The cumulative will be 3.5 at the end of semester one of junior year or at time of later consideration.
 - **Service** Candidate's school and community service record shall be recorded and evaluated.
 - **Leadership** Candidates are objectively ranked by all faculty using same formula.
 - **Character** Same as leadership.
- Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty. Schools are not obligated to share with parents and students information concerning non-selection of specific students. Students not selected do not have a legal right to a hearing, but they may be given an opportunity to present their complaints to the principal or chapter advisor.

MAKE-UP CREDITS

Students who are in need of additional credit(s) for graduation have two (2) acceptable alternatives:

Summer School Credit will be accepted at face value from any area high school or college offering acceptable pre-approved (by Berrien Springs Public High School Administration) summer school programs. It is the responsibility of the student to provide an official transcript verifying the course and credit completed.

Credit Recovery Credit recovery provides students with the opportunity to catch up on credits needed to graduate from high school. It is available throughout the school year, Monday-Thursday from 3:30-5:30pm.

Cost:

- BSPS Students - \$100 per .5 credit per session
- Free/Reduced Lunch BSPS Students - \$50 per .5 credit per session
- All Other Students - \$125 per .5 credit per session

Contact the guidance office for more information. Contact a high school counselor for more information regarding make-up credits.

WEB GUIDELINES

Web Pages:

Teachers may develop web pages for the purpose of communicating classroom or district educational information with others. Publishing privileges are provided to staff (not students), and the following guidelines must be observed:

Use: District web pages will be used for educational purposes only. Any use of the site for political lobbying, product advertising, or personal financial gain is prohibited.

Format: Teacher-produced web pages shall follow the district format. The information shall indicate the date of last update and the name or names of the person(s) responsible for the web page.

Quality: All work must be free of spelling or grammatical errors. Documents may not contain or be linked to objectionable material. There shall be no religious, racial, sexual, and/or violent content or profanity.

Subject Matter: All subject matter posted on Berrien Springs Public Schools web pages and their link must directly relate to curriculum and instruction, school-authorized activities, or information about the District. If student pictures are posted on the web page, no names shall be attached, and if student work is posted, only first names may be listed (no last names).

Copyright: No unlawful copies of copyrighted material may be produced or transmitted via district equipment. Teachers posting information on the web page must be sure that materials do not violate copyright laws.

CAREER OPTIONS

Career Development - The high school program of Berrien Springs Public Schools offers a diverse (or comprehensive) course of study, designed for students to recognize and achieve their goals, through coordinated sequence of academic and technical course, all students are encouraged to see more clearly their post high school educational options. As lifelong learners, Berrien Springs High School graduates may continue their education at four-year colleges; as they strive to reach their own individual academic and career goals. Career development is a complex process of acquiring the knowledge, skills, and attitudes necessary for an individual to make a meaningful, productive, and satisfying part of life. The career development process requires a continuum of planned activities including career awareness, exploration, decision-making, and educational planning. These activities are designed to maximize the capabilities of all learners to explore, to analyze options, to self-assess interests and abilities, to select educational preparation for, gain entry to, and to succeed in career choices throughout their life.

Career Pathways - Berrien Springs High School is continuing on a system that uses Career Pathways as a common language to address career preparation needs in our school. A career pathway is a system that creates well-marked "paths" of sequenced courses, which provide both focus and direction to a student's learning experiences. The pathway prepares the student for a goal-oriented future and puts purpose in learning. It offers a system of choice for each student and helps students know what it takes to reach their career goals. Career Pathways are broad grouping of careers that share similar characteristics and whose employment requirements call for many interest, strengths and competencies. The desired outcomes of career preparation are student achievement and ultimate success in a chosen career. The career-related needs of the students call for alignment with career opportunities in the real world. Career Pathways provide a useful framework to aid both students and educators in making those meaningful connections to the working world. Six Career Pathways have been identified to cover all career opportunities regardless of educational requirements.

What are the six Career Paths?

ARTS & COMMUNICATION

Occupations in this path are related to humanities and performing, visual, literary and media arts. These include architecture; graphic, interior, or fashion design; writing; film; fine arts; journalism; languages; media; advertising; and public relations.

Is this Career Path for You?

Are you a creative thinker? Are you imaginative, innovative and original? Do you like to communicate ideas? Do you like making crafts, drawings, playing a musical instrument, taking photos or writing stories? This may be the career path for you!

Career Categories	Advertising and public relations	Creative writing
	Film production	Foreign languages
	Journalism	Radio and TV broadcasting
Courses in School	Fine arts courses (art, drama, music)	Journalism
	Language arts	Vocational classes in fine art
Sample of Careers	Public relations executive	Dancer
	Film Producer	Fashion Designer
	Journalist	Radio and TV broadcaster

BUSINESS, MANAGEMENT AND MARKETING TECHNOLOGY

Occupations in this path are related to the business environment. These include entrepreneurship, sales, marketing, computer/information systems, finance, accounting, personnel, economics and management.

Is this Career Path for You?

Do you enjoy being a leader, organizing people, planning activities and talking? Do you like to work with numbers or ideas? Do you enjoy carrying though with an idea and seeing the end product? Do you like things neat and orderly? Would you enjoy balancing a checkbook, following the stock market, holding an office in a club, surfing the internet? This may be your career path!

