





# WELCOME

Welcome to Baseline Middle School and the 2010-2011 school year. The administration, teachers, secretaries, and other personnel are looking forward to an exciting and rewarding year. It is our goal to offer you the finest educational opportunities within our means. This handbook is written to act as a guide for each student and parent. Please read this information as a family so you will be aware of procedures that will be followed throughout the year. Baseline Middle School is proud of its accomplishments. We are looking forward to a successful year.

*Your Middle School Staff*

## SOUTH HAVEN PUBLIC SCHOOLS MISSION:

“All students will achieve the academic and social skills necessary to be lifelong learners and productive members of society.”

## STUDENTS EXPECTATIONS

It is difficult, if not impossible, to list or state what is "acceptable" behavior, good conduct, proper citizenship characteristics and the like. However, in an effort to give the student a general idea of what is expected of him/her, we offer these guidelines:

1. Students should attend school regularly.
2. Students should be prompt in arriving at their assigned places.
3. Students should understand and follow school rules and policies.
4. Students should RESPECT the worth and dignity of each individual.
5. Students should RESPECT the rights of fellow students.
6. Students should RESPECT the rights and responsibilities of faculty members as they perform their duties.
7. Students should RESPECT the rights and responsibilities of non-professional personnel such as custodians and clerical assistants.
8. Students should observe a code of conduct for all citizens by the use of proper language, etiquette and appearance.
9. Students should devote all of their energies toward realizing their potential.
10. Students should INVOLVE themselves in the total school program and avail themselves of all that the school has to offer in the way of curriculum, library services, counseling services, student activities, etc.
11. Our expectation is that students should complete all assigned schoolwork.

# SOUTH HAVEN PUBLIC SCHOOLS CODE OF CONDUCT

## I. Introduction

The South Haven Public School District is dedicated to creating and maintaining a positive learning environment for all students. The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules.

## II. When and Where the Code of Student Conduct Applies

1. In the 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.
2. Any situation when a student's conduct has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff
3. When a student is using school telecommunications networks, accounts, or other district services.

## III. Non-discrimination Policy

It is the policy of the Board of Education that the District will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap or disability.

Inquiries or complaints by students and/or their parents/guardians related to any such discrimination should be directed to:

Superintendent  
South Haven Public Schools  
554 Green Street  
South Haven, Michigan 49090  
(269) 637-0520

The South Haven Public Schools procedure for addressing discrimination complaints is governed by SHPSBP 8015.

#### **IV. Discriminatory Harassment Procedures**

(Including Sexual Harassment)

Discriminatory harassment of students will not be tolerated.

Discriminatory harassment includes:

1. Verbal or physical conduct related to an individual's sex, race, color, national origin, age, religion, height, weight, marital status, or handicap/disability;
2. Sexual harassment consisting of unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature that creates a hostile learning environment for others.

Any student who believes that he or she has suffered harassment shall immediately report the incident(s) to his/her school Principal, or an Assistant Principal or to the following person:

Superintendent  
South Haven Public Schools  
554 Green Street  
South Haven, Michigan 49090  
(269) 637-0520

Should the complaint be against the Superintendent or other Central office Staff, the incident shall be reported to:

President of the Board of Education  
South Haven Public Schools  
554 Green Street  
South Haven, Michigan 49090  
(269) 637-0520

In cases where the alleged harassment involves a member of the Board of Education, the School District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

Any person who alleges sexual harassment by a Board member, staff member or student in this District, may use the procedure detailed in this Section or may complain directly to his/her Building Principal or School Counselor. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

The School District considers discriminatory harassment based on religion, race, color, national origin, age, sex, height, weight, marital status, handicap, or disability to be a major offense, which will result in disciplinary action of the offender. The School District guarantees that a student reporting, in good faith, an incident(s) of discriminatory harassment will not suffer any form of reprisal from the school.

The South Haven Public Schools procedure for addressing discriminatory harassment complaints is governed by SHPSBP 8018.

#### **V. Attendance Procedure:**

Students are expected to be in school during all regularly scheduled school time.

A student will be excused from attendance for any of the following reasons:

1. Illness requiring home confinement;
2. Hospitalization;
3. Death or serious illness in the family;
4. Court-ordered appearances;
5. Religious holy days;
6. Inclement weather problems;
7. Absences approved by school administrators;
8. School suspensions.

In order for an absence to be excused for one of the above reasons, the absence shall be reported as outlined in building policy.

All other absences will be unexcused.

Truancy is defined as:

1. Truancy by a student occurs when the student willfully and regularly absents himself or herself from school.
2. Truancy by a parent or guardian occurs when the parent or guardian fails to comply with a notice from the Attendance Officer appointed by the Board of Education or from the Van Buren or Allegan County Attendance Officer requiring regular and consecutive attendance of the parent's or guardian's child at school.

The following procedure will be followed when students are absent from school without excuse or when truancy is suspected:

1. In the event of an unexcused absence, a building designee shall call parents to assess whether the absence is truancy.
2. After 8 unexcused absences or suspected truanancies, a school official shall meet with the student and discuss the attendance problem. This discussion will include inquiry about the nature of the absences, discussion of the consequences of truancy, and exploration of alternatives to eliminate further absenteeism. The school will follow up with a letter to the parents advising them of the problem.

If it is determined that further assistance is needed to correct the attendance problem, the school offers school counseling staff will offer assistance to the student, parent/guardian, or both.

3. If the student reaches 8 days of unexcused or suspected truanancies a school official shall complete the truancy referral form in full, send a copy to a district attendance liaison and fax the form to the Youth Service Bureau.

Upon receipt of the referral, the Youth Service Bureau assigns a complaint number and sends a letter to the parents/guardians advising them of a date and time for a meeting between the students, the parents/guardians, school officials, and the Youth Service Bureau officers or the school liaison officers. The letter includes instruction to the parent to contact officials to reschedule if they are unable to attend at that time. They are further instructed that failure to appear for the meeting will result in a report being forwarded to the prosecutor's office for consideration of a warrant for the parent/guardian for educational neglect.

**\*\*Please note that this letter shall be sent via certified mail or personally served on the student's parent/guardian. \*\***

4. If a student reaches a total of 10 days of unexcused absences and/or suspected truanancies despite the efforts outlined

above, a district liaison officer or Youth Service Bureau officer will discuss the case with school officials and make a home visit for the purposes of investigation.

If the student is under 12 years of age, a report will be sent to the prosecutor's office with a request for consideration of a warrant for the parents/guardians for educational neglect.

If the student is between 12 and 16 years old, a Youth Service Bureau officer will issue an appearance citation. The citation will include a specific date and time of required appearance for both the student and parent/guardian at juvenile court. A copy of the citation, accompanied with a report will be forwarded to the Prosecutor's office.

## VI. Technology Policy

Computers, Internet access, and other information technologies have become an indispensable part of the modern learning community. It is our goal as a school district to provide every student with access to these tools. Access to technology is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept and sign the following rules for acceptable use.

1. Users of the computer network will maintain high standards of ethical conduct while using the system. This means that users are not to engage in any behavior that brings embarrassment, harm, or otherwise detracts from the good reputation of South Haven Public Schools, its staff, and its students.

