

BALDWIN

JUNIOR - SENIOR HIGH SCHOOL HANDBOOK 2018-2019

The mission of Baldwin Community Schools is to prepare students for the promise of tomorrow.



BALDWIN COMMUNITY SCHOOLS
525 FOURTH STREET
BALDWIN, MI 49304
PHONE 231-745-4683
FAX 231-745-2898
www.baldwin.k12.mi.us

**STUDENT/PARENT HANDBOOK
FOR THE
BALDWIN JUNIOR - SENIOR HIGH SCHOOL**

Welcome to the Baldwin Junior - Senior High School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Richard Heitmeyer, Superintendent	231-745-4791
Calvin B. Patillo, Principal	231-745-4683
Theresa Lewis, Administrative Assistant	231-745-1118
Stewart Nasson, Counselor	231-745-1123
Jennifer DeBruyne, Student Accounting	231-745-1124
, Athletic Director	231-745-1132
Dave Stanulis, Technology Director	231-745-1198
Shelly McGhee, Food Service Director	231-745-1146
Nathan Fricke, Behavioral Intervention Specialist	231-745-1148

MISSION STATEMENT

The mission of Baldwin Community Schools is to prepare students for the promise of tomorrow.

VISION STATEMENT

Baldwin Community Schools provides our students a diverse education in a safe, supportive environment; promotes self-discipline, motivation, and excellence in learning. Through a caring staff, the latest technology, and proven teaching methods, the BCS team joins with community stakeholders to prepare our students for their role in a global society.

STATEMENT OF SCHOOL PHILOSOPHY

The purpose and intention of the Baldwin Community School District is to provide the best possible education and equal education opportunity for the youth of the community. To accomplish this purpose, the school district endeavors to provide the best possible educational facilities and the most competent and sensitive professionally trained personnel.

The school curriculum is primarily developed around a program of common learning, with a variety of meaningful activities included in each subject area. Programs are to accommodate a wide variety of student interests, aptitudes, and backgrounds.

In order to assist each individual in developing his/her creative capacities, the school program must meet the intellectual, emotional, vocational, and social needs of youth. The emphasis in each of these areas shall be supported through individual guidance and educational planning.

The development of attitudes, skills, and interests of students in special areas both through courses in the curriculum and extracurricular activities, make a vital contribution to the total educational program. This program encourages constructive use of abilities and appreciation.

The successful development and personal worth of each individual shall be of prime concern. To assure progress toward this total goal, the educational program will be the subject of continuous study and improvement.

NON-DISCRIMINATORY POLICY

The Baldwin Community Schools is an Equal Opportunity, Non-Discriminatory Educational Institution and Employer. No person shall be denied admission, employment, or any other benefit offered by the school on the basis of race, color, religion, national origin, language, sex, marital status, or mental or physical handicap. The School is committed to the spirit of and is in compliance with Public Law 93-142, section 504, regarding access to the school and its program for handicapped students.

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Principal at 231-745-1157 to inquire about evaluation procedures and programs.

EQUAL EDUCATION OPPORTUNITY

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

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

Superintendent/Compliance Officer
231-745-4791

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

ADOPTED BY THE BOARD OF EDUCATION ON JUNE 20, 2018

DISCIPLINE CODE ADOPTED BY THE BOARD ON JUNE 20, 2018

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BOARD OF EDUCATION
BALDWIN COMMUNITY SCHOOLS
Baldwin, Michigan 49304
2018 BOARD OF EDUCATION

		<u>Term Expires</u>	<u>Telephone</u>
President	Shawn Washington P.O. Box 904 Baldwin, MI 49304	2018	231-745-3078 (Home) 231-250-0075 (Cell) washingtons@bcsdmi.com
Vice President	Joseph Brooks, Jr. P.O. Box 97 301 Tenth Street Baldwin, MI 49304	2018	231-745-4465 (Home) 231-357-7536 (Cell) jbrooks@bcsdmi.com
Secretary	Mary Martin P.O. Box 1358 625 W Baldwin Rd Baldwin, MI 49304	2020	231-745-2526 (Home) 616-638-3433 (Cell) kikim63@aol.com
Treasurer	Robert Sanders 3446 West 48 th Street Baldwin, MI 49304	2018	231-745-6188 (Home) 231-233-7897 (Cell) rrsanders@yahoo.com
Trustee	Quran Griffin 8827 22nd Avenue Bitely, MI 49309	2020	231-233-3751 (Cell) qgriffin@dhd10.org
Trustee	Jeff Wroblewski 2433 West 13 Mile Road Bitely, MI 49309 jwroblewski@bcsdmi.com	2020	231-745-3730 (Home) 231-250-9750 (Cell)
Trustee	Marion Carter 9976 Bingham Bitely, MI 49309	2020	231-250-4611 (Cell) carterdoitall@yahoo.com

Updated: 04/11/18

SECTION I: GENERAL INFORMATION

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures (www.baldwin.k12.mi.us). This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 21, 2016. If any of the policies or administrative guidelines referenced herein are revised after June 21, 2016, the language in the most current policy or administrative guideline prevails.

LIMITED ENGLISH PROFICIENCY

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

STUDENT WELL-BEING

During school hours, students and staff members are responsible for the safety of all. All staff members are familiar with emergency procedures such as fire drills, lock down drills, tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students must have an emergency form completed, signed by a parent or guardian, and filed with the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office. This form is included in a packet students are given the first day of school or upon enrollment.

INJURY AND ILLNESS

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

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

HOMEBOUND INSTRUCTION

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

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

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

COUNSELING AND GUIDANCE

Counseling services are available to all students in school. These services include the following: assistance with educational planning; interpretation of test scores; occupational information; career information; study aids; assistance with home, school, or social concerns, as well as assistance with any questions students may feel they would like to discuss with the Counselor.

Students can arrange to see the counselor by filling out a request form available in the counseling office or by arranging an appointment. It is important that parents become acquainted with the Counselor so they can work together to assist the student through the high school years. Parents are invited to call the school and arrange an appointment.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. Proof of immunizations

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The office will assist in obtaining the transcript. Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

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

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

DAILY ARRIVAL & DEPARTURE (DAILY CLASS SCHEDULE)

SENIOR HIGH		JUNIOR HIGH	
BREAKFAST	7:30-7:45	1 ST hour (HOMEROOM)	7:30-7:53
1 st hour	7:45-8:36	2 nd hour	7:56-8:47
2 nd hour (HOMEROOM)	8:39-9:02	BREAKFAST	8:47-9:02
3 rd hour	9:05-9:56	3 rd hour	9:05-9:56
4 th hour	9:59-10:50	4 th hour	9:59-10:50
5 th hour	10:53-11:44	5 th hour	10:53-11:44
LUNCH	11:44-12:14	6 th hour	11:47-12:38
6 th hour	12:19-1:10	LUNCH	12:38-1:08
7 th hour	1:13-2:04	7 th hour	1:13-2:04
8 th hour	2:07-3:00	8 th hour	2:07-3:00

TRANSFERS INTO THE DISTRICT

Transfer students are expected to meet all requirements of the Michigan Merit Curriculum to be eligible for a diploma from Baldwin Senior High School. Students transferring into the high school from home school environments or from out of state may be required to complete a Personal Curriculum in order to be eligible for a diploma.

Students transferring into the district mid-semester will be required to have transfer grades. The school will work to create a schedule that aligns with the student’s prior schedule to the greatest extent possible based on course offerings and availability. Students that enroll without transfer grades will not receive credit for the work they missed prior to their arrival.

TRANSFERS OUT OF THE DISTRICT

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

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

WITHDRAWAL FROM SCHOOL

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

STUDENT RECORDS

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

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. Directory Information consists of students' names and addresses.

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

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

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

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

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.gov.

ARMED FORCES RECRUITING

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

If a student or the parent or legal guardian of a student submits a signed, written request (form is included in packet) to the Principal's Office indicating that the student or the parent or legal guardian does not want the student's directory information accessible to official recruiting representatives, then the school official shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding the right to refuse disclosure to any or all directory information including the armed forces of the United States and the service academies of the armed forces of the United States.

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

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

A federal law, known as the Family Educational Rights and Privacy Act, requires school systems to give public notice of the type of information regarding students that it considers to be "directory information" and thus available to the general public. Although other information may be so designated at a later date, at the present time, the only such information which will be made publicly available will be the students' names and addresses. If you do not want to have your directory information made available to the public or recruiters, you may have it excluded by completing the Student Directory Information Waiver included in the forms packet and return it to the Office.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Principal's office.

SCHEDULING AND ASSIGNMENT

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

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

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

EXPECTATIONS FOR STUDENTS

Positive Behavior Supports are utilized at Baldwin Junior - Senior High School. Students are expected to behave in various school settings according to the following ROAR matrix:

	CLASSROOM	HALLWAY	LUNCH/BREAKFAST
BE RESPECTFUL	<ul style="list-style-type: none"> *Be actively engaged *Use please and thank you *Follow directions *Wait your turn 	<ul style="list-style-type: none"> *Keep personal items in your assigned locker *Use please/thank you *Keep hallways clean *Follow directions 	<ul style="list-style-type: none"> *Join the end of your food line and wait your turn *Say excuse me, please and thank you *Follow directions *Eat your own food
BE OPTIMISTIC	<ul style="list-style-type: none"> *Positively encourage others *Make positive "I" statements *Be open to new ideas 	<ul style="list-style-type: none"> *Be in class on time *Encourage others 	<ul style="list-style-type: none"> *Try new foods
BE APPROPRIATE	<ul style="list-style-type: none"> *Adjust sound level to current activity *Keep hands, feet and objects to self *Use professional language *Make an honest effort 	<ul style="list-style-type: none"> *Remain noiseless when classes are in session *Keep lockers graffiti-free *Walk *Keep hands, feet and objects to self *Use professional language *Close lockers quietly *Keep moving 	<ul style="list-style-type: none"> *Refrain from all electronic device use *Keep hands, feet and objects to self *Stay seated *Talk only loud enough for your partner to hear you *Use professional language
BE RESPONSIBLE	<ul style="list-style-type: none"> *Keep classroom materials in good condition *Bring a planner and all necessary materials *Be on time and ready before the bell *Do your own work *Accurately complete assignments on time 	<ul style="list-style-type: none"> *Throw garbage in trash cans *Pick up after yourself *Keep lockers clean and organized *Have planner 	<ul style="list-style-type: none"> *Clean up after yourself *Throw garbage in trash cans *Eat healthy foods

