

# **Brethren Middle / High School**

## **Student Handbook**

## **WELCOME**

Welcome to Brethren Middle/High School, home of the BOBCATS! This is your school. The opportunities available to you here are many. Knowledge, skills and attitudes are yours for the taking. The faculty and administrators are available at all times to help and guide you. The athletic teams, student groups, clubs and organizations are only as good as you make them. Your years here will be positively rewarded as a result of mature behavior, regular attendance, cooperation with your teachers and diligent class work. Brethren Middle/High School will be what you wish it to be. Let us work together to keep our traditions and standards high.

We are aware of the fact that no handbook will cover every situation that arises. From time to time there will be incidents which will occur that will have to be handled on their own merits. If your parents/guardians have any questions, they are urged to contact the school for answers.

## **MISSION STATEMENT**

*It is our mission to help learners of all ages to develop the skills to succeed.*

**The KND Board of Education believes that service learning is a vital part of the educational process and has adopted the following definition: “Service-Learning is a teaching methodology that connects meaningful community service with academic learning, personal growth, and civic responsibility.”**

### **SCHOOL ADMINISTRATION**

Marlen Cordes, Superintendent

Julie A. Johnson, Secretary to Superintendent

Kaleva Norman Dickson School District 477-5353

Jakob Veith, Middle/High School Principal

Cheryl Schaefer, Secretary to Principal

Eric King, Dean of Students

Jason Kemler, Athletic Director

231-477-5353

### **BOARD OF EDUCATION**

School board meetings are held at 7:00 p.m. monthly in the Brethren Schools Media Center.

## **BRETHREN MIDDLE/HIGH SCHOOL FACULTY**

Andrew Amstutz  
Kirsten Amstutz  
Rachel Edmondson  
Jackie Karnisz  
Jason Kemler  
Kyle Griffin  
Amanda Mobley  
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**Student Handbook**  
**BRETHREN MIDDLE/HIGH SCHOOL**  
**4400 NORTH HIGH BRIDGE ROAD**  
**BRETHREN, MICHIGAN 49619-0036**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 30, 2017. If any of the policies or administrative guidelines referenced herein are revised after August 30, 2017 the language in the most current policy or administrative guideline prevails.

**MISSION OF THE SCHOOL**

**BRETHREN MIDDLE/ HIGH SCHOOL**

**MISSION STATEMENT**

***Our mission at Brethren Middle/High School is to provide a safe, caring, and supportive environment for learners of all abilities, in order to assist them in reaching their greatest potential.***

**MOTTO**

Small School – Big Family

**SCHOOL COLORS**

Navy, Columbia Blue and White

**BELIEF STATEMENTS**

Everyone can learn and achieve personal success.

Everyone has equal rights and self-worth.

Education is a shared responsibility.

Learning is a life-long process.

A diverse curriculum with technology and extra-curricular programs is vital to the development of the individual.

## **SCHOOL SONG**

Stand up and cheer for old Brethren Middle/High  
Our PEP and SPIRIT will never die.  
All our coaches are the best.  
Our teams will always meet the test.  
We never stagger, we never fall  
Our Teams will always fight for the ball.  
Strive to win, and win them all,  
Because we're from B.M.S/B.H.S.!!!!  
FIGHT!!  
B-0-B-C-A-T-S, BOBCATS!!!!

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Jakob Veith  
K - 12 Principal  
231.477.5353

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **PARENT INVOLVEMENT**

District Parent Involvement Policy should be placed here. See NEOLA Policy 2112 in Special Update of November 2004. P.A. 107 states that the Board may fulfill the requirement of providing a copy of the plan to all parents/guardians, by placing a copy of the plan in its student handbook or similar publications.

## **SCHOOL DAY**

Unless you have made prior arrangements with your teacher, coach, or class advisor, the school building will open at 8:00 a.m. for students.

### **Academic Hours**

Monday-Thursday: 8:10 am-3:10 pm  
Early Release/Friday: 8:10 am-1:10 pm  
Half Day: 8:10 am-12:45 pm

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **Homebound Instruction**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

You will need to present a birth certificate and a copy of immunization records at the school office at the time of enrollment, or transfer in from another school district, at Brethren Middle/Senior High School. School Law, Public Act No. 12 - 1960, Section 376, as amended by House Bill No. 2080, reads as follows:

*All children enrolling in any public, private, parochial or denominational school in Michigan for the first time shall submit either a statement signed by a physician that they have been immunized against measles/mumps/rubella, diphtheria, tetanus, pertussis, and poliomyelitis; a statement signed by one parent/guardian to the effect that the child has not been immunized because of religious convictions or other objection to immunization; or a request signed by one parent/guardian that the local health department give the needed protective injections and diagnostic tests.*

The foregoing law is mandatory in application to pupils who start for the first time in any school in Michigan. Parents are required to comply with the provisions of this law by using one of the three statements given. This form, together with the Record of Inoculations, must be presented to the school on the first day of enrollment.

To summarize, every child entering school in Michigan for the first time will need one of the following signed documents:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Guidance Office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student



who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

### **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from the school, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact Guidance Office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

### **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student from school. This is for the safety of all students and in accordance with State law. A waiver can only be issued by the Health Department, after the parent has participated in an informational class on immunizations.

#### *Immunization Requirements*

Unless given a waiver, students must meet the following requirements:

Diphtheria

Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not

received on or after the fourth birthday, a booster is required prior to school entry.

Tetanus	Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Pertussis	Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Polio	Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Measles	Two (2) doses of live measles virus vaccine after 1 <sup>st</sup> birthday at least thirty (30) day apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Rubella	Two (2) doses of live rubella virus vaccine after 1 <sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Mumps	Two (2) doses of live mumps virus vaccine after 1 <sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Hepatitis B	Three (3) doses required for children ages 4-18.
Varicella	Beginning January 1, 2002, all new entrants will be required to either be vaccinated against chickenpox or present documented immunity from a reliable source. This could include a parent's statement that their child had previously had varicella disease.
Meningococcol	One dose for children eleven years of age or older upon entry into 6 <sup>th</sup> Grade or higher.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

## **USE OF MEDICATIONS**

The medications and/or treatments, which may be administered, are defined in Policy 5330 of the Kaleva Norman Dickson School District Guidelines. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form (5330 F1) must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. This written and signed request form will include:
  - 1. student's name
  - 2. medication and dosage or procedure required
  - 3. times required
  - 4. special instructions including storage and sterility requirements
  - 5. date prescribed medication will be started
  - 6. date prescribed medication will no longer be needed
  - 7. physician's name, address, and telephone number
  - 8. authorization for school personnel to administer the prescribed medication, if necessary
  - 9. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year.
- C. All medications to be administered during school hours must be registered with the principal's office.
- D. The parent or a responsible adult will assume safe delivery of the medicine to school.
- E. For each prescribed medication, the container shall have a pharmacist's label with the following information:
  - 1. student's name
  - 2. physician's name
  - 3. date
  - 4. pharmacy name and telephone number
  - 5. name of the medication
  - 6. prescribed dosage and frequency
  - 7. special handling and storage directions
- F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- G. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- H. For 5330 F1 shall be completed and signed by the principal authorizing the person(s) who may administer the medication or procedure.
- I. Writing documentation of any training provided for each person authorized to administer a prescribed medication or treatment will show:
  - 1. what training was given
  - 2. the trainer's name and professional status
  - 3. when the training was given

After carefully considering school safety and liability issues, the Kaleva Norman Dickson Board of Education changed its Medication Policy to indicate the following statement:

**“The parent or a responsible adult will assume safe delivery of medication to school”**

In addition to this, several procedural changes will also take place to further improve on safety and communication between home and school. The following will be in effect for the duration of this school year and thereafter:

- ◆ Parent, or other responsible adult, must deliver all medicine to school between the hours of 7:30 a.m. and 4:00 p.m.
- ◆ The medication must be in a prescription bottle with the number of pills noted on the bottle.
- ◆ A postcard or phone call will be sent home 3-5 days prior to it being necessary to refill the bottle. This will alert the parent that the child will be bringing home an empty prescription bottle.

We hope that you will find this will create a safer environment for your child. Please contact Marlen Cordes, Superintendent , at 477-5353 with any concerns you may have.

**Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Nonprescribed Medications will also apply to nonprescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

**CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

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

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

## **INDIVIDUALS WITH DISABILITIES**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Principal at 477-5353 to inquire about evaluation procedures and programs offered by the District.

## **STUDENT RECORDS**

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records – directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal. Directory information includes name, address and telephone number.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. name, address, and telephone listing of parent .
- B. enrollment data to include validated birth record, proof of residency, immunization records, and social security number or computer number
- C. attendance records
- D. grades and/or transcripts
- E. standardized and/or mandated achievement test data, including proficiency test records which include the date each student meets the proficiency level for the test administered
- F. date of graduation and/or transfer or withdrawal

The student's school record shall contain, if applicable to the individual, the following information, to be retained for a period not less than two (2) years beyond the date of high school graduation:

- A. health and medical information; emergency medical authorization forms may be destroyed upon the annual receipt of the forms as required by law
- B. court order on parental rights and responsibilities and/or custodial or guardianship arrangements, including any court orders regulating access of a parent to school records
- C. awards and recognitions
- D. information and/or data relevant to the identification, evaluation and/or placement of students in accordance with the Individuals with Disabilities Education Act, Section 504 of the 1973 Rehabilitation Act or other applicable State laws and regulations
- E. reports and such other confidential information generated by professionals or agencies outside the District relevant to the student's educational program
- F. such other verifiable, factual and relevant information to be used in making decisions regarding the student's educational program
- G. disciplinary records including any suspension and expulsion action must be included in records transferred to a receiving school

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. The Board designates as student "directory information": a student's name; address; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; or telephone numbers only for inclusion in school or PTO directories. The district also provides positive pictures and posts, which includes student names to the newspaper, television, and school sponsored social media. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to administration. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA).

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Guidance Office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the

student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)



Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

### **STUDENT FEES, FINES, AND SUPPLIES**

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees or charges may result in the withholding of diploma.

Brethren Middle/High School charges specific fees for some non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. **The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.**

### **HALL LOCKERS**

Lockers are school property loaned to students for the purpose of storing school-owned supplies and outside garments. Lockers are NOT a safe, and valuables should not be stored there. Locks are available at the office for gym lockers. Students are not allowed to change or share lockers. Students are urged to get locks for their lockers and keep the combination to themselves. (School

officials retain the right to search any and all lockers should there be cause for suspicion regarding the contents.) Locks that are not school-issued will be removed by school officials.

If you choose to bring electronic devices to school, they will be confiscated if out during the school day. Electronics are not allowed during school hours. All electronics will be off and not out during the school day. Students may use their cell phones to call home with permission from the office during passing time and at lunch. The designated area for cell phone use will be outside the Principal's Office. Students may use their electronic device before school, during lunch, and after school. Violations will result in disciplinary action described in the handbook.

### **ATTENDANCE AT EXTRA-CURRICULAR ACTIVITIES**

A. At ball games, dances (including the prom) and during other school functions, students will stay in, once in, and will stay out, once out. Chaperones may provide for exceptions upon request of the student, if they feel the request is legitimate and necessary. Rules that apply during the school day also apply at extracurricular events; this includes all away sporting events, contests, and other school activities.

**(Students absent from school during the day of the extra-curricular activity may not attend, or participate, in an extra-curricular activity without approval from the principal or his / her designee.)**

Students who have not arranged for transportation home after school activities may not be permitted to attend other extra-curricular activities.

B. At any meeting of larger groups for non-athletic events in the school, such as pep assemblies, programs, school-wide meetings, etc., students are asked to particularly pay attention to their behavior. This calls for politeness and respect for the program participants as well as efficient conducting of business or effective appreciation of the program. Please follow these guidelines:

- 1.) Do not indulge in yelling, whispering, or excessive noise either before, during, or after the program unless encouraged to do so by the presenters.
- 2.) Please cease talking immediately when it is apparent that the speaker or program is about to begin.
- 3.) Do not talk during the presentation.
- 4.) Treat the participants with politeness and respect at all times.

Consequences for misbehavior will be immediate removal and/or suspension from future assemblies.

C. During an athletic event, students are expected to exhibit sportsmanlike conduct at all times. Guidelines for Spectator Behavior and Sportsmanship include:

- 1.) After-school programs are an extension of the regular school day with all school rules and regulations in effect. Be helpful and polite to our visitors.
- 2.) Respect is the key to good sportsmanship. Opponents should be respected. They are not enemies, but fellow teenagers who happen to attend other schools.

- 3.) Be modest and humble in victory or defeat. It is easy to be a good winner and difficult to show class when you lose.
- 4.) Proper language is to be used. Use no swearing or language which is offensive to others. High school events are a family activity. Individual and group vulgarity is not appropriate.
- 5.) Obscene gestures are not appropriate. Booming during foul shots is also inappropriate.
- 6.) The throwing of objects, even toilet paper, at fellow spectators, band members, cheerleaders, officials, players, or onto the player surface is unacceptable and could result in injury or the team being penalized by the game official.
- 7.) Work together with cheerleaders for positive chants and avoid obscene, degrading or elitist cheers.
- 8.) After the game, do not tease or belittle the opponent in any way. Be pleasant and gracious to everyone.

Please remember to stand for the school song. Also, during the playing of the National Anthem, please remove hats, sing or stand quietly, and face the flag.

#### D. Student Dances

There will be no dance allowed during the week if it is followed by another school day. The makeup of the grade level of dances, i.e., grades 7 & 8, 7-12, 9-12, etc., shall be at the discretion of the principal.

- 1.) All guests must be signed up in the office one week before the event. A student may sign up no more than one guest. All guests attending Brethren High School dances need to be current students in grades 9-12 or have graduated in the past year. No guest over 20 years of age will be admitted / allowed to attend any Brethren dances. All guests of Brethren students who attend a dance must follow Student Handbook rules.
- 2.) There must be at least four (4) chaperones, two (2) of which must be staff, who have signed up in agreement to chaperone. There should be two (2) male and two (2) female chaperones.
- 3.) The school will be made available for the dances, but the students and the dance committee will be responsible for the cleanup.
- 4.) Doors will close for admittance 45 minutes after the dance starts. An exception will be made for athletes who participated in the competition prior to the dance. They must, however, report within a reasonable time and will be admitted at the discretion of the principal and/or his/her designee. Also, if a non-athlete student will be late in arriving at a dance, the parent/guardian must call and so advise the chaperons before the doors close.
- 5.) The following rules apply to all dances (including the Junior/Senior Prom):
  - a. ONCE IN - STAY IN! ONCE OUT - STAY OUT!
  - b. All school rules apply to dances.
  - c. **A student who is suspended the day of the dance may not attend. If a student skips school or is suspended on Friday, they may not attend the Saturday dance.**
  - d. The school dress code applies to dances.