The following are NOT permitted:

- a. Sending or displaying offensive messages or pictures.
- b. Using obscene language.
- c. Harassing, insulting or attacking others.
- d. Damaging computers, computer systems or computer networks.
- e. Violating copyright laws.
- f. Using someone else's password.
- g. Trespassing into another's folder, work or files.
- h. Intentionally wasting limited resources, including chain letters and other broadcast messages to multiple users.
- i. Using the network for commercial purposes.
- j. Disclosing personal information about yourself or others without express written consent from your instructor.

her account. Users must let the system administrator(s) know immediately if their password is lost or stolen or if they think someone has access to their account.

1. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
2. Users will agree not to meet with someone they have met on line without their parent's approval and participation.
3. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

k. Use of Internet e-mail or chat rooms without direct consent and supervision of a teacher or qualified instructor.

2. It is expected that users will limit their use of the computer network to the educational objectives established by their teachers.
3. South Haven Public Schools will periodically review and monitor computer files stored on the district computers, and will edit or Remove any material which the network staff, in its sole discretion, believes may be inappropriate. Access to and review of computer files is not limited to probable cause or reasonable suspicion. If a written complaint is received, the system administrators reserve the right to review suspected personal files on the network to determine if a breach in ethical conduct has occurred. Privacy is not implied nor should it be expected.
4. The privilege of using the computer network may be revoked at any time for inappropriate use. The administrators and staff of the SHPS district will be the sole determiners of what constitutes inappropriate behavior. South Haven Public Schools' building and district policies apply as related to SHPS computer network use.
5. Security on any computer system is a high priority, especially any system that has many users and/or Internet access. A user shall not let others use his or her account or password, as he or she is responsible for all actions related to his or

## VII. Code of Conduct Violations

Students who violate the Code of Conduct will receive appropriate consequences. When determining the action to be taken as a consequence of student misconduct, school officials may use a variety of intervention strategies and/or disciplinary actions in order to establish this positive learning environment. Intervention strategies and/or disciplinary actions will depend upon the level of severity or frequency of the violation.

### A. Level One Violations

#### Academic Misconduct

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section is in addition to and separate from other classroom and academic sanctions that may take place.

#### Disorderly Conduct

A student will not engage in conduct that causes disruption or obstruction to the educational process. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption. Disorderly conduct is gross misdemeanor.

#### Dress and Grooming

Attire or personal grooming that presents a risk to health, safety, property, interferes with education, or violates board policy by promoting harassment or violence is prohibited. Hats, caps, scarves, jackets, bandanas, headbands and coats may only be worn in school buildings with the approval of building administrators.

A student will be required to modify his/her attire in such a manner that it no longer violates this code. The student may be sent home to modify unacceptable attire. Articles may be confiscated and returned to the parent or guardian.

#### Insubordinate Conduct

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Insubordinate conduct is gross misdemeanor.

**A student will be in his or her place of instruction at the assigned time unless he/she has a valid excuse.**

### **Leaving School Without Permission**

**A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.**

### **Possession of Inappropriate Personal Property**

**A student will not possess any item that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices, computer games, electronic pagers or beepers, radios, television sets, cassette players, compact disc players, telephones, or other personal communication devices. Exceptions may be granted by expressed written permission from building administrators. Possession of inappropriate personal property is gross misdemeanor.**

### **Public Displays of Affection**

**Students are prohibited from excessive public displays of affection at school or at school sponsored events. These included but are not limited to prolonged kissing and embracing.**

### **Sexual Harassment (Level I)**

**A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities. Sexual harassment is gross misdemeanor.**

### **Tardiness**

### **Technology Abuse**

**A student will not violate the district's Technology Use Policy. Technology abuse is gross misdemeanor.**

### **Tobacco**

**A student will not smoke, use tobacco, or possess any substance containing tobacco at school or school-sponsored activity. Tobacco use is gross misdemeanor**

### **Trespassing**

**A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from school authorities. Trespassing is gross misdemeanor.**

### **Truancy**

**A student must report to the school's assigned class or activity unless she/he receives prior permission or subsequent excuse from school officials or parent/guardian.**

### **Unacceptable Language or Noisy Conduct**

**A student will not engage in offensive, obscene, or abusive language/behavior, or in boisterous and noisy conduct creating alarm, anger, or resentment in others.**

**Use of unacceptable language or noisy conduct is gross misdemeanor.**

**B. School Responses to Level I Violations**

The following are examples of intervention strategies and disciplinary actions that school officials might use:

| <i>Administrators</i>  | <i>Teachers</i>   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Student conference or reprimand.</li> <li>2. Parent/guardian conference.</li> <li>3. Referrals and conferences involving various support staff and agencies.</li> <li>4. Daily/Weekly progress reports.</li> <li>5. Change in student’s class schedule.</li> <li>6. Confiscation of items prohibited by school rules.</li> <li>7. Assignment for school services.</li> <li>8. Restoration/restitution.</li> <li>9. Before, lunchtime or after school detention.</li> <li>10. Suspension of transportation services.</li> <li>11. Week-end detention.</li> <li>12. In-school suspension.</li> <li>13. Short term suspension (for gross misdemeanor or persistent disobedience only).</li> <li>14. Law enforcement notification.</li> <li>15. Loss of computer privileges.</li> <li>16. Learning packets/essays (extra work).</li> </ol> | <ol style="list-style-type: none"> <li>1. Student conference or reprimand.</li> <li>2. Classroom contracts.</li> <li>3. Parent/guardian conference.</li> <li>4. Referrals and conferences involving various support staff and agencies.</li> <li>5. Daily/Weekly progress reports.</li> <li>6. Confiscation of items prohibited by school rules.</li> <li>7. Office referral for further action.</li> <li>8. Teacher suspension (for gross misdemeanor or persistent disobedience only).</li> <li>9. Learning packets/essays (extra work).</li> </ol> |

**C. Level II Violations**

**Subsequent Level I Violations**

Repeated violation of any Level I policy.

**Bullying**

Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school. Bullying is gross misdemeanor.

**Failure to Serve Assigned Detention**

A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified.

**False Identification**

A student will not use another person’s identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property. False identification is gross misdemeanor.

**Fraud**

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value. Fraud is gross misdemeanor.

**Gambling**

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions. Gambling is gross misdemeanor

**Gang Activity**

Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the

general community order, and/or interfere with the school district's education mission.

A student will not participate in gang activity.

Gang activity includes, but is not limited to:

1. Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
2. Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
3. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
4. Recruiting student(s) for gangs.

Gang activity may be considered gross misdemeanor.

#### Hazing

A student will not haze or conspire to engage in hazing of another. As used in this section, hazing means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District. Hazing is gross misdemeanor.

#### Improper Operation of a Motor Vehicle

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health or welfare of others on school property. Improper operation of a motor vehicle is gross misdemeanor.

#### Loitering

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

#### Physical Aggression

Physical aggression by students will not be tolerated. This includes pushing, wrestling, play fighting, scuffling or other similar physical conduct that could lead to the injury of another student.

#### Sexual Harassment (Level II)

A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers. . Level II sexual harassment is gross misdemeanor.

#### Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at \$100.00 or less which does not belong to the student. Violation of this policy is gross misdemeanor.

#### Threat/Coercion

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting. Threatening or coercion is gross misdemeanor

#### Vandalism

A student will not intentionally damage or destroy property of the school or others. Vandalism is gross misdemeanor.