	BATHROOM	MEDIA CENTER	ARRIVAL/DISMISSAL
BE RESPECTFUL	<ul style="list-style-type: none"> *Throw garbage in trash cans *Use appropriate, positive comments with peers 	<ul style="list-style-type: none"> *Use please/thank you *Follow directions *Wait your turn 	<ul style="list-style-type: none"> *Follow directions *Use handshakes & high-fives for hellos & goodbyes
BE OPTIMISTIC		<ul style="list-style-type: none"> *Ask for reading suggestions *Dispose of all food, drink, and gum before entering *Clean up after yourself and others 	<ul style="list-style-type: none"> *Set daily goals
BE APPROPRIATE	<ul style="list-style-type: none"> *Use professional language *Keep bathrooms graffiti-free *Keep hands, feet and objects to self *Use bathrooms with permission *Go, Flush, Wash, Leave 	<ul style="list-style-type: none"> *Use library voices *Use all forms of media *Keep all chair feet on the floor *Maintain an open-mind toward reading *Use computers according to technology guidelines 	<ul style="list-style-type: none"> *Use professional language *Place outerwear in locker upon arrival *Use designated entrance and exit doors *Park in designated areas
BE RESPONSIBLE	<ul style="list-style-type: none"> *Be in own stall *Return to class quickly and quietly 	<ul style="list-style-type: none"> *Push in chair when leaving *Present pass from teacher and get it signed when leaving *Report damaged books and media materials to the librarian 	<ul style="list-style-type: none"> *Promptly arrive at your assigned destination *Walk in designated areas

	ASSEMBLIES / EVENTS	LOCKER ROOM
BE RESPECTFUL	<ul style="list-style-type: none"> *Participate *Face presenter(s) *Follow directions *Talk only when asked by an adult 	<ul style="list-style-type: none"> *Keep locker room graffiti-free *Secure your belongings in your locker *Treat each other with respect
BE OPTIMISTIC	<ul style="list-style-type: none"> *Be open-minded *Applaud and respond appropriately *Take something positive from the experience 	
BE APPROPRIATE	<ul style="list-style-type: none"> *Remain seated in designated area *Sit upright with hands and feet to self *Walk in designated areas 	<ul style="list-style-type: none"> *Use professional language *Keep hands and feet to self
BE RESPONSIBLE	<ul style="list-style-type: none"> *Follow directions 	<ul style="list-style-type: none"> *Change clothes within time provided *Clean up after yourself *Shower at the end of the hour and use deodorant

	OFFICE	RTC
BE RESPECTFUL	<ul style="list-style-type: none"> *Speak when requested *Wait your turn in line *Use please and thank you 	<ul style="list-style-type: none"> *Remain noiseless unless requested by a staff member *Wait your turn
BE OPTIMISTIC	<ul style="list-style-type: none"> *Smile 	<ul style="list-style-type: none"> *Complete plan and check for accuracy *Negotiate during specified time
BE APPROPRIATE	<ul style="list-style-type: none"> *Use professional language *Obtain permission before entering inner offices *Have a pass 	<ul style="list-style-type: none"> *Use professional language *Remain seated and complete work *Sit upright with hands, feet, and objects to self
BE RESPONSIBLE	<ul style="list-style-type: none"> *Wait to be acknowledged *Promptly take care of business 	<ul style="list-style-type: none"> *Seek assistance with plan when needed

ROAR REWARDS

Students who follow the expectations of the Positive Behavior Supports Matrix will be rewarded at various times throughout the year with ROAR Cards by school staff. These cards are redeemable for rewards in the Junior and Senior High ROAR Stores located by Teen Health and the gym.

ROAR Cards are not transferrable between students, school years, or the junior and senior high school. ROAR Cards must have a student's name, teacher's signature, and date in order to be valid.

STUDENT RESPONSIBILITIES

- To attend class every day on time, be attentive, and prepared
- To be respectful and considerate of all school personnel, students, visitors, and property
- To seek appropriate help whenever necessary
- To give prior notice to teacher for known absences
- To seek and make up work for absences
- To know current number of absences
- To follow school wide expectations

PARENT RESPONSIBILITIES

- To report out of school absences to the Principal's Office
- To help students develop responsible attendance habits
- To provide a quiet and safe environment for doing homework
- To maintain open communication with their child's teacher
- To plan appointments and family vacations around the school calendar
- To communicate extenuating circumstances that may affect attendance
- To sign their children in or out during the school day

TEACHER RESPONSIBILITIES

- To create a classroom environment, which is essential and meaningful and where a student's learning is enhanced by attendance
- To create a positive, safe, and orderly classroom environment
- To start class on time
- To keep accurate grade and attendance records
- To maintain open lines of communication with the parents
- To inform the parent, counselor, and administration of a student's continuing absences in a particular class
- To work with students and parents when the student's absences are impacting student's work

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

STUDENT USE OF COMPUTER AND COMMUNICATIONS TECHNOLOGIES

It is the goal of Baldwin Community Schools to provide all of our students with an optimal learning environment. To that end, we endeavor to make available to our students the finest in educational and communications technologies, including the District network, other high-speed data networks and the Internet. These technologies provide students with a wealth of learning and research opportunities. They also present the potential problem of student access to unsuitable content.

These communications media are in a constant state of evolution, and while every effort is made to restrict access to inappropriate material, absolute control is not possible. Guidelines are therefore established to protect all Baldwin students from inappropriate information and content. The District reserves the right to deny access to district computers and other communications technologies to any student or individual who is found to be using said technologies in a manner inconsistent with the District's educational mission. Furthermore, students who violate school appropriate technology use policies can and will be disciplined, up to and including suspension from school.

EXPLICIT COMPUTER NETWORK RULES

Before a student is granted permission to use school technology, parents/guardians and the student will need to sign and return the Acceptable Use Policy. Forms will be included in a packet and given to students the first day of school or upon registration.

Below is a brief list of activities involving the District's computer network that students are expressly forbidden. This list is not meant to be considered a complete list of all prohibited activities, and the school reserves the right to discipline students for activities not specifically noted here.

1. Students are not permitted to access personal e-mail accounts using school computers or network technologies.
2. Students are not allowed to download content from the internet that is not specifically related to academic work being done in school. For example, the downloading of music or video files for personal use is strictly prohibited.
3. Students are not permitted to use the school's computers or network technologies to access internet "chat rooms", "social media" or "bulletin boards" or otherwise engage in on-line discussions for personal purposes.
4. Students are strictly forbidden from accessing any form of pornography.
5. Students are not to download programming of any sort.
6. Students are not to attempt to defeat or corrupt District network security programming, or alter any other system programming.

STUDENT FEES, FINES, AND SUPPLIES

Students are held responsible for any fine assessed as a result of any lost or damaged books. The media specialist may notify the student, parent, and administration to ensure the fines are paid in a timely manner. Failure to pay the fine may result in disciplinary action and student may be prohibited from participating in graduation ceremony.

All books and materials are provided for your child. Books should exhibit normal usage. It will be the student/parent/guardian's responsibility to pay for all lost/damaged books and supplies. Failure to do so shall result in the student being denied additional books for home use. Students may not be allowed to participate in field trips and extra curricular activities until books are paid for. Students will be held responsible for athletic equipment, library materials, and lunch fees, as well.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

WEB PAGE AND PARENT PORTAL

Baldwin Community Schools provides a Parent Portal through Power School. On our webpage, www.baldwin.k12.mi.us, as well as, www.facebook.com/Baldwin.Community.Schools, you will find lots of useful information, including forms that you may download and print at home. You may view the school's website through your Parent Portal account. A Parent Portal account will allow you to view updated student grades and attendance throughout the school year. If you don't have a Parent Portal account, you may contact the office and an account will be set up for you.

LOCKERS

Lockers are the property of the school and are on temporary loan. Students are issued a locker and combination at the beginning of the school year. Please remember the following:

1. Memorize combination immediately and **DO NOT GIVE ANYONE THE COMBINATION.**
2. Students are not allowed to go into another student's locker at any time for any reason. Sharing lockers is prohibited.
3. Report anyone who is tampering with the locker immediately.
4. Under no circumstances are students to change or trade lockers without permission from the office.
5. Students are held responsible for the contents of their locker.
6. Personal locks are not permitted on your locker.
7. Students should not leave valuables in their lockers at any time.
8. Defacing or destruction of lockers will subject the individual to disciplinary action including restitution for damages.
9. Lockers are subject to inspection by the administration per board policy. Inspection may be conducted in cases of emergency or when there is reason to suspect a violation of school rules or other misconduct.
10. Book bags, backpack purses, purses, and gym bags must remain in the locker; they will not be permitted in any classroom.

STUDENT VALUABLES

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

LOST AND FOUND

The lost and found area is in Room #303B. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to the Thrift Center at the close of the school year.

ADMINISTRATION OF MEDICATION TO STUDENTS

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

1. The request for administration of medication form must be signed by the student's parent/guardian and filed with the Principal.
2. Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
 - a. Student's name, address, telephone number.
 - b. Physician's name, address, telephone number.
 - c. Date, pharmacy name, address, telephone number.
 - d. Name of medication, prescribed dosage and frequency.
 - e. Possible side effects, termination date for administering the medication.
 - f. Special handling and storage instruction.
3. The medication must be brought to school in a container appropriately labeled by the pharmacy. Refills of the medication are the sole responsibility of the student's parent/guardian.
4. The school nurse or other designated school personnel will:
 - a. Inform appropriate school personnel of the medication.
 - b. Keep a record of the administration of the medication.
 - c. Keep the medication in a locked cabinet.
 - d. Return the unused medication only to the student's parent/guardian.
 - e. The student's parent/guardian assumes responsibility to immediately inform the Principal or his/her designated representative of any change in the child's health or change in the medication, including the discontinuation or modification of the medication.
5. The student's parent/guardian has sole responsibility to instruct their child to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

Non-Prescribed (Over-the Counter) Medications

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

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct

ASTHMA INHALERS AND EPI-PENS

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

EXCLUSION OF COMMUNICABLE DISEASE SUSPECTS FROM SCHOOL

Teachers are to notify their Principal of any pupil suspected of having a communicable disease. Upon investigation, the Principal shall exclude from school any pupil suspected of having a communicable disease. The Principal shall determine the pupil's re-admission requirements to the school.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

TELEPHONE

Office telephones are not for student use except in cases of emergency.