Career Categories	Accounting	Marketing
	Office Administration	Sales
	Entrepreneurship	Finance

	Hospitality and tourism	Personnel
	Management	Economics
	Computer/Information systems	
Courses in School	Computer Science	Math
	Vocational classes in Business Education	Speech
Sample of Careers	Loan Officer	Salesperson
	Economist	Travel Agent
	Legal Secretary	Hotel Manager
	Office Manager	Computer Programmer

HEALTH SCIENCES

Occupations in this path are related to the promotion of health and treatment of diseases. These include research, prevention, treatment and related health technologies.

Is this Career Path for You?

Do you like to care for people or animals that are sick or help them stay well? Are you interested in diseases and in how the body works? Do you enjoy reading about science and medicine? Would it be fun to learn first aid, volunteer at a hospital or veterinary clinic? This may be your career path!

Career Categories	Dentistry	Hygiene
	Medicine	Nursing
	Nutrition and fitness	Therapy and rehabilitation
Courses in School	Biological Sciences	Chemistry
	Health Education	Math
	Vocational classes in health care	
Sample of Careers	Dentist	Dental Hygienist
	Doctor	Veterinary Technician
	Respiratory Therapist	Physical Therapist

HUMAN SERVICES

Occupations in this path are related to economic, political and social systems. These include education, government, law and law enforcement, leisure and recreation, military, religion, childcare, social services and personal services.

Is this Career Path for You?

Are you friendly, open, understanding and cooperative? Do you like to work with people to solve problems? Is it important to you to do something that makes things better for other people? Do you like to help friends with family problems? Do you like reading, storytelling, traveling or tutoring young children? This could be your career path!

Career Categories	Child and family services	Education
	Law and legal studies	Law enforcement
	Cosmetologist	Social Services
Courses in School	History	Political Sciences
	Psychology	Social Studies
	Vocational classes in service fields	
Sample of Careers	Chef	Teacher
	Lawyer	Police Detective
	Cosmetologist	Social Worker
	Librarian	Firefighter

ENGINEERING, MANUFACTURING AND INDUSTRIAL TECHNOLOGY

Occupations in this path are related to technologies necessary to design, develop, install, and maintain physical systems. These include engineering, manufacturing, construction, service and related technologies.

Is this Career Path for You?

Are you mechanically inclined and practical? Do you like reading diagrams and blueprints, and drawing building structures? Are you curious about how things work? Would you enjoy painting a house, repairing cars, wiring electrical circuits or woodworking? This may be the career path for you!

Career Categories	Manufacturing technology	Mechanics and repair
	Engineering	Drafting
	Construction	
Courses in School	Drafting	Math
	Physical Science	Science
	Vocational Classes: Technical/Industrial	
Sample of Careers	Architect	Plumber
	Electrician	Air Traffic Controller
	Auto Mechanic	Chemical Engineer
	Draftsman	Surveyor
	Geographer	

AGRI-SCIENCE & NATURAL RESOURCES

Occupations in this path are related to agriculture, the environment and natural resources. These include agricultural sciences, earth sciences, environmental sciences, fisheries, forestry, horticulture and wildlife.

Is this Career Path for You?

Are you a nature lover? Are you practical, curious about the physical world, and interested in plants and animals? Do you enjoy hunting or fishing? Do you like to garden or mow the lawn? Are you interested in protecting the environment? This could be your career path!

Career Categories	Agriculture	Animal health care
	Earth Sciences	Environmental science
	Fisheries management	Wildlife management
	Horticulture	Forestry
Courses in School	Astronomy	Biological Sciences
	Math	Vocational classes in Agriculture
Sample of Careers	Farmer	Oceanographer
	Landscaper	Forester
	Marine Biologist	Conservation Agent
	Chemist	Physicist

HAVE A GREAT YEAR!

GO SHAMROCKS!

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 stimulated 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 Board'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, etc.
 - 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.

Consequences:

First Occurrence: Three (3) days suspension/restitution/parent notification/loss of computer privileges for 90 school days.

Second Occurrence: Five (5) days suspension/restitution/parent notification/loss of computer privileges for 180 school days.

Third Occurrence: Ten (10) days suspension/restitution/parent notification/loss of computer privileges for remainder of time at Berrien Springs Public Schools.

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) Transmit e-mail through an anonymous remailer;
- d) Download and/or install any programs including, but not limited to, games or instant messaging programs except for specific files essential to educational instruction.
- e) Download copyrighted files including, but not limited to, audio (such as MP3) or video except for specific files essential to educational instruction.
- f) Post personal or private student information on educational technology without consent.
- g) Use of another person's account/email address/password is prohibited. students may not allow other users to utilize their account/email student/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;
- h) Use vulgarities or other inappropriate language.
- i) Attempt to hide the origin of network communications through software or hardware anonymous or pseudonymous connections.
- j) Attempt to subvert content filters designed prevent access to undesirable content. (i.e. online proxies)
- k) Accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher 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

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) 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 Board'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" on-line 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 e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.

4) 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. Stu-

dents 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 (e-mail—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 on-line 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 Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board’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, nondeliveries, misdeliveries, 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.