**D. School Responses to Level II Violations**

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more useful, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

| <i>Administrators</i>  | <i>Teachers</i>   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Any school response to a Level I violation.</li> <li>2. Denial of driving privileges.</li> <li>3. Law enforcement notification.</li> <li>4. Long term suspension (for gross misdemeanor or persistent disobedience only).</li> <li>5. Recommendation to the Board of Education for expulsion (for gross misdemeanor or persistent disobedience only).</li> </ol> | <p><i>A teacher must refer suspected Level II violations to a building administrator.</i></p> |

**E. Level III Violations:**

**Subsequent Level II Violations**

Repeated violation of any Level II policy.

**Alcohol and Drugs**

A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school. Alcohol and drug violations are gross misdemeanor.

**Arson**

Arson includes intentional starting or assisting in starting a fire. It is a felony violation as set forth in Chapter X of the Michigan Penal Code.

If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5).

**Bomb Threat**

A student will not make bomb threats or similar threats directed at school building, other school property, or school-related events. Making such a threat is gross misdemeanor.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board, or its designee.

**Extortion**

A student will not make another person do any act against his or her will, by force or threat or coercion. Extortion is gross misdemeanor.

**False Fire Alarm or Tampering with Fire Alarm System**

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the

whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

#### Fireworks

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers. Violation of this policy is gross misdemeanor.

#### Interference with School Authorities

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence. Interference with school authorities is gross misdemeanor.

#### Persistent Disobedience

A student who is found responsible for violating the Code of Conduct four or more times during a school year is guilty of persistent disobedience and may be expelled from school as provided in Section 1311 of the State of Michigan School Code (MCL 380.1311). Any violation of the Code of Conduct, regardless of the level of violation, for which the student is found responsible, shall be counted in determining that a student is guilty of persistent disobedience.

#### Physical Assault/Fighting

A student will not physically assault another person. Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence and is at least gross misdemeanor.

If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days.

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5).

#### Robbery

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied. Robbery is gross misdemeanor.

#### Sexual Assault

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school

building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5).

*“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).*

#### Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at more than \$100.00 that does not belong to the student. Theft or possession of stolen property is gross misdemeanor.

#### Verbal Assault Against an Employee

Verbal assault is defined as any willful verbal, written, or electronically transmitted threat to inflict injury upon a District employee, person engaged as a volunteer, or a contractor for the District under such circumstances that create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury. Verbal assault is gross misdemeanor.

*Any student in grade 6 or above who violates this policy shall be suspended or expelled by the Board for up to 180 days.*

#### Weapons: Dangerous Instruments

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A dangerous instrument means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to: chemical mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters.

#### Weapons: Dangerous Weapons

A student will not possess a dangerous weapon at school. A dangerous weapon means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.

A “firearm,” as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

1. Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer; or
4. Any destructive device.

The term “firearm” does not include an antique firearm.

Violation of this policy is gross misdemeanor.

State law requires the school board or its designee to permanently expel from the school district a student who possesses a “dangerous weapon” in a “weapon-free school zone,” subject to possible reinstatement, pursuant to MCL 380.1311(5).

However, a school board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

1. The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the student;
3. The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;
4. The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

“Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property.

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is in-route to or from school on a school bus, the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

#### Weapons: Use of Legitimate Tools as Weapons

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. Use of legitimate tools as weapons is gross misdemeanor.

## F. School Responses to Level III Violations

All Level III violations must be reported to a building administrator. Any or all of the following intervention strategies or disciplinary actions may be used, *except for violations for which law mandates a specific consequence.*

- Any administrative response to a Levels I or II violation, listed above;
- Recommendation to the Board of Education or its designee for long-term suspension or expulsion;
- Placement in an alternative education program;
- Transfer to another building;
- Termination of transportation service;
- Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation.
- Law enforcement notification.

## VIII. Suspension of a Student by a Teacher

A teacher may suspend a student from the teacher’s class, subject, or activity for up to one full school day, if the teacher has good reason to believe that the student engaged in conduct prohibited by the District’s Student Code of Conduct while in that class, subject or activity.

If the teacher suspends the student, the teacher shall immediately report the suspension and the reason for the suspension to the school principal, or the principal’s designee, for appropriate action consistent with the Code of Student Conduct. If the student remains in school, the student shall be under appropriate supervision. The student will not be returned that school day to the class, subject, or activity from which he or she was suspended without the concurrence of the suspending teacher and school principal.

As soon as possible after the teacher-imposed suspension, the teacher shall contact the student’s parent/guardian and schedule a parent-teacher conference to discuss the suspension. If possible, the parent-teacher conference should be scheduled during the teacher’s non-instructional time, or before or after school. The teacher must report the outcome of the parent-teacher conference to the principal in writing. Whenever practical, a school counselor, school psychologist, or school social worker should attend the conference. A school administrator will attend the conference if the teacher or the parent or guardian so requests.

## **IX. Failure to Follow Prescribed Intervention Strategy: Separate Violation**

If a student fails to comply with the terms of the disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined; the student may be disciplined for the additional violation.

## **X. Staff Authority**

The authority of any member of the school staff extends to all school district students while the students are 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.

## **XI. School Activities**

A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays).

## **XII. Maintaining Class Progress**

When appropriate in the judgment of the principal, a suspended student may maintain academic progress under the terms and conditions set by the principal.

## **XIII. Due Process Procedures**

### **Short-Term Suspension**

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal or assistant principal shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the charges. The student shall be given the opportunity to present an explanation or a differing statement of the facts.

If the misconduct is found, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical.

The student and parent/guardian shall be notified of the circumstances and action taken.

### **Long-Term Suspension or Expulsion**

If recommended by the principal or assistant principal, the school's board of education or its designee shall

conduct a hearing to determine whether to impose a long-term suspension or expulsion.

The student and parent/guardian shall:

1. Be notified in writing of the allegation;
2. Be notified of the recommended disciplinary action;
3. Be notified of the time, date and location of the hearing; and
4. Be notified of their right to attend and participate in the hearing.

The board of education or its designee shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student or the student's parents, the board of education or its designee conduct the hearing in a closed session at the request of the parent.

An attorney or other adult may represent the student and parent/guardian at the hearing. Written or oral evidence may be presented at the hearing on behalf of the student.

Within 5 days of the completion of the hearing, the board of education or its designee shall issue a decision.

### **Appeal to Board of Education for Reconsideration**

A student aggrieved by the decision of the board of education may, within five (5) days of receipt of the decision, petition the board of education for the opportunity to request review or reconsideration by the board or its designee. The petition shall be in writing and contain the reasons that the board or its designee's decision should be reviewed or reconsidered. The board of education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for reconsideration.

### **Suspension and Expulsion of Students Receiving or Otherwise Eligible for Special Education/ §504 Service**

School personnel are authorized to remove students with disabilities/handicaps from their current educational placement for up to ten school days, to the extent that the removal would be applied to students without disabilities/handicaps. This removal can occur without the provision of any services or with services provided in an alternative setting.

Removals for more than 10 consecutive days are considered changes in placement and parents must be notified.

Whenever a child is subject to a disciplinary change in placement, the Individualized Educational Planning or §504 Team must convene and conduct a manifestation determination. The team must consider:

- Evaluation/diagnostic results
- Observations of the child
- The child's Individualized Educational Plan (IEP)/placement or Section 504 Plan/placement
- Parent concerns

Prior to making a finding that the misconduct was not a manifestation of the disability, the IEP team must conclude that:

- The child's IEP/placement or Section 504 Plan/placement was appropriate.
- The special education services and supplementary aids and services and behavior intervention strategies provided were consistent with the child's IEP and placement.
- The child's disability did not impair the ability of the child to understand the impact and consequences of the behavior subject to disciplinary action.
- The child's disability did not impair the ability of the child to control the behavior subject to disciplinary action.

If the behavior is a manifestation of the child's disability, the student's placement may not be changed for disciplinary reasons unless the child possessed a weapon at school or the child knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school. In either such case, the school may change the placement of the student for a period of up to 45 school days.

If the behavior is not a manifestation of the child's disability, the child may be disciplined to the same extent as children without disabilities. However, children who are subject to discipline continue to have the right to a free appropriate public education, and the school district must provide services necessary to enable the child to progress in the general curriculum and advance toward the IEP goals.

Other due process provisions are triggered for any student about whom the school had prior knowledge about a potential but unidentified disability.

## Notification to Law Enforcement Agencies

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

Armed Student or Suspected Armed Student  
Hostage  
Robbery  
Extortion  
Unauthorized Removal of Student  
Weapons on School Property  
Threat of Suicide or Suicide Attempt  
Death or Homicide  
Drive-By Shooting  
Larceny (Theft)  
Physical Assault/Fights  
Intruders (Trespassing)  
Bomb Threat  
Causing an Explosion  
Illegal Drug Use or Overdose  
Drug Possession or Drug Sale  
Arson, Vandalism, or Destruction of Property  
Sexual Assault  
Criminal Sexual Conduct  
Minor in Possession of Alcoholic Liquor or Tobacco Products  
Bus Accident

## Searches of Lockers, Motorized Vehicles, and Students

### Search of Lockers

Lockers are school property. All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee.

### Legitimate Use of School Lockers.

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker

combinations to other pupils, unless authorized by the public school principal or his/her designee.

#### Search of Locker Contents.

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

#### Seizure

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

#### Notice of Policy

A copy of the local school board policy regarding locker searches shall be provided annually to each pupil and parent/guardian of the pupil assigned a school locker.

#### Search of Motorized Vehicles

The building Principal or designated representative may search any motorized vehicles brought onto school premises by a student at any time upon reasonable

suspicion that the motorized vehicle contains an item(s) hazardous to the health, safety and welfare of students, personnel or property. These items include but are not limited to firearms, explosives, liquor, flammable material, dangerous weapons, narcotics or other matter prohibited by law or school regulations from being on school property. Such search may be made without notice to the student. Students refusing to cooperate in allowing a search of the motorized vehicle shall immediately lose their parking/driving privileges and shall be subject to further disciplinary action up to and including long term suspension or expulsion. Prohibited items recovered from motorized vehicles shall remain in the custody of the building Principal, until such items are turned over to law enforcement officials. The Principal shall receive a receipt for such items so delivered.

#### Search of the Person

When it has been determined by the building Principal/designee that there is reason to suspect that a student is in possession of an object which can jeopardize the health, welfare or safety of other students, that student shall be ordered to report to the building Principal's/designee office. This determination may be based on any information received by the building Principal or by a member of the faculty or staff. It also may be based on knowledge of the student's disciplinary problems, the student's association with known drug offenders, the student's exhibiting objects associated with drug use or the student's exhibiting such objects as bullets or a knife sheath which could be associated with dangerous weapons.

Once in the Principal's/designee office, the student shall be advised of the reason why he/she has been ordered to report to the Principal's office. The student shall then be requested to empty items such as, but not limited to, pockets, purses, shoulder bags and briefcases. Items that the building Principal believes may be connected with illegal activity may remain in the custody of the building Principal, until such items are turned over to law enforcement officials, and if this is done, the Principal shall receive a receipt for such item so delivered.

Once in the Principal's/designee office, the student shall be advised of the reason why he/she has been ordered to report to the Principal's office. The student shall then be requested to empty items such as, but not limited to, pockets, purses, shoulder bags and briefcases. Items that the building Principal believes may be connected with illegal activity may remain in the custody of the building Principal, until such items are turned over to law enforcement officials, and if this is done, the Principal shall receive a receipt for such item so delivered.

If the student refuses to comply with this request, the building Principal shall notify the student's

parents/guardians and request that they come to the school at once. The building Principal shall advise the parents/guardians of the situation. If the parents/guardians of the student are unable to persuade the student to comply, the parents/ guardians and the student shall be advised that law enforcement officials will be notified, and the matter turned over to an appropriate law enforcement agency. If the parents/guardians refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the building Principal shall notify law enforcement officials and inform them of the facts, which give him/her reasonable suspicion to believe that the student has illegal or dangerous objects on his/her person.

Upon any search, a written report shall be made indicating:

1. The name of the student,
2. The time, date and place of the search,
3. The reason(s) for the search,
4. Whether or not law enforcement officials were called.
5. Name of the person conducting the search.
6. Name(s) of person(s) present while search was conducted,
7. Item(s) confiscated

The Principal shall keep a copy of the written report on file and send a copy of the report to the Superintendent's office.

# BASELINE MIDDLE SCHOOL

## Supplemental Policies and Procedures

### AFTER SCHOOL ACTIVITIES

Students attending athletic, music or other activities outside the school day may not wait on school grounds for the activity to start unless they are supervised by a staff member. Students are not to roam around or wait inside the school for their rides (except for the designated area during inclement weather only-see Pick Up and Drop off of Student section).

### ATTENDANCE

This attendance policy is designed in furtherance of our stated mission as well as the exit outcomes established by South Haven Public Schools for all of our students.

In order to become productive members of society, self-directed learners, collaborative workers and quality producers who are prepared for the world of employment, it is necessary that all students develop good attendance habits and learn to take responsibility for their attendance.

In an effort to impress upon students the importance and value of their contribution to the school community and to further student achievement of the school mission and exit outcomes, the following attendance criteria is established in addition to the South Haven Public Schools Code of Conduct, and must be met by students before credit for a class is granted:

#### Reporting Absences

A telephone call must be made to the attendance office, (637-0538) by the parent, during school hours beginning at 7:00 A.M. The call should state the reason the student is out and the expected time of return. If it is not possible for a call to be made on the day a student is out, a note must be signed by the parent or guardian and state the reason for the absence. Students are responsible to check and see that an absence has been excused. All absences not cleared with three (3) school days upon returning to school will be permanently recorded as unexcused.

#### Periods of Reflection

A student may be assigned a time at home to reflect upon his/her inappropriate behavior at school. Time missed for periods of reflection do not have to be made up unless time missed is excessive. Work assigned during out-of-school periods of reflection must be completed upon return to school. An accumulation of five (5) or more days out of school for periods of reflection will result in a parent/administrator conference to determine appropriate placement/action regarding the student.

A student may be assigned a time of in-school reflection in lieu of out of school reflection for inappropriate behavior of a less severe nature as an intermediate step at the discretion of the principal or assistant principal. Students removed from in-house or lunch detention for not following the rules of the in-house supervisor will be reflected from school for 2 school days.

#### Make-up Work

Direct classroom instruction is impossible to recapture. Assignments completed outside of the classroom, that directly impact the student's proficiency in achieving mastery of content at the appropriate level, will be expected to be made up. Make-up work will be completed at the rate of one day for each day absent. Additional opportunities for students to achieve proficiency at their appropriate levels will be provided through After School, Summer School, and Saturday School programs as available. Major tests and exams may be made up for credit. However, it is the responsibility of the student to arrange with the teacher the time and place of the make-up test.