VISITORS

Parents are encouraged to call and make an appointment to visit our school. In order to insure that no unauthorized persons enter the school, all visitors will report to the school office when entering, sign the visitor's register, and receive authorization (visitor's pass) to visit elsewhere in the building. Staff members reserve the right to ask for picture identification.

All doors except the main entrance to the school will remain locked during the school day. Any person not authorized to be on school property will be reported to the administration and/or superintendent. The person will be asked to leave. The police may be called if the situation warrants such measures.

WORK PERMITS

Work permits may be obtained in the High School Office during the school year. According to State Law, any student who is under the age of 18 must secure a work permit before he/she starts on the job.

STUDENT SIGN OUT

A student 17 years and younger will not be allowed to leave the building prior to the end of the school day unless his/her parent/guardian authorizing the sign out is physically present. In a case where the parent/guardian is unable to be present, verbal permission may be accepted with proper approval from the Principal.

Students 18 years and older are able to sign themselves out; however, if the student chooses to return to school, he/she must have valid documentation of an excusable absence.

CLOSED CAMPUS

Students will not be allowed to leave school during lunch unless permission has been granted by the principal. Students who take unauthorized leave during lunch period will face disciplinary action.

CONCERNS AND CONTACT PROCEDURES

Should you have a concern about grades, assignments, tests, projects, classroom discipline, absences and/or tardies, as well as complaints about a teacher, the following is a sequence of steps which should be followed by students and parents/guardians.

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

ACCIDENTS

Anyone injured during school hours or while participating in school sponsored activities, including athletics, must report the injury to an instructor, coach, or the office as soon as possible.

DRIVER'S EDUCATION AND DRIVING TO SCHOOL

The driver's education program is provided by a private company. Students who have earned a 2.0 cumulative GPA may qualify for partial fee payment for Segment I. Segment II classes may be offered but the entire fee is the responsibility of the student/parent/guardian.

It is to be absolutely understood that driving a private vehicle to or from school is a privilege; as such, it can be revoked either temporarily or permanently, if a student's driving is anything less than careful and considerate. Students wishing to drive to school must apply for and receive a parking sticker from the office. Permission to park in the school parking lot is a privilege, not a right. Students are restricted to parking in those areas assigned by the Principal. Parking violations may result in a loss of parking/driving privileges, and illegally parked vehicles may be towed.

ASSEMBLIES

Assemblies will cover a variety of subjects and strive to be educational as well as entertaining. Students are expected to be present at all assemblies the same as regularly scheduled class periods. When going to assemblies, students are not to make locker stops. Students may not leave assemblies without permission and are expected to follow behavior expectations for assemblies, which are posted in the gymnasium. Students who are rude and discourteous during assemblies will be subject to the discipline code and/or restricted from attending assemblies.

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

Parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired learning outcomes;
- B. providing a mutually supportive school and home environment which encourages learning;
- C. establishing meaningful learning outcomes which support the development of responsible members of society;
- D. supporting a consistent and shared approach to child guidance and discipline;
- E. providing for the proper health, safety, and well-being for their child;
- F. supporting the development of English language proficiency skills.

The Parent Involvement Plan for the District, which may include, among others, the following strategies:

- A. Provide parents with their child's individual assessment results, reading results, progress reports, report cards and parent conferences.
- B. Provide a description and explanation of the curriculum in use at the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet.
- C. Provide parents with each school's Code of Conduct.

- D. Arrange flexibly scheduled parent/teacher conferences and parent requested conferences.
- E. Post general parent/teacher meetings and special parent involvement planning meetings on the District website and/or via e-mail.
- F. Publish in the District's school newsletter(s) information regarding the parent involvement plan and parent involvement opportunities.
- G. Schedule meetings and brainstorming sessions periodically to provide parents the opportunity to share concerns and desires, and to improve the school environment and student achievement.
- H. Encourage the establishment of parent-student-teacher compacts that outlines how parents and school staff will share the responsibility for improved student achievement of their children. Such compacts should be discussed and revised as necessary.
- I. Encourage home reading programs. Books may be provided for students to read at home.
- J. Maintain a consistent District wide effort to communicate regularly with parents.
- K. Schedule parent teacher conferences to inform parents of student's progress.
- L. Distribute periodic newsletters from teachers informing parents of upcoming District events and curriculum being taught.
- M. Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
- N. Encourage the development of after school academic clubs or activities to provide students additional opportunities to develop skills.
- O. Have older students provide tutoring services to younger students.
- P. Have students perform for parents and community.
- Q. Encourage parents to serve as chaperones for class field trips and other school activities.
- R. Recognize parents and volunteers who have helped throughout the year.
- S. Have school administration and staff provide test data and interpretation meetings allowing parents to ask questions.
- T. Provide opportunities for discussions between parents, administrators and staff to address problems and find solutions for students having difficulties, either academically or socially
- U. Place current and accurate announcements on the school's marquis.

RELATIONS WITH PARENTS

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

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;
- D. supporting or enforcing consequences for their child's willful misbehavior in school;
- E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;

- F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. reading all communications from the school, signing, and returning them promptly when required;
- H. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

PARENT TEACHER CONFERENCES

Communication between parents and teachers is an essential part of the educational process. Parents may call and arrange to see teachers at a mutually convenient time if they are unable to attend conferences. Walk-in conferences during instructional time will not be allowed. Teachers may call parents/guardians for a conference if a student's behavior or performance interferes with his/her classroom instruction. Daily conferences with teachers are available by appointment only, during individual conference periods. To make an appointment, please call the Junior - Senior High Office at 231-745-4683.

FOOD SERVICE PROGRAM

The Food Service Department welcomes all comments and suggestions. If you have comments or suggestions, submit them in writing with your name, date, and signature to the Mrs. Shelly McGhee Food Service Director. If you have any questions, please call 231-745-1146.

BREAKFAST/LUNCH PROGRAM

Baldwin Community Schools will provide free breakfast and lunch for all students. Students may bring their own lunch from home should they chose to do so. All students must have a Household Information Survey on file. Applications will be given to students in their form packets the first day of school or upon enrollment.

SCHOOL CANCELLATIONS

School may be cancelled due to inclement weather or due to unforeseen circumstances. Parents are expected to review with their student the steps they are to take if this should happen. Please be sure to have an emergency location or address on file with the Principal's Office as to where your student may be transported should the need arise. If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

TV 7&4 – TRAVERSE CITY
TV 9&10 – CADILLAC
TV 33 – CADILLAC
WBRN (100.9) – BIG RAPIDS
WYBR (102.3) – BIG RAPIDS
WATT (96.7) – CADILLAC
WTCM (103.5) – TRAVERSE CITY
WCXT (105.3) – HART
WDEE (97.3) – BIG RAPIDS
WMOM (102.7) – LUDINGTON

You may also check our website @ www.baldwin.k12.mi.us

If your student has a home phone number on file with the school, you will receive an automated message advising you of the school closure, delay, or early dismissal. Parents and students are responsible for knowing about emergency closings and delays.

HALL PASSES

Students are not permitted in the halls during class periods, unless accompanied by a teacher or possess a signed pass from an authorized staff member. The issuing of hall passes will be limited.

FIRE, TORNADO, AND LOCKDOWN DRILLS

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

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

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur three (3) times each school year.

PREPAREDNESS OF TOXIC AND ASBESTOS HAZARDS

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

SECTION II: ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

The following required credits must be earned to qualify for a Michigan Merit Diploma:

AREA	UNITS OF CREDIT
English	4.0 Total
Science	3.0 Total
The following classes are required to be included in your three (3) science credits:	
Biology	1.0 credit
Physical Science-Physics	.5 Credit
Physical Science-Chemistry	.5 credit
Additional Science Credit	1.0 credit
(Adv. Bio/Forensics, Computer Science, CTE Program, etc.)	
Mathematics	4.0 Total
The following classes are required to be included in your four (4) mathematics credits:	
Algebra I	1.0 credit
Geometry	1.0 credit
Algebra II	1.0 credit
Additional Math Credit	1.0 credit
(Tech Math, Consumer Math, Pre-Calculus, Advanced Math, AP Comp Sci, CTE Program, etc.)	
Students must successfully complete a math course during your final year of high school.	
Social Studies	3.0 Total
The following two (4) courses are required to be included in your three (3) social studies credits:	
World History/Geography	1.0 credit
U.S. History/Geography	1.0 credit
Civics	0.5 credit
Economics	0.5 credit
Foreign Language	2.0 Total
Foreign Language	1.0 Credit
Foreign Language 2 nd Year	1.0 Credit
(Can be fulfilled by 2 nd Language, CTE Program, or additional arts course)	
Physical Education/Health	1.0 Total
PE/Health	1.0 credit
Visual/Performing Arts	1.0 Total
Arts	1.0 credit
(Band, Art, Yearbook, Choir, etc.)	
Total Required MMC Credits	18.0
Total Required Electives	6.0

Students must have 24 total credits to graduate with a diploma.

CERTIFICATE

A student that does not meet the necessary requirements for a Michigan Merit diploma may earn a Certificate from Baldwin Senior High School. Students that receive modifications and accommodations that do not comply with the Michigan Merit Curriculum will fall under the certificate of completion program. In order to earn a certificate, the student should earn a total of twenty-four (24) credits in the following subject areas:

English	4.0 credits
Math	3.0 credits
Science	3.0 credits
Social Studies	3.0 credits
PE/Health	1.0 credit
Electives	10.0 credits

CLASS PLACEMENT, PROMOTION, RETENTION - HIGH SCHOOL

A student's class status is determined by the number of credits – not by the number of years in high school attendance.

SOPHOMORE STATUS	6.0 credits
JUNIOR STATUS	12.0 credits
SENIOR STATUS	17.0 credits

Students will attend class meetings, class fundraisers, and class trips following this policy.

A student's progress toward graduation and receiving a diploma or certificate of completion is determined by completing required coursework, thus earning the necessary credits. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Counselor's Office.

Seniors that fail to earn the necessary credits for graduation may earn the required credits in Summer School and may receive a diploma/certificate of completion for that graduation year. They will not participate in the next year's candlelight or graduation ceremony. Students that fail to earn the credits in Summer School may enroll in the fall provided they are eligible. They may then participate in graduation ceremonies for that year's graduating class.

CANDLELIGHT PARTICIPATION

13.5 credits must be earned at the end of the first semester of the student's junior year in order to participate in the candlelight ceremony. Seniors wishing to participate in the candlelight ceremony must be on track for earning the credits necessary to graduate with their cohort in order to participate in candlelight.

GRADUATION PARTICIPATION

No student (senior) may participate in graduation ceremonies unless all graduation requirements have been fulfilled. All credits must be earned by 3:00 pm of the last day scheduled for seniors. Furthermore, no student may participate in graduation ceremonies until all financial obligations to the school district

have been met. This includes but is not limited to the hot lunch program, all school property and graduation supplies ordered.

CLASS PLACEMENT, PROMOTION, RETENTION - MIDDLE SCHOOL

A student that fails four (4) or more core area semester classes (Reading, Writing, Math, Science, or Social Studies) in a school year will be retained. Summer school options may be available.

STUDENT GRADUATION/SEPARATION

The student's program of study is a combination of the following categories:

- a. Required Credits Academic courses a student must take to graduate.
- b. Elective Credits Academic courses taken at the discretion of the student.

SCHEDULED RESOURCE HOURS

Special Education students enrolled in a scheduled resource hour will be graded on a credit/no credit basis for the semester. In order to receive a credit, students must achieve a final grade semester grade of C- or better in the classroom. Grading will be based on points earned through daily attendance, participation, and work ethic during the two marking periods. There will be no exam. Unexcused absences will result in the student not receiving points for the day they are absent. Excused absences will be exempt from grading.

NON-ACADEMIC CREDIT

Special Education Students: The Individualized Education Plan (IEP) shall identify the appropriate course or courses of study and identify the supports, accommodations, and modifications necessary to allow the pupil to progress in the curricular requirements.

HONOR ROLL

Only courses taken at Baldwin High School or from an approved, fully accredited secondary school and/or Tech Prep courses will be used to compute grade point averages, class rank, and Valedictorian and Salutatorian honors. Honor Roll students must have a 3.0 grade point average or higher with no grade lower than a "C" in the classes they are taking.

CLASS RANK/GRADES

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

Final semester grades are calculated using a value of 40% for each marking period and 20% for the final exam.

MP1	+	MP2	+	FINAL EXAM	=	FINAL GRADE
40%		40%		20%		100%

Students are ranked according to their cumulative GPA based on all courses in which a final semester grade is received. The following system will be used to compute grade point averages:

4.0	A+	100% +	EXCELLENT ACHIEVEMENT
4.0	A	94-99%	
3.7	A-	90-93%	
3.3	B+	87-89%	
3.0	B	83-86%	GOOD ACHIEVEMENT
2.7	B-	80-82%	
2.3	C+	77-79%	
2.0	C	73-76%	SATISFACTORY ACHIEVEMENT
1.7	C-	70-72%	
0.0	CR	60-100%	CREDIT ONLY
1.3	D+	67-69%	
1.0	D	63-66%	
0.7	D-	60-62%	MINIMUM ACCEPTABLE ACHIEVEMENT
0.0	F	0-59%	FAILURE
0.0	NC	0-59%	NO CREDIT

Class rank is computed at the end of the first semester of the senior year. To be eligible for the status of Valedictorian/Salutatorian, a transfer student must have attended BHS for four (4) semesters, and the student's entire senior year. Valedictorian/Salutatorian status will be announced by the High School Principal. Class rank is computed on the basis of marks earned in full semester subjects, Grade 9-12.

ADVANCED PLACEMENT

Advanced Placement (AP) Courses will be graded on a 5.0 scale due to the rigorous nature of the curriculum.

NATIONAL HONOR SOCIETY

Baldwin High School bestows membership in this prestigious organization on students who have attained/demonstrated the four (4) ideals upon which the society is based: leadership, scholarship, service, and character. Students are eligible in their sophomore, junior, and senior years. The organization is sponsored by the National Association of Secondary Principals.

Membership in the National Honor Society is a privilege that the school extends only to qualified students; it is not a right or a reward for scholastic achievement. Academically qualified students who fail to conduct themselves appropriately risk not being offered the opportunity to join the NHS, or, if already members, having their membership revoked. Students who have a cumulative grade point average of 3.25 or above through the first semester of their sophomore year, will be eligible to apply for selection to the NHS. The NHS advisor will notify the candidates prior to the mandatory informational meeting. If you were not notified but feel that you should have been, please notify the NHS advisor. After the candidates are notified, an information meeting is held. During the meeting, the following matters are discussed:

1. Selection process
2. Personal information data that the candidate is responsible for collecting
3. Date the data is due
4. Questions concerning the selection process and procedures

A building selection committee comprised of teachers and administrators will review all properly completed student applications and select new members annually.

TESTING OUT – MASTERY OF COURSE MATERIAL

Baldwin High School follows the Michigan Department of Education guidelines for “testing out” of Michigan Merit Curriculum courses. The intent of testing out is to provide students additional opportunities if a student has already mastered the skills/knowledge base for a course. Students are encouraged to discuss this option with parents/guardians and the school counselor prior to registration. There are two testing opportunities a year for students to demonstrate competency for any given class. Testing windows are scheduled during the last two weeks of the 1st and 2nd semester. A student must register a request form with parent/guardian and counselor signatures by December 1st for the 1st semester or May 1st for the 2nd semester. Request forms are available in the counseling office. When the request is received, the appropriate teacher will be contacted to make an appointment with the student to administer the test. Competency tests may be the final exam for the course, but may also involve other assessments or tiered testing activities such as speeches, portfolios, demonstrations, projects, essays, or labs. Each teacher determines how the required content expectations are accurately assessed. Students who successfully pass a test-out exam with a minimum of a C+ (77%) will earn credit for the class in accordance with state legislation. The credit earned by testing out will not be included in the computation of grade point for any purpose (honor roll, class rank, eligibility, etc).

PERSONAL CURRICULUM

The Personal Curriculum is an option initiated by the parent/legal guardian or emancipated minor that modifies specific credit requirements and/or content expectations based on the individual learning needs of the student. School personnel may also initiate a request for a personal curriculum for a specific student. The parent must still agree to the personal curriculum in order for it to take effect. The school may not implement a personal curriculum for a student without his/her parent’s/legal guardian’s consent. All requests for personal curriculums will be considered but final approval for a Personal Curriculum lies solely with the school.

The PC does not change the required number of credits for graduation. The legislative intent is that the curriculum modifications are made only when there is documented evidence that a modification is necessary for the student to achieve graduation requirements.

Prior to considering a PC for any individual student, every effort must be made to help the student achieve or exceed the Michigan Merit Curriculum using varied and creative strategies such as differentiated instruction, online courses, dual enrollment opportunities, tutoring, afterschool programs, and electives.

A Personal Curriculum may be requested and implemented for four (4) reasons:

1. To go beyond the academic credit requirements by adding more math, science, English language arts, or world language credits;

2. To modify the Algebra II mathematics requirement;
3. To modify credit requirements based on the disability of a student with an Individualized Education Plan;
4. To modify credit requirements for a transfer student from out of state or from a nonpublic school who has completed the equivalent of two (2) years of high school and is unable to meet the Michigan Merit Curriculum requirements.

Modifications that do not meet the minimum credit requirements of the MMC and/or do not incorporate high school content expectations may affect a student's opportunity to earn a diploma. If a student does not meet the requirements of the personal curriculum, the personal curriculum will be void and the original Merit Curriculum requirements and content expectations will be applied. The parent/legal guardian is responsible for monitoring the student's progress toward the completion of the personal curriculum.

For more information regarding a Personal Curriculum and/or who qualifies for a Personal Curriculum, please contact your school counselor.

DUAL ENROLLMENT

Dual Enrollment courses are actual college courses taken through West Shore Community College. Students can pick from a wide variety of classes offered at WSCC as long as they meet state requirements for content. 9th through 12th grade students are eligible for dual enrollment classes provided they meet the following criteria:

1. Student meets or exceeds the required scores for the ACT or ACCUPLACER test.
 - ACT Minimum Scores
 - English—18
 - Reading—17
 - Math—16 (only required if taking a math course or course with a math prerequisite)
 - If ACT minimum scores are not met, student must take ACCUPLACER
 - ACCUPLACER Minimum Scores:
 - Writing—74
 - Reading—76
 - Math—40 (only required if taking a math course or course with a math prerequisite)
2. Selected courses must be offered for post-secondary credit (100 level and above) and be approved by the high school.
3. The number of courses allowed per year is capped by the grade at which the student first dual enrolls.
 - a. A student who starts in 9th grade can take no more than two classes per year for the first three years they participate and four in their fourth year.
 - b. A student who starts in 10th grade can take no more than two courses the first year and no more than four courses in the second and third years.
 - c. A student who starts in grades 11 or 12 can take no more than six courses per year up to a maximum of 10 courses total.

Students can enroll for courses held on the West Shore campus or on-line. The school provides transportation to WSCC Monday thru Friday, allowing students to take on-campus courses between 12:30-2:00 pm. Students wishing to take West Shore courses outside of those times must either take the courses on-line or provide their own transportation (with approval.) Dual enrollment courses are regular college courses and often begin before Baldwin Community Schools' start date. Students are still expected to attend courses on days when Baldwin Community Schools are not in session (including inclement weather days.) Transportation may not be provided on the days the district is not in session and students are responsible for either contacting their instructor or providing their own transportation to West Shore on those days. West Shore sends out grades to students and the grades for the courses will not be reflected on the Baldwin transcript – students will receive a West Shore Community College transcript that details the college credits and grades earned. Students that do not successfully complete courses or drop after the date for a refund will be charged with the full cost of the course by the district.

CAREER AND TECHNICAL EDUCATION (CTE)

Baldwin Community Schools offer Career and Technical Education programming for 11th and 12th graders on a limited basis. Enrollment depends upon the availability of openings allocated to our district by the West Shore Educational Service District. Participation in the program is a privilege, not a right. Any student enrolled in this program must follow the rules of the CTE program while attending classes.

Students suspended from CTE courses may face disciplinary action at Baldwin High School as well. Students suspended at Baldwin High School may not attend the CTE program unless they provide their own transportation.

All CTE students must attend courses during intercessions and are responsible for attending course until CTE ends (for 11th graders) or the last day of Baldwin High School Senior Exams (for 12th graders).

TRANSFER CREDITS

Baldwin High School will only accept credits from other accredited institutions issuing transcripts. Upon receiving transcripts, credits will be evaluated and an appropriate placement will be made for each student to best ensure his/her success. A maximum of eight (8) credits per academic year may be transferred to Baldwin High School. Non-accredited home-schooled courses will not be awarded credit toward graduation from Baldwin High School.

FINAL EXAMS

Final exams will be administered by all teachers at the end of each semester except in scheduled special education resource hours. Exam days are scheduled on the school calendar so that families can schedule around them. There are only three instances in which a student should be absent on an exam day and require a make-up or early exam:

- 1) Student has a valid medical excuse for the day of the exam
- 2) Student is excused for a school related absence
- 3) Student is absent due to an unexpected serious circumstance (bereavement, sudden move outside of district, change in foster placement).

Students that do not meet the above criteria are expected to test on exam days. If they choose to not show up for the exam days at the scheduled times they will earn a grade "0" for 20% of their grade.

It is the at the schools' discretion whether a student's absence will result in an opportunity to make-up the examination. All incompletes must be completed upon the first day returning to school following an excused absence; otherwise the incomplete becomes the letter grade of F.

MAKE-UP WORK

Each student has the responsibility to make up work. When a student has been absent for a legitimate reason, he/she will have the equivalent number of school days his/her classmates had to complete the same assignment for credit. Students who have missed school due to disciplinary action (suspensions, etc) will be allowed to make up their work for credit. Upon their return to school, they must contact their teacher(s) to arrange an appropriate timetable for doing so.

GRADING PERIODS/REPORT CARDS

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term. In addition, progress or deficiency reports will be sent near the midpoint of each quarter.

STUDENT SCHEDULE CHANGES

All changes in student schedules must be completed within the first week of the semester. The drop/add initiation may be made by the parent or by the school. Exception to this rule may be made on the recommendation of the teacher and approved by the Counselor.

FULL SCHEDULE REQUIREMENT

All students will be enrolled in a full schedule of classes each semester at Baldwin Jr./Sr. High School unless approved by the administration.

NEW STUDENTS

Attendance and discipline records from a students' previous school are always requested and may be integrated into Baldwin Junior - Senior High School attendance and discipline policies.

CREDIT RECOVERY GUIDELINES (Edgenuity)

Baldwin High School offers on campus credit recovery through the Edgenuity on-line credit recovery system. Students are able to take Edgenuity courses as a regularly scheduled class, after-school, or during summer school. Credit recovery classes will be assigned under the following guidelines:

- After it has been determined that a traditional setting has not been successful for the student.
- Baldwin students are expected to work on their courses during the period assigned in their schedule or after-school. Access at home may be possible but all exams, tests, and quizzes must be completed on-site under the supervision of an Edgenuity instructor or designee.
- Courses are assigned by and through the counseling office, including summer school.
- Students may only be assigned two classes at a time.

- Students that are taking an Edgenuity course during a regularly scheduled school period must complete at least one course for each period of each semester they are assigned to an Edgenuity course. Failure to complete a course by the last day of exams will result in a grade of F being assigned for the course.

The administration may take into account specific instances and make exceptions to the above guidelines in order to best meet the needs of an individual student.

SECTION III: ATTENDANCE

ATTENDANCE PHILOSOPHY

Baldwin Junior-Senior High School prepares students for the promise of tomorrow by adhering to Michigan law that requires students attend school regularly. The process by which we learn how others think and what they believe is lost to the student who is excessively absent and he/she in turn deprives others of the value of his/her own contributions. Regular attendance helps develop valuable employability skills, good character, and correlates highly with academic achievement.

The instructor, student, and the parent are a team with a common goal to create the most productive learning environment possible. The Counselor and Principal support this team. This team functions best when the student is in class on time every day. Overall performance is based on a student's academic grades, participation, application and attendance.

ATTENDANCE POLICY

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence may lead to loss of credit and/or a referral to appropriate agencies for truancy.

Excused Absence: An excused absence is one in which parent notification is given to the attendance office (either by phone or writing) within 24 hours of the absence and counts toward the attendance cap of nine (9) absences. Please call 231-745-1124 to report an absence. Administration reserves the right to determine whether or not an absence is excused. The student will be allowed to make up missed work for full credit. It is the student's responsibility to request make up work from their teachers.

Examples of excused absences include, but are not limited to illness of the student, pre-arranged absences, medical/dental appointment, funeral/bereavement, suspension and court appearances. If there is a pattern of frequent absences for illness, the parents/guardians will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

Unexcused Absence: An unexcused absence is one which does not comply with the provisions for an excused absence. Students will not receive full credit for work missed during an unexcused absence.

Examples include, but are not limited to skipping class, failure to clear up absence within 24 hours, leaving class without permission, and leaving the building.

School Related: A school related absence is an absence which is directly related to a school activity, discipline, or curricular program. Examples include, but are not limited to field trips, suspensions, athletics, and approved college visitations. These absences do not count toward the attendance cap.

ATTENDANCE CAP

The maximum number of days a student can miss in a class per semester and remain in good standing is **nine (9)**. In order to promote skills necessary for future employment/academic success, students that exceed the per class absence total will receive grade deductions based on their number of absences **exceeding nine (9)**.*

10-14 Absences=10% Deduction from final grade
15-19 Absences=15% Deduction from final grade
20 plus Absences=20% Deduction from final grade

*Applies to all Baldwin Junior-Senior High School academic and resource hour courses and WSESD Career and Technical Education courses.

EXCESSIVE ABSENCES

Students who have excessive absences may be placed on a behavior contract/plan. This contract/plan may include loss of credit, permanent removal from that class or court action for incorrigibility may be sought.

APPEAL PROCESS

Students who have lost credit/had a grade deduction due to excessive absences have the right to appeal. Documentation must be presented at the appeal. Also, the parent/guardian and student must be present at an Appeal Meeting – there will be no exceptions. Once an Appeal Meeting is scheduled, there will be no rescheduling. All documentation must be brought to the Appeal Meeting.

An Appellate Committee consisting of teachers, the counselor, the principal, an attendance clerk (as needed as a Non-Voting member), and a Board Member will meet to consider appeals.

In order to appeal a loss of credit, the parent/guardian must request a meeting with the Appellate Committee in writing. Telephone calls will not be accepted as a request to appeal. The absolute maximum time for requesting an appeal is **ten (10) days from notification of Loss of Credit.**

This Appellate Committee is empowered by the Baldwin Community Schools Board of Education to make the decision regarding Loss of Credit/grade deduction. All decisions by the Appellate Committee are final. The parent/guardian will be notified by U.S. Mail if a student accumulates in excess of nine (9) absences in any class during a semester.

TARDY POLICY

Part of the responsibility a student assumes with maturity involves not only regular, but also prompt attendance. Students are expected to arrive at scheduled classes/activities on time. In order to promote skills necessary for future employment/academic success, students that exceed the per-class tardy total of four **(4) tardies** will receive grade deductions based on their number of tardies.

5-9 Tardies=5% reduction in final grade

10-14 Tardies=10% reduction in final grade
15-19 Tardies=15% reduction in final grade
20 Tardies or more =20% reduction in final grade

ATTENDANCE/TARDY MAKE-UP

Students may be able to recoup absences or tardies based on attendance in afterschool programs offered by the Junior-Senior High School. A student may recoup up to three (3) absences or six (6) tardies per class based on their participation in the Senior High School Academic Center or Junior High School ZAP program. One session (3:15-5:00pm) must be attended to earn back an absence for one class period or two tardies. Students are responsible for requesting a Absence/Tardy Make-Up sheet from the attendance clerk in the office. The student must have the teacher in charge of the after school Academic Center or Zap sign the sheet when they enter and leave the program. The student will then return the sheet to the attendance clerk the next day in order to have the make-up counted.

TRUANCY POLICY

Unexcused absences from school (truancy) are not acceptable. After ten (10) days of truancy in any school year, a student will be considered a "habitual truant":

1. The school will then send the student/parent a truancy letter. This letter will request a meeting between the school, parent(s) and student.
2. At the school truancy meeting, in which school staff, parent(s), and the child are in attendance, an attendance agreement shall be reached and signed by all parties. All parties shall be provided a copy of the signed attendance agreement. If the family fails to appear, a meeting will be scheduled by the Juvenile Court.
3. If after the attendance agreement has been signed and the youth continues to miss school **(must have 10 unexcused absences)**, a meeting will be scheduled by the court to include school staff, the parent(s), and the child.
4. Once the Juvenile Court has received the letter requesting a meeting, the court staff will schedule a meeting with the family, the youth, the school representative, and either the In Home Care Supervisor, the probation officer or a mediator. At this meeting, the school representative shall provide the court with basic student information, contact information, attendance history, a copy of the attendance agreement and the court referral packet. At this meeting, the youth and parent(s) will be notified of the legal ramifications if the absenteeism continues. An attendance agreement will once again be created and signed:
 - If found responsible, the youth will be placed under the court's jurisdiction and receive probation services. Minimum probation services the youth/parent(s) will be expected to participate in include the MAYSI evaluation tool, 5 mandated counseling sessions, 5 mandated parent classes/support groups, school mentor and weekly probation appointments. There will be \$125 fee for these services. Further recommendations will be made on a case by case basis.
 - A petition shall be filed against the youth in 6th grade through the age of 16.
 - If the youth is in kindergarten through 5th grade, once the school truancy officer submits a complaint, the matter will be referred to the Prosecutor's office for review for criminal prosecution against the parent(s) in District Court. If found responsible, the parent(s) will be placed under the court's jurisdiction and may receive probation services, jail time, and/or receive a fine.

SECTION IV: STUDENT ACTIVITIES

DANCES

Dances may be held on nights when there is no school the following day. Dances may occasionally fall on afternoons when there is no school the next day. The following procedures must be followed:

1. All dances and dance dates must be approved the Principal.
2. Dances are for Baldwin High School students or Baldwin Junior High students and their guests only.
3. If a student wishes to bring a guest, a form must be completed by the guest's school and returned to Baldwin High School in the office before 2:45 on the last school day preceding the dance.
4. Once admitted to a dance, students are expected to remain until its conclusion.
5. Once a student leaves, he/she cannot return.
6. The Code of Conduct applies to all students and guests at all dances.
7. Normal school dress is allowed at all dances unless otherwise announced.

STUDENT COUNCIL

A formal student council will work in a leadership role with the Principal to enhance school climate for the student body. Procedures for running for student council can be requested from the advisor. Students must maintain at least a 2.0gpa in order to be a student council representative.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular program. All students must have a signed parental permission slip for field trips as well as a completed emergency sheet in the office. At all times, the students are to abide by school policies, rules and regulations, and will be subject to disciplinary action for violation of these policies, rules, and regulations. Neither chaperones nor students should bring additional guests on field trips.

Students may be denied the opportunity to participate in field trips due to discipline or academic challenges. Such decisions will be made by the Principal on a case-by-case basis.

VOLUNTEER BACKGROUND CHECK

In order to ensure the protection of children in the care of Baldwin Community Schools, school policy requires, prior to any and all persons providing a volunteer service at the school or any function conducted by the school; all potential volunteers complete a State of Michigan background check. The background check is a name check only, through the State of Michigan ICHAT system, and is based on individual identifiers. Any applicant declining to complete a "Volunteer Background Check" acknowledgment form will not be considered.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes he/she must maintain a job in addition to going to school, work permits may be obtained in the office.

CLASS MEETINGS/OFFICERS

Class meetings will be scheduled regularly during advisory. If other class meetings are necessary, the class advisor must get approval from the Principal. Offices exist in each class for President, Vice-President, Secretary, and Treasurer.

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Baldwin Junior - Senior High School authorizes the following student groups that are sponsored by a hired staff member:

- Student Council
- National Honor Society
- Drama Club
- SADD
- Robotics

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

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

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

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

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

STUDENT CONCERNS, SUGGESTIONS, AND COMPLAINTS

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

When concerns or complaints arise, the best way to resolve the issue is through communication. Student complaint forms are available in the office.

STUDENTS RIGHTS OF EXPRESSION

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

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

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

ATHLETICS

Baldwin Community Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance enhancing substance is a violation that will affect the student's athletic eligibility and participation. For a list of activities currently being offered and further information, contact the Athletic Director.

All participants must have a physical examination before they begin practice. Insurance forms and athletic emergency forms must also be turned in to the coach before an athlete can begin practice. These three forms need only be done once each year, regardless of the number of sports in which a student is involved.

ADMISSION FEES TO ATHLETIC CONTESTS

Admission fees for the 2016-2017 school year are available from the Athletic Director's Office. You may call 231-745-1132 for more information.

ATHLETIC CODE OF CONDUCT

PREAMBLE

Participation in athletics means more than competition between two teams representing different schools. It teaches fair play and sportsmanship; understanding and appreciation of teamwork; finding

out that quitting means failure, while hard work means success. With these goals in mind, this guide has been formulated for the use of athletes, coaches, administrators, and all others concerned.

AS A PLAYER

In the areas of athletic competition, a real athlete does not use profanity or illegal tactics. S/he learns the fact that losing is part of the game, and that he/she should be gracious in defeat and modest in victory. S/he is always courteous to congratulate the opponent on a well-played game after the contest. False athletes often display fits of temper, clown, etc when things fail to go as desired or when replaced by a teammate. A true athlete has complete control of himself at all times. Officials in a game are there for the purpose of ensuring that both teams will receive a fair deal. Officials do not lose a game for you. It is athletic tradition that no one except the appointed captain talks to the officials. S/he should speak in a tone of respect and for the purpose of clarifying a rule. Any behavior contrary to that, which has been stated, is a direct reflection on the school, team, and coaches and will not be tolerated. Violation of a minor nature will result in removal from the game. Those of a serious nature will result in suspension and possible expulsion from the team. Michigan High School Athletic Association regulations state that any player participant who is removed from a game for exhibiting poor sportsmanship will be ineligible to participate in at least the next scheduled event.

IN THE CLASSROOM

A good athlete is a good student who plans his/her time so that sufficient time is given to his/her studies in order to ensure acceptable grades. In addition to maintaining satisfactory grades, an athlete should give respectful attention to classroom activities and show respect for students and staff members at all times. An athlete should maintain a good attendance record. S/he should not be tardy for classes or absent from school without good reasons. An athlete must be in attendance at school four consecutive periods on the day of a scheduled athletic contest in order to be eligible to participate. In certain unavoidable cases, this requirement may be waived by the Principal or Superintendent.

ON THE SCHOOL CAMPUS

An athlete's behavior and appearance are extremely important. Athletes should be leaders. Fellow students look up to and follow them. There are certain responsibilities that pertain to Baldwin athletes. The real athlete will accept these responsibilities, realizing that they influence many others on the school campus. Athletic leaders should work for the betterment of the school and for what is right and good for their fellow students. Inappropriate displays of affection in public are in poor taste and place an athlete below socially accepted standards. Misbehavior, lack of respect, fighting, etc are not in the best interest of school spirit and should be opposed vigorously at every opportunity. Violations of these rules may result in suspension and possible expulsion from the team.

Anytime an athlete is suspended from school during an MHSAA competitive season (including the pre-season practice periods) he/she will be ineligible for at least one competition date, including any and all contests during that athlete's period of suspension.

ON TRIPS

On trips, athletes directly represent the community, school, and coaches. Therefore, it is expected that all concerned will dress and behave in an acceptable manner when traveling to and from and at any away contests. All athletes are required to ride on the players' bus both to and from away contests

unless athletes have followed the school procedure to allow a parent or designated adult to provide transportation. Violations in this area will result in suspension from the next contest.

ELIGIBILITY

School regulations require the following academic standards for eligibility:

1. The purpose of eligibility rules is to maintain athletes in proper perspective with relation to the whole school program of education. Participating students are to cooperate with the school to see that these rules are obeyed and observed.
2. All athletes must be enrolled in a full schedule of classes. An exception may be made in the case of students where an allowance has been made in meeting graduation requirements. This exception must be approved by the Principal or Superintendent.
3. All students that have a GPA of 1.75-1.99 are deemed eligible to participate in athletic activities under the regulation of academic probation for three (3) weeks. If the student does not reach a 2.0 by the end of his/her probation, the athlete will be ineligible to participate in any athletic events. They will have weekly grade checks until they achieve a 2.0.

In addition, all student athletes must be aware that Baldwin Community Schools is a member of the Michigan High School Athletic Association (MHSAA) and abides by all of the organization's rules, by-laws, and policies.

PHYSICAL EXAMINATIONS

No student shall be eligible to participate without a physical examination. A physician's statement for the current school year certifying that the student has passed an adequate physical examination and that, in the opinion of the examining physician, that student is fully able to compete in athletic contests.

SECTION V: STUDENT CODE OF CONDUCT

The discipline policy has been established based on the belief that every child has the right to learn. The school has an obligation to the community and to the students who attend to provide an environment conducive to learning. Therefore, to achieve this goal, the following information regarding expectations of student behavior, behavior that will not be tolerated, consequences for inappropriate behavior, and appeal procedures should serve as a guide for students. The following acts have been defined as being inappropriate during school hours, on school property, or during school sponsored events. Disciplinary action will be taken by school authorities regardless of any charges filed by outside authorities which may or may not result. Behaviors that can be punished fall into two categories, minor and major offenses. Restorative justice will be used for disciplinary situations which empowers students to resolve conflicts on their own and in small groups.

STUDENT DISCIPLINE

The Principal or designee has the authority to treat each student individually in determining the appropriate disciplinary action in the most effective manner. The Principal or designee has the responsibility to protect the health and welfare of all students, and must take into consideration all factors present at a particular situation. The Principal or designee has the authority and discretion to impose suspensions as well as:

1. Recommend expulsion to the Superintendent and/or Board of Education;
2. Refer a student to the proper law enforcement authority if illegal activity may be involved.

Students will face disciplinary action for misconduct within the school, on school property (including the bus), at a school sponsored event, or any school related activity.

SEARCH & SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is a reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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

All computers located in classrooms, labs, and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions

contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

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

CLASSROOM MISCONDUCT

Teachers are expected to deal with minor, daily conduct problems to the best of their ability. However, continuous behavior problems could result in students being removed from the classroom. Depending on the circumstance, a student may not be allowed back into the classroom until the parent meets with the teacher. The teacher is to notify the parent of student behavior immediately and inform the building principal. The teacher and/or parent may request the building principal to be present at the meeting.

SKIPPING CLASS

The penalties for skipping class will be a zero for all work missed or work due and disciplinary action.

RESPONSIBLE THINKING CLASSROOM (RTC)

No student is allowed to disrupt in class or anywhere else in school. When a student chooses to disrupt, he/she is given the choice of remaining where they are and follow the rules or going to the Responsibility Thinking Classroom (RTC), where they stay until they indicate to the teacher or staff member that they are willing to follow the rules. When a student makes a choice to leave and go to the RTC because of continued disruptions, the RTC supervisor teaches the student how to work out a plan. He/she will use this plan to negotiate his/her return with the classroom teacher. The parent/guardian of the student sent to RTC will receive a phone call from the RTC supervisor or teacher.

RTC will be utilized as a room to assist students with their behavioral problems. The RTC supervisor and staff members will work with students to assure that time spent in RTC will be beneficial in helping students. If a student disrupts the RTC or refuses to go to the RTC, the student is subject to out of school suspension and/or the parent attending school with the student.

Strategies for students who receive excessive referrals:

- Student Assistance Team (SAT)/Intervention Plan.
- Recommended services from Wrap Around, Community Mental Health, or other agencies.
- Parent/guardian will meet with Principal.
- School board members meet with the parent and student and develop an Action Plan.
- The school files a "petition" with the county juvenile courts in regards to the student.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

- A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Upon parent request assignments may

be obtained from the office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

- The student will be given credit for properly completed assignments and a grade on any made-up tests

CATEGORY OF MISBEHAVIORS

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety, and welfare of all students and employees of Baldwin Junior Senior High School, the Board of Education has adopted the following categories of misconduct. Depending on the seriousness of the offense, the disciplinary action taken may skip the progressive steps and result in the maximum consequences. These regulations apply to all students for all activities of Baldwin Junior Senior High School. Violations of these rules could result in suspension or expulsion. This list is not intended to be exhaustive and includes anything that is a disruption to the educational process in a manner determined by the administration. This list includes:

1. **Academic Inactivity** – willful failure to meet academic requirements over a period of time.
2. **Aiding or Abetting Violation of School Rules** – If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
3. **Arson** – attempts to set and/or setting of fires in or on school property. Anything, such as a fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.
4. **Assault** – threat of and/or physical violence to persons. Physical and or verbal assault against a student, employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.
5. **Bomb Threat/False Alarms/False Reports** – A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt.
6. **Bullying** – The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business.

Bullying is the intimidation of others by acts, such as but not limited to: A) threatened or actual physical harm; B) unwelcomed physical contact; C) threatening or taunting verbal, written, or electronic communications; D) taking or extorting money or property; E) damaging or destroying

property; F) blocking or impeding student movement; G) electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA) or wireless hand held device for text messaging, instant messaging, blog web sites or cyber bullying through social networking sites (i.e., myspace.com, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, or making threats.

“Bullying” is conduct that meets all the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one or more students;
- C. adversely affects the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear or physical harm or by causing emotional distress; and,
- D. is based on a student’s actual or perceived distinguishing characteristics (see above), or is based on an association with another person who has or is perceived to an any of these characteristics.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the Principal. Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student.

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

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

7. **Careless and/or Reckless Endangerment** – any action by a student that puts another student or staff member in danger of being hurt or causes injury, ie, throwing objects, tacks on a chair, pulling a chair out from under a student, swinging heavy objects, etc.

8. **Cheating** – includes but is not limited to the use of any unauthorized assistance in taking quizzes, tests, or exams including communicating during an exam; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; copying from a friend; or the acquisition, without permission, of tests or other academic 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 or agency engaged in selling of term papers or other academic materials and anyone that knowingly allows others to use their materials. This section also includes materials accessed through technological resources.
9. **Defacing Property** – defacing school property such as textbooks, lockers, desks, hallways, building, etc. Restitution will be sought when school property is damaged.
10. **Disobedience** – School staff is acting “in loco parentis” which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.
11. **Disorder/Demonstration** – Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student(s) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity.
12. **Displays of Affection** – Students demonstrating affection between each other is personal and not meant for public display. This includes kissing, extensive embracing, groping, and any other contact that may be considered inappropriate in nature.
13. **Disruptive and/or Disrespectful Conduct** – Any activity which interrupts the educational climate or educational process. Respect for adults will be expected at all times. This also includes name calling, inappropriate comments, bullying, taunting, pushing, shoving, or any action that causes a delay or prevention of lessons, assemblies, field trips, athletics, and performing arts events.
14. **Drugs/Alcohol** – The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student may be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
15. **Electronic Devices** – Students are not permitted to use pagers, cellular phones, or similar communication devices in school as they can be distracting to students and disruptive to the educational process. While students may possess personal communication devices (ECDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours. If students need to contact parents/guardians during the school day, they may use a telephone in the office. A student who possesses a cellular phone or ECD shall assume full responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECDs brought onto its property.

Students are not permitted to use a personal camera or take pictures of other students or staff while on the school campus or engaged in school activities elsewhere without specific permission from an administrator, teacher, coach, or advisor.

In addition, there are other items that are considered “prohibited items”, such as but not limited to I-Pods, MP-3 players, electronic games, and portable CD/DVD players. These items often cause distractions from the mission of creating an environment where all students can learn. If a student is observed with a prohibited item during school hours, the following consequences shall be administered.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline, possible confiscation of the ECD and possible notification of law enforcement.

FIRST OFFENSE	Cell phone or ECD confiscated by staff member Parent contact and phone returned to parent One (1) day ISS (In-School Suspension)
SECOND OFFENSE	Cell phone or ECD confiscated by staff member Parent contact and phone returned to parent One (1) day OSS (Out-of-School Suspension)
THIRD OFFENSE	Cell phone or ECD confiscated by staff member Parent contact and phone returned to parent Three (3) days OSS (Out-of-School-Suspension)

Refusal to surrender the phone or ECD will automatically result in a 3 day out-of-school suspension for insubordination.

16. **Explosives** - Fireworks, explosives, and chemical reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Directions for making these objects are also prohibited.
17. **Extortion/Blackmail** – Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.
18. **Fighting** – will include participants in the actual fight and anyone who provoked or contributed to the fight with offensive touching or offensive remarks.
19. **Fire Alarms/BOOT Device** – Intentionally setting off a fire alarm or tampering with the BOOT Device. The BOOT is a life saving device, and should never be used for purposes other than securing doors. The BOOT falls under the same laws that govern the use of Fire Alarm Devices. Anyone caught using this device improperly, or for anything other than a lockdown situation is in violation of state and federal Life Safety laws and shall be subject to fines and or imprisonment.
20. **Food and Beverage** – inside the building, food and beverages are to be consumed only in the approved eating area.

21. **Forging Forms** – Forgery of hall passes and excuses as well as false I.D.’s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.
22. **Gambling** – Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.
23. **Gang Related Activities** – actions, gestures (signs) or the presence of any apparel (colors), jewelry, accessory, notebook or manner of grooming (such as favoring the right/left leg, rolling up/down, turning, untying, etc) trademark, or any other attribute which denotes or advocates membership in clandestine gangs which advocate and/or participate in drug use, violence, or disruptive behavior is strictly prohibited.
24. **Giving False Notice/False Allegations** – or providing false information to a public agency or other person designed to disrupt or has the effect of disrupting the educational process.
25. **Harassment** – Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. Harassment through any means, including electronically transmitted methods (i.e., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment. Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, principal, or other staff member.

Sexual Harassment may include but is not limited to: A) verbal harassment or abuse; B) pressure for sexual activity; C) repeated remarks with sexual or demeaning implications; D) unwelcome touching; E) sexual jokes, posters, cartoons, etc; F) suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades or safety; G) a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; H) remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s own sexual activities or sexual history.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student.

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

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

26. **Hazing** – The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Hazing is any type of initiation procedure for any school related activity, which involves conduct such as but not limited to: A) illegal activity, such as drinking or drugs; B) physical punishment or infliction of pain; C) intentional humiliation or embarrassment; D) dangerous activity; E) activity likely to cause mental or psychological stress; F) forced detention or kidnapping; G) undressing or otherwise exposing initiates.
27. **Improper Language Directed at Another Person** – profane, indecent, or immoral language or gestures directed at other students, parents, or school personnel.
28. **Indecent Exposure.**
29. **Insubordination/Defiance** – refusal to obey a request of an adult in authority or school district personnel.
30. **Intimidation** - includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.
31. **Items not allowed at School** – metal hair picks, knives, squirt guns, laser pens, water balloons, cap guns, tobacco, alcoholic or controlled substances, walkie-talkies or two ways, any type of fireworks, matches, lighters, toys or materials that may cause a classroom disturbance, or is disruptive to the educational environment, or may be harmful to the health and safety of others. Any restricted materials found at school will be confiscated, taken to the office and labeled and will be returned to the parents/guardians at the end of the semester, subject to state laws and regulations.
32. **Leaving School Grounds Without Proper Authorization.**
33. **Littering** – to place trash or leave trash in a location or receptacle not commonly designed or used as a trash receptacle.
34. **Malicious Damage or Misuse of School Property** – inflicting damage to private or school property, using private or school property without proper permission, or in an inappropriate manner.
35. **Menacing**- includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

36. **Pornographic Materials or Accessing Pornographic Internet Content.**
37. **Profanity/Obscenity** – this includes use of profanities, pornographic materials, obscenities, and/or indecent, profane obscene gestures or conduct towards students, school personnel and/or visitors and on vehicles.
38. **Skipping** – willful refusal or failure to attend school with or without parental knowledge.
39. **Theft** – When a student is caught stealing school or someone’s property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The school is not responsible for personal property.
40. **Tobacco** – Smoking and other tobacco uses are a danger to a student’s health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes, vaporizers or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at bus stops. “Use of tobacco” shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter of substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other “smoking” paraphernalia, including lighters and matches, or tobacco products on one’s person is also prohibited in this policy.
41. **Trespassing** – Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate.
42. **Use of Drugs** – The District has a “Drug Free Zone” that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs, including non alcoholic beers and wine, is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroid, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

43. **Use of Breath-Test Instruments** - The principle may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

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

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

44. **Vandalism** – destroying or damaging school property or others’ personal property without regard to the rights of others or property. Students are held responsible for financial reimbursement for repairs. Failure to pay the reimbursement may result in withholding of grades and credits.
45. **Weapon** – A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent expulsion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. School policy may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school related activity any of the following: A) any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item; B) any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle; C) any similar object that is intended to invoke bodily harm or fear of bodily harm (ie, air gun, blow gun, toy gun, etc).

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal.

LEVELS OF INTERVENTIONS & CONSEQUENCES FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's actions constitute a violation of Baldwin Community Schools School policy and/ or the Code of Student Conduct. The levels, shown on the following page, guide administrators to use *progressive interventions* to change student behaviors. The administrator always has the option to use an intervention from a lower level as long as one from the prescribed level is also employed. Moreover, if a behavior is deemed a criminal offense by local authorities and such offense is not identified in this *Code of Student Conduct*, the consequence may be expulsion from Baldwin Community Schools. Restitution for loss or damage will be required in addition to any other prescribed consequences.

Baldwin Community Schools Code of Student Conduct: *Levels of Interventions/Consequences*

*Levels of consequences and options for progressive interventions follow. **Repeated chronic or cumulative offenses may require higher levels of interventions/consequences.** For serious violations, interventions/consequences may begin at a higher level.*

Level 1 Classroom Level interventions/consequences

Teachers use the following interventions to help the students change behavior in the classroom.

If these interventions are successful, referral to the school administrator may not be necessary.

- Warning
- Letter of apology
- Loss of privileges
- Seat change
- Parent contact
- Teacher conference with student
- In-class time-out
- Time-out in another classroom setting
- Reinforcement of appropriate behaviors
- Lunch Detention
- Behavior contract (teacher)
- Suspension of earned privileges

Level 2 Appropriate when Level 1 intervention/consequence has been ineffective.

Teachers use the following interventions to help the students change behavior in the classroom.

In some cases, referral to the school administrator may be necessary.

- Parent/guardian involvement
- Phone call/letter to parent or guardian
- Confiscation of item

- Supervised time-out outside of classroom minor referral to RTC
- Conference with parent or guardian
- Behavior contract
- Teacher and/or administrator conference with student and/or parent
- Parent or guardian accompany student to school or classes
- Suspension of earned privileges

Level 3 Appropriate when Level 2 intervention/consequence has been ineffective.

- Office referral required (RTC) Major
- Parent/guardian notification required
- Suspension (1-5 days)
- Campus clean-up
- In-school suspension

Level 4 Appropriate when Level 3 intervention/consequence has been ineffective

- Office referral required
- Parent/guardian notification required
- Suspension (6-10 days)
- Restricted activities

Level 5 Appropriate when Level 4 intervention/consequence has been ineffective

- Office referral required
- Parent/guardian notification required
- Disciplinary Meeting with student and parent(s)
- Extended Suspension (10+ days)

Level 6 Appropriate when Level 5 intervention/consequence has been ineffective

- Office referral required
- Parent/guardian notification required
- Expulsion (*to be considered only in the most extreme cases*)

Consequence	Level						Reportable to Police
	1	2	3	4	5	6	
Offense/Violation							
Alcohol and Other Drugs including Tobacco			•	•	•	•	•
Assault: <i>on students,</i>				•	•	•	•
on staff,					•	•	•

(threats)				•	•	•	•
Aiding or Abetting Violation of School Rules		•	•	•	•	•	
Bomb Threat						•	•
Bullying			•	•	•	•	•
Cyber-Bullying			•	•	•	•	•
Electronic Devices		•	•	•	•	•	
Cheating	•	•	•	•			
Careless and/or Reckless Endangerment			•	•	•		•
Computer Misuse		•	•	•	•	•	•
Defacing Property		•	•	•	•		
Disrespect toward others		•	•	•	•		•
Disruption to classroom/school		•	•	•			
Disruptive clothing or appearance		•	•	•			
Disobedience			•	•	•	•	•
Explosives						•	•
Extortion/Blackmail					•	•	•
False Fire Alarm		•	•	•	•	•	•
False Notice/False Allegations			•	•	•	•	
Fighting: First Offense – one to five days suspension			•	•	•	•	•
Second Offense – Up to 10 days suspension				•	•	•	•
Third Offense – Request for extended suspension						•	
Food and Beverage	•	•	•				
Forgery		•	•	•	•		
Gambling	•	•	•	•			
Gang Related Activities	•	•	•	•	•	•	

Harassment			•	•	•	•	•
Hazing			•	•	•	•	•
Inappropriate Language		•	•	•			
Inappropriate Physical Contact			•	•	•		•
Inciting or Participating in a School Disturbance			•	•	•		
Insubordination		•	•	•	•		
Indecent Exposure				•	•	•	•
Intimidation			•	•			
Items not allowed in school	•	•	•	•	•		•
Leaving an Area and/or Leaving Class and/or School Grounds without Permission.			•	•	•		•
Littering	•	•					
Matches/Lighter(s): <i>Possession of</i>			•	•			
Use of				•	•	•	
Menacing			•	•	•	•	
Putting substances in another person's food or drink or on a person's body			•	•	•	•	•
Skipping		•	•	•			
Sexual Harassment				•	•	•	•
Stealing and/or Theft			•	•	•		•
Tardiness	•	•	•	•	•		
Trespassing	•	•	•	•	•	•	•
Vandalism	•	•	•	•	•		•

Weapons (<i>including look a-like guns</i>)						*	
Possession of:							•
Firearm					•	•	•
Knife		•	•	•	•	•	
Other Weapon (<i>including look a-like gun</i>)		•	•	•	•	•	•
Used to cause or attempt to cause bodily harm/injury						•	•

CONFIDENTIALITY

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process of any/all infractions. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

OUT OF SCHOOL SUSPENSION (OSS)

Principal or designee has the authority to impose an out of school suspension for up to ten (10) days. The length of the suspension will be related to the seriousness and frequency of the offense. The Principal or designee will provide an explanation of the alleged violation and provide an opportunity for the student to defend his/her actions (when possible). When the school administrator determines there is justification to suspend the student, an attempt will be made to contact the parent/guardian of the student and provide verbal notice immediately. Written notice of the decision to suspend shall be promptly provided to the parent/guardian.

Any suspended student is prohibited from being on school property or in attendance at any extracurricular event until they return to school following the suspension.

When the suspension assessed by the school administrator is for a specified period of five (5) days or more, the school administrator's decision may be appealed to the Superintendent and thereafter to the Board of Education. It shall remain the responsibility of the student to arrange for assignments, homework, and test make-up with the respective teacher(s).

DUE PROCESS RIGHTS

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

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student and the parent of the charges. The student will then be given the opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. The Principal will make a decision whether or not to suspend. If a student is suspended,

he/she and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent (another administrator). The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony may be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meeting Act. Under the Open Meeting Act, the hearing must be public unless the parent requests that the meeting be conducted in a closed session.

When a student is suspended, he/she may make-up work missed after returning to school. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned. A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

LONG TERM SUSPENSION OR EXPULSION FROM SCHOOL

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- The charge and related evidence;
- The time and place of the meeting;
- The length of the recommended suspension or a recommendation for expulsion;
- A brief description of the hearing procedure;
- A statement that the student may bring parents, guardians, and counsel;
- A statement that the student may give testimony, present evidence, and provide a defense;
- A statement that the student may request attendance of school personnel who were party to the action.

A student being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

The hearing will also be formal in nature with sworn testimony before official(s) designated by the Superintendent. The hearing will be heard in an open session unless the student or the student's parents or guardian request a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Baldwin Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the superintendent.

DRESS CODE

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

Students are expected to arrive at school in appropriate clothing suitable for weather conditions. Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching learning climate, or compromise reasonable standards of health, safety, and decency. If in the judgment of school personnel, a student's attire is inappropriate, the student will be asked to change or be removed from the school until dressed appropriately. The following specific guidelines for student dress have been developed:

- Footwear is required and must afford appropriate protection in the of event students must evacuate the building.
- Leggings are not to be substituted for pants or slacks. When wearing leggings, an appropriate top that is at least mid-thigh is required.
- Profanity, vulgar suggestion, alcohol, tobacco, or illegal substance logos printed on clothing is prohibited
- No hats, bandanas, or hoods of sweatshirts. Headbands are to be worn only for hair management.
- No sunglasses will be worn inside the school
- Coats/Blankets may not be worn to class under ordinary circumstances
- Shoulders must be covered (3 finger width) All shirts must come to the waistband (no part of the abdomen may show) and have a modest neckline and backline.
- Pants skirts, and shorts must appropriately cover the body and undergarments.
- No exposed undergarments at anytime including those visible through sheer fabrics.
- Jeans or pants with excessively large holes, or holes in inappropriate places, will not be worn
- Jewelry or apparel that creates a health or safety hazard is not permitted; this includes spiked necklaces, studded or spiked bracelets, not-prescribed mouth gear, and hanging chains
- No metal hair picks
- No sleepwear (pajama pants)
- No gang related apparel
- Clothing that is excessively tight, transparent, or excessively loose may not be worn; pants and shorts must be worn above the hips.
- No backpacks or purses are allowed in classrooms.

The school administration has the authority to make the final interpretation of the dress code guidelines.

SECTION VI: TRANSPORTATION

BUS CONDUCT AND SAFETY RULES

Bus riding is a privilege offered by the school district and as such, can be taken away for misbehavior. The Board of Education has established a policy of reasonable rules and regulations relative to the conduct of students concerning their safety while attending school or en route to and from school-related activities. Suspension from the bus will result when these rules are not followed:

1. The bus driver is in charge of the bus at all times! Students are expected to obey promptly the directives of the bus driver.
2. Occupy the seat assigned to you by the bus driver. When seated, keep your feet out of the aisles and refrain from moving about while the bus is in motion. Keep all supplies out of the aisles.
3. There is to be no smoking by anyone while any student, K-12, is a passenger on the bus. Lighting matches and lighters are prohibited.
4. Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Stay seated until the bus has stopped.
5. Keep hands and head inside the bus at all times.
6. Help keep the bus clean and orderly. Use the containers provided for refuse.
7. Use no vulgar or profane language. There is to be no name calling.
8. Avoid disturbing noises; do not shout at passing persons or vehicles.
9. Do not throw paper or objects on or out of the bus.
10. There will be no fighting or pushing on the bus or in the loading area. Horseplay and punching will not be tolerated.
11. Inappropriate displays of affection are prohibited.
12. Do not engage the driver in unnecessary conversations.
13. Be considerate of each other.
14. Do not eat or drink on the bus.
15. Possession of restricted materials are not allowed on the bus (please refer to Dial-a-Ride's brochure).
16. No student may ride a bus other than the one to which he/she is assigned without prior written permission from his/her Principal.
17. Students are expected to be at the bus stop on time. The bus cannot wait!

Any behavior that distracts the bus driver is a very serious hazard to the safe operation of the vehicle, and as such jeopardizes the safety of all passengers. In order to insure a safe bus ride for all, it is necessary to reprimand those who choose to violate the established rules.

It shall be the legal responsibility of the parent/guardian to provide the student's transportation to and from school during any bus suspension. During any bus suspension, attendance at school is still mandatory. Failure to attend school during a bus suspension will result in an unexcused absence, which will be referred to the appropriate agency for truancy.

Update 07/23/13

BALDWIN SECONDARY STAFF

Mr. Calvin B. Patillo, Principal
Mrs. Theresa Lewis, Administrative Assistant
Mr. Nathan Friecke, PBIS
Mrs. Jennifer DeBruyne, Student Accounting
Mr. Stewart Nasson, Counselor
TