

**Burr Oak Community School
326 East Eagle St.
(269) 489-5534 or 489-5181**

**5TH-12TH GRADE HANDBOOK
2013-14**

Welcome To the Students:

Welcome to the home of the Bobcats, where spirit, pride and excellence are the bywords of a school in which the community takes pride!

Along with increasing your knowledge and developing your skills, your major responsibility at Burr Oak will be to respect yourself, your fellow students, and teachers and staff members!

This handbook is intended to let you know what we expect from you in the way of classroom expectations and general behavior. Our school has certain requirements of behavior that we all must live by to be successful. Please read this handbook carefully and refer to it when needed. If you have any questions concerning this handbook, you should ask your teachers or administration.

MISSION STATEMENT

We, the stakeholders, will provide engaging opportunities in a safe environment for all students to achieve academic excellence. We will promote creativity, personal growth and an awareness of self, community, and global responsibility. We will use continuous measurements of self-evaluation to promote improvement.

STUDENT CODE OF CONDUCT

A primary responsibility of the schools of Michigan and their professional staffs shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal process whereby necessary changes are brought about.

The school is a community and rules and regulations of a school are the laws of that community. All those enjoy the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

The Board of Education, Administration, and Faculty of the Burr Oak Community Schools feel that the parents of Burr Oak students share a major responsibility in the well-being of the students of the school. Cooperative supervision of the students by the school faculty and parents is the key factor in satisfactory participation by the students.

Burr Oak Community School Anti-Bullying Policy

Definition of Terms:

BULLYING: Any written or verbal expression, or physical acts or gestures, directed at another person(s) to intimidate, frighten, ridicule, humiliate, or cause harm to the other person, where the conduct is not related to the person's membership in a protected class (e.g. race, sex). Bullying may include, but is not limited to, repeated taunting, threats of harm, verbal or physical intimidation, cyber-bullying through emails, instant messages, or websites, pushing, kicking, hitting, spitting, or taking or damaging another's personal property. Bullying behavior may also constitute a crime. Experts have determined that bullying is a form of aggression involving a power imbalance between the bully and the victim, where the bully has actual or perceived physical, social, and/or psychological power over his or her target(s). Bullying generally involves a pattern of conduct that is directed at a victim, rather than a single incident.

CYBER-BULLYING: Sending mean, hurtful or threatening messages or images about another person; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad.

SCHOOL COMMUNITY MEMBER: Any student or school system employee on school premises or at a school-related or school-sponsored function or activity.

The Burr Oak Community Schools is committed to creating a safe and nurturing learning environment in which students may achieve their individual maximum potential. The Burr Oak Community School expect all members of our community to treat each other with dignity and respect. It is the policy of the Burr Oak Community Schools to strictly enforce a prohibition against bullying, including cyber-bullying and all forms of violent, harmful, or disruptive behavior throughout the school system. Bullying by a student against another student may occur outside of the school setting and concerns or evidence may be brought to the attention of teachers or school staff. Bullying occurs across all geographic, racial and socio-economic segments of society. There is not just one typical profile of a student who is bullied – any student can be singled out for any reason.

The Burr Oak Community Schools is aware of the effects of bullying on the school system and community and is committed to establishing both policies and educational programs to address this serious issue.

Recognizing that education is an important component of any effort to combat bullying, school-based initiatives that are designed to keep students safe and teach them to act responsibly are encouraged and supported by district administrators. At the same time, professional development activities designed to train school personnel to recognize, respond to, and report instances of bullying are conducted.

For purposes of this policy, the term *school* includes school buildings; school grounds; and school sponsored and sanctioned activities such as social events, field trips, sports events, concerts, cultural events, and other similar functions even when held off school property. This policy also applies to school-sanctioned transportation and travel to and from school.

Bullying in the schools will not be tolerated by the Burr Oak Community Schools. The school system takes allegations of bullying seriously and will respond promptly to complaints and allegations of bullying.

Where it has been determined that bullying behavior has occurred, the Burr Oak Community Schools will act promptly to eliminate the bullying and will impose corrective action, as necessary and appropriate to the circumstances. Such corrective action will be in accord with the judgment of the administrators charged with resolving the issue and may range from mediation to counseling or educational approaches to formal discipline such as a reprimand, detention, suspension, or legal involvement.

Retaliation is forbidden against any person who has alleged or reported bullying, provided information, or participated in an investigation. Any allegation of reprisal will be subject to investigation and disciplinary action.

Procedures for Handling Incidences of Bullying

- Students with any knowledge of student-to-student bullying are taught, reminded, and strongly encouraged to report such concerns immediately to a responsible adult in the building, i.e. teacher, guidance counselor, administrator, or to their parent/guardian. Staff members who receive such reports or information are **required** to refer such reports or information immediately to an administrator/designee or guidance counselor.
- After receiving a report of a concern around bullying, the school has an obligation to respond in a timely, immediate, and appropriate manner.
- Guidance counselor and/or administrative personnel may interview the alleged victim(s) around his/her concerns and may request a written account of the details surrounding the concern.
- The school's investigation may include gathering information from witnesses to the alleged bullying.
- The school's response may include having an administrator or designee speak to the alleged offender, explaining that the behavior is inappropriate and outlining consequences for past actions and consequences if the behavior does not stop. If appropriate and agreeable to the complainant and his/her parents/guardians, the complainant may discuss the situation with the offender, telling him/her to stop the offensive behavior/actions. This may be done in the presence of a third party.
- Parents/Guardians of both the victim(s) and alleged offender(s) will be contacted to discuss the concerns, and to reassure parents that the situation is being addressed.
- When necessary, a disciplinary hearing will be scheduled with parents/guardians to review the incident and assign appropriate consequences and measures.
- The school's response will ordinarily include a focus on educating and changing behavior rather than simply punishing the offender. Accordingly, one or more of the following disciplinary consequences and/or remedial measures may be considered, according to the nature of the behavior, the developmental ages of the students involved, and the offender's history of problem behaviors.
- When a given situation is judged serious enough to require the attention of the Superintendent/designee, he/she will be informed immediately and an incident report will be written, reviewed by the Principal/designee and distributed to appropriate administrators within 24 hours of the incident. A hard copy, with the Principal's/designee's signature, will be sent to the Superintendent.

Possible Disciplinary Consequences

1. Reprimand
2. Temporary removal from the classroom
3. Loss of privileges
4. Classroom or administrative detention
5. Referral to disciplinarian
6. In-school suspension during the school week
7. Out-of-school suspension
8. Report Police Department

Possible Remedial/Supportive Measures

1. Framing the bullying behavior as a failed attempt to solve a real problem or reach a goal; school personnel assist the misbehaving student to find a better way to solve the problem or meet the goal.
2. Restitution or restoration
3. Peer support group
4. Corrective instruction or other relevant service experience
5. Supportive interventions including peer mediation, etc.
6. Behavioral assessment or evaluation
7. Closely monitored behavioral management plan
8. Law enforcement involvement
9. Parent conference
10. Maintaining, as much as possible, the confidentiality of victims and offenders

Possible Environmental (Building) Measures

1. Modification of schedules
2. Adjustments in hallway traffic
3. Modifications in student routes or patterns traveling to and from school
4. Use of monitors (hallway, cafeteria, bus, dismissal, etc.)
5. Involvement in community youth organizations
6. School climate and culture awareness activities and changes.

DONATIONS

The school is always open to gifts, although all items need to be purchased through the school to make sure that everything meets the standards of the State MHSAA and of the school.

LEGISLATED STUDENT SUSPENSION

A teacher is authorized to immediately remove and suspend (for one full day) a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education policy or the school's code of conduct.

Any student suspended pursuant to this policy shall be in accordance with the board of education policy and the school's student code of conduct. All suspensions will be reported to the board of education and those in violation of Section III, page 26, will be reported to the appropriate law enforcement agency.

EMERGENCY FORM

Emergency Form: must be complete by the **1st Friday of the school year**. Failure to do so will result in F of Minor Violations of Discipline Procedures.

ATTENDANCE POLICY

To benefit from one primary goal of teaching to a specific work skill and academics, it is essential that each student maintain regular and punctual daily attendance in all classes. Class attendance is necessary for learning and academic achievement, as well as for developing the habits and responsibilities of punctuality, dependability and self-discipline. The purpose of the attendance policy is to help students to develop these responsibilities and to maintain academic standards for earning credit. Maintaining good attendance is included as a learning outcome for each class to familiarize students with expectations of the workplace.

Regular attendance also enables a student to hear and participate in class instruction, lab experiences, and exposes students to group interactions with their teacher and fellow students. Such experiences cannot be developed when absent or tardy.

DEFINITIONS OF EXCUSED ABSENCES

1. Excused absences are absences that are verified by a phone call or a note from a parent or legal guardian or an appointment card to the attendance secretary within 2 school days following the day of return to class. Excused absences may include illness, hospitalization, family emergencies, funerals, and professional appointments, etc. (Note: **Attendance Secretary at Burr Oak School is not responsible for contacting the BACC instructors – students should take copies to their BACC instructors.**)

2. Pre-arranged absences are considered **Excused** absences provided the instructor is contacted for approval **prior** to absence when possible. **The completed form must be returned to the office prior to the absence.** Pre-arranged absences may be used for hunting, vacation, St Joseph County 4-H Fair, doctor, religious obligations, etc. as determined acceptable by the administrator.

DEFINITION OF UNEXCUSED ABSENCES

An **unexcused** absence is any absence that the school has **not** received a phone call or note from the parent or legal guardian, within 2 days following the day of the return to class.

Unexcused absences cannot be made up.

SCHOOL RELATED ABSENCES

Activities that are school sanctioned, such as field trips, participation in athletic events, etc. will be considered a school release and do **not** count towards the attendance policy. School releases will be at the discretion of the school. It is the student's responsibility to provide the BACC instructor with documentation from their school attendance secretary. Students are still responsible for coursework for the days that they are school released.

NOTIFICATION OF ABSENCES

In an effort to keep parents better informed as to the number of absences their child has, the school will notify the parent or legal guardian by phone when a student reaches 5 absences and for every **unexcused** absence. Parents may call to check on the attendance of their son/daughter or check the Pinnacle system using their PIV.

PARTICIPATION IN ACTIVITIES

In order to participate in or attend any extra-curricular activity, the student must be in attendance the entire day (8:05 – 3:07) of the activity or have a pre-arranged slip turned in to the office, and be approved by the administrator prior to being absent

WITHDRAWALS

Pupils leaving school may do so only by a conference between home and school or with a note from a parent / guardian giving reason for withdrawal.

Withdrawal is not complete until the pupil has returned textbooks, cleaned out lockers, received clearance from the library and kitchen, paid all bills, and checked out through the guidance office and principal's office.

STUDENTS WHO DROP OUT OF BURR OAK SCHOOL AND DO NOT ATTEND ANOTHER SCHOOL WILL BE ALLOWED TO RETURN ONLY BY PERMISSION OF THE ADMINISTRATION.

TRUANCY

Any time a student is not in school 20 percent of the school days in session or a pattern of absences arises that is consistent with previous semester, the ISD truancy policy will be followed.

TARDY POLICY

Students are expected to be in their assigned classroom before the beginning class bell rings. **Students who miss more than ten (10) minutes of a class will be considered to have been absent from that class.**

Students coming in late at the beginning of school must check in at the office and MUST pick up a PASS.

When receiving the 4th tardy per semester the following will apply:

- 4th tardy - Warning
- 5th + tardy - Detention
- 9th + tardy – P.A.S.S.

ILLNESS AT SCHOOL

Any student who becomes ill at school must report to the office. An attempt will be made to notify parents if the illness is serious enough to warrant going home. No student is allowed to leave school without securing permission from the office and signing out.

SIGN IN/OUT PROCEDURE

1. Secure permission and a pass to leave your classroom and report directly to the office.
2. Students may leave only after permission (by a note or telephone call) has been granted by a parent/guardian.
3. Students must have parental permission and must sign out if they are not returning to school after lunch hour.
4. When you return and sign in, pick up and present an admission slip to your current teacher.
5. This policy must be followed by all students, including those aged 18 or over.
6. If a student goes home for lunch and is too ill to return – a parent must contact the school and confirm their child is too sick to return to school.
7. Not signing out will be considered skipping school.
8. Once a student arrives on school property in the morning either by bus, car or walking, they are not allowed to leave school without proper permission from administration.

MARRIED AND / OR PREGNANT STUDENTS

Married and/or pregnant students are allowed to participate in any curricular or extra-curricular program. Married students who take part in overnight trips must abide by the same rules and rooming arrangements as other students. Students who become pregnant shall be allowed to continue in the regular day school program at the discretion of their physicians. Teachers and sponsors who are responsible for students in physically strenuous activities, or on field or class trips, may insist upon a prior approval from a doctor before a pregnant student may take part in the trip or activity. Babies are not to be brought to school during regular school hours. Babies are not allowed in practice area for open gym or practices.

BUS

Riding the bus is a privilege. After arriving at school, you must stay at school.

CARS

Students who drive to school are to park their vehicles immediately upon arriving and are not to be driving around the school or nearby streets. Once the school day begins, students may not enter their vehicles for any purpose other than to leave school for the balance of the day (to work or home).

1. Students are to park vehicles only in the middle parking area.
2. Students must drive with care at all times. There will be no driving during the noon hour by students except in the following cases:
 - a. Participation in cooperative work program.
 - b. Emergencies or special errands approved by the administration.
 - c. No student may transport another student during school hours (except for siblings or dual enrollment students as approved by administration).
3. No obscene gestures or stickers on vehicles. Owners will be asked to remove stickers or remove vehicles from the school parking area.
4. Students may be driven home for lunch only by the following people:
 - a. Parents
 - b. An adult who is approved by the parent and the school administration and who is not a student at Burr Oak High School.
 - c. In all cases of students being driven home for lunch, or driving themselves, a permission slip written by the parents concerned must be on file with, and approved by, the administration.

BACC (Branch Area Careers Center)

1. BACC students are required to ride the bus.

BACC students must have special permit or driving form filled out, one day prior to driving personal vehicle.

BICYCLES

Students riding bicycles to school must park them in the bike rack near the playground. Students are required to lock their bikes. The school cannot be liable for lost bicycles. No student is allowed to be around the bike rack until school is dismissed.

SKATEBOARDS / INLINE-SKATES / ROLLER SKATES

Skateboards, in-line skates and roller skates are not to be used on school grounds.

ACTIVITIES - STUDENT SENATE

Student Senate should receive a list of anticipated class organization activities near the end of the school year. This is then approved and scheduled by the student senate and put on the master calendar in the principal's office.

Any additional activities must be approved by the Administration and student senate at least one month before the date of the activity. If the student senate approves the activity, it must be signed by the student senate advisor and administrator. Forms for applying for activities are available in the principal's office.

The student senate secretary should document, in a journal, all activities throughout the school year that are planned for grades 5-12.

CLASS / CLUB ORGANIZATIONS

Near the end of the school year, organizations will be expected to submit a list of anticipated activities for the coming school year to the student senate, student senate advisor, and Principal. Treasurers of school groups must obtain a treasurer's journal before receiving any money on behalf of the group or organization. All money made from activities and projects must be turned in to the business office for safekeeping.

All meetings of clubs and organizations require the presence of the sponsor or advisor of the club or organization, regardless of where they are held.

There are times when Senior classes have a little money remaining in their class account. Any monies left after graduation expenses and class trips shall be used as a donation toward some item for the school. An example would be a new drinking fountain. If the class does not designate then the school will determine where the remaining money goes.

SCHOOL DANCES

Dances must be K-4th, 5th/6th, 7th/8th or 9th –12th. There will be no mixing of grades other than the above format.

1. No one will be allowed to re-enter the event once they leave unless they receive permission from the supervisor.
2. Anyone causing a disturbance will be asked to leave and may lose his/her privilege of attending extra-curricular events.
3. Students who wish to bring a guest to the dance must register the guest with the high school principal two weeks prior to the dance. Guests will not be permitted to sign in without having previously registered with the Principal. The class or group sponsor will receive the guest list from the Principal and will be responsible to see that this policy is enforced.
4. All dances must be chaperoned by at least one faculty member and two (2) parents.
5. All students will enter and exit through a designated entrance. No other entrances or exits are to be used except in an emergency.
6. School dances will normally close at 11:00 p.m.
 - a. Elementary dances will begin at the end of school and will last until 5:30 p.m.
 - b. Middle School dances may start no earlier than the end of school day and must end by 9:00 p.m.
7. Organizations sponsoring activities will have the room cleaned and ready for use/occupancy on the next school day or 3 days (whichever comes first) unless prior arrangements have been made with administration. If the organization fails to clean up, the organization will be charged \$50.00 for this service.
8. Homecoming (High School), Snow Fest (High School) and Prom (Junior & Senior Class) only allowed to these dances. Freshmen and sophomores will be allowed to attend the prom if asked by a junior or senior from our school (one guest only). Students in the 8th grade and below will not be allowed to attend from our school or any other school. Guests from other schools must show proof of grade presently attending in order to be admitted at the door. Alumni that have graduated within the last three (3) years may attend if invited by a Burr Oak Junior or Senior. No one over the age of twenty (20) years old may attend the dance as a guest of a Burr Oak student.
9. **Homecoming and Snow Fest are semi-formal** (dress pants and dress shirt) **events and Prom is a formal attire** (suits/ties/dresses) **event.** All attendees must sign in ahead of time.
10. In years when there is a homecoming during football season, there will not be a Snowfest.
11. Immediate family members only will be admitted to the dance for viewing.

GRADES-CONFERENCES-B.A.C.C. - GRADING & REPORT CARDS

The grading system is a 12-point system as follows:

%	%	Letter Grade	Points
98	100	A+	12
93	97	A	11
90	92	A-	10
87	89	B+	9
83	86	B	8
80	82	B-	7
77	79	C+	6
73	76	C	5
70	72	C-	4
67	69	D+	3
63	66	D	2
60	62	D-	1
0	59	E	0

Final grades for high school MMC consist of a minimum of 80% content expectations, maximum 10% final exam, and a maximum 10% of employability skills.

The school year is divided into marking periods of 2 semesters (approximately 18 weeks). It is expected that each student will take his/her report card home when conferences are not scheduled. The marking period grades and intermediate reports (Progress Reports) are designed to inform the student and his/her parents of the work they are doing at various points in the marking period. Progress reports will be sent home upon parents' request, but in an attempt to limit paper usage, we encourage parents to use our online portal, which can be accessed 24 hours a day 7 days a week, using the student's PIV code.

We use a standards-based grading system, which allows students to continue to learn and may require a second testing session after being taught a lesson; although, students must make a best effort on their first exam/test/assessment to take the second. Best effort also means that he/she has participated in all classroom activities.

GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS FOR 2011 & BEYOND

The number of credits required to graduate is 24.

A student receives credit for a course when he/she has mastered 75% of the expectations.

1. English/ Language Arts (4 credits)
2. Mathematics (4 credits)
 - a. Algebra 1
 - b. Geometry
 - c. Algebra 2
 - d. Math or math related credit in the final year
3. Science (3 credits)
 - a. Biology
 - b. Chemistry or Physics
 - c. 1 additional Science Credit
4. Social Studies (3.5 credits)
 - a. Government/Economics (.5 Civics / .5 Economics)
 - b. U S History and Geography
 - c. World History and Geography
 - d. Practical Law/Current Events (.5 credit)
5. Health and Physical Education (1/2 credit)
6. Visual Performing, Applied Arts (1 credit)
7. World Languages (2 credits) (beginning year 2016)
8. Online Learning Experience
9. Portfolio (successful exit interview)
10. Remainder of required credits must be obtained from elective classes.
11. Students may test out of a high school class for MMC credit during the two workweeks before the first day of school. Contact the school counselor for more information.

Students in grades 9 through 12 must be registered as a full time student each year to be eligible for graduation. No student will be posted as a candidate for graduation unless they meet the requirements of graduation. Only those students who have met all the above requirements and attended school for 80% of the year will be allowed to participate in the graduation ceremony. (i.e.: 172 days of instruction means seniors must be in attendance 138 days.) Students are expected to remain on course for graduation. Parents and students may check absences on Pinnacle using their PIV for access and letters will be sent in the last quarter highlighting what students still need to complete to graduate.

HONOR ROLL

Anyone with a 3.0 or better for each semester, is considered to be on the honor roll. A new honor roll is figured for each semester and is posted the following week.

For eligibility and honor roll purposes, an "I" (incomplete) shall be equivalent to an "E" until it is changed. No student who receives a failing grade shall be eligible for the honor roll. All incompletes must be **made up within two (2) weeks** after the marking period ends

ALL "A'S"

Any student with all "A's" on his/her report card for the semester will be admitted to home athletic events "free". This privilege will be valid as long as the student maintains all "A's".

VALEDICTORIAN and SALUATORIAN REQUIREMENTS

To be named valedictorian and salutatorian, the student must have maintained a 3.5 grade point average as salutatorian and 3.8 grade point average for valedictorian. If no one meets these criteria, there will not be a valedictorian and/or salutatorian named. There may be co-valedictorians or co-salutatorians if grade point averages warrant this – this will be determined by the school board upon recommendation of the administration. A modified curriculum will not be counted toward valedictorian or salutatorian status.

COUNSELING AND GUIDANCE

Any student who desires a conference should sign up for an appointment in the Guidance office. Students will sign up for guidance services between classes and other non-instructional times. Students are encouraged to contact the counselor for assistance in educational and vocational planning. Materials on colleges, military, career information and the like are also provided. Students are encouraged to make appointments in the guidance office and the Principal's office.

B.A.C.C.

Students interested in these programs should contact the guidance counselor.

SCHEDULE CHANGES

Class changes can only be made during the first week of each semester with the approval of the principal, both teachers concerned, and the counselor.

Official change of class slip must be properly completed and returned to the counseling office and Middle School/High School office.

TEACHER CONFERENCES

Most teachers have a conference period during the day. Conferences may be arranged in advance during these periods by contacting the teacher by calling the principal's office. Conferences may be scheduled with teachers and students or parents. School wide parent/teacher conferences will be held in December & March.

SCHOLARSHIPS AND GRANTS

Scholarships and grants are awarded by colleges, business, industry, and through private sources in recognition of individual student abilities and needs. These abilities are usually academic but may be artistic, technical, or athletic. Good character, integrity, and citizenship, in addition to scholarship, are fundamental qualities sought in every scholarship candidate. Upper classmen are encouraged to consult with their counselor or principal early for details and information concerning the scholarships and grants available.

Each student has the privilege and obligation to determine his/her educational, social, and vocational future. The guidance services are assigned to provide competent assistance to students at any time. All faculty members, counselors and the principal are available for assistance.

THE MAURICE AND VIRGINIA HECHT SCHOLARSHIP

Each year a maximum of ten (10) scholarships will be awarded to graduating seniors who are continuing their education as full time students at a degree granting institution. The scholarship is in the amount of \$500.00. Application must be made each year by May 15th. Forms and details of the application procedure are available in the principal's office and the superintendent's office.

PAUL JAMES MEMORIAL FUND SCHOLARSHIP -Pending

The fund is to provide grants to selected Burr Oak students to attend music camps and to provide loans for tuition for advanced education for selected students.

Music Camp Grants are to be made available to students recommended by the "committee" which will also select the camp and suggested grant amount. Grants up to \$1,000.00 total may be provided in any calendar year, non-accumulative.

Student Loans may be made available to students recommended by the "committee" for advanced education, with priority given to music education. Loans are to be available at the beginning of the Sophomore year at a recognized school. Repayment is to commence six (6) months after completion of planned goals or immediately if dropping out of school. Reasonable repayment terms and interest rate (perhaps 3% commencing at time of first payment) to be at discretion of the "foundation". Loan limit is \$500.00 per year, per student, with maximum open balance of \$1,500.00.

ZIMMERS SCHOLARSHIP

The valedictorian and salutatorian of each graduating class will receive a scholarship of ½ the interest up to \$250.00.

BURR OAK COMMUNITY SCHOOL SCHOLARSHIP

An essay is required. The student must be enrolled in at least 12 credit hours at an accredited college or vocational school. Scholarships will be awarded – not to exceed the principal.

COLLEGE VISITATION

Guidelines for such visits are as follows:

1. Limited to three (3) per year for junior and seniors.
2. All appointments for visitation must be specific regarding the date, time, place, and person with whom the appointment is made. Also a hard copy must be given to attendance secretary upon return by the student.
3. College days used for any other purpose will be counted as unexcused absences.

WORK PERMITS

1. Obtain a work permit from your school office or employer.
2. Employer will fill out form/student will fill out form and return it to school office.

3. The school will fill out their portion of the form and student returns the work permit to employer.

SAFETY – HEALTH - WEATHER CONDITIONS

ACCIDENTS

Accidents to students, no matter how slight, must be reported to the principal or office as soon as possible.

Should a student be injured, an effort will be made by the available personnel to contact the parents for information and instructions. If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the school shall arrange for the student to be taken from the student's emergency form, which is filled out and signed by the parent, returned to school, and kept in the office for such reasons. This action on the part of any school personnel does not obligate the personnel or school to assume financial responsibility for the treatment of the student.

Emergency forms are required of every student and must be turned in to the secretary's office by the **end of the first week of school**. Failure to turn in an emergency form will result in appropriate discipline. **Please have all emergency information up-to-date on emergency forms in the office by calling 269-489-5534.**

FIRE AND TORNADO

FIRE

When the fire alarm sounds, the following procedure will be followed:

1. Keep quiet.
2. Leave the building in an orderly manner - no running.
3. Leave your books and coats.
4. Leave building by established routes and go to your pre-assigned destination.
5. Follow teacher's directions, do not return to building until directed to do so by teacher.

The first student outside is to hold the doors open.

TORNADO

In the event of a tornado warning or drill, the following procedure will be followed:

1. Keep quiet.
2. No running.
3. Students should get textbooks for protection.
4. Once at your assigned station:
 - a. Sit with book protecting head.
 - b. Teacher should take attendance.
 - c. Wait for all clear on intercom.
 - d. When all clear is given - return to regular classroom procedure.

Assigned Areas:

(See map for assigned area).

During lunchtime IF students are outside - RETURN TO DESIGNATED AREAS.

In case of a tornado watch issued by the National Weather Service (conditions are such that a tornado could be possible) the administration, using all means at its disposal, will make a determination whether it will send students home. It is important that you make sure all phone numbers where you can be reached are on your emergency form. If there is a watch in effect before school, we will not begin school until the watch expires. If there is a watch at the end of school, we will make a determination at that time in regards to the weather as when to send students home. Parents can at any time pick students up, please check into the office and we will have your child or children meet you at the office. This is done so we know where your children are or should be.

IF a tornado has been sighted (TORNADO WARNING), the students will be kept at school and the tornado procedures will be followed as practiced. Regular tornado practices will be held prior to the tornado season.

INCLEMENT WEATHER

When weather conditions exist that would make it hazardous for students to get to school safely, students and parents should listen to the following radio and television stations for school closings:

Radio:

WLKM (FM 95.9) - Three Rivers

WNWN (FM 98.5) - Coldwater / Kalamazoo / Battle Creek
WWMT (FM 93.5) - Kalamazoo
WBET (FM 99.3) - Sturgis
WTHD (FM 105.5) - Sturgis / LaGrange / Kendallville

Television:

WWMT - Channel 3 Kalamazoo
WOOD - Channel 8 Grand Rapids

PLEASE DO NOT CALL THE SCHOOL FOR CLOSINGS!

If school is closed due to inclement weather, all after school activities, contests and practices are to be cancelled.

MEDICATION POLICY

All medication, this includes cough drops, aspirin, Tylenol, etc., is to be brought to school in the original containers and checked in at the school office upon arrival at school. Parents **MUST** write a note giving directions, which include dosage and time the medication is to be given. Please send an instrument of measure if your child is taking a liquid medication. Medication will only be disbursed, from the office, by designated school employee.

If a signed note is not on file or is not accompanied with the medication, the medication will not be administered.

Inhalers may be kept with the student with a doctor's release for asthma.

LIBRARY

1. All books except reference books may be checked out for two weeks.
2. Magazines may not be taken out of the library at any time or checked out overnight.
3. Students in grades 5th-12th may borrow three books per library visit. Students may have three books checked out at a time.
4. All books are to be stamped by the Librarian or student assistant.
5. Students are responsible for all books checked out to them.

RENEWALS

1. All books must be returned to the library to be renewed.
2. Students losing books will be charged the full replacement price of the book and for its re-cataloging.
3. Students damaging books will be charged for damage dependent on the kind of damage (if it can be mended, erased, etc.). Books damaged beyond repair will be charged the full replacement price of the book and it's re-cataloging.
4. No excuse will be accepted for not returning a book on time. (Parents, sisters, brothers, and friends may see that a book is returned when due.)
5. Fines of 2 cents per school day will be charged for overdue books.
6. A book may not be renewed more than one day before it is due.

LIBRARY CONDUCT

1. No loud talking will be allowed.
2. No food (including such items as gum and candy) will be allowed to be brought in or eaten in the library.
3. Students are not to shelve books except with the use of a shelf marker.
4. Students come directly to the library. (After class bell, by slip only.) Students must report to class first, before going to the library and must have a slip.
5. Any infringement on these rules may result in loss of library privileges for the rest of the hour, day, or longer, as determined by the Librarian.
6. Middle School / High School hour rules:
 - a. No food items - including gum and candy.
 - b. Student must work or read.
 - c. Once you are in the library, you will not be allowed to leave until the bell rings.

BUILDING/PROPERTY USE/CODES

BUILDING USE- STUDENTS

Anyone marking on walls, furniture or equipment will be held responsible for repairing the damage, paying for same, and possible disciplinary action.

Permission must be secured from the principal or his designee to put up posters and advertisements, and students are expected to remove them the day after the event.

Faculty representatives are to be present at all student meetings or practices in any part of the building unless special permission has been obtained from the office.

Students may not use school facilities without adult supervision. Any school employee with the athletic director's permission may supervise students in after school activities.

All school activities after school must be scheduled on the office calendar.

The teacher's lounge is not to be used by students, for any reason, at any time.

Glass bottles/containers are not to be brought into the school building, on school grounds, or school buses. Food and **clear** beverages are to be eaten only in established FOOD ZONES (school all-purpose room, outdoors/school commons - not in the halls) and as approved by administration.

No candy or pop allowed except in dining facility and only during lunch.

No gum in posted areas.

LUNCH PERIOD

- When gym is open - you must wear gym shoes - street shoes cannot be worn on gym floor
- Gym shoes must be cleaned and changed into daily.
- Students must not be in hallway beyond dining facility doors toward classroom area.
- Students must use restrooms near the band room only.
- Students must use doors near parking lot only.
- All food must be consumed in the cafeteria or designated areas.

Junior High Lunch Rules

Campus will be closed for all Junior High students. Students are not allowed to leave campus for lunch unless a written note from the parent is on file.

All junior high students eating lunch will go to the large gym immediately after the first bell rings and will be released by class to the lunchroom. During the winter months and days with inclement weather junior high students will be required to eat lunch and return to the gym.

Misuse of gym rules will result in consequences from disciplinarian:

- You must have clean gym shoes, which are used on gym floor only.
- NO gum, candy, or pop allowed

Locker Displays - no pictures of nude or partially nude females or males are permitted in or on student lockers. Use only magnets (not tape or glue) to affix other pictures or mirrors.

Walkways - Students are to use sidewalks when leaving the building so that the outside area and landscape can be preserved.

HALL PASSES

Hall passes will be granted upon teacher's approval. Students should try to take restroom breaks in between classes, and should also limit passes to the office during class.

TEXTBOOKS AND MATERIALS

1. Textbooks and supplies are furnished free of charge. Care of these textbooks is the responsibility of each student.
2. There should be no writing or marking in any textbook, other than your name in ink on the inside cover sheet.
3. Textbooks will be collected and examined at the end of a course, school year, or whenever a student transfers classes.
4. If books, furniture, or equipment are misused students will be charged for damages or cost of the replacement.

STUDENT DRESS

Any mode of dress which is conspicuous and brings undue attention is improper... if in doubt, don't wear it! Violations in the dress code will result in the student being required to obtain appropriate clothing. Continued violation will result in disciplinary action. The dress guidelines are listed below so that every student may know what apparel is acceptable for school:

1. Hair should be neat and clean.

2. Clothing should be appropriate, neat, clean, inoffensive, and decent (some inappropriate dress are: halter tops, tank tops, mesh/"fish net"/ or other see through clothing, clothing which exposes the midriff, pants/shorts must be worn at the waist, tee shirts with slogans will be accepted as long as they do not make reference to cigarettes, alcohol, drugs or promiscuity (NO Hooters, Playboy bunny, or Big Johnson shirts allowed. Yoga pants and leggings must have shirts over them that are fingertip length. No pants with wording on the rear end allowed. Shirts that show cleavage will not be allowed.)

- A. Shorts - must be at least fingertip length with a hem. Biker/Spandex shorts may not be worn alone - they may be worn with shorts or a skirt.
- B. Skirts and/or dresses must be at least fingertip length.
- C. Clothing with holes must meet the fingertip length rule. No holes above fingertip length.
- E. All sleeveless shirts (boys and girls) must have a 3-inch shoulder strap. Layering of tank tops does not meet that criteria.

3. Footwear must be worn at all times and be of acceptable safety standards.

4. Sponsors, coaches, or directors of extra-curricular activities will establish appropriate requirements for participation.

5. Dress and personal cleanliness are subject to such health and safety standards as are dictated by the school curriculum and governmental laws.

6. Hats / bandanas/ sunglasses are not to be worn in the school building (baseball style caps for boys & girls may be worn to and from school, but not inside the building).

7. No coats in the classroom – except by special circumstances. i.e.: boiler/heating problems.

FREEDOM OF SPEECH AND ASSEMBLY

1. Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.

2. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process as authorized by the principal.

3. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations, which interfere with the operation of the school or classroom, is inappropriate and prohibited.

FREEDOM TO PUBLISH

1. Students are entitled to express in writing their personal opinions. The distribution of such materials may not interfere with or disrupt the educational process; such written expressions must be signed by the author.

2. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.

3. Libel, obscenity, and personal attacks are prohibited in all publications.

4. Unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the sale of non-school sponsored student newspapers published by students of the school district at times and places designated by the school authorities.

5. The distribution by students in school buildings or on school grounds of unlawful or political material whose content reflects the special interest of a political candidate or political organization is prohibited.

LOST AND FOUND

Please report a loss to your teacher immediately.

The office has a lost and found department - PLEASE check often if you are missing an item.

POSTERS AND SIGNS

Students are to receive permission through the office before putting up posters and signs. The regular bulletin boards will be used as much as possible.

Students should avoid using scotch tape on walls and taping signs to windows. Those who put up posters are expected to remove them after they have served their purposes.

ELECTRONICS/TECHNOLOGY EQUIPMENT

Students who bring electronic equipment (cell phones, laptops, tablets, iPod/MP3 players, cameras, etc.) do so at their own risk.

Cell phones/headphones are not allowed from the start of school until the end of the school day (8:00-3:07). Teachers and staff maintain the right to take equipment away, as well as ask students to put away. If equipment is taken away, it may be necessary for parents to pick up in the office.

- 1st offense: Parent must pick up the cell phone from school
- 2nd offense: 1 day in PASS, parent must pick up the cell phone from school
- 3rd offense: 2 days out of school, parent must pick up the cell phone from school

If equipment is used inappropriately, administration maintains the right to revoke student privileges regarding the use of said equipment.

For the purpose of safety, these items are not to be used in the hallway between 8 a.m. and 3:07 p.m.

All school Internet/Wi-Fi/network connections are secure.

TELEPHONE

Office phone for emergency use only. Classroom phones for school personnel only.

STUDENT GUESTS

Our program is intended for Burr Oak students, therefore, the bringing of student guests is not allowed.

VISITORS

Students are not to invite visitors to meet them in or around the school during the school day. This includes the lunch period. Those in violation may be assigned detention or an appropriate penalty.

All visitors are to report to the school office first and sign in and receive a visitor's badge and then sign out when leaving.

BUILDING USE - ORGANIZATIONS

For organizations or profit making groups - You must obtain an application from the superintendent's office prior to five (5) days before the event. Prices, rules, and regulations governing the use of the building will be given at the time of application.

OBLIGATIONS TO SCHOOL

Students who are under obligations to the school (such as fines owed, athletic equipment not turned in, etc.) may have report cards, transcripts, diplomas held and/or be placed on activity restriction until the obligations are taken care of in an appropriate manner as spelled out by the administration.

PEP ASSEMBLIES

Pepp assemblies are held on the day of important athletic events. The cheerleaders are responsible for organizing and making arrangements for these assemblies. Since classes might be dismissed to make these assemblies possible during school time, all students are expected to attend and take part.

ABUSE / VIOLATION OF COMPUTER/TECHNOLOGY EQUIPMENT PRIVILEGE & ACCEPTABLE USE POLICY

By definition the accessing of inappropriate material on the Internet / computer by inadvertent means without reporting the incident to a teacher, administrator or staff member will qualify as INDECENCY / OBSCENITY / PROFANITY as defined in the student handbook. Such incidences will be handled in accordance to the guidelines of the student handbook.

By definition the accessing of inappropriate material on the Internet / computer in a willful and malicious manner will qualify as INDECENCY / OBSCENITY / PROFANITY as defined by the student handbook. Such incidences will be handled in accordance to the guidelines of the student handbook.

DISCIPLINE

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 material belonging 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 acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling of term papers or other academic materials.

The acts of cheating, plagiarism, or forgery in connection with academic endeavor or school process or procedures are detrimental to the educative process and one's character. Individual teachers may also apply their own penalties for cheating/plagiarism.

DISCIPLINE RECORD

Generally, a student's discipline record will begin without blemish each year. However, students who chronically commit the same offenses from year to year can be dealt with more severely on a given offense, even though it may be the first offense for a given year. This could mean a longer suspension or exclusion from school.

SUBSTITUTE TEACHERS

Students who are sent to the office from a substitute's class for misconduct will serve a minimum of one hour of detention.

TEMPORARY ACTIVITY DENIAL

Students who misbehave during the school day may be suspended temporarily from attending/participating in evening activities, including athletics.

ALCOHOL, TOBACCO / ILLICIT DRUGS AND OTHER SUBSTANCES

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

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

1. ALCOHOLS or any ALCOHOLIC BEVERAGE.
2. ILLICIT DRUGS.
3. Any usable glue, aerosol or other chemical substance, including but not limited to, lighter fluid and reproduction fluid for inhalation.
4. Any PRESCRIPTION or NON-PRESCRIPTION DRUG, MEDICINE, VITAMIN or other chemical including, but not limited to, ASPIRIN, other PAIN RELIEVERS, STIMULANT, DIET PILLS, multiple or other type VITAMINS, PEP PILLS, NO-DOZE PILLS, COUGH MEDICINE and SYRUPS, COLD MEDICINES, LAXATIVES, STOMACH or DIGESTIVE REMEDIES, DEPRESSANTS and SLEEPING PILLS that are not taken in accordance with the school district's authorized use of medication procedures.
5. ANABOLIC STEROIDS, HUMAN GROWTH HORMONES or other PERFORMANCE ENHANCING DRUGS.
6. Substances purported to be illegal, abusive or performance enhancing, i.e., "LOOK-ALIKE" DRUGS.
7. 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 issued by a licensed physician for which permission to use in school has been granted pursuant to district policy.

Definitions:

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

USE AND/OR UNDER THE INFLUENCE: Any physical condition that indicates a controlled substance has been consumed.

POSSESSION: Physical possession of (including a student's locker or vehicle) 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.

School administrators maintain the right to randomly drug test any student at any time.

ALCOHOL BREATHALZER TEST

Any student under suspicion of being under the influence of an illegal substance may be asked to take an appropriate test administered by a school administrator or law enforcement officer. Students refusing to be tested will automatically be suspended for being under the influence as spelled out above.

ARSON

The intentional setting of fires.

ASSAULT - PHYSICAL/SEXUAL - (STUDENT, STAFF, ADMINISTRATION)

Physical contact with intent to threaten, intimidate, or harm.

BATTERY

Battery is causing bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of that person harmed.

BOMB THREAT

Issuing, by an act, or in written form, the intent to do damage or harm by bombing.

BULLYING

Bullying is behavior that's intentionally hurtful and repetitive, not a one-time act. It usually involves a child with greater physical or social power domination a child with less. Bullying can display in various forms: physical, verbal, and psychological. Cyberbullying is when someone uses computers, cell phones, and other electronic devices to send abusive or threatening messages, spread rumors, or post embarrassing images. (www.positivesafekids.com) Bullying will be treated as a major or serious violation.

BURGLARY / LARCENY/ THEFT

Stealing of school or personal effects of others; stealing from an individual by force or threat of force.

DISRESPECT

Speaking to any member of the school community in a DISCOURTEOUS or INSULTING MANNER.

DISRUPTIVE / DISORDERLY BEHAVIOR

A willful act or behavior that jeopardizes or destroys the educational atmosphere.

EXPLOSIVES

Explosives are not permitted on school property or at school sponsored events.

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.

FALSE ALARMS

Issuing, by word or act, a false or misleading report of a potentially dangerous situation.

FIGHTING

The intentional/deliberate act of PUSHING, SHOVING, HITTING or STRIKING ANOTHER STUDENT on school property, or going to or from school, including any activity under school sponsorship.

The physical instigator will be viewed in a different light than the other party in the fight.

FIREARMS

Firearms are prohibited on school property or at school sponsored events.

FIREWORKS

The act of possessing, using, or transferring EXPLOSIVES, such as FIRECRACKERS, SMOKE BOMBS, STINK BOMBS, or explosives on school property or any school sponsored activity.

FORGERY / FALSE REPRESENTATION

The act of fraudulently using verbally or in writing the names 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.

INDECENCY / OBSCENITY / PROFANITY

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, suggestive/inappropriate clothing or sexually explicit language/acts during any school activity.

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.

LARCENY

Theft.

LOITERING

Being anywhere on school property without proper authorization.

MALICIOUS MISCHIEF

Property damage.

POSSESSION OR USE OF POTENTIALLY DANGEROUS OBJECTS

Including, but not limited to, SQUIRT GUNS, BEAN SHOOTERS, LIGHTERS, SNOWBALLS, etc.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is considered inappropriate behavior and will not be tolerated.

REFUSAL TO IDENTIFY SELF

All students must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events

ROBBERY

Stealing from an individual by force or threat of force.

SEARCH AND SEIZURE

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his possession. Cars on school property will be subject to search in accordance to state law.

1. There should be reasonable suspicion school authorities to believe that the possession constitutes a crime or rule violation.
2. General searches of school property may be conducted at any time.
3. Search of an area assigned to a student should be for a specific item and be in his presence in most situations.
4. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
5. Items, which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

SEXUAL HARASSMENT

1. Objective. Sexual harassment is a form of discrimination. It shall be a violation of this policy for any student, employee or non-employee who works subject to the control of school authorities to engage in sexually harassing behavior as defined in this policy. Any person who engages in sexual harassment is subject to this policy.

2. Definitions. As used in this policy, the phrase "sexually harassing behavior" or "sexual harassment" means unwelcome sexual advances, requests or sexual favors, and other verbal, written, or physical conduct of a sexual nature when:

- A. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment or of obtaining an education;
- B. Submission to or rejection of such conduct by an individual is used as a factor in making employment decisions affecting such individual's employment or education; or
- C. Interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or education environment.

3. Reporting Procedures. Any person who believes that he/she has been subjected to sexual harassment as defined in this policy by a student, an employee, or a covered non-employee of the School District should report the alleged acts immediately to a school district official.

The designated employees on sexual harassment are: Mrs. Kris Owens and Mr. Terry Conklin. Refer to the full Sexual Harassment policy (1994).

STRIKING OR THREATENING SCHOOL PERSONNEL

Intimidating school personnel; interfering with administrators or teachers by force, violence, or threat of violence, unless doing so in self-defense.

TOBACCO-FREE SCHOOLS LAW

TOBACCO POLICY

State law prohibits a minor (under 18) from unlawfully purchasing, possession, or using tobacco products. As a result of the above, minors are subject to criminal penalties. A person who violates the above is guilty of a misdemeanor, punishable by a fine of not more than \$50.00 for each offense payable to the ST. JOSEPH COUNTY PROBATE COURT. 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 shall possess tobacco (examples included are, but not limited to, CIGARETTES, CIGARS, SNUFF and CHEWING TOBACCO) and shall not smoke, furnish, or use tobacco products on school property, during school, or school-related activities. Tobacco products found in lockers are considered to be in a student's possession.

TRESPASS

Being present in an unauthorized place or refusing to leave when ordered to do so.

UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES

Interfering with administrators or teachers by force or threat of force.

UNLAWFUL INTIMIDATION OF SCHOOL AUTHORITIES

Interfering with administrators or teachers by intimidation with threat of force or violence.

VANDALISM

The act of willful DESTRUCTION OF SCHOOL PROPERTY and property belonging to others; DEFACING SCHOOL PROPERTY such as lockers, desks, books, etc.

WEAPONS

Possession, using, transferring, or threatening to use a weapon or any instrument capable (with intent) of inflicting bodily injury.

Any section of this document, or portion, thereof, found by adjudication to be contrary to law or constitutional rights shall be stricken without effect to the remainder.

B.A.C.C. DISCIPLINARY RULES

If kicked off the B.A.C.C. bus, it is the parent's responsibility to take the student to and from B.A.C.C. Students will not be allowed to drive or have another student drive them

If a student misses the B.A.C.C. bus, they may be taken to B.A.C.C. program. If they miss the bus again, they will spend one day in P.A.S.S. and may be taken to B.A.C.C. program.

DISCIPLINE PROCEDURES

I. MINOR VIOLATIONS

- A. Loitering
- B. Littering
- C. Discriminatory Language or Actions
- D. Disorderly Conduct
- E. Disrespect
- F. Interference with the Educational Process (All Inclusive)
- G. Public Display of Affection
- H. Pocket Pager, Beepers, Electronic Devices (radios, walkman, video game, Game Boys, etc.)
- I. Running/Horseplay
- J. Taking medication without pre-approval from parent or school administration.

NOTE: The number of offenses refers to actions on any one or any combination of the listed actions.

STEPS: GRADES 5th through 12th

1st Offense: Teacher reprimand / Warning / Counseling

2nd Offense: Detention - after school / Small Janitorial Duties

3rd Offense: One day P.A.S.S. / Small Janitorial Duties

4th Offense: One to Three Days P.A.S.S.

5th Offense: One to Three Days OSS / Student Contract

6th Offense: OSS (3-5 Days), Parent Conference/Contract

7th Offense: Five or more days OSS, Notification to Parent / Guardian Conference with parent, student and administrator required before student may return to school.

II. MAJOR VIOLATIONS

A. Sexually Explicit Language / Indecency / Obscenity / Profanity

B. Failure to Serve Assigned Discipline (Detention /P.A.S.S. / OSS)

C. Fighting / Physical Instigator

D. Fireworks / Explosives, etc.

E. False Reporting / Academic Cheating / Plagiarism

F. Forgery

G. Gambling

H. Insubordination / Trespassing / Refusal to Identify Self

I. Tobacco (Use, possession, distribution, sale)

J. Skipping (failure to report in / out of school, falsely reporting of from school)

K. Threatening and Intimidation Acts

L. Inciting others to violence

M. Bullying

NOTE: The number of offenses refers to actions on any one or a number of actions listed above.

STEPS:

1st Offense: One day P.A.S.S. – Parent letter sent home. NOTE: In the case of tobacco student must be reported to the police if found in violation of the schools / civil laws.

2nd Offense: 1-10 Day(s) Out Of School Suspension Notification of incident to Parent / Guardian Parent Conference with Administration Student may enter into student contract

3rd Offense: 1-10 Day(s) Out of School Suspension per Student Contract Parent / Guardian and Administration meeting possible recommendation for expulsion

4th Offense: Possible recommendation for Expulsion May be placed on indefinite Out of School Suspension Parent Conference Required All documentation submitted to the Superintendent to be presented to the Board for final decision on schooling

- The above violations can lead to 180 day suspension by state law.

III. SERIOUS VIOLATIONS

A. Alcohol / Controlled Substance

B. Arson

C. Assault / Battery /Striking or Threatening School Personnel

D. False Alarms / Bomb Threats

E. Physical/Verbal Attack on any staff member / Unlawful Intimidation

F. Sexual Assault / Harassment

G. Shakedown / Extortion / Blackmail / Coercion

H. Robbery / Burglary / Larceny

I. Vandalism of School /Staff / Student Properties

J. Dangerous Weapons / Firearms

K. Malicious Mischief

L. Possession or Use of Potentially Dangerous Objects

M. Unlawful Interference with School Authorities

N. Unlawful Intimidation of School Authorities

O. Repeated Bullying

NOTE: The number of offenses refer to actions on any one or any combination of actions listed.

STEPS:

1st Offense: 1 to 10 Day(s) Out of School Suspension, Notification of Parent / Guardian by letter, Parent / Guardian Conference before Student may re-enter school, Student contract may be required, Student on Probation: Must report to counselor –weekly progress report, possible recommendation for expulsion

2nd Offense: 1 to 10 Day(s) Out of School Suspension, above – same, Parent / Guardian may spend day with student in school

3rd Offense: Immediate Recommendation to the Board for Expulsion, Immediate out of School Suspension, Parent / Guardian Conference, All documents submitted to the Superintendent to be presented to the Board of Education for final decision on students schooling

- Can lead to 180 days suspension by state law.

The preceding code is a guideline the Burr Oak administration will follow in maintaining discipline in the school and at school sponsored activities. Students and parents are reminded, however, that the code is a guideline and that school personnel are responsible for preventing gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process. School officials with consequences, which are warranted by the behavior, will handle unusual situations, which occur during the school year, promptly.

Approved: June 23rd, 2008

DETENTION PERIOD

Students may be assigned detention for infractions of school policies. Detentions are assigned by the Director of Discipline or the Principal.

Detentions are held after school for 50 minutes. They are held at the discretion and time of the Director of Discipline or Principal on any given day of the week. Students not serving their detentions **will be given a day of P.A.S.S. the following day.**

While serving detention students must sit in the seat assigned to them and will be allowed to do school work, or to read. You may be required to do small janitorial duties - working detentions could be required. The detention period will run from 3:12 until 4:02 p.m.

Detention Rules

1. Detention will start 5 minutes after the final bell rings at the end of the day.
2. If you arrive late for detention you may be given an extra detention.
3. During the detention period you will be given an assigned seat and are to sit quietly until you are dismissed at 4:02 p.m.
4. There will be no talking or moving around during the detention period.
5. Parents are responsible for student transportation home after detention.
6. Students who fail to show or leave detention unexcused before it is over, will be assigned 1 day of P.A.S.S. (**which may be given the next available day**)

Positive Alternative Student Suspension (P.A.S.S.)

Positive Alternative Student Suspension occurs when a student's behavior warrants removal from classes for a period of time, but suspensions or expulsions from school is not recommended. It is an alternative to suspension or expulsion and is an effort by the administration and faculty to help the student. It gives the student another chance.

All students placed in P.A.S.S. should meet the following criteria before they return to class:

1. Should complete all assignments prescribed by his/her teachers.
2. Makes a commitment to correct the inappropriate behavior.
3. Is admitted back to class by the Principal/Director of Discipline. A contract that is signed by student, parents, and the Principal/Director of Guidance may be required under certain circumstances.

P.A.S.S. (Positive Alternative Student Suspension) Rules:

1. Students must report to P.A.S.S. by 8:00 a.m. - dismissed at 3:07 p.m.
2. Student must bring to P.A.S.S. all books, notebooks, and other materials needed for assignments. Daily assignments must be completed on time.
3. Students must stay in designated area and not leave unless permission is given. Rest room privileges will be granted.

4. P.A.S.S. is study time. Visiting and other disturbing behavior or non-attentiveness is prohibited. Students must apply themselves to the assignments.
5. Students will eat lunch in suspension area.
6. No pop is allowed.
7. Upon second offense students will not be allowed to participate in or attend any extra-curricular activities during the period of in-school suspension.
8. A session of P.A.S.S. consists of one full day. If a student has a legitimate reason for leaving P.A.S.S. early, the time will be made up the next day. Students who do not successfully complete a session will be suspended from school 1-5 days.

Failure to comply with these rules of P.A.S.S. will result in suspension from school. Students who violate P.A.S.S. for the second time are subject to suspension from school for 1-10 days.

SUSPENSION

Separation of a student from school for a period not to exceed ten (10) days. The authority to suspend rests with the administration.

When a student is suspended from school this is considered an unexcused absence. All classroom work is to be made up.

1. Credit will be earned during the suspension for work completed and turned in. Make-up work must be submitted to teachers in a reasonable amount of time as agreed upon between student and teachers.
2. Work may be made up, however, teachers are not obligated to provide special instruction.

TEMPORARY SUSPENSION OR SEPARATION

On the basis of the present status of present school law, the principal or assistant principal is delegated the authority to temporarily separate or suspend a student from school. Suspensions of more than ten (10) days are discouraged. In such actions the following precepts shall be adhered to:

1. A student shall be fully informed of the charges brought against him, including the rationale for the action, and the conditions of time and termination.
2. The parents shall be immediately notified, by phone when possible, if the student is to be temporarily separated or suspended from school. Written notification of such contact shall be made in the student's accumulative file.
3. Verbal notification shall be followed by written communication to the parent/guardian stating the charges, reasons, and conditions of the separation or suspension. A copy of the letter shall be placed in the student's accumulative file.
4. The Superintendent shall be notified immediately of any separation or suspension.
5. Parents shall be notified in writing of appeal procedures, which shall include: (during all appeals procedures the student will not participate in any extracurricular activities)

A. Parents may request a conference with the principal. Such requests shall be made within the period of separation or suspension. The principal shall affirm or modify the terms of the date of the conference.

B. Within two (2) school days from the principal's decision the parent may appeal such a decision to the superintendent. The superintendent shall affirm or modify the decision of the principal within one (1) school days from hearing the appeal. All appeals for PASS and detentions will stop at the superintendent.

C. The superintendent's decision on out of school suspensions may be appealed to the Board of Education within two (2) school days of such decision.

D. The Board of Education shall schedule a hearing within 24 hours or until a quorum can be formed and shall notify the parents that said hearing shall be conducted under the following rules and procedures:

- i. Written notice shall be given of the time, date, and place of the hearing.
- ii. The student or parent may be represented by an attorney or other advisor of their choosing.
- iii. Witnesses may be presented at the hearing and the student or his representative may question witnesses testifying against the student.
- iv. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
- v. There may be present at the hearing the principal, the Board of Education's attorney, and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.
- vi. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.
- vii. If parent/guardian fail to appear at the appeals hearing, the judgment will stand.

6. Students who are suspended may not participate in or attend extra-curricular activities for the duration of their suspension.

EXPULSION

Recommendation for the expulsion of a student from school shall be made to the Board of Education by the Superintendent. Such action is generally taken upon the recommendation of the principal/assistant principal, and shall be communicated to the superintendent in writing, signed by the principal and accompanied by the student's accumulative file. Except in cases stemming from extreme overt behavior it is expected that parental conferences would have been held at the building level prior to the expulsion recommendation. The following procedures shall be followed:

1. The student shall be under suspension pending the expulsion recommendation of the superintendent to the Board of Education and pending the Board's decision.
2. The superintendent's recommendation to the Board shall be in writing. It shall include the essential elements, which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent/guardian of the student being considered for expulsion.
3. The Board of Education shall set the date, time, and place of the hearing and shall transmit written notice of same to the parent/guardian at least five (5) school days before the date of the hearing.
4. The hearing procedure shall follow that set forth under section 5d of the preceding article, "Suspension" of this handbook. Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a student under an extended suspension or expulsion may continue his education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.