#### Late Arrivals

*A student arriving to school after 7:50 A.M. must have a parent sign them in to main office. The student will not be allowed to go to class until a parent signs them in.* Any student who demonstrates a pattern of late arrivals may be referred to the School-Court Liaison Officer or Van Buren County attendance officer.

#### Late Arrivals

*A student arriving to school after 7:50 A.M. must have a parent sign them in to main office. The student will not be allowed to go to class until a parent signs them in.* Any student who demonstrates a pattern of late arrivals may be referred to the School-Court Liaison Officer or Van Buren County attendance officer.

#### Prearranged Absences

A pre-arranged absence is an absence in which a parent or guardian arranges with the school for a student to miss school. Family vacations are a typical reason for a prearranged absence, as are doctor or dentist appointments. Generally prearranged absences do not qualify for a waiver of the excused absence policy. Except in the case of normal appointments, which can be handled on the day of the appointment, prearranged absences forms should be obtained at least one (1) week prior to the absence. Forms should be picked up in the main office, completed, and returned to the office. Teachers are to sign the form and also indicate if the student cannot afford to miss the proposed days. The teacher's signature does not necessarily mean they approve of the absence.

## Leaving Before the End of the School Day

At no time may a student leave school without a parent signing them out in the main office. Parent/guardian permission will be required for students to leave the school for any reason. In case of an emergency and the parents/guardians are not available, the building administrator will determine whether the student should be allowed to sign-out. Students who must leave school for an appointment will obtain a hall pass from the teacher and report directly to the main office or obtain a permit to leave school from the main office.

## Illness During the School Day

If a student becomes ill during the day, he/she should ask the classroom teacher for a pass to the main office. The office secretary will call parent(s) and/or guardian to notify them of the student's condition. If the ill student is to leave school, permission must be granted by the parent/guardian or an emergency person designated by the parent. The student must be signed out in the main office by a parent. Failure to inform a teacher or the office immediately of an in school illness will result in an unexcused absence.

## Attending School Activities During an Absence

Students who are absent are prohibited from attending or participating in dances, athletic practices or contests, or other school activities on that day unless a building administrator grants permission. Any student who is serving an "out-of-school period of reflection" may not be on any South Haven Public School property and may not attend the above activities or any other South Haven Public School function during this time.

## Absences Prior to Weekend Activities

If the student does not have an acceptable reason for being absent on the day prior to a weekend, vacation or other non-school day, the school may not excuse the absence and the student may be prohibited from attending activities until school resumes.

## Tardiness

Students are expected to be in school and on time to all regularly scheduled classes. Tardiness is defined as late to school as well as late to any individual class. Students who fail to be punctual to any individual class will receive these consequences:

- 1<sup>st</sup> tardy ~ Warning
- 2<sup>nd</sup> tardy ~ Classroom discipline
- 3<sup>rd</sup> tardy ~ Classroom discipline
- 4<sup>th</sup> tardy ~ student sent to in-house for the period
- 5<sup>th</sup> tardy ~ Reflection until parent conference and 2 lunch detentions will be assigned

6<sup>th</sup> or more tardies ~ Reflection until parent conference and increased lunch detentions will be assigned (6<sup>th</sup>=5 detentions, 7<sup>th</sup>=7, 8<sup>th</sup>=10, etc...)

Students accumulating 10 total tardies for all classes combined will be assigned a Saturday School. Students accumulating further tardies will receive additional Saturday Schools for each 10 tardies they receive and may be permanently assigned to lunch detention. Beginning with the 21<sup>st</sup> tardy the student will serve a one hour detention, after school, for each tardy. Students who fail to serve Saturday School will be assigned to Lunch Learning until they serve their assigned Saturday School obligation.

## BICYCLES

Bicycle racks, located on the east side of the school, are provided for bicycles. The school does not assume responsibility for bicycles that are stolen or damaged. Students must always lock their bicycles in the racks during the school day.

## BUS REGULATIONS

Students are reminded that riding a bus is a privilege. The school will provide you with this service as long as you cooperate with the driver and obey common sense rules.

Regular bus drivers will give out shuttle bus assignments. All students must ride the assigned bus both morning and afternoon. Violations of bus rules will lead to bus suspension for up to two weeks with possible permanent removal of this privilege. Severe behavior on the bus may result in reflection from school as well.

Pupils will be assigned to buses and may not change unless extremely necessary, (i.e., parents out of town) and then only by written authorization of the transportation department. If a student visits another child's home, parents are responsible for transportation, and the school should be informed and arrangements to ride a school bus should be made through the school Department of Transportation located at the Administration Offices on Green Street, or by calling 637-0570.

PLEASE DO NOT SEND REQUESTS TO SCHOOL FOR YOUR CHILD TO RIDE ANOTHER BUS.

## CHANGE OF ADDRESS OR PHONE NUMBERS

Every change of address or phone number should be reported to the principal's office immediately. The school must have on file an alternate phone number of a relative or neighbor for emergencies in case the parent cannot be reached.

## CHECKOUT PROCEDURE

Students are not permitted to leave the school grounds during the school day without a permit from the office. A parent must sign the student out in the main office before they are allowed to leave school. If they must leave school because of illness or any other emergency they are to report to the office where proper notification will be made. Leaving school without permission is truancy. This also includes those who arrive at school but have not attended classes or who leave a class without permission.

## CONTRABAND ITEMS (CANDY, CELL PHONES, MUSIC PLAYERS, TOYS, ETC...)

Students are not to bring to school such items that are unnecessary or otherwise disruptive to the educational process including but not limited to the following: squirt guns, caps, firecrackers, matches/lighters or other incendiary devices, knives, guns, cards or card games, gum, candy, cameras, handheld video game/internet accessible devices or toys, etc. Electronic devices (other than those listed below) and contraband items are not necessary and are not permitted at school

Cell phones and music players are a major problem on school campuses across the country. Ringing cell phones are disruptive during class time. Camera phones and text messaging are used to cheat on quizzes and tests. Cell phones and music players are stolen, loaned to other students and may be lost or broken. The use of cell phones at school is detrimental to the academic climate because it takes valuable time away from instruction and creates disciplinary problems.

All cell phones and music players must be turned off and kept in backpacks/lockers. They must not be visible. Students may not use these devices during the school day or at any after-school event. Students may briefly use their phones at the conclusion of after school events by the gym or main office to arrange rides or after school by the bike racks ONLY. If a student is using a cell phone (ANY OF ITS FUNCTIONS) or music player for any reason during the restricted time they will be confiscated from the student.

Progressive discipline will take place (detention, in then out of school reflection) for continued violations.

The cell phone will be returned ONLY to the Parent/Guardian of the student (not other relative or friend). The school may also require the student to check the phone into the office for repeat offenders.

For consumption of gum, candy or other food items not approved by the administration, students will serve an after school detention on the first offense, a Saturday School for the second offense and an out of school reflection for any offense after the second.

## COUNSELING FOR STUDENTS

Students may take advantage of professional counseling and guidance services at school. Students may make an appointment to see the counselor by filling out an appointment slip in his/her office or in their teachers' rooms. Parents may make an appointment to talk to the counselor in person by calling the school office.

The counselor's primary function is to help students with their problems so they can better understand themselves, move toward attaining their true potential, and become happy, effective, fulfilled persons. These are difficult years for many students as they are searching for independence, and their bodies and minds are in a state of very rapid change. These years have often been termed the second most critical period in a person's life. The counselor, the school staff, and the parents should consider themselves a team with the collective goal of helping each student become the best possible person.

## DEFICIENCY NOTICES

Teachers send to parents a report of unsatisfactory progress mid-way through each marking period if there is concern with the progress a student is making. These reports are an effort to keep communication open with parents and encourage mutual cooperation in helping the student toward academic success. Parents are encouraged to contact teachers with any concerns before progress reports are sent home and may do so by calling or arranging a meeting during the teachers prep time.

## DRESS CODE

Attire of personal grooming that presents a risk to health, safety, property, interferes with education, or violates board policy by promoting harassment or violence is prohibited.

1. Shirts with obscene, rude or suggestive printing, including but not limited to alcohol, cigarettes, musical group logos, gang insignia , sexual innuendos, or drug advertisement, will not be permitted.
2. Clothes must be worn properly as so under-garments are not visible (low cut pants/shorts that show undergarments are not acceptable). Nightshirts, pajamas and other bedtime attire should not be worn during school.
3. Tank tops and muscle shirts will not be permitted. Shirts must have sleeves that adequately cover the shoulders, and shirts must be long enough to cover the midriff area at all times (i.e when raising hands, bending over, sitting down, etc...). Low-cut shirts, blouses, dresses or other garments that expose cleavage are not considered appropriate attire.

4. These garments are to be buttoned-up/ zipped/snapped as well.
5. Shorts and pants with hole(s) above the knee and/or with writing on the seat are not permitted. Shorts, skirts, dresses, etc...that are worn must be at least fingertip length.
6. Shoes or sandals must be worn at all times. Shoes with laces shall be tied tightly. Slippers are not considered appropriate footwear.
7. Hats/caps, bandanas or sweatbands are not to be worn in the buildings.
8. Sunglasses are not to be worn in the building unless prescribed by a doctor.
9. Shorts must be loose fitting and have a length that is close to the knees (Shorts must be at least finger tip length).
10. "Sagging" pants/shorts will not be permitted.
11. Back packs, book bags, purses, knap sacks or other similar bags are not to be in the students' possession during the school day.
12. Jackets are not to be worn to class. Students should wear warmer clothes (sweat shirt, sweater, etc...) if class rooms are too cold for them.
13. This dress code may be partially set-aside for special activity days only with the approval of the administration.
14. The above list is not all-inclusive and the administration reserves the right to determine the appropriateness and acceptability of appearance.

Students that come to school with inappropriate dress will be asked to call home to have a parent bring them appropriate clothing. Students will not be allowed to class without appropriate clothing. Students that cannot secure appropriate attire will sit in the PASS for the day. Repeated violations results in removal from school.

### EMERGENCY CLOSING

Whenever extreme weather conditions or other emergencies exist that would keep school from operating or necessitate sending students home early, that decision is broadcast over the following radio and TV stations and every effort will be made to contact parents using the Honeywell Instant Alert System:

|      |          |               |
|------|----------|---------------|
| WCSY | 103.7 FM | WOOD TV Ch. 8 |
| WOOD | 105.7 FM | WOTV 41       |
| WKZO | 590 AM   | WWMT Ch. 3    |

Normally, these stations will have information on the air within 10 minutes after a decision and every 15-20 minutes thereafter.

**PLEASE -DO NOT CALL THE SCHOOL FOR INFORMATION AS THIS TIES UP PHONE LINES NEEDED FOR EMERGENCY COMMUNICATIONS.**

Should blizzard conditions or a Tornado Warning occur, students will not be sent home, but will remain at school until picked up or weather conditions have improved.

Should school be dismissed early, your child should have instructions as to what to do if he/she should arrive home in your absence.

### EMERGENCY - NUCLEAR PLANT

In case of a General Emergency at Palisades Nuclear Plant, students will be transported to Anna Michen Elementary School in Fennville. Parents may pick children up at that site.

In case of a Site Emergency at Palisades, students will be dismissed from school to go home. Early dismissal will be announced on WCSY 98.3 radio.

In any emergency involving Palisades Nuclear Plant, please refer to "1996-97 Emergency Preparedness in Van Buren and part of Berrien and Allen Counties booklet" by the emergency preparedness departments of the State of Michigan, and Van Burin, Bergen, and Allen Counties, as printed by Consumers Power Comp.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

By Board Action, the following information will be made available for publication in directories, sport programs, yearbooks, and so forth: name, address, telephone number, date and place of birth, courses of study, participation in school activities, date of enrollment, degrees and awards received, most recent educational agency or institution attended, height and weight of the student if a member of an athletic team, class designation (1st grade, 10th grade, etc.), school photographs, student portraits, and class offices held. For copies of Administrative Guidelines for Privacy of Student Records contact: South Haven Public Schools, Administration Center, 554 Green Street, South Haven, MI. 49090.

### FIELD TRIP

If field trips are arranged for various grades, parental consent slips must be signed before a student will be permitted to attend. Parents may be requested to accompany students on these excursions.

### FIRE AND TORNADO DRILLS

Fire and tornado drills are conducted throughout the year (weather permitting) to insure safety for the students in evacuating the building in case of fire or other emergency. Specific information on evacuation procedures will be distributed to each teacher for both fire and tornado drills.

## GYM DRESS/PARTICIPATION RULES

1. Students must change to appropriate gym clothes to participate in class activities.
2. Students will be excused from participating in physical education classes only upon the teacher's receipt of a valid medical excuse from a doctor.
3. An excused request from a parent for a period not exceeding three days may be accepted when the student has a minor injury.

## HOMEWORK

Homework is assigned for the following reasons:

1. To enrich and extend what the student has learned in class.
2. In preparation to share with others something discovered, read or created.
3. As practice to improve basic skills.

All students can expect to spend some time on homework but the amount will be varied.

## HOMEWORK DURING ILLNESS

When possible, teachers will help students to make up lessons incurred during approved absences. If a student has an extended illness, assignments may be secured through the office. Twenty-four hours are required between the time of the request and the time assignments may be picked up. Homework for shorter absences can be secured from classmates.

## INSURANCE

The school district carries an accidental injury insurance policy on all students while they are in school or participating in a school sponsored activity. It covers students who, (1) are not covered by another plan, or (2) students who have other insurance but are not fully covered after their deductible has been met. It pays, with certain limitations, charges for accidental injury. A student who receives an accidental injury must report the injury to the person in charge of the class or activity at the time it happens. An accident report must be filled out for them to qualify for coverage.

## LOCKERS

Each 6th, 7th, and 8th grader will be assigned an individual locker. All combinations in the building have been changed over the summer. Students must keep their locker combinations a secret and are not to change lockers during the school year without consulting the office.

The school retains control over lockers and reserves the right to inspect them at any time without notice or consent from student/parent. The Safety of students will

take precedence over property rights of individuals. This full text of the policy was adopted pursuant to Section 1306 of the State of Michigan School Code.

## LOST AND FOUND

A lost and found is maintained in the office. Should a student lose an item, he/she should first check with the teacher and then check with the office. Any items bearing the student's name will be returned to the student. Any other items that are found and not claimed within 2 weeks may be given away.

## LUNCH PROGRAM

Hot lunches and/or milk are available in the cafeteria, or a bag lunch may be brought from home. Baseline utilizes a computerized system for the lunch program. Students may deposit money in their account during the week. Parents may request a report on their child's account through the main office. 2010-2011 prices are as follows:

Breakfast - \$1.25 Lunch - \$2.25 Single Milk - \$.30

## LUNCH - FREE AND REDUCED

A free or reduced cost program is available for families in certain income brackets, or families with large medical expenses, etc. Applications should be made through the Main Office. Applications are confidentially, and no distinction is made in the lunch line so anonymity of such recipients is preserved.

## MEDICATION

It is the school's policy that students are to bring any/all medicine that they are taking (prescription and non-prescription) to the office. The medicine must be contained in the original bottle and accompanied with a doctor's note stating the amount and time to be administered.

INHALER USE – NEW LEGISLATION STATES THAT A STUDENT MAY POSSESS/USE METERED DOSE INHALERS OR DRY POWDER INHALERS AS PRESCRIBED BY A DOCTOR. A NOTE FROM THE DOCTOR AND PARENT GIVING THE STUDENT PERMISSION IS REQUIRED IN THE MAIN OFFICE.

The full text of the policy was adopted pursuant to Section 1306 (chapter 380.1179) of the State of Michigan School Code.

## PICK-UP AND DROP-OFF OF STUDENTS

Parents picking up students after school after 3:00 (or 11:30 on half days) should pick up their child at the front entrance only. Supervision of students is difficult after this time if students wait for those picking them up at different locations throughout the building. Student

**MUST wait for their rides outside of the school building by the bike racks. In the case of inclement weather students may wait by the main entrance under the canopy in rainy weather or inside the double doors in cold weather. Those picking up students for after school activities (athletic or music events/practices, clubs, play practices, etc...) may be picked up by the gym or band room entrances**

Parents dropping off or picking up students in the morning before school or throughout the school day should park in the parking lot in front of the school or wait for their child in the pick up line (except for those dropping off students with musical instruments). Cars are not to be parked by the front side walk as this is a high traffic area for students crossing the bus lane.

**PLANNERS**

Student must have their planners with them at all times during the school day. Planners are to remain in original working order and size. Students are not to cut, tear, color or modify them in any way. Students who lose, deface, modify or destroy their planners will be responsible for replacing their planner at a cost of \$6 per planner.

**PROGRESS REPORTS-GRADES**

Progress reports are issued quarterly. Parent-Teacher conferences are scheduled after the first marking period. Grades are an indication of learning. They become part of a permanent record that follows a student throughout his/her life. Institutions of higher learning, employers, and military services are all interested in school records. Students need to be aware of this so they will want to make the grades as presentable as possible. Parents are encouraged to take an active role in communicating with their child and the teachers concerning the student's grades. Parents may contact teachers to check on student's progress throughout the school year.

Letter grades issued represent the following:

|    |   |                  |
|----|---|------------------|
| A  | Excellent Progress                      | 90-100%          |
| B  | Above Average- Good Progress            | 80-90%           |
| C  | Average - Fair Progress                 | 70-80%           |
| D  | Below Average - Unsatisfactory          | 60-70            |
| F  | No Progress - Failing                   | Below 60%        |
| I  | Incomplete - two weeks to complete work | or grade is an F |
| CR | Credit                                  | NC No Credit     |

**SCHOOL ASSEMBLIES**

Assemblies are a worthwhile part of a student's education and are designed to enrich the educational program. Most assemblies will be attended in our cafetorium or gymnasium. We regard attendance at assemblies as a privilege and proper behavior is expected of all students.

**SCHOOL RULES**

1. Be on time to class.
2. Respect the rights of others.
3. No gum, food or candy in the building! (hallways, lockers, classrooms, etc.)
4. No running in the hallways.
5. Walk on the right side in hall and stairways.
6. Talk quietly in halls.
7. Be prepared for class - books, paper, and pen or pencil every day.

**SOCIAL EVENTS**

All social events must be approved by the administration. School sponsored social events are closed to non-middle school students. When students leave an event, they may not re-enter the building. All social events will be chaperoned, usually by parents and teachers. Parents are also welcome to attend school functions. Middle school students are not permitted to attend the high school dances. High school students may not attend middle school dances.

**SCHOLASTIC ELIGIBILITY FOR SPORTS, GRADES; 7 & 8**

Students at our school must be passing all of his/her classes to remain eligible to participate in athletics as stated on the Baseline Middle School Academic Standards for Athletics handout. This handout is attached to the physical form that a parent or guardian is required to complete prior to the athlete's participation in athletics.

Grade checks are conducted for the athletes approximately every two weeks throughout the season. If student is failing one or more classes he/she will be considered on *Probation* and will be notified by the office or coach that they have one week from the date of the grade check to bring the grade(s) up to passing (a second grade check will be conducted to check the grade(s) after one week). If the student is failing one or more of his/her classes at that time, he/she will be considered *Ineligible* until the next grade check where they must be passing all of his/her classes. If any student has one or more failing grades for a total of three grade checks in any athletic season, then he/she will be considered *Suspended* from that sport for the remainder of the season and will not be allowed to participate in athletics until he/she is passing all of his/her classes. (*Students that are Ineligible may practice with the team at the parent and coach's discretion but may not participate in games. Suspended athletes may not participate in practice or games.*)

MHSAA eligibility requirements must also be met before any student will be allowed to participate. Student/athletes who are reflected from school for

disciplinary reasons, whether in school or out of school, will be excluded from competing on the next date of competition in that sport.

### **Appeal Procedure**

Parents or Guardians may request a conference with the Coach, Assistant Principal, or Principal within five (5) school days of disciplinary action taken by the Coach, Assistant Principal, Principal, or Athletic Board. The decision shall be affirmed or modified within two school days of the conference.

### **TEXTBOOKS**

Textbooks and library books are the property of the school and are loaned to students on an individual basis. Students are responsible for the proper care of textbooks while they are using them. If a book is returned damaged or not returned at all, the student responsible is expected to pay for the book.

### **VISITS TO SCHOOL - PARENTS**

We encourage visits to the school. We ask parents to make arrangements with the teacher and the school office prior to the visit. Parents must check in to the office upon arrival to school. We remind parents that the teachers' time belongs to the students during school hours.

Teachers do not leave their classrooms while classes are in session to answer the phone or confer with parents. Teachers are normally available before and after school as well as during planning periods. During this time parents are encouraged to set up conference times, which are convenient for both the parent and teacher.

## **BASELINE MIDDLE SCHOOL STUDENT SUPPLEMENTARY CODE OF CONDUCT**

The Code of Conduct, applies to all school-related activities and school property, confirms that students come to school for an education and that the school should provide an atmosphere for a good educational experience.

Respect and Dignity for all is expected. Students are to make positive choices. Positive choices never include: mean or hurtful looks, gestures, words, threats or actions. Positive choices never include: aggression towards a person's body, feelings, friendships, reputation or property. Expect respect!!

Baseline Middle School recognizes that proper student conduct is essential in all programs and activities of the school. Proper conduct is essential to develop and maintain a healthy teaching/learning environment, to develop an orderly, safe and efficient operation of the school and to illustrate that orderly conduct is a requisite to cooperative and productive participation in adult life.

Discipline is the joint responsibility of students, parents and the school. When a student violates a school regulation, the support and cooperation of both student and parent is essential to the school disciplinary measures taken. The school is charged with administering a discipline that is educational, rehabilitative, reasonable, fair, and that takes into account individual student rights. The school shall keep a confidential record of student misconduct and the disciplinary measures taken.

This code is an attempt to list the main violations and the penalty for each, but other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other students learning or is deemed inappropriate for a school setting. Students aiding or abetting another student in the commission of any school violation may receive a penalty **EQUAL** to the attempted violation. Provisions of the Student Code of Conduct are in effect while the student is in a classroom, elsewhere on South Haven school premises, on a school bus or other school-related vehicle, or at any school sponsored event whether or not it is held on school premises, on all field trips, extra-curricular activities, and other activities that are an out-growth of the school program.

A firm and fair discipline policy provides all students with the opportunity to learn and enjoy our school. All of us want a safe and orderly school. Our discipline policy is designed as a progressive system that provides positive rewards as well as negative consequences. It allows students to make choices that affect how often and how much discipline they choose to receive.

Each classroom has rules and consequences that are posted and explained by the teacher. Through this action we hope to eliminate the practice of students not knowing where they stand discipline-wise in a classroom. When students know when and how often rules have been broken, it is hoped they will cease that behavior to avoid serious trouble. Students should take an active role in self-discipline. Our goal is to have a student body that understands the rules and consequences, take responsibility to follow the rules, and feels rewarded for their proper behavior. It is important to understand that discipline for improper behavior will be determined on an individual basis. The discipline a student receives may be impacted by the student's overall record.

## **SCHOOL-COURT LIAISON**

South Haven Public Schools, in cooperation with the Juvenile Courts of Allegan and Van Buren Counties, employs a School-Court Liaison to provide for the orderly and expeditious handling of discipline and other referrals. The intent of this program is to maximize the resources available through the courts and through the Michigan School Code to assist young men and women in dealing with issues of conduct or school success before such issues become problematic. Referrals may be made to the School-Court Liaison for truancy, discipline and student conduct, child abuse or neglect, educational neglect, incorrigibility or for other reasons deemed appropriate by the district or parents. The School-Court Liaison prior to re-entry into the educational setting may interview students returning from a "period of reflection". The district reserves the right to involve the School-Court Liaison officer in any matter pertaining to student conduct or when, in its determination, the student may best be served through such intervention.

## **RESTORATIVE JUSTICE**

Van Buren County has set up a program through the Juvenile Court to address the criminal acts that are committed by juveniles including, but not limited to assault/fighting, incorrigibility, sexual harassment, truancy and theft. They have teamed up with the local schools to offer an alternative to prosecution for first time juvenile offenders. This program allows students the opportunity to have their offenses not appear on a record in the juvenile courts. The program requires that students admit to their offense, make restitution (when appropriate), apologize for their offenses to the appropriate parties, and fulfill a series of other requirements including but not limited to maintaining good school attendance, maintaining good behavior in and out of school, and community service. If a student or parent chooses not to enroll in the program, do not accept the conditions of the program or fail to complete the program in the agreed upon time frame, the student's case will be filed with the juvenile authorities for adjudication.

## OFFICE REFERRAL/TIME-OUTS

Teachers may refer students to the office for classroom misbehavior that is severe or chronic. Teachers will notify parents of chronic misconduct that arises before a student is referred to the office. Teachers will send students to the office with appropriate office referral form. Teachers will utilize various methods to help correct a student's misbehavior (time-outs, before, after school and lunchtime detentions, extra work, conferences with student and or parents, team meetings, etc...). Time-outs will not be used as the primary method of correcting behavior. Parent contact is strongly suggested if a student is removed from class for the hour for a time-out. Appropriate time-out forms will be sent by the teacher with student to the office indicating time of return, and assignment to be completed during the student's placement in time-out room. Students receiving multiple time-outs will then be referred to the office for chronic misconduct where parent contact is required.

- 1<sup>st</sup> Referral-** Verbal parent notification by teacher of student's behavior and to set up Parent/teacher conference. Written notification by teacher will be utilized only if verbal contact cannot be established. Conference with Principal or Assistant Principal.  
Written notification to parents by administration.
- 2<sup>nd</sup> Referral-** Possible Reflection from school.  
Period of Reflection (until parent conference, in-school or out of school as deemed appropriate).  
Written or Verbal notification to parents by administration.
- 3<sup>rd</sup> Referral** Minimum 2-day period of Reflection (in or out of school as deemed appropriate-additional days may be added.)  
Educational Placement Review.

**STUDENTS WITH CHRONIC MISCONDUCT WILL BE RECOMMENDED TO THE JUVENILE COURTS AND MAY BE RECOMMENDED FOR EXPULSION FROM SCHOOL.**

The South Haven Public Schools is an equal opportunity employer. It will not discriminate on the basis of race, color, sex, religion, national origin, marital status or handicap.

Complaints concerning Civil Rights Act of 1994, Titles VI, VII, IX, Section 504 of the Rehabilitation Act of 1973, ADA, or the Michigan Civil Rights Act of 1976 should be directed to Dave Myers, Superintendent, 554 Green Street, South Haven, Michigan 49090, Telephone (616-637-0544).

# BASELINE MIDDLE SCHOOL

## TEAMS

### TEAM 6A

Language Arts  
Math  
Science  
Social Studies  
Inclusion

TEAM TIME: 1:40 – 2:27

Corey Cole  
Mr. Herrman  
Science Teachers  
Social Studies Teachers  
Kathy Haines-Dailey

### TEAM 6B

Language Arts  
Math  
Science  
Social Studies

TEAM TIME: 12:48 – 1:36

Language Arts Teachers  
Christine Bidol  
Kathy Brumbaugh  
Carol Servatius

### TEAM 7A

Language Arts  
Math  
Science  
Geography  
Inclusion

TEAM TIME: 9:36 – 10:24

Lynne Maxwell  
Math Teachers  
Doug Gruber  
Vicki Slocum  
Dana Brower

### TEAM 7B

Language Arts  
Math  
Science  
Geography  
Inclusion

TEAM TIME: 10:28 - 11:16

Language Arts Teachers  
George Wright  
Science Teachers  
Social Studies Teachers  
Lori Visscher

### TEAM 8A

Language Arts  
Math  
Science  
History  
Inclusion

TEAM TIME: 7:50 - 8:40

Belinda Cowell  
Shelly Fouts  
Ashley Meyer  
Adam Verseput  
Jeff Lamphier

### TEAM 8B

Language Arts  
Math  
Science  
History

TEAM TIME: 8:44 – 9:32

Trish Scott  
Math Teachers  
Cheri Stein  
Kemarie Brooks

## RESOURCE ROOMS:

Julie Rock

## ELECTIVE TEAM

TEAM TIME 11:16 – 11:57

Academic Support

Art

Band

Computers

ESL Program

Media Center

Orchestra

Physical Education

Spanish

Vocal Music

Terry McGarr

JoAnn Marie

Sheryl Kaptur

Teresa Koehler

Cecilia Vergara/

Eddie Aleman

Mary Conley/

Peggy Nixon/

Shannon Crider

Jessica Fiedorowicz

Megan Washegesic

Michelle Dudycha

Kelly Willard

## ISD STAFF

School Psychologist

School Social Worker

Sarah Hirons

Elizabeth VanArk

## SECRETARIES

Traci McIntosh

Tammie Hager

## PARAPROFESSIONALS

Amanda Ackley

Mary Conley

Shannon Crider

Jerris Farrell

Mike Harris

Jody Kline

Kim Koenig

Carol Mather

Peggy Nixon

Tammie Powell

Donna Springer

## CUSTODIANS

Steve Brzezinski

Doug Davis

Cathy Valkner