- 6.) If a dance immediately follows a home game, then the rule "Once in - stay in! Once out - stay out!" applies to all students and guests. Students MAY NOT leave the athletic event during or after the game and expect to attend the dance.
- 7.) Middle school students (Grades 7-8), regardless of age, will not be allowed to attend the Prom.
- 8.) All school dances, with the exception of Prom and Homecoming Dance, will end no later than 11:30 p.m.
- 9.) Students who have not arranged for transportation home after a dance may not be permitted to attend other extracurricular activities.

### **STUDENT WORK POLICY**

We expect our students to do all of their work to the best of their abilities and to hand it in when it is due. This work is a very important part of a successful education, whether it is done in the classroom or as homework. Parent involvement in a child's education is the key to success in school!

### **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **MEAL SERVICE**

- School meals are available at Brethren Middle/High School. Forms for free and reduced-price meals are available in the middle/high school office, superintendent's office and from the cashier.
- Kaleva Norman Dickson School District participates in the National School Food Program and complies with their regulations regarding school meals. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

- All students will be designated with a meal status of either full pay, reduced or free. This information is confidential and will not be shared unless written permission is given by parents/guardians.
- Every student will be assigned a 25 minute lunch period.
- Every student must clean up their area where they eat their meals.
- Students must be in designated areas during meal times. These areas include the cafetorium, ms/hs gym, the all purpose room, and for high school students, the main lobby. Other areas may be available at the discretion of the principal.
- Students in the last lunch of the day are responsible for stacking their chairs in the designated area.
- No food or beverages are to be consumed in the hallways. Glass containers are not permitted.
- Brethren Middle/High School has a closed campus during meal times. Students MUST stay on campus. There are no exceptions to this rule regardless of age.
- Students will conduct personal business, including using the school telephone, during meal times only.
- Students are not to sit outside the high school office during meal time as it creates too much congestion.

Meal Prices:			
Breakfast	FREE to all students in K - 12		
Full Pay Lunch	\$2.75 elementary	Reduced	\$ .40
	\$2.95 secondary		
		Adult Breakfast	\$4.00
Milk/Juice	\$0.50	Adult Lunch	\$4.00
Ala Carte Main Entrée	\$2.50		

### **PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS**

School meals charge policy Each student has their own lunch account. Lunch accounts should be prepaid. They are not to be used as a charge account; rather, much like a checking or debit account. If your student's breakfast/lunch account (Meal Magic) currently has a negative balance, we please ask that you pay this balance as soon as possible by either form of payment: 1. Online at <http://www.sendmoneytoschool.com> 2. To your child's school with a check payable to Kaleva Norman Dickson School District or \*Middle and High School Students who pay for lunch will be allowed to charge up to three lunches on their lunch account. After a student's account has reached the maximum charge limit the student will be offered an alternate meal of a meat and cheese sandwich/wrap, fruit, and milk. The account will be charged a reduced price to cover the cost of the food. The food service director or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges. Parents will be notified by email/letter from the Food Service Director that their student will be receiving alternate meals until their lunch account balance is paid in full. All accounts must be settled at the end of a school year. Letters will be sent home weekly before the last day of school to students who have any negative balances. Negative balances will result in report cards being held until the balance is paid in full. Food Services is an enterprise fund which means it does not receive general fund support from the district, and thus must generate funds through meal sales, snack sales, and federal and state reimbursement in order to pay operating expenses and fees to the district. Therefore, unpaid charges affect the ability of Food Service to support itself and its employees. The District cannot go on indefinitely feeding students for free. Unlimited "charged" meals would not be fair to the vast majority of students/parents who are paying for their lunches. Unpaid lunches could ultimately affect lunch prices. \* If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building administrator. It could be a sign of abuse or neglect and the proper authorities should be contacted.

## **FIRE, LOCK DOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a p.a. announcement.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WWTW-Cadillac	WKJF-Cadillac	WPBN-Traverse City	FOX 33 - Cadillac
WMTE-Manistee	WTCM-Traverse City	WGTU-Traverse City	WKLA - Ludington
WBNZ-Frankfort	WGFM-Traverse City TV 29 & 8		

Parents and students are responsible for knowing about emergency closings and delays.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the Librarian within two weeks.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **SKATEBOARDS, ROLLERBLADES AND SCOOTERS**

Skateboarding, rollerblading, shoes with skates built in and riding scooters are not permitted on school property. Should a student bring a skate board, rollerblades or scooter to school must be checked in the office immediately upon arrival and may be picked up when the student goes home.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones in the principal's office are for business use, not student use. Parents should not expect to have students called to the phone during school hours. Messages will be delivered through the school office in cases of real emergency, but frequent use of the telephone by students interferes seriously with their work and with the smooth running of the school.

### **MISCELLANEOUS PROGRAMS, REQUIREMENTS, ETC.**

#### **A. Insurance**

1.) The school has contracted with an insurance plan whereby ALL students of the Kaleva Norman Dickson School District are covered by insurance. This insurance program has a basic fee schedule for injuries and pays ONLY THOSE CHARGES WHICH ARE NOT COVERED BY THE PARENT'S/GUARDIAN'S INSURANCE POLICY. In other words, a claim for payment of bills in connection with a school-related, student injury would first need to be submitted to the insurance company of the parent/ guardian. Any excess charges not covered by that insurance would be paid by the school insurance plan. If the parent/guardian has no insurance coverage, the school plan would pay up to the maximum amount allowed by the school policy schedule.

The procedure to follow in case of a school-related, student injury is:

- a. An accident report must be filled out by a supervising adult; i.e., teacher, coach.
- b. The claim must be presented to the insurance company of the parent/guardian.
- c. Obtain an insurance claim form from the school; complete all items; send directly to the address on the claim form, together with all bills and documentation of any insurance payments made by parent/ guardian carrier. If parents/guardians will cooperate, insurance claims are not hard to process. However, parent/guardian does have the responsibility of filing the claim for their student directly with the student insurance carrier.
- d. School insurance is in effect for 1 year following the date of the accident.

#### **B. Medication**

If medication is brought to school, it must be left in the office and The School Medication Permission and Instruction Form must be signed by the student's parent(s)/guardian(s) and completed by a physician. This form is available in the middle/high school office. Also, all students must have emergency phone numbers on file in the office.

#### **C. Use of Senior Money Accounts**

Individual, senior-money accounts may be used for: caps and gowns, announcements and other graduation supplies, yearbooks, and pictures (when receipt or bill accompanies the request).

#### **D. Work Permits**

1.) Step 1 - Acquire an application for working permit from the high school office; fill in the applicant's portion; and have your prospective employer complete the rest.

2.) Step 2 - Return this application and proof of birth date (birth certificate or driver's license) to the high school office to receive a work permit.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

## **SECTION II - ACADEMICS**

### **MICHIGAN MERIT CURRICULUM High School Graduation Requirements**

To prepare Michigan's students with the knowledge and skills needed for the jobs in the 21<sup>st</sup> Century, the state of Michigan has enacted a rigorous new set of statewide graduation requirements that are among the best in the nation. With these new graduation requirements, students will be well-prepared for future success in college and the workplace.

<b>Michigan Merit Curriculum High School Graduation Requirements</b>
MATHEMATICS – 4 credits <ul style="list-style-type: none"><li>• Algebra 1</li><li>• Algebra 2</li><li>• Geometry</li><li>• One math course in final year of high school</li></ul>
ENGLISH LANGUAGE ARTS – 4 credits <ul style="list-style-type: none"><li>• English Language Arts 9</li><li>• English Language Arts 10</li><li>• English Language Arts 11</li><li>• English Language Arts 12, or College Equivalent</li></ul>
SCIENCE – 3 credits <ul style="list-style-type: none"><li>• Biology</li><li>• Physics or Chemistry</li><li>• One additional science credit</li></ul>
SOCIAL STUDIES – 3 credits <ul style="list-style-type: none"><li>• US History</li><li>• World History</li><li>• .5 credit in Government</li><li>• .5 credit in Economics</li></ul>
PHYSICAL EDUCATION & HEALTH – 1 credit
VISUAL, PERFORMING AND APPLIED ARTS – 1 credit



ONLINE LEARNING EXPERIENCE
Course, learning or integrated learning experience
LANGUAGE OTHER THAN ENGLISH – 2 credits
<ul style="list-style-type: none"><li>• OR an equivalent learning experience in grades K-12</li></ul>



### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

### **GRADES**

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

90 to 100 = A = Excellent achievement

80 to 89 = B = Good achievement

70 to 79 = C = Satisfactory achievement

60 to 69 = D = Minimum-Acceptable achievement

F = Failure

I = Incomplete

### ***Grade Point Average***

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2=1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

### ***Grading Periods***

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **PROMOTION, PLACEMENT, AND RETENTION**

In order to successfully move to the next grade level, Brethren Middle School students:

- 1.) must pass five out of six classes
- 2.) must pass three out of 4 core classes (math, science, ELA & social studies)
- 3.) must pass both math and English Language Arts

### **GRADUATION REQUIREMENTS**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

#### **Regular Diploma**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements of the Michigan Merit Curriculum, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEPC Team.

**\*Students have the opportunity to earn a maximum of six credits per year**

### **TECH PREP**

Brethren High School is involved with the Tech-Prep program through Wexford ISD and West Shore Community College. Tech Prep is a comprehensive learning experience which connects and integrates the last two years of high school with continuing education at West Shore Community College and other post-secondary education institutions.

Juniors and seniors may enroll with the permission of the Principal in a wide range of technical education programs offered at the Wexford ISD Career Center. Classes meet every day, in a two hour block, and involve a full year's course work. Transportation is provided, usually leaving Brethren High School at 8:00 a.m. for the Wexford ISD and returning approximately at Noon. The student or his parents may be responsible for the Tech Prep tuition if the student does not attend the full school year, or does not maintain a 2.0 or better grade point in the program. The student or his/her parents may also be responsible for the Tech Prep tuition if the student does not fulfill all attendance requirements as set by the Tech Prep program. Students admitted to acceptable Tech Prep courses outside the service area will be funded at the same rate as if the student is admitted to a West Shore program. However, transportation may not be furnished to students taking courses outside the service area.

Tech Prep students are expected to fulfill all of their requirements for graduation either before or during their Tech Prep experience and must have taken the Michigan High School Proficiency Test.

## **DUAL ENROLLMENT**

Students currently enrolled in the Brethren High School at the High School level may enroll in a post secondary, public or private, degree-granting institution. Brethren High School students may become Dual Enrollment students by two methods.

First, seniors may elect to become Dual Enrollment students providing they have a 2.0 Cumulative GPA or better.

Second, a student may qualify for Dual Enrollment status by using the High School MME Test. A student in Grade 11 may qualify by achieving required score on the PSAT Test, which is given in the 10<sup>th</sup> grade. Students in Grade 12 who have met the requirements for an endorsed diploma in one or more subject areas of the High School MME Test may become Dual Enrollment students, enrolling in those courses which s/he is proficient.

The counselor shall be responsible for notifying students of their qualification for Dual Enrollment through the High School MME Test upon receiving the results of the High School MME test. S/he should request interested students to discuss possible course selections with their counselors in order to guide students to select those courses that can enhance the possibility of their attending a post-secondary institution after they graduate.

Dual Enrollment students are free to choose the academic classes they take at college. Dual Enrollment students are expected to fulfill all Brethren High School graduation requirements and are to maintain student status for Brethren High School. Should the student not complete courses in which s/he is enrolled at the institution, any refundable tuition and/or fees are to be paid to the District. Should a student not complete or fail a course in which s/he is enrolled at the post-secondary institution, s/he will be responsible for reimbursement to Kaleva Norman Dickson School District the tuition and/or fees due. The student will not be reimbursed for the cost of the book(s) and/or materials. The student is expected to successfully complete the course with a "C" or better, or s/he may not be eligible for dual enrollment the next semester. Course work completed at a post-secondary institution will not count in the computation of high school grade point average (GPA) if that course is taken to fulfill a graduation requirement. Academic courses which do not count toward graduation requirements in Math, Language Arts, Social Studies, or Science may be counted toward a student's GPA if the student notifies the counselor in writing of this intent within two weeks of receiving the grade. Non-academic classes not taken to fulfill graduation requirements may not be counted toward a student's GPA. Books and materials not available from the counselor for Dual Enrollment classes shall be purchased by the student and will be reimbursed by the school upon successful completion of the course work.

### Dual Enrollment – College Courses

Students will have the opportunity to take college courses for dual enrollment with the approval of the Principal. If a student does not complete or fails a course, the student will reimburse Kaleva Norman Dickson School District for the cost of the course and any material.

Dual Enrollment course work which is used to fulfill a graduation requirement must be approved by the Principal. A waiver must be signed by the Principal, the student, and the student's parents indicating that failure of the course may result in the student not graduating with his or her graduating class.

## DROP AND ADD

When necessary for a student to change a class, the following procedure/guidelines must be followed:

- 1.) The counselor and/or principal consult with appropriate teaching staff.
- 2.) The counselor and/or principal may consult with parent/guardian about the change in schedule.
- 3.) Drop-and-add should be completed within one (1) week of the beginning of semester.
- 4.) Drop-and-add is to be done only where there is a scheduling conflict, academic problem, or other reason deemed appropriate by the counselor or principal.
- 5.) Drop-and-adds may need to be approved by the principal.

## RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

### Honor Roll for Middle/High School Students

1. Students who have earned a minimum of 3.00-4.00 point average for any marking period will have their names placed on the Honor Roll for the marking period.

\*Eligibility and Honor Roll will be determined by the following scale:

A	4.0	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.0
B+	3.33	C	2.0	D-	.67
B	3.0	C-	1.67		

Honor Roll - (Grades 6-12)

The Honor Roll will be sent to the papers for those students with a B average, or better. (Students need to carry a full load of classes, or a minimum of three (3) classes, to be placed on the honor roll in Grades 9-11.) Seniors need to take two (2) classes at BHS if they are participating in dual enrollment to be placed on the Honor Roll.

No student may be on the Honor Roll with an incomplete ("I") grade or who receives a C-, "D" or "F" for the marking period. **All incompletes must be made up in one week from the end of the marking period.** Students on the Honor Roll each marking period will receive an Honor Roll Certificate.

### Student Academic/Organization Letters (Grades 9-12)

- 1.) A student may earn an academic letter after being on the semester honor roll for three (3), consecutive semesters with a 3.0 grade point average. He/She may earn an honor pin for every two **consecutive** semesters thereafter when a 3.0 or better grade point average is achieved. **Pins will be earned at 3, 5 & 7 consecutive semesters.**
- 2.) Quiz Bowl Letter (coach will make determination)
- 3.) FCCLA Letter (advisor will make determination)

### **Senior Awards**

- 1.) Valedictorian - Grade-point average will be computed at the end of the **seventh** semester. There will be no further adjustment.
- 2.) Salutatorian - Grade-point average will be computed at the end of the **seventh** semester. There will be no further adjustment.
- 3.) Honor Student Awards - Grade-point average of 3.0, or better, computed at the end of the **seventh** semester.
- 4.) Athletic Awards (Boy and Girl) - Based on overall participation, attitude (on the field, as well as in the classroom) and a 2.0 minimum scholastic average. The selection committee will be made up of coaches, athletic director and the Principal.
- 5.) Citizenship Awards (Boy and Girl) - Based upon good citizenship traits; i.e., dependability, punctuality, cooperativeness, appearance, respectfulness, etc. Selection is by staff and Principal.
- 6.) John Philip Sousa Award - Given to the outstanding senior band student. Selection is by students, band director and Principal.

### **Athletic Awards**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

### **High School (grades 9 – 12):**

- Assignments that are one day late will be marked 20% off of the grade that was earned on that assignment
- Assignments that are two or more days late will be marked 50% off of the grade that was earned on that assignment

### **Middle School (grades 6 – 8):**

- Assignments that are turned in one day late will be marked 20% off of the grade that was earned on that assignment
- Assignments that are two days late will be marked 30% off of the grade that was earned on that assignment
- Assignments that are three or more days late will be marked 50% off of the grade that was earned on that assignment

## **COMPUTER TECHNOLOGY AND NETWORKS**

The following are general guidelines for the use of technology and computer networks within the school district. Students must also abide by any Acceptable Use Policies that the district has in place and must follow all state and federal laws regarding the use of computers/internet in schools.

All guidelines and policies are subject to change without notice.

## 1. Procedures

### a. Storage of Laptops

- i. All student issued Laptops stored in the students' 6<sup>th</sup> hour and should be picked up prior to 1<sup>st</sup> hour.
- ii. Laptops must be returned to their designated storage before the end of 6<sup>th</sup> hour.
- iii. Laptops are not permitted to go home, and must stay on campus at all times.

### b. Acceptable Use

- i. Computers are to be used for educational or school-related purposes. These computers are provided as a tool, not as an entertainment device.

#### Students may:

1. Use computers for teacher assigned classroom activities
2. Do homework
3. Check e-mail only at teacher designated times
4. Research the Internet for school purposes
5. Use educational activities (with teacher approval/supervision)
6. Use installed productivity software/applications and audio text book files.
7. Save work to your Network folder (create folders for each class and folders in those as needed for organization).
  - Students are encouraged to save their work often and backup important work to a removable drive or by e-mailing the file to themselves. The district is not responsible for any lost or corrupted files.

### c. Unacceptable use

#### Students may not:

1. Chat (Internet or in the building)
2. Download or play games (Unless specifically approved by the Technology Department and building Principal).
3. Download (unless for pre-approved academic purposes)
4. Play Music (**computers may not be used for listening to or downloading music**)
5. Play Videos
6. Surf the Internet
7. Change settings
8. Use computers in the hallway or other common areas
9. **Intentionally sabotage another computer user's machine. (i.e., power off, F5, etc.)**

### d. Security Software

- i. Students may not disable, bypass, or uninstall any security software.

### e. Internet Use and Filtering

- i. The district provides internet filtering in cooperation with the Intermediate School District (ISD) as defined by state and federal laws.
- ii. While the district and ISD make every attempt to block appropriate websites, it is not possible to block everything. Students are expected to self-monitor their internet use and avoid inappropriate websites when possible.
- iii. Students who accidentally visit an inappropriate website must close their browser immediately and report the incident to a staff member.
- iv. Students may not intentionally bypass any internet filters or security by use of websites, software applications, or any other means. This act will result in a disciplinary referral.
- v. In order to protect student privacy and safety, the use of social networking

sites is strictly prohibited.

- vi. **All network and Internet usage/history may be monitored by designated KND staff.**

## 2. Discipline

### a. Classroom

- i. Minor (discretion of teacher) offenses
  1. loss of computer use for remainder of class period
  - ii. Repeated Offenses (teacher discretion)
    2. Loss of computer use for the rest of the class period (or longer at teacher's discretion)

### b. Building Level Offenses (major offense or repeated minor offenses)

- i. You will receive a referral which will follow appropriate section of handbook.
- ii. Administration reserves the right to apply any and all consequences to any offense at its discretion based in part on the severity of the offense. Additional consequences may also be applied.
- iii. Computers may not be used during suspensions

## 3. Alternative Assignments:

- a. When students have lost their computer use for a designated time, teachers may use the following suggestions for alternative assignments.
  - i. If a paper is supposed to be typed, student will be required to write it in blue or black ink, double spaced (adjust length as necessary)
  - ii. When researching, student may be sent to the Media Center to use printed material.
  - iii. If teacher has created a handout that students can open through a classroom file, the teacher can project it and the student will copy it down before completing it.
  - iv. Student negotiates alternative assignment.

## 4. Damage

### a. Damage may fall into five categories:

- i. Accidental damage is when physical damage occurs in the course of responsible use or transportation of the laptop. In this case the student will not be responsible for the cost of repairs.
  - ii. Non-custodial damage is when a computer is not in the direct care of the student and is damaged. This might happen when properly stored overnight or on a day when the student is not at school. In this case the student will not be responsible for the cost of repairs to the computer.
  - iii. Neglectful damage is when the computer is damaged due to misuse, horseplay, or through failure to follow procedures. The student will be responsible for the cost of repairs in the event of neglect.
  - iv. Intentional damage is when a student willfully and intentionally damages a computer. Regardless of who the computer is assigned to, the student inflicting the damage, to any computer, will be financially responsible for the costs of repairs.
  - v. Loss of computer will be considered damage and responsibility for replacement will be based on the above damage criteria. For example, a student will not be financially responsible for a laptop that goes missing overnight, if that laptop is properly stored in the appropriate classroom. If a student happens to leave their laptop in the hallway during lunch and it disappears, the student will be responsible for the replacement cost.
- b. All damage, including loss, must be reported to the technology department and a repair slip filled out immediately. Failure to report damage or loss immediately will be

considered insubordination and the damage/loss will be considered intentional with the student being responsible.

General Computer Use:

- 1.) **Class work takes precedence over other use.**
- 2.) Unless a parent objects to the Principal, all students have access to the Internet. Any parent wishing to review our Internet policy should contact the Principal.
- 3.) Students are not allowed to **view** or **download** Internet pages that contain information that is in violation of other students' behavior policies at Brethren Middle/High School. Any illegal activities will immediately be reported to law enforcement officials.
- 4.) **Instant Messenger/Live Chat** room sites outside of the KND network are not allowed at any time. E-mail use will only occur before and after school or during lunch unless directly supervised by a teacher.
- 5.) Printers are for school work. Appropriate non-school material may be printed with prior approval for 10 cents per page.
- 6.) Use of another person's user name and password is strictly prohibited and will be considered forgery/false representation.
- 7.) Students may not bring in outside software due to licensing/virus issues.
- 8.) Consequences for misuse of Internet, the network, or any school computer:
  - A. 1st offense: loss of network privileges for up to 15 school days
  - B. 2nd offense: loss of network privileges for up to 30 school days.
  - C. 3rd offense: loss of network privileges up to the remainder of the year to be determined by the administration.
  - D. The administration reserves the right to take more drastic steps if necessary.
  - E. Students are still responsible for class work even if off the network. If a student has a computer class, in most cases, he/she will be allowed to log in for that class period only, with **direct teacher supervision.**

**NOTE: THE STUDENT WILL BE RESPONSIBLE FOR COMPLETING ASSIGNMENTS EVEN IF HE/SHE LOSES ACCESS TO THE COMPUTERS OR THE INTERNET.**



## **STUDENT ASSESSMENT**

The Michigan Merit Exam (MME), which will include the SAT for high school juniors, will replace the Michigan Educational Assessment Program and ACT assessments at the high school level.

This means that all 11th graders will take this state assessment test in the Spring of each year. It will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

Students also will be able to use the MME to qualify for a Michigan Promise Grant to help pay for their costs in attending a state university, community college or a technical or trade school.

The MME is made up of the Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The ACT will be administered in a full day session and the Work Keys and Michigan mathematics tests will be administered on a later day. The Michigan science and social studies tests will be given in one session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later.

Parents and students should watch school newsletters and the local press for announced testing times.

7<sup>th</sup>-10<sup>h</sup> grade students will take the appropriate MSTEP assessment, along with the PSAT.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking comprehensive examination for the course and receive a grade of at least C. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. [the school] will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance Office.

## **SECTION III - STUDENT ACTIVITIES**

## **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Brethren Middle/High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

## **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

## **CRITERIA FOR CLASS OFFICERS AND STUDENT COUNCIL**

- A. Students must have a Grade Point Average of 2.0 or higher.
- B. Students must have three (3) teacher recommendations.
- C. Students must not present a discipline problem (determined on a case by case basis).
- D. Students must participate in campaigning prior to the election. These campaigns must be positive, no smear campaign.
- E. Students must present a campaign speech to the class.

## **ATHLETICS**

The school provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation.

## **STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

The Kaleva Norman Dickson School Board, recognizing that it is not a perfect world we live in, sincerely believes the effort a student puts forth to achieve perfect attendance is a highly desirable goal and life skill. They believe that attendance is a life skill to be learned and is just as important, for example, as language arts, science, social studies, or mathematics.

Good attendance is very important for success in school. Research shows that time spent with a teacher has a direct impact on classroom learning. Furthermore, attendance has been cited by businesses as the single most important factor in employability. As a school our attendance policy should reflect important employability skills. We are promoting responsibility by expecting students to be in class daily and on task.

In later life, today's student will find there will be many incentives, including monetary, for perfect attendance, particularly in their chosen careers. There will also be many penalties, including monetary, for poor attendance. As students grow and mature they will come to know that good attendance in the work place will offer incentives that may lead to a richer, fuller, and happier life, while the penalties of poor attendance will most surely lead to the opposite.

Therefore, this Board offers the following rules of attendance. It is our hope that the incentives for perfect or near perfect attendance are obvious. We encourage you to read the attendance policy below in order to ensure that Brethren Middle/High School students are in regular attendance. The school will adhere to the following attendance policy:

Schedule – Normal

8:10 am – 3:10 pm (8:00 am – 3:20pm teachers)

Schedule – Half Day

8:10am – 1:10(8:00 am – 1:20pm teachers)

### **POLICY**

1. A student who misses more than twenty (20) periods in a class **may not** earn high school credit for that class.
2. A student who misses ten (10) or more consecutive days during a semester may be dropped from school district enrollment. Students dropped due to missing ten (10) or more consecutive days and who re-enroll, carry with them any prior absences acquired during that semester.
3. Students are expected to utilize the ten (10) days per semester for:
  - Personal illness
  - Other serious or personal problems
  - Professional appointments other than medical/dental which cannot be scheduled outside of school.
4. a. Absences will not be counted toward the maximum of ten (10) for the following reasons:
  - Illness - home confinement under doctor's care and/or hospitalization with written documentation from the doctor.

- Medical/dental appointments that cannot be arranged during non-school hours. Documentation of the appointment is necessary for it to be excused.
  - Funerals - at the discretion of the parents/guardians. (Students will need to bring in a memorial card for the office attendance record.)
  - Court appearances – documentation of the court date is necessary for it to be excused.
  - School suspensions
  - Religious holidays
  - Pre-excused family vacations
  - If a school bus cannot complete its run on any given route due to hazardous roads and/or other conditions not controllable by the bus driver, the student will not be charged with an absence. (Note: If the student misses the bus for any reason, it is the sole responsibility of the parent/guardian to get the student to school on time).
5. b. Attendance/Absences- Middle School Language:
- **Student attendance will be monitored monthly. Any student with 10 absences will be called down to the office to speak with the principal and will receive a phone call and/or a letter informing the parents/guardian of the student's absences.** Students who miss more than the 20 days per year may find their poor attendance to be important criteria for grade placement and/or retention for the next school year.

**The Principal's decision is final as to whether the absence is to be excused or counted.**

6. The parent/guardian of an absent student must notify the school attendance office by note, formal documentation, or by calling the attendance line (477-5353) by 12:00 noon the day of the student's absence.
7. Make-up work
- Students shall have the opportunity to make up school work missed during **excused days**; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his/her teacher(s).
  - To receive full credit for make-up work from an absence, a student will:
    - Have one day for each excused day absent + one day to makeup work. (Ex. Excused absent two days, student allowed 3 days to turn in).
    - Complete the work at home so that additional class work is not missed.
    - If a student is absent when a daily assignment is given, it is due the day following his/her return.
    - If the assignment required class time and homework time as well, it is due two (2) days after the student returns.
    - If a student is absent on the day of a previously announced test or assigned project, it is due on the day he/she returns.
    - Additional time will not be given, except in rare circumstances, at the teacher's discretion.
    - Alternatives to assignments missed may be given to absent students when, due to the nature of the assignment, it cannot otherwise be made up.
    - Individual arrangements will be made in extenuating circumstances.
    - **Seniors must have all work and any make-up time completed by their last day of school.**
8. Student Sign Out/In
- Leaving School
    - When a student signs out during the day, the time missed will be counted as an absence.

- Once a student signs out, he/she cannot return to school without prior approval from the principal.
  - All students must sign out in the principal's office before leaving school during school hours.
  - Students must bring a note and/or have a telephone call from their parent/guardian prior to signing out for permission to leave.
  - Students that are 18 years of age and older and have a parent release on file may sign themselves out at the office; however, it will still count as an absence.
  - Students who become sick in school will be sent to the office where the student/secretary will contact the parent or emergency contact for permission to leave.
  - No student will be allowed to leave school or the school grounds for any reason without permission from the office.
  - Students who fail to properly sign out or leave without permission will be considered to be skipping school. He/she will receive an unexcused absence for the missed time, and the discipline procedures for skipping will be enforced.
- Arriving at school
    - All students must sign in at the office if they arrive late to school or are returning from an appointment. In order to return to class, students must bring an admittance slip from the office.
    - Students who arrive late for the start of a class and up to fifteen (15) minutes into a class will be assigned a tardy for that class.
    - Students who sign into school more than fifteen (15) minutes late will be charged with an absence for that class.

9. A student must be in classroom attendance a **minimum of 4 periods** in order to participate in extra-curricular activities, including any type of practice, that day. Any exceptions to this must be approved by the principal or his designee **BEFORE** the absence occurs. The following, incomplete list are examples: band concerts, plays, dances, athletic events, etc.

#### 10. Attendance/Absences- High School Language:

- Student attendance will be monitored monthly. Any student with 5 absences will be called down to the office to speak with the principal and will receive a phone call and/or a letter informing the parents/guardian of the student's absences.

#### 11. Vacation/Pre-excused absences

- The school office is to be notified by the parent/guardian at least five (5) days before the absence.
- The student will be given a "Prearranged Absence" to be filled out and signed by each teacher.
- Failure to contact the office and/or complete and turn in the form means that the absence will be considered unexcused and the student will lose credit on any work during the absence.
- All work will be turned in before the pre-excused absence occurs or on the student's first (1st) day back in school following his/her absence.
- The responsibility for seeing that the work is done and turned back in lies exclusively with the student and parent/guardian, as prearranged with the teacher.
- Vacation/Pre-excused absences do not count as part of the ten (10) allowed absences per semester.

#### 12. Tardies

- A "tardy" is defined as not being in the assigned classroom before the final bell rings.
- Tardies will be recorded by the teacher each class period.
- If a student is detained by a teacher or other school personnel, it is essential that the student get a pass to return to class from the detaining person .
- If you are tardy to school, he/she **MUST** sign in upon arrival.
- Students who sign into school more than fifteen (15) minutes late will be charged with an absence for the class.
  
- Consequences for counted tardies per nine (9) weeks are as follows:
  - 1<sup>st</sup> offense – Teacher warning
  - 2<sup>nd</sup> offense – Referral for one lunch detention
  - 3<sup>rd</sup> offense – Referral for 2 lunch detentions
  - 4<sup>th</sup> offense – Student will be sent to the Principal's office. Student will call parent and serve five lunch detentions.
  - 5 or more offenses – In-School Suspension (1 day, 3 day, 5 day)

If a student is detained by a teacher or other school personnel, it is essential that the student get a pass to return to class from the detaining person.

### 13. Illness

1). Students who become ill during the day must secure a pass from their classroom teacher and go to the office. An administrator shall determine the extent of the illness and what action shall be taken. No medication will be administered by school personnel without written directions from a parent/guardian and a doctor. Students who do not feel well are to report to the office and not to any other location. Any student needing to report to the office for illness will remain for the hour and will be marked "absent" from class. Any student needing to remain for more than an hour will be encouraged to call home. The office staff will determine the course of action that needs to be taken for the student who is sick.

### 14. Truancy

Manistee ISD Compulsory School Attendance Act Policy – the Manistee Intermediate School District Attendance Officer has the ultimate responsibility for enforcing the Compulsory Attendance Act and to inform you of your responsibilities for the education of your child(ren). The state law is briefly explained below for your information:

P.A. 451 of 1977 (amended by P.A. 43 of 1977) MCL 380.1561 – 380.1599

Section 1561: (1). . every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child's sixteenth birthday, shall send that child to the public schools during the entire school year (except if enrolled in an approved non-public school). The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

Section 1571: (1) The Intermediate School Board shall select 1 or more persons to act as attendance officers for the ISD. Typically the Superintendent will act as the attendance officer.

Section 1587: If a parent/guardian fails to comply with the Compulsory School Attendance Act, the ISD Attendance Officer shall give written notice by registered mail to parent/guardian requiring the child to appear in attendance on the next regular school day following receipt of the written notice. Failure to comply with this notice will be reported by appropriate local school official.

Section 1588: If the parent/guardian fails to comply with the above notice, the attendance officer shall make a complaint against parent/guardian in District court (educational neglect) or Probate Court/Juvenile Division (truancy) in the county of residence for refusal or neglect to send the child to school. Court action will follow the same manner as is provided for other cases under its jurisdiction.

Section 1599: A parent/guardian who fails to comply with the above is guilty of a misdemeanor, punishable by a fine not to exceed \$50 or imprisonment for not more than 90 days, or both.

## **CORRIDOR CONDUCT**

- A. Hallways of any building give a lasting impression of the institution to visitors. Favorable impressions can be obtained by keeping corridors clean and orderly and by maintaining proper conduct therein. Students are expected to pick up/clean up what they drop/spill on the floor. The office will need to be notified of a spill, so it can be quickly and properly cleaned up.
- 1.) There should be no loud talking, singing, running, shuffling or gathering of groups in the hallway
  - 2.) Book bags/Backpacks/Gym bags - Students will leave these items in their lockers.
  - 3.) Students will maintain proper relations at all time. (See "Guidelines for Body Contact/Public Displays of Affection".)
  - 4.) **Pop - No outside OPENED beverages will be brought into the building. With the exception of the cafeteria, pop will not be consumed in the hallways & classrooms.** Violations of this will result in confiscation and/or detention. For reasons of health and safety, opened (broken seal) beverage containers found stored in lockers will be confiscated, and possible detention will be given.
  - 5.) No glass containers will be allowed at any time.
  - 6.) No food shall be allowed in the school corridors at any time. Food shall be consumed in the all-purpose room or the cafeteria.
  - 7.) Electronic Devices may not be out or used in the classroom. Devices may be used appropriately before school, lunch, and after school. The school is not responsible for lost or damaged items.
  - 8.) Do NOT use the gym/all-purpose room as a hallway.
  - 9.) On the first day of school, students will be advised of specific areas where they

- may/may not be when remaining in the building after school.
- 10.) The staff will monitor all of the bathrooms between classes and be present outside their doorways during passing time. Food, beverages, and smoking are not allowed. Students may not loiter outside the bathroom in the hallway. Students are to remain at least five feet away from either side of a restroom door.

**STUDENTS WHO ARE OUTSIDE THE CLASSROOM FOR ANY REASON MUST HAVE A HALLWAY PASS!  
NO EXCEPTIONS**

**STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

**CODE OF CONDUCT**

A major component of the educational program at Kaleva Norman Dickson School District is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

**Expected Behaviors**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

**Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.



Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

### **Care of Property**

Students are responsible for the care of their own personal property. **The school will not be responsible for personal property.** Valuables such as electronic devices, jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **STUDENT DISCIPLINE CODE**

### **Philosophy of Discipline**

Brethren Middle/High School believes 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, s/he 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 re-admission.

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 inclusive.

## **STUDENT-TEACHER RELATIONSHIP**

Students may, on occasion, disagree with a teacher. Many times, these types of issues are easily cleared up when the teacher and student are provided with an opportunity to share their thoughts with one another in a private setting. These issues, misunderstanding, 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.

- 1<sup>st</sup> Step: The student should schedule a meeting with the teacher to resolve the problem or differences. Both parties should mutually agree upon the date and time for the meeting. The meeting could occur before school, during seminar, lunch, the teacher's planning period, or after school.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> Step: In the event that the parent and teacher are unable to resolve their differences, a meeting should be scheduled with the high school principal, student, parent, and teacher all present. All parties should mutually agree upon the date and time for the meeting.
- 4<sup>th</sup> Step: In the event that the principal is unable to resolve the differences, the parent may schedule a meeting with the Superintendent of School. All parties should mutually agree upon the date and time for the meeting. The Superintendent shall determine who should be present during this meeting.

### **DETENTION POLICY**

Brethren Middle/High School operates 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 student situation. It is very important that the school and parents work together to help the students learn the proper behavior and that students have certain consequences for inappropriate behavior.

Teachers or administrators can issue detentions, and the student must serve when assigned. If the student cannot stay the day assigned, arrangements must be made with the Principal for an alternate day. In case of mitigating circumstances, the decision of the Principal will be final.

### **GUIDELINES**

1. All detentions will be fifteen (15) minutes in length.
2. Students will report for detention on the day assigned, unless otherwise announced.
3. Arriving late will result in an additional detention.
4. Students who need to re-schedule an assigned detention due to a mitigating circumstance must meet with the Principal for permission prior to the scheduled detention.
5. Work, athletics, or other extracurricular activities are not considered acceptable excuses for failure to serve an assigned detention.
6. It shall be the responsibility of the student to make necessary and prior arrangements for transportation.

7. Students are encouraged to bring study materials with them to work on during detention.
8. Students are to sit at separate tables. The supervisor must authorize exceptions.
9. Absolutely no talking is to take place during the detention period, nor will students be allowed to place their heads down or sleep.
10. Students who communicate in any way, pass materials of any kind, do not appear to keep busy, eat candy or food of any kind, or put their heads down will be warned. A second violation of this kind during the detention period will result in no credit given for time spent. The student will repeat the detention period the following day.
11. Failure to serve detentions will result in one (1) day of in-school suspension per violation.

### **SUSPENSION AND EXPULSION RULES**

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

#### **A. Suspension for Ten (10) or Less School Days**

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

#### **B. 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 for review and presentation to the Board of Education. The school administrator may suspend the student from school pending a hearing and determination within ten (10) school attendance days by the Board of Education if the school administrator first determines that the student's

continued presence endangers persons or property and/or threatens disruption of the academic process.

### **C. 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.

1. Full credit may be earned in classes missed.
2. Schoolwork must be completed in ISS and given to the ISS supervisor for return to the individual teachers.
3. If a student is removed from ISS or commits other behavioral violations as outlined in the student handbook, the student will receive no credit for his/her work, and all subsequent days and suspension may become Out-of-School Suspension days.
4. Student serving ISS cannot participate in any school, or extra curricular activities on the day suspension is served.

### **D. In-School Suspension Guidelines**

While assigned to the ISS program the following rules apply:

1. Students not reporting by 8:30 a.m. are considered tardy and may be issued an Out-of-School Suspension.
2. Report directly to the Principal's Office upon arriving to school.
3. Students are not to sleep or lay their head down at any time.
4. Student work areas will be assigned by the supervisor. Students are responsible for any and all vandalism in their work areas. Work areas will be inspected before and after each day.
5. Students are responsible for having their books, pencils, pens, paper and other learning materials for productive student. Credit will not be given for the days the student does not have them.
6. There will be no eating except at breakfast and lunchtime.
7. Students will sit in their assigned area with both feet forward on the floor with heads facing their respective work areas.
8. Exams and quizzes will be taken in the ISS room, or if the teacher desires, at school on the student's first day back from suspension.
9. An unexcused absence will result in additional disciplinary action and forfeiture of make-up work privileges.
10. Students not cooperative in ISS or failing to abide by these rules and regulations will receive additional disciplinary action.
11. Students must keep themselves busy at all times.
12. Students are expected to complete all work assigned to them each day.

### **E. Out-of-School Suspension**

Out-of-School Suspension is the separation of a student from school for a period not to exceed ten (10) school days. The authority to suspend rests with the Principal and Dean of Students.

1. Work, however, may be turned in for evaluation of student understanding. The work must be submitted the day of return.
2. Absences due to Out-of-School Suspensions **WILL** count in the attendance policy.

3. Students who receive more than three (3) days of OSS on one discipline referral may make up work for credit for any OSS day beyond the third OSS day.
4. Students serving OSS cannot participate in any school, or extra curricular activities on the day suspension is served.

#### **F. 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 Kaleva Norman Dickson School District.

#### **G. 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 day of (in- or Out-of-School) suspensions during a school year as a result of disrupting the educational atmosphere will have his/her name recommended to the Board of Education of Kaleva Norman Dickson School District for the purpose of expulsion. The authority to expel rests solely with the Board of Education.

#### **H. Due Process Rights**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

#### **A. Students subject to short-term suspension**

**Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonable possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision.**

B. Students subject to long-term suspension and expulsion

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly.

Suspension of one (1) school day or less will not be subject to appeal. Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the Principal within two (2) school days of the parent's receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

1. The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.
2. Upon review, the Principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parent if, in the Principal's opinion, this is appropriate.
3. The Principal will reach the decision and inform the parent in writing within ten (10) school days after the receipt of the written request.
4. The decision of the Principal may be appealed in writing to the Superintendent within two (2) school days of the parent's receipt of the decision. The Superintendent will reach a decision and inform the parent in writing within ten (10) school days after the receipt of the written request.
5. The Superintendent's decision shall be considered final. The parent may appeal to the board only in cases of alleged violation of due process (policy 5611) by the Superintendent. In such cases, the appeal shall be made in writing to the Board president within two (2) school days after the parent's receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parent of its decision within ten (10) school days of receipt of the written request.

**I. Discipline of students with disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or section 504 of the Rehabilitation Act of 1973.

**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. 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 belong to an instructor.

Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person 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. Copying or cut and paste from the Internet or other computer sources without proper documentation shall also be considered plagiarism.

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.

1<sup>st</sup> Occurrence: Collection of work, no credit for the work, parent notification, and one (1) – three (3) days suspension

2<sup>nd</sup> Occurrence: Collection of work, no credit for work, parent notification, and up to six (6) days suspension

3<sup>rd</sup> Occurrence: Collection of work, no credit for the work, parent notification, and up to ten (10) days

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

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

- A. Alcohol or any alcoholic beverage;
- B. Tobacco or tobacco products in any form;
- C. Illicit drugs;
- D. Any glue, aerosol, or other chemical substance, including, but not limited to, lighter fluid and other fluids for inhalation;
- E. In accordance with school policy #5330, all medication, prescription or non-prescription, must be administered in the school office by an adult and all medications must be stored in the office;
- F. Steroids, human growth hormones, or other performance-enhancing drugs;
- G. Substances purported to be illegal, abusive, or performance-enhancing, i.e., "look-alike" drugs;

H. Drug paraphernalia

It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription used by a licensed physician for when 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 charge.

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

Possession – Physical possession of (including a student’s hall or gym locker or vehicle, or backpack, purse, jacket, etc.) or admittance of physical possession.

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.

### ALCOHOL/ILLICIT DRUG POLICY

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

A. **Use of Drugs**

1. The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, **possession**, sale, distributing, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. **Attempted sale or distribution is also prohibited.** If caught, the student could be suspended or expelled and law enforcement officials may be contact. Sale also includes the possession or sale of over-the-counter medication to another student.
2. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs **that has a negative effect on the school environment** is prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offense are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

B. **Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.



If the result indicated a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

1<sup>st</sup> Occurrence: Ten (10) day suspension and a police referral OR reduced to five (5) day suspension with police referral and assignment to a Student Assistance Program. A parent meeting is required before student returns to school.

2<sup>nd</sup> Occurrence: Recommendation for expulsion to the Board of Education.

Possession (physical possession of – including student’s hall or gym locker or vehicle or backpack, purse, jacket, etc.) or admittance of physical possession.

1<sup>st</sup> Occurrence: Ten (10) day suspension and a police referral OR reduced to five (5) day suspension with police referral and assignment to a Student Assistance Program. A parent meeting is required before student returns to school.

2<sup>nd</sup> 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 Occurrence: Out-of-School Suspension with recommendation for expulsion to the Board of Education.

### **TOBACCO POLICY**

State law prohibits a minor (under 18) from unlawfully purchasing, possessing, selling, 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. 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, backpacks, purses, jackets, etc. are considered to be in a student’s possession.

1<sup>st</sup> Occurrence: Ten (10) days suspension OR Five (5) day suspension and participation in Student Assistance Program, if available. A police referral will be made. Parent meeting is needed before student returns to school.

2<sup>nd</sup> Occurrence: Ten (10) days suspension, police referral, parent meeting is needed before student returns and recommendation to School Board for expulsion.

### **3. Bomb Threats/False Fire Alarms**

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

All Occurrence: Recommendation for expulsion/notification of legal authorities

#### **4. 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 Principal's office for early dismissals.

#### **5. Computer/Internet Policies and Procedures**

Internet access is available to students in the school district. We are very pleased to bring this access to Brethren Middle/High School and believe the Internet offers vast, diverse and unique resources to our students. Our goal in providing this service to students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting, such as profanity, information about illegal drugs, pornography and undesirable communications with adults whose intentions may be harmful. Brethren Middle/High School has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and any student may come across some controversial material.

Brethren Middle/High School firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

Brethren Middle/High School purpose in providing access to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be support of education and research while being consistent with the educational objectives of the school district. Sending or receiving any material in violation of any Federal, State or local regulation is prohibited.

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. The administration, faculty and staff of Brethren Middle/High School may deny, revoke or suspend specific user privileges. Parents also have the option of denying their child's individual access to the Internet.

A. Computer Use/Network Etiquette:

1. Each student and staff member will be given a unique username and will select a password. The password must be kept secret. Users are encouraged to change their passwords regularly.
  2. When the lab is busy, class work takes precedence over recreational use of computers.
  3. Students should save into their personal folders on the H: drive or on a class drive. Examples: Web Page Design on the W: drive and Yearbook on the Y: drive.
- B. Internet Use: Access to the Internet is a privilege granted by the school, not a right. Unless the Principal is otherwise advised, all students will have access to the Internet while at school. Any parent who wishes that his or her child not use the school's network and or the Internet should notify the Principal of the intent in writing. Although we cannot guarantee that the student will never violate his/her parents' wishes, the school will do its best to ensure that these wishes are followed at all times.
- C. Web Pages: Postings of school activities, including photos and first (or last) names of students may appear on the school web site. The first and last names of students are not to be used together. Any parent who does not want their student's picture or name to appear on the web site must notify the Principal in writing.
- D. Internet Access Policy: In short, students are not allowed to view, download, or create internet pages of other online material that contain information that is in violation of the schools behavior policies. This material includes, but is not limited to: violence, pornography, weapons, bomb making, making threat, computer "hacking", or is offensive racially, ethnically, or sexually. Any student activity that is detected which is illegal will be reported to law enforcement officials at once. A full copy of the official board policy is available, contact the school office to request a copy.
- E. Other activities that are **not** allowed are the use of chat rooms, instant messaging, Facebook, Twitter, InstaGram, etc., and any games during the school day, unless specifically approved by a supervising teacher.
- F. Reading/sending e-mail is limited to before and after school or during lunch, unless the supervising teacher allows it during class as part of a class assignment.
- G. Only educational games are permitted to be played on, or downloaded to the computers. Students may not save games to either the computers or the file server.
- H. No music is permitted to be played on, or downloaded to the computers without specific teacher permission and for educational purposes. No music may be saved to either the computers or the file server by any student without specific teacher permission.
- I. Deep Freeze is installed on all student computers to help guard against viruses, accidental file deletion, and to maintain the overall stability of the operating system and software.
- A. Students are not allowed to operate their computer with Deep Freeze in the thawed state unless consent is given by the technology department.

- B. If a student notices that their computer is thawed at any time, they are to report it immediately to the technology department.
- C. The technology department has the authority to remotely freeze computers on the network at anytime without warning.
- J. Outside Software: Because of licensing problems, and the risk of spreading computer viruses, students and staff will not be allowed to bring in outside software to use on the school computers unless approved by the Director of Technology or Technology Committee. Anybody found installing unapproved software, vandalizing any computer, or tampering with the computer security will be subject to the consequences listed below.
- K. Laptops are to be used as tools. If the tool is not needed in class, it should remain in the student's locker or in a designated storage location until needed.
- L. At the end of each day, students must log off and return the laptops to their 6<sup>th</sup> hours to be charged.
- M. Plagiarism and violations (s) of copyright laws will not be tolerated. This includes, is not limited to: copying information or papers from the Internet without proper documentation, using other people's work (including other student's work) and claiming it as your own, cutting and pasting another's work and using it as your own.
- N. Students logging in using another's password will be removed from all computer privileges for a minimum of nine weeks.
- O. Some computer violations will violate other sections of the school handbook and will be disciplined under both sections. Some examples include: pornography, Indecency/Obscenity, Copyright violations and Plagiarism.
- P. Consequences for misuse of the Internet, the network, or any school computer:

1<sup>st</sup> Occurrence: One (1) to three (3) lunch detentions

2<sup>nd</sup> Occurrence: Five (5) lunch detentions

3<sup>rd</sup> Occurrence: One (1) day suspension

4<sup>th</sup> Occurrence: Up to a three (3) day suspension

## **6. Disrespect**

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

1<sup>st</sup> Occurrence: up to ten (10) day suspension, parent conference with possible police contact

2<sup>nd</sup> Occurrence: up to ten (10) day suspension, parent conference with possible police contact along with a recommendation of expulsion

## **7. Disruptive/Disorderly Behavior**

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

1<sup>st</sup> Occurrence: up to three (3) day suspension

2<sup>nd</sup> Occurrence: up to five (5) day suspension

3<sup>rd</sup> Occurrence: up to ten (10) day suspension

## **8. Dress and Grooming**

The intent of Brethren Middle/High School in enacting a dress code is to promote a good academic environment, maintain discipline, and prevent disruption of the educational process. While Brethren Middle/High School recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary, or unsafe is prohibited. The administration will make the final determination regarding dress and grooming.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug related, gang related or inflammatory messages on my clothing?
- Would I interview for a job in this outfit?
- Am I dressed appropriately for the weather?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

- A If, at any time, a student's attire or cosmetics are a distraction to themselves, others, or interferes with normal classroom procedure and learning, the student may be removed from the educational setting and parents will be notified.
- B. Students may not wear "muscle" or t-shirts with the waist cut off, or shirts with the arms or parts of the body cut off (all shirts must be able to be tucked into or go over the pants or skirt.)
- C Halter tops, tank tops, see-through blouses, mesh shirts, spaghetti straps, etc. are not acceptable forms of dress. Shirts should not expose the body torso or chest region (cleavage).
- D. Mini-skirts, short shorts with tears or rips are not appropriate.

- E. Garments with holes. (In the event a student accidentally tears clothing on the way to or while at school, s/he will be allowed to complete that day without disciplinary consequences.)  
Pants/shorts with holes above the fingertips are not allowed if bare skin is visible.
- F. Spandex – tops, bottoms, or outfits.
- G. Clothing, patches, or buttons displaying profane, vulgar, or obscene suggestions are prohibited. Profane, provocative, vulgar, or obscene suggestions include, but are not limited to, descriptions or representatives of sexual acts, excretory functions, or nudity; and swear words, expletives, or offensive language or symbols. Extreme violations will fall under violation #16 – Indecency/Obscenity.
- H. A student’s hair or wearing apparel, which substantially interfered with the educational process, creates classroom or school disorder, or distracts the attention of another student in any class from the lesson being presented or from any assigned classroom activity will not be permitted. Hair or wearing apparel, which constitutes a threat to health or safety, is prohibited.
- I. Hats and 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,)
- J. Bandannas, hats, hoods and other inappropriate head apparel may not be worn at school.
- K. It is the policy and obligation of the Board of Education to encourage a drug-free environment in the school setting, to reduce the pressures to use drugs, and to promote respect for rules and laws prohibited 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.
- L. Brethren Middle/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.
- M. For safety and health reasons, students are required to wear shoes or soled footwear.
- N. Pants are to be worn at the waist line (NO sagging pants).
- O. Skirts, shorts, etc. should be no shorter than finger tip length when arms are extended at sides.

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 will arrange to meet with the student and his/her parents or guardians regarding the violation. A student who continues to violate the dress code will be subject to appropriate disciplinary measures.

- 1<sup>st</sup> Occurrence: Warning/student will change inappropriate clothing before going or returning to class
- 2<sup>nd</sup> Occurrence: Student will serve a two (2) lunch detentions and change inappropriate clothing before going or returning to class
- 3<sup>rd</sup> Occurrence: Student will serve a five (5) lunch detentions, change inappropriate clothing and call parents before going or returning to class
- 4<sup>th</sup> Occurrence: Student will serve up to a 3 day suspension.

## **9. All Electronic Devices**

Electronic Devices are not advised to be on school property, as the school will not be responsible for theft. If you choose to bring them to school, they will be confiscated if out during the school day. Cell phone and Electronic use is not allowed during school hours. All cell phone and electronics will be off and not out during the school day. Students may use their cell phones and electronics responsibly before school, at lunch, and after school. Any violation will result in confiscation of the cell phone. **Electronic devices will not be allowed in any classroom during class time.**

- 1<sup>st</sup> Occurrence: Warning/Confiscation/parent notification
- 2<sup>nd</sup> Occurrence: Up to five (5) lunch detentions/confiscation/parent notification
- 3<sup>rd</sup> Occurrence: One (1) day suspension
- 4<sup>th</sup> Occurrence: Up to three (3) days suspension/confiscation/parent notification

## **10. 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 students will be subject to the following disciplinary action:

- All Occurrence: Three (3) to Ten (10) day suspension/possible expulsion/possible non participation in graduation ceremonies/restitution

## **11. Extortion/Blackmail/Coercion**

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

- 1<sup>st</sup> Occurrence: Up to ten (10) days suspension/parent notification
- 2<sup>nd</sup> Occurrence: Recommendation for expulsion

## **12. Fighting**

The intentional/deliberate act of pushing, shoving, 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.

1<sup>st</sup> Occurrence: May be sent home the day of the fight/five (5) additional days suspension/parent conference

2<sup>nd</sup> Occurrence: May be sent home the day of the fight/ten (10) additional days suspension/parent conference

3<sup>rd</sup> Occurrence: Recommendation for expulsion to the Board of Education/parent notification

## **13. Fireworks**

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

1<sup>st</sup> Occurrence: Five (5) days suspension/parent notification

2<sup>nd</sup> Occurrence: Ten (10) days suspension/parent notification

3<sup>rd</sup> Occurrence: Recommendation for expulsion

## **14. Forgery/False Representation**

The act of fraudulently using, verbally or in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data such as excuses, detentions,

and/or teacher's forms which request parent signature shall constitute forgery or false representation.

1<sup>st</sup> Occurrence: up to three (3) days suspension/parent notification

2<sup>nd</sup> Occurrence: up to six (6) days suspension/parent notification

3<sup>rd</sup> Occurrence: Ten (10) days suspension/parent notification

## **15. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

1<sup>st</sup> Occurrence: One (1) day suspension/parent notification



- 2<sup>nd</sup> Occurrence: Five (5) day suspension/parent notification
- 3<sup>rd</sup> Occurrence: Ten (10) day suspension/parent notification
- 4<sup>th</sup> Occurrence: Expulsion

## **16. Inappropriate Harassment/Bullying and Other Aggressive Behavior**

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the District to provide a safe and nurturing educational environment for all its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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 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 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.

"Bullying" is 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 is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

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, intimidating, menacing, coercion, name-calling, taunting, and making threats.

## 17. **Bullying and Other Aggressive Behavior**

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 in 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 legal 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. 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 any 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 and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or 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 of an annual basis.

#### Non-Retaliation/False Reports

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

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The District shall provide and all parents or legal guardians shall be offered the opportunity to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

#### Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, 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 a n 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 posting, 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 in intra-district athletic competitions or other school events.

### **Confidentiality**

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.

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**“Intimidation”** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

**“Menacing”** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**“Harassment, intimidation, menacing or bullying”** means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop. For a definition and instances that could possibly be construed as hazing, see Policy 5516.

### **Confidentiality**

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.

1<sup>st</sup> Occurrence: One-three (1-3) day(s) suspension

2<sup>nd</sup> Occurrence: Five (5) suspension

3<sup>rd</sup> Occurrence: Ten (10) days suspension/recommendation to the Board for expulsion

## **18. 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, pictures, gestures, caricatures, or suggestive/inappropriate clothing during the school day or during any school activity shall be deemed inappropriate.

1<sup>st</sup> Occurrence: Up to Ten (10) days suspension/parent notification/guidance involvement

2<sup>nd</sup> Occurrence: Up to Ten (10) days suspension/parent notification/guidance involvement

3<sup>rd</sup> Occurrence: Up to Ten (10) days suspension/parent notification/guidance involvement, with possible recommendation for expulsion

## **19. Insubordination**

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

1<sup>st</sup> Occurrence: One (1) – three (3) days suspension/parent notification

2<sup>nd</sup> Occurrence: Four (4) – six (6) days suspension/parent notification

## **20. 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 exterior 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 who are licensed to drive a motor vehicle must secure written permission to drive to school after completing a vehicle registration form, with parent's signatures.

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

### **PROCEDURES**

1. Park in the designated areas ONLY within the parameters of marked spaces where applicable.
2. Never park in the traffic aisles or in a manner that prevents other vehicles clear passage.
3. Obey all laws pertaining to vehicle use as outlined by the Michigan Motor Vehicle Department.
4. No parking in the field south of the main parking lot.

### **FAILURE TO ADHERE TO THE ABOVE PROCEDURES**

- 1<sup>st</sup> Occurrence: One (1) week loss of driving privileges/parent notification/possible removal of vehicle at owner's expense
- 2<sup>nd</sup> Occurrence: Two (2) weeks loss of driving privileges/three (3) detentions/possible removal of vehicle at owner's expense.
- 3<sup>rd</sup> Occurrence: Loss of driving privileges for three (3) months/three (3) days suspension from school/parent notification/possible removal of vehicle at owner's expense

## **21. Persistent Disobedience**

When a student reaches twenty (20) days of suspension (ISS or OSS) as a result of disrupting the educational atmosphere, s/he will be recommended for expulsion to the Kaleva Norman Dickson Board of Education. At the tenth (10<sup>th</sup>) and fifteenth (15<sup>th</sup>) day, parents will be notified.

## **22. Plastic or Resealable Beverage Containers**

Juices are not permitted in classrooms without teacher permission. Only a resealable water bottle will be permitted in the classroom during the school day. Soft drinks, pop or beverages in cups or glasses of any kind will not be permitted within the school during school hours.

- 1<sup>st</sup> Occurrence: Written warning/confiscation
- 2<sup>nd</sup> Occurrence: One (1) detention/confiscation
- 3<sup>rd</sup> Occurrence: Three (3) detentions/confiscation
- 4<sup>th</sup> Occurrence: One(1) day suspension/confiscation

### **23 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. **Possession of any potentially dangerous object which has a blade of less than three (3) inches shall result in a minimum suspension of five (5) days.**

- 1<sup>st</sup> Occurrence: confiscation/three (3) detentions/parent notification
- 2<sup>nd</sup> Occurrence: Confiscation/three (3) days suspension/parent notification
- 3<sup>rd</sup> Occurrence: Confiscation/five (5) days suspension/parent notification

### **24 Profanity**

Profanity, or inappropriate language or hate speech, will not be tolerated.

- 1<sup>st</sup> Occurrence: Up to three (3) days suspension
- 2<sup>nd</sup> Occurrence: Up to five (5) days suspension
- 3<sup>rd</sup> Occurrence: Up to ten (10) days suspension

### **25 Public Display of Affection**

In the Brethren Middle/High School environment, the only acceptable display of affection is holding hands.

- 1<sup>st</sup> Occurrence: Written warning/parent notification
- 2<sup>nd</sup> Occurrence: One (1) to three (3) days suspension
- 3<sup>rd</sup> Occurrence: Up to five (5) days suspension

### **26 Stealing/Burglary/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 of force is prohibited.

- All Occurrence: Full restitution/possible police notification/parent notification

- 1<sup>st</sup> Occurrence: Three (3) days suspension/parent notification
- 2<sup>nd</sup> Occurrence: Five (5) days suspension/parent notification
- 3<sup>rd</sup> Occurrence: Ten (10) days suspension/parent notification
- 4<sup>th</sup> Occurrence: Recommendation for expulsion

## **27 Striking or Threatening School Personnel**

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

**The Board shall permanently expel a student in grade seven (7) or above if that student commits physical assault against a District employee, volunteer, or contractor. The Board shall also expel a student in grade six (6) or above for up to 170 school days if the student commits physical assault at school against another student, commits verbal assault against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity.**

## **28 Tardies**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving school, s/he is to report to the School office to pick up a tardy admit slip before proceeding to his/her first assigned location.

Any student tardy during other periods should be sent to the office for a tardy admit slip.

Tardies will be recorded in the office for discipline purposes and recorded by classroom teacher's attendance purposes. Students who are 10 minutes late will be considered absent for that instructional period.

Students who are tardy on the day of an extra curricular activity may not participate if there has been a pattern of tardies established. (Excessive tardies means that more than one detention has been served.)

### **This tardy procedure is per 9 weeks marking period**

Excused tardies must be approved by authorized school personnel. Any tardies during the other periods will be recorded in the teacher's records. A student's tardies will begin at zero with the beginning of each 9 weeks marking period.

Tardies that are not excused by school personnel will result in the following penalties:

- 1<sup>st</sup> Occurrence: Teacher warning
- 2<sup>nd</sup> Occurrence: Referral for one (1) lunch detention
- 3<sup>rd</sup> Occurrence: Referral for three (3) lunch detentions
- 4<sup>th</sup> Occurrence: Student will be sent to the Principal's office. Student will call parent and serve 5 lunch detentions.



5<sup>th</sup> Occurrence: In-School suspension

Subsequently students shall receive one (1) in-school suspension for each continuing occurrence

## **29 Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

1<sup>st</sup> Occurrence: Five (5) detentions

2<sup>nd</sup> Occurrence: Up to three (3) days suspension/parent notification

3<sup>rd</sup> Occurrence: Up to five (5) days suspension/parent notification

4<sup>th</sup> Occurrence: Up to ten (10) days suspension/parent notification

## **30 Skipping/Cutting Class or Pass Violations**

Student is either in the building but not in assigned class or designated area, or has left the building without permission.

1<sup>st</sup> Occurrence: Up to Five (5) detention, and parent notification.

2<sup>nd</sup> Occurrence: Up to one (1) day ISS, and parent notification.

3<sup>rd</sup> Occurrence: Up to three (3) day ISS, and parent notification.

4<sup>th</sup> Occurrence: Up to five (5) day ISS, and parent notification.

## **31 Vandalism**

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

### **REPORT GRAFFITI AND VANDALISM**

The Brethren Community has given students of the District the special opportunity to attend school in a new state of the art facility. It is the goal of the Administration and the Board of Education to ensure that the new facility is maintained free from graffiti and vandalism so that students and the Brethren Community can enjoy our beautiful new facility long in to the future. This District is committed to undertaking this responsibility. We cannot accomplish our goal without the help of our students. We ask that each student show the Community his or her appreciation for this facility and share in the responsibility for maintaining the new high school free from graffiti and vandalism.

During each class, students will be asked by their instructor to report any obvious graffiti or vandalism to their desk or work station. Any failure to report obvious graffiti or vandalism to a student's desk or work station to the instructor may result in one (1) detention. The district will make every effort to address the removal of graffiti or repair vandalism once reported. The District will investigate all reports of damage to determine the responsible parties. Any students found to be responsible for graffiti or vandalism are subject to further discipline as outlined in the student handbook.

**Major Offenses:** Examples include, but are not limited to, defacing school property, painting, glass breakage, and physical destruction of school property

1<sup>st</sup> Occurrence: Five (5) days suspension/restitution/parent notification

2<sup>nd</sup> Occurrence: Ten (10) days suspension/restitution/parent notification

3<sup>rd</sup> 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.

1<sup>st</sup> Occurrence: Two (2) detentions up to one (1) day suspension/restitution/parent notification

2<sup>nd</sup> Occurrence: One (1) to three (3) days suspension/restitution/parent notification

3<sup>rd</sup> Occurrence: Three (3) to five (5) days suspension/restitution/parent notification

4<sup>th</sup> Occurrence: Ten (10) days suspension/restitution/parent notification

## **32 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 on school 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**

Because the Board 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 the school grounds, or rapes someone in the building or on school grounds, the Board of Education or its designees shall expel the student permanently from all Michigan school districts, subject to possible reinstatement, unless the student establishes in a clear and convincing manner at least one of the following:

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

### **DANGEROUS WEAPONS**

A dangerous weapon incased, 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. A weapon which will or is designed to or may be readily converted to expel a projectile by an explosive, or by gas or air.
- B. The frame or receiver of any such weapon.
- C. Any firearm muffler or silencer.
- D. 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**

1<sup>st</sup> Occurrence: Ten (10) days suspension/parent notification

2<sup>nd</sup> Occurrence: Ten (10) days suspension/parent notification/recommendation for expulsion to the Board of Education

### **Appeals Process (Other than Attendance Appeals)**

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

See: **Due Process Rights**

### **Criminal Acts**

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

## TEACHER INITIATED SUSPENSION

A teacher may suspend a student from class, subject, or activity for up to one (1) full school day for:

1. Fighting
2. Threats and profanity
3. Insubordination

The teacher shall immediately send the student to the principal and specify on a Discipline Referral form the reason for suspension. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible the counselor, psychologist and/or social worker shall attend the conference. The principal may attend upon request of the teacher or parent. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the principal.

## STUDENT CODE

Society, as indicated by the acts of the legislature, holds the discipline in school as the maintenance of conduct of the individual either by him/herself or by external authority, necessary for good educational productivity. The Kaleva Norman Dickson School District Board of Education has the responsibility and authority to establish standards of decorum, discipline and conditions conducive to a good educational situation. Also, the Board of Education is charged with the responsibility, and is given the authority, to establish types of discipline and to provide for the disciplining of students in the public schools. Such rules, regulations and their application must be reasonable in nature.

**The Board shall permanently expel a student in grade six or above if that student commits physical assault against a District employee, volunteer, or contractor.**

**The Board shall also expel a student in grade seven or above for up to 170 school days if the student commits physical assault at school against another student, commits verbal assault against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity.**

Students have the responsibility of conducting themselves so as to protect their privilege and right to attend school. This responsibility includes following guidelines and obeying rules and regulations established by the Board of Education which are necessary or desirable for students to observe.

Parents have the responsibility to teach and require their children to respect property and the rights of other people, to obey laws and rules and to practice self-control.

One function of school personnel is to teach respect for authority and obedience of laws. School personnel have the responsibility to publicize established policies and rules and to make necessary and reasonable action to correct and/or discipline students who may violate such policies and rules.

A. Faculty Authority - The disciplinary authority of the faculty shall include, but not be limited to:

- 1.) classroom exclusion of a student by a teacher following the misbehavior of that student in the classroom:
  - a. such temporary exclusion shall require a referral form
  - b. students penalized with temporary classroom exclusion **MUST GO DIRECTLY TO THE PRINCIPAL'S OFFICE**
- 2.) physical force

- a. A teacher or administrator may use reasonable physical force on the person of a pupil necessary for the purpose of maintaining proper discipline over pupils in attendance at school.  
(Michigan State Law 380.1312)

## B. Administrative Authority and Responsibilities

Authority and responsibilities of the administration regarding student discipline are:

- 1.) to suspend a student, which means "temporary exclusion from school for a period of not more than ten (10) days."
- 2.) to promptly notify the parent/guardian with a written statement of the reason(s) for suspension.
- 3.) to supply the Superintendent of Schools with a copy of the written notification of suspension.
- 4.) to receive and evaluate information presented by the parent/guardian which demonstrates that progress is being made in resolving the problem which led to suspension.
- 5.) to consider exceeding MINIMUM RECOURSE on first offense, but not to exceed ten (10) days unless expulsion is recommended.
- 6.) to consider exceeding MINIMUM RECOURSE on second offense, but not to exceed ten (10) days unless expulsion is recommended.

## C. Brethren Middle/High Building Discipline Philosophy

- 1.) Respect the rights and property of others and of the school.
- 2.) Show self-respect by exhibiting excellent personal conduct and positive attitudes.
- 3.) Know that unacceptable behaviors are:
  - a. inappropriate gestures.
  - b. disturbances of class(es) in session.
  - c. defacing, vandalizing and littering.
  - d. jeopardizing the safety of self and others.

Students receiving notification of violations of the above may be assigned detention. Failure to cooperate or to report for detention may result in suspension.

## *STUDENTS ARE RESPONSIBLE TO ALL SCHOOL PERSONNEL*

Each teacher will develop classroom rules for their students to follow. These rules should be posted in each classroom. Students who violate these rules will be subject to disciplinary action (detention).

D. Students are to report on time and in possession of classroom assignments and materials to work on for the duration of their detention. The following rules are to be adhered to at all times:

- 1.) No conversing with other students.
- 2.) No food or beverages allowed.
- 3.) Radios, cards or other recreational materials are prohibited.
- 4.) Sleeping is prohibited.
- 5.) You must be on time.
- 6.) NO EXCUSE WILL EXEMPT A STUDENT FROM DETENTION! Any student found not observing these rules or being disruptive in any manner will face further disciplinary action.

E. Failure to appear for detention will result in suspension

Should school be canceled on a day when a student is scheduled to serve an in-house detention or suspension, that detention or suspension shall be served on the next, regularly scheduled school day, unless otherwise determined by the principal.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- change of seating or location;
- lunch-time or after-school detention;
- in-school restriction;

### Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

The following rules shall apply to in-school restriction:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic devices, cards, magazines, or other recreational articles shall be allowed in the room;
- No food or beverages shall be consumed.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school.

Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade



## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides bus transportation for all students who live farther than one (1) mile from school. The bus schedule and route is available by contacting the Transportation Director at 477.5545.

#### Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

#### Previous to loading (on the road and at school)

Each student shall:

1. be on time at the designated loading zone (five minutes prior to scheduled stop)
2. stay off the road at all times while walking to and waiting for the bus
3. line up single file off the roadway to enter
4. wait until the bus is completely stopped before moving forward to enter
5. refrain from crossing a highway until the bus driver signals it is safe
6. go immediately to a seat and be seated

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

#### During the trip

Each student shall:

1. remain seated while the bus is in motion
2. keep head, hands, arms, and legs inside the bus at all times
3. not litter in the bus or throw anything from the bus
4. keep books, packages, coats, and all other objects out of the aisle
5. be courteous to the driver and to other bus riders
6. not eat or play games, cards, etc.
7. not tamper with the bus or any of its equipment

#### Leaving the bus

Each student shall:

1. remain seated until the bus has stopped
2. cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe

3. be alert to a possible danger signal from the driver
4. the driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school offices

### Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

### **SELF TRANSPORTATION TO SCHOOL**

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

1. Students shall park in the south student parking lot during normal school hours.
2. Students under the age eighteen (18) are to have a note from their parents granting permission to drive to school.
3. Students shall complete the Student Vehicle Form 5515 F1 and provide;
4. Drivers license, insurance certificate and registration
5. Parking lot speed limit is five (5) mph.
6. The student must obtain a permit from the secondary principal.
7. If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
8. If a student is doing poorly academically or having difficulty with attendance, their driving privilege may be revoked.
9. If a student's driving privileges to school are suspended and/or revoked, and the student is participating in Tech Prep or Dual Enrollment courses, the student will not be allowed to drive to and from these programs.
10. When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Principal. **Tech Prep or Dual Enrollment students leaving mid-morning shall use the transportation provided by the school.**
11. No other students are allowed to be drive to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the Principal.

### **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

1<sup>st</sup> Offense: Warning

- 2<sup>nd</sup> Offense: One (1) day off the bus/parent notification
- 3<sup>rd</sup> Offense: One (1) to Three (3) days off the bus/parent notification
- 4<sup>th</sup> Offense: Three (3) to Five (5) days off the bus/parent notification
- 5<sup>th</sup> Offense: Ten (10) days off the bus/parent notification
- 6<sup>th</sup> Offense: Recommend to principal to not be allowed to ride the bus for the remainder of the current school year

### **Self-Transportation to School**

A. If a student wishes to drive to school, a current parking sticker must be obtained by registering the vehicle in the High School Principal's Office. The cost of the sticker is \$10.00. Vehicles may be towed or a public fine assessed if no sticker is visible. All student drivers will be issued blue stickers. Driving privileges may be revoked at any time if circumstances warrant it.

B. The Main Parking lot by the schools' north entrance is reserved for students and all visitors. Students that drive must use the main parking lot by the middle/high school offices as the designated area. Student drivers need to enter from High Bridge Road and exit via Graf Road.

C. No student shall disrupt the school program with a vehicle.

Student drivers are to observe all safe-driving procedures as defined by school officials and the Michigan Vehicle Code when on school property. Reckless driving will result in the suspension of driving privileges on school property.

E. Student drivers are not to interfere with the buses in any manner. Buses have the right of way on school property.

Drivers, both student and parent, may carefully and prudently leave the student parking lot prior to the buses pulling away in the afternoon by the Graf Road exit. Extreme caution should be used during both the exit from the student parking lot and during the entrance on to Graf Road and then to either Brethren Boulevard or High Bridge Road.

F. Vehicles are not to be frequented during the school day. You must have permission from the office before going to your vehicle.

G. Students are not to loiter in the parking lot before school, at noon or during the school day.

H. No person has the right to endanger the life and/or property of others. Therefore, if in the opinion of a school employee and/or administrator one of the above rules has been violated, the following penalties shall prevail:

- 1.) **First violation:** Minimum two-week (10-school-day) loss of driving privilege, and appropriate law enforcement will be involved.
- 2.) **Second violation:** Maximum one-semester (90-school-day) loss of driving privilege, and appropriate law enforcement will be involved.

- 3.) **Third violation:** Maximum one-school-year (170-school-day) suspension, and appropriate law enforcement will be involved.

## APPENDIX

### Notifications

**Statement of Adoption** – The Brethren Middle/High School Handbook and the policies within have been adopted by the Kaleva Norman Dickson School District Board of Education.

**Non-Discrimination Policy** – It is the policy of the Brethren Middle/High Schools that no person shall, on the basis of religion, race, color, national origin, sex, age, or handicap, be excluded from participation in, denied benefits of, or be subjected to discrimination in educational programs, activities, services, nor be denied equal opportunity for employment. Equal opportunity is the right of employment for all persons on the basis of job related standards of education, training, experience, and personal qualifications.

This policy complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Questions, concerns, requests, or complains, which relate to these federal laws are to be directed to the Principal of Brethren Middle/High School at 4400 N. High Bridge Road, 49619. Phone number (231) 477-5353.

**Emergency Drills** – Emergency drills (tornado and fire) are held at regular intervals and are required by law as an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or goes to assigned areas as quickly as possible. The teacher in the classroom will give the student instructions.

**Emergency Medical Cards** – State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision.

**Facility Use** – Students are not allowed to use school facilities unless they have received permission from the school **and are supervised by an approved adult sponsor** or are attending a school function. Students are not to have food or beverages in the gym at any time during the school day. School facility use should be arranged by contacting the office at 477-5353.

**Illness or Injury** – All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**Student Records** – Cheryl Schaefer, secretary at Brethren Middle/High Schools, is the Custodian of Records and is responsible for the supervision of student records at the school. She can be reached by calling 231-477-5353.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal

guardian of a student, adult student (eighteen) 18 years of age or older, and those authorized by Federal Law and District regulations.

A parent or adult student has the right to:

- ◆ inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form, which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- ◆ request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form, which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- ◆ consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by law. The school's administrative guideline 8330 describes whose exceptions and is available upon request.
- ◆ challenge District compliance with a parent's request to amend the records through a hearing. If the Custodian of records decides not to amend the record, the aren't or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- ◆ file a complain with the U.S. Department of Education, 600 Independence Avenue, Washington D.C. 20202.
- ◆ obtain a copy of the District's policy and administrative guideline on student records (#8330). The District has established the following information about each student as "directory information".

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directly information": a Student's name; address; telephone number; photograph; Major field of study; participation in officially recognized activities; Activities and sports, height and weight, if a member of an Athletic team; date of graduation; awards received; honor rolls; and scholarships.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within fourteen (14) days from the date of this notification that s/he will not permit distribution of any or all such information.

**Motor Vehicle Regulations** – Student vehicles must be properly parked only in areas designated for student parking. Due to the short lunch period, and in the interest of avoiding tardiness, absences, and accidents, it is required that students do not drive their vehicles during the lunch period. No vehicle is to have any occupancy during the school day.

Students who drive to school will be expected to adhere to all school parking regulations, including handicapped parking.

**Returned Checks** – There will be a fee of \$10.00 for any returned checks.

**School Trips** – Field trips are a part of the educational program at Brethren Middle/High School. All school rules apply on all school-sponsored trips.

**Telephone** – School phones are business phones and are not to be used by students for personal calls. A pay phone located in the hall near the High School Office is for student use before school, at lunchtime and after school.

**Lost and Found** – The lost and found area is in the school office. Students who have lost items should check there and may retrieve them if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

**Visitors** – Parents are always welcome to visit. An appointment to confer with a teacher during his/her consultation period can be made by telephoning the student's counselor. If a pupil wishes to bring a school age person to visit s/he should obtain a visitors permit from the high school office. The visitor will be expected to remain with the student who is responsible for him/her.

For the protection of student's school property and order, no unauthorized persons shall be allowed to loiter on or adjacent to the school grounds or in any buildings.

**ALL VISITORS MUST REGISTER AT THE HIGH SCHOOL OFFICE.**

Students under suspension or who have been expelled are not allowed on school property, in any school building or admitted to any school function.

**Water Quality** – The drinking water for Brethren Middle/High School is supplied by a well and is tested by the Health Department regularly.

**Blood-Borne Pathogens** – The district is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures include a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require to the District to request that consent. Questions or concerns should be directed to the high school principal.

**Work Permits** – An application for a work permit may be obtained through the high school. This must be filled out by the employer and returned to the school. Anyone under 18 years of age must have a work permit to be employed.

**Pesticide Application** – Parents and guardians of children attending Brethren Middle/High School who wish to be informed prior to any application of a pesticide should contact the high school office. Persons with concerns will be notified regarding application of the pesticides, the location of application and the date of the application. A pesticide is defined as a "substance or mixture of substances intended for preventing, destroying, or mitigating pests, or intended for use as a plant regulator, defoliant, or desiccant."

**Preparedness for Toxic and Asbestos Hazards** – the School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's

*Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

**Drug Free School** – In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State Statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in this student handbook, up to and including expulsion from school. When required by State Law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

**Student Hazing** – The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing 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.

Hazing involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

Administrators, faculty members, and other employees of the District shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

The Superintendent shall distribute this policy to all students and District employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

**Harassment of Students** – Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment

for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or if the complaint relates to the principal, may report it directly to the Superintendent. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board Members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

### **Harassment**

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;



- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

## **Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

**Truancy** – Manistee ISD Compulsory School Attendance Act Policy – the Manistee Intermediate School District Attendance Officer has the ultimate responsibility for enforcing the Compulsory Attendance Act and to inform you of your responsibilities for the education of your child(ren). The state law is briefly explained below for your information:

P.A. 451 of 1977 (amended by P.A. 43 of 1977) **MCL 380.1561 – 380.1599**

Section 1561: (1). . every parent, guardian, or other person in this state having control and charge of a **child from the age of 6 to the child's sixteenth birthday**, shall send that child to the public schools during the entire school year (except if enrolled in an approved non-public school). The child's **attendance shall be continuous and consecutive** for the school year fixed by the school district in which the child is enrolled.

Section 1571: (1) The Intermediate School Board shall select 1 or more persons to act as attendance officers for the ISD. Typically the Superintendent will act as the attendance officer.

Section 1587: If a parent/guardian fails to comply with the Compulsory School Attendance Act, the ISD Attendance Officer shall give written notice by registered mail to parent/guardian requiring the child **to appear in attendance on the next regular school day following receipt of the written notice**. Failure to comply with this notice will be reported by appropriate local school official.

Section 1588: If the parent/guardian fails to comply with the above notice, the attendance officer shall make a complaint against parent/guardian in District court (educational neglect) or Probate Court/Juvenile Division (truancy) in the county of residence for refusal or neglect to send the child to school. Court action will follow the same manner as is provided for other cases under its jurisdiction.

Section 1599: A parent/guardian who fails to comply with the above is guilty of a misdemeanor, punishable by a fine not to exceed \$50 or imprisonment for not more than 90 days, or both.

TITLE VI, IX, 504 GRIEVANCE FORM

Building \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Step 1 – Statement of Grievance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

Reported to: \_\_\_\_\_  
Principal or Supervisor

Disposition

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

Grievance Satisfactorily Settled: Yes \_\_\_\_\_ No \_\_\_\_\_

If not, referred to Superintendent or Coordinator of Titles VI and IX and 504

\_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

Step 2 – Disposition

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Grievance Satisfactorily Settled:      Yes \_\_\_\_\_      No \_\_\_\_\_

If not, referred to the Board of Education

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Step 3 – Disposition

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Grievance Satisfactorily Settled:      Yes \_\_\_\_\_      No \_\_\_\_\_

Step 4 – Appealed to:

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\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

MEMORANDUM TO PARENTS REGARDING  
SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, or concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, performance enhancing drugs as determined annually by the Department of Community Health, dangerous controlled substance as defined by State statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

AUTHORIZATION FOR PRESCRIBED MEDICATION OR TREATMENT

To the Parent:

THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO USE PRESCRIBED MEDICATIONS OR TO RECEIVE TREATMENT IN SCHOOL. ALL SPACES MUST BE COMPLETED.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Address

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

- A. I am requesting permission for my child named above to: (check all that apply)
- \_\_\_\_\_ Use or receive prescribed medication
- \_\_\_\_\_ Receive prescribed treatment
- \_\_\_\_\_ Self-administer prescribed medication(s) in my presence or that of an authorized staff member in accordance with the Doctor's prescription
- B. I or a responsible adult will assume safe delivery of the medication to school
- C. I will notify the school immediately if there is any change in the use of the medication or the prescribed treatment
- D. I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.
- E. I will count the number of pills in the bottle and register the number with the school upon delivery.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Work Telephone

## **NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION**

In compliance with Federal regulations, the Kaleva Norman Dickson School District has established the following guidelines concerning student records:

- A. Ms. Cheryl Schaefer is the District Records Officer responsible for the processing and maintenance of all students. Her office is located at the main office or she can be reached by calling 477-5355 ext. 201.
- B. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen years of age or older), and those designated by Federal Law or District regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- A. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within thirty (30) days from the date of this notification that s/he will not permit distribution of any or all of such information:

Name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognize activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

- B. A copy of the policy and the accompanying guidelines are available at the Board office and at all school offices. There will also be a person available to answer any questions concerning the policy or guidelines.

## **NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

Dear Parent:

The District is subject to federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does

develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Mr. Marlen Cordes at 477-5353.

## STUDENT ATHLETIC HANDBOOK

### STUDENT ATHLETIC POLICY

#### ELIGIBILITY

The teachers and administrators at Brethren Middle/Senior High School believe the number one priority in school should be in the academic area. If a student is having a difficult time meeting the classroom objectives, then that student should not participate in extra-curricular programs.

Eligibility will be monitored in the following ways:

A. Minimum Grade-Point Average

High School - To be eligible, the student must achieve at least a 1.67 (C-) grade-point average during the time of membership in an organization, and CAN be failing ONE class.

Middle School - A middle school athlete shall be passing five (4) out of seven (6) classes with a C- (1.67) average on a weekly basis and CAN be failing ONE class.

B. Academic Record

Eligibility cards are kept on file in the Athletic Office for each student participating in a sport per season. Students are responsible to pick up their cards each Thursday morning to take them to their teachers for a grade and signature. Students are then required to return eligibility cards to the athletic office no later than 3:30 pm on Thursday for weekly eligibility verification.

B. Previous Semester Record

No student shall compete in any athletic contest who did not pass at least five (5) out of seven (7) classes the previous semester (18 weeks). This is in compliance with MHSAA Regulation 1, Section 7.

C. Citizenship

It is important for students to represent our school in a positive manner. Their behavior should be appropriate at all times. If a student who participates in extra-curricular activities shows poor citizenship, the coach/advisor/athletic director should be notified. The student may become ineligible if his/her behavior becomes a problem.

D. Appeal Procedure

If parents feel it is necessary to appeal this policy to the administration, they should go to the A.D. within three (3) days from the start of the period of ineligibility. Parents then have a right to meet with the superintendent, or his designee, within five (5) days of the start of the period of ineligibility, if they so desire. If parents feel it is necessary to continue an appeal, they may request a hearing with the Board of Education.

#### PARENT CONSENT

**A physical card with all sections completed must be on file with the athletic department before an athlete may participate. In order for a student to be eligible for participation, the physical must have been given on or after April 15<sup>th</sup> of the previous school year.**

#### MEDICAL TREATMENT

A. All student-athletes are required to report all athletic-related injuries to their coach.

B. The student-athlete is to inform the coach if he/she is taking any type of prescribed medication or has any other medical problems, such as diabetes, epilepsy, etc.



C. If a student-athlete is referred to a physician, a written medical progress report must be given to the coach before any further participation is to take place.

D. Insurance

1.) The school has contracted with an insurance plan insuring ALL student of the KND School District. This insurance program has a basic fee schedule for injuries and pays ONLY THOSE CHARGES WHICH ARE NOT COVERED BY THE PARENT'S/GUARDIAN'S INSURANCE POLICY. In other words, a claim for payment of bills in connection with a school-related, student injury would first need to be submitted to the insurance company of the parent/ guardian. Any excess charges not covered by that insurance would be paid by the school insurance plan. If the parent/guardian has no insurance coverage, the school plan would pay up to the maximum amount allowed by the school policy schedule.

The procedure to follow in case of a school-related, student injury is:

- a. An accident report must be filled out by a supervising adult; i.e., teacher, coach.
- b. The claim must be presented to the insurance company of the parent/guardian.
- c. Obtain an insurance claim form from the school; complete all items; send directly to the address on the claim form, together with all bills and documentation of any insurance payments made by parent/ guardian carrier. If parents/guardians will cooperate, insurance claims are not hard to process. However, it is the responsibility of the parent/guardian to file their student's claim.
- d. School insurance is in effect for 1 year following the date of the accident.

## **EQUIPMENT**

A. Student-athletes are financially responsible for all equipment and uniforms issued to them. All equipment must be turned in at the conclusion of the season or when the student leaves the team, whichever come first.

A. Each participant is required to check his/her equipment daily and report the need for any repairs to the coach.

B. Keep all equipment clean; wash your practice gear at least once a week; protective pads should be kept clean.

C. Lockers are to be kept clean. This will give equipment more air.

D. All equipment is to be used properly.

E. The coach will notify parent of any missing equipment. If the equipment is not returned within five (5) school days, the name of the student with the missing equipment, will be given to the athletic director for resolution.

## **AWARDS**

Student-athletes are recognized for their participation and contribution to their respective teams. Criteria for the winning of an award are determined by the individual team coaches and Athletic Director, which will be explained at the team meeting prior to the start of the season. In order to receive an award, the athlete must be a team member in good, academic standing.

## **A. FORMAT FOR AWARDS**

Certificate- Each middle school and junior varsity student-athlete who participated the entire season will receive a certification which denotes his/her achievement.

Varsity- The student-athlete will receive the Letter AB@ for their first varsity award. Letters are awarded only once. Criteria for letter award is completion of a season in a varsity sport. Successive varsity award winners will receive a pin.

Team Awards- Two team awards are presented to varsity individuals for each sport: Most Valuable and Most Improved Player.

Awards- Awards Ceremonies for the fall, winter and spring Ceremonies seasons will take place two (2) weeks after the season ends. All awards will be presented at that time and all athletes and coaches are expected to attend. Athletes who are unable to attend may pick up their awards in the athletic director's office.

## **B. PARTICIPATION**

A. Students may participate on two (2) different athletic teams in any one season, with prior approval of the Principal, Athletic Director, and coach. The decision will be based on the following criteria:

- 1). Student's academic standing
- 2). Student's daily attendance in school
- 3). Parental permission

B. Practice Policy

- 1). All practices must comply with MHSAA regulations.
- 2). During the school year, practices held on days school is NOT in session (snow days, vacations, etc.) are NOT mandatory.

NOTE: Sports practices held on Sundays must be completely voluntary, and all athletes must be notified about the practices. Sports practices held on snow days must be completely voluntary and approved by the Athletic Director. All athletes must be notified of the practices. Practice times will be from 12:00 noon to 5:00 p.m.

- C. A coach or advisor must be present at all times for practices. The coach's representative must be cleared by the Athletic Director.
- D. Students missing mandatory practices may be subject to disciplinary action.

### **TRAVEL**

- A. Students will not leave school before the ending time of the school day to attend an athletic event unless scheduling mandates an earlier departure.
- B. Good conduct is expected at all times while on trips.
- C. All rules and regulations pertaining to KND bus travel are to be strictly adhered to on athletic trips.
- D. Appropriate dress is a must on all trips.
- E. All student-athletes must ride to athletic events with the team in order to play.
- F. If a parent desires to take their student-athlete home after an athletic event, the parent must personally make the request and present written consent to the coach.
- G. If a parent desires to have their student athlete travel home from games with another adult, a notarized letter to that effect must be on file in the Athletic Office.
- H. If discipline is forthcoming due to the failure to follow these rules, the discipline will be handled in accordance with the action taken for an attendance infraction.

### **ATTENDANCE**

- A. The student-athlete must be present at all games and practices unless absent from school due to personal illness or excused by the coach prior to the absence.
- B. The student-athlete must be in classroom attendance a minimum of 4 periods in order to participate in an athletic contest and/or practice, unless excused by the Principal, Athletic Director or his / her designee.
- C. Plans for long-term vacations or absences are to be discussed by the student and parents with the coach at least

one (1) week in advance. Any type of disciplinary action for missing practices and competition will be decided upon at that time.

- D. While a student-athlete is suspended for an athletic violation, the athlete is to continue to be under the practice supervision of the coach. The athlete will travel with the team to the contest, sit on the bench, and assist the coach as may be directed

### **GENERAL TRAINING RULES**

- A. Student-athletes are required to live by the Brethren Middle/High School Student Conduct Code. He/she may not participate in any athletic contest until all school suspensions have been served for a violation against this Code of Conduct.
- B. Student-athletes are required to exhibit good sportsmanship and proper conduct in school, community, and during competition.
- C. Affection has its proper place. It is not to be expressed while student-athletes are in uniform or while representing their team and school at any athletic event or during travel to and from contests.
- D. The possession or use of alcohol, behavioral altering drugs (except when under a physician's care), use of performance enhancing drugs as determined annually by the Department of Community Health or tobacco is prohibited while an athletic team member.
- E. Stealing and gambling are severe violations of school and athletic codes of behavior.
- F. Trouble with the police which involves violating a federal, state or local ordinance, or any other act which brings disgrace or undue notoriety to the school, community or individual could result in an investigation by the Athletic Director, Coach and Principal. This investigation could result in suspension and/or removal from the team. (Refer to Section 14 of this Athletic Handbook)

Once the student athlete has declared his or her intent to participate in a sport, all training rules stated here, become effective immediately.

### **DUE PROCESS - Procedural Rules & Regulations for the School Community**

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutional and legally sound procedure is developed with regard to the administration of discipline in the schools of Michigan.

- A. The hallmark of the exercises of disciplinary authority shall be reasonableness and fairness.
- B. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district

resources in cooperation with the students and his parent/guardian.

- C. While students have rights to have hearings and to appeal decisions, as stated below, these hearings and appeals are not automatic. Students must apply for them. All appeals or requests for hearings must be made by the end of the third day following the date that the disciplinary action was imposed or the previous appeal was heard. The student has the following rights when action is taken against him/ her by a teacher or administrator:
  - 1. to be informed of the reason for the disciplinary action.
  - 2. to present school administrators with any facts that will support his/her defense.
  - 3. to have a hearing to contest the appropriateness of the action.
- D. The student also has the right to appeal disciplinary action taken by school personnel, as follows:
  - 1. Disciplinary action taken by a teacher may be appealed to the principal.
  - 2. A decision by the principal may be appealed to the superintendent of schools.
  - 3. A decision by the superintendent of schools may be appealed to the Board of Education.
- E. Appeals will be granted only on major infractions dealing with issues leading to expulsion or removal from the team.

## **INVESTIGATION OF VIOLATIONS OF TRAINING RULES**

- A. The importance of a Code of Conduct should be apparent to everyone determined to establish or keep a winning tradition. If a student-athlete is reported violating these rules, the case will be investigated by the coach, Athletic Director, and the Principal. If the findings of the investigations do not substantiate the charges, the source of the charge will be notified, and the case will be dropped.
  - 1.) The student-athlete has the right to know and be able to face the accuser.
  - 2.) The student-athlete has the right to present witnesses and evidence in his/her own behalf.
  - 3.) The student-athlete has the right of appeal.
  - 4.) Through proper school administrative channels, parents will be notified in writing on particulars of the case.

## **SUSPENSIONS**

All charges that have been proven are serious. Some infractions are more serious than others, but all have a detrimental effect on your team, sport, school, and community.

- A. A second repeated suspension for any reason may cause the student-athlete to be permanently removed from the team.
- B. Suspension pertaining to drugs, alcohol, tobacco, gambling, and stealing, as well as discipline pertaining to severe infractions will be

dealt with according to the guidelines outlined in the student handbook:

- 1.) A suspension from contests, equal to the number of days of suspension school for the same infraction found in section 4 of the student handbook.
  - 2.) Termination from the team.
- 3.) All suspensions related to drug, alcohol, or tobacco will require that the student will enroll, attend, and progress in the Student Assistance Program, one-third of the cost he school district will pay, with the parent assuming the remainder of the cost.
- C. **1.) A suspension from contests, equal to 33% of the regularly scheduled contests, for which the student is involved. Failure to serve a suspension will prohibit the student athlete from participating in any other sport until suspension is served. In extreme circumstances, the student athlete may be removed from the team.**
- 2.) Suspensions can be reduced by attending the Student Assistance Program if it is available.**

#### **TERMS OF SUSPENSION**

- A. Student-athletes must continue to meet all academic and interscholastic obligations.
- B. Student-athletes will continue to practice, travel with the team, sit on the bench (but not suit up for the contest), and assist the team and coach. This requirement may be waived if deemed in the best interest of student-athlete or team.
- C. If a suspension cannot be carried out during the season it was administered, it will be carried over and computed on the student-athletes next playing season in any sport. The student must be an active member of a team and in good standing at the end of that next playing season, or the penalty could carry over to succeeding playing seasons.

## **NORTH CENTRAL ATHLETIC ASSOCIATION COLLEGE FRESHMEN ACADEMIC ELIGIBILITY REQUIREMENTS**

If you want to practice and play your freshman year at an NCAA Division I or Division II college, you must satisfy the requirements of NCAA Bylaw 14.3, commonly known as Proposition 48. Bylaw 14.3 requires you to:

1. Graduate from high school.
2. Attain a grade-point average of 2.0 (based on a maximum of 4.0) in a successfully completed core curriculum of at least 11 academic courses, including:

ENGLISH - (Three units required). Core courses in English shall include elements in the following areas: grammar, vocabulary development, composition, literature, analytical reading or oral communication.

MATHEMATICS - (Two units required). Core courses in mathematics shall include instructional elements in algebra, geometry, trigonometry, statistics or calculus.

SOCIAL SCIENCE - (Two units required). Core courses in social science shall contain instructional elements in history, social studies, economics, geography, psychology, sociology, government, political science and anthropology.

NATURAL/PHYSICAL SCIENCE - (Two units required, including at least one full unit of laboratory classes if offered by the high school). Core courses in natural or physical science shall include instructional elements in biology, chemistry, physics, environmental science, physical science or earth science.

3. Achieve a 700 combined score on the SAT verbal and math sections or an 18 composite score on the ACT.

### LIFESKILLS

**Caring** – *To feel and show concern for others*

**Common Sense** – *To use good judgement*

**Cooperation** – *To work together toward a common goal or purpose*

**Courage** – *To act according to one's beliefs despite fear of adverse consequences*

**Curiosity** – *A desire to investigate and seek understanding of one's world*

**Effort** – *To do your best*

**Flexibility** – *To be willing to alter plans when necessary*

**Friendship** – *To make and keep a friend through mutual trust and caring*

**Initiative** – *To do something, of one's own free will because it needs to be done*

**Integrity** – *To act according to a sense of what's right and wrong*

**Organization** – To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use

**Patience** – To wait calmly for someone or something

**Perseverance** – To keep at it

**Pride** – Satisfaction from doing one's personal best

**Problem Solving** – To create solutions to difficult situations and everyday problems

**Resourcefulness** – To respond to challenges and opportunities in innovative and creative ways

**Responsibility** – To respond when appropriate; to be accountable for one's actions

**Sense of humor** – To laugh and be playful without harming others

### **Lifelong Guidelines**

**Trustworthiness**

**Truthfulness**

**Active Listening**

**No Put-Downs**

**Personal Best**



# KND CALENDAR 2017/2018

<b>Date</b>	<b>Event</b>
Tues, Wed Aug 29 & 30	PD
Thurs. Aug 31	Workday - Open House Evening
Tues. Sept 5	Student's First Day
Wed. Oct 4	Count Day
Fri. Nov 3	End of 1st Marking Period
Thur. Nov 9	Student 1/2 Day - PT Conferences
Wed. Nov 15	No School - Students / Teachers
Wed. Nov 22	Students / Teachers - Early Release
Thurs, Fri Nov 23 & 24	Thanksgiving Break
Thurs. Dec 21	Last day before Christmas Break
Wed. Jan 3	School Resumes
Fri. Jan 19	End of 2nd Mrkg Period
Wed. Feb 14	Count Day
Mon. Feb 19	President's Day - no school
Fri. Mar 23	End of Third Marking Period
Fri. Mar 23	Last day before Spring Break
March 26 - April 2	Spring Break
Tues. Apr 3	Return to School
Thurs. Apr 5	Student 1/2 Day - PT Conferences
Fri. May 25	Graduation
Mon. May 28	Memorial Day, no staff or students
Thurs. June 7	Student Early Release
Fri. June 8	Student Early Release
Mon. June 11	Teacher Records Day

**BRETHREN MIDDLE/HIGH SCHOOL STUDENT COMPUTER/INTERNET POLICY**

The Student handbook is available at [www.knd.manistee.org](http://www.knd.manistee.org) Paper copies may be requested in the office.

**Student Agreement**

I understand that use of school computers, including Internet access, is a privilege, not a right. After reading the Brethren Student Computer/Internet Use Policy on pages 30-32, I understand and will abide by this Computer/Internet Use Policy. I also understand that my failure to comply with the above guidelines may result in loss of my computer/internet privileges as defined in the student handbook, and I may be responsible for damages.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Guardian Permission**

I have read and understand the Brethren Computer/Internet Use Policy on pages 30-32. I understand that Internet access is designed for educational purposes and that school personnel will make every effort to properly supervise my child's use of network services. I understand that since it is technically impossible for Brethren HS/MS to restrict access to ALL controversial materials, I will not hold them responsible for any materials acquired on the network. I understand that my child is responsible for their school issued computer/IPAD, and I may be responsible for damages. I hereby give my permission for my son or daughter to have Internet access and use the school issued device.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Handbook Terms**

I understand the terms of the student handbook. I will follow guidelines within the handbook, and I will ask administration for any clarification that may need to be made on any policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you choose to withhold any of your child's "Directory Information," as described on pages 14 and 15, please do so in writing below, or to administration at a later date.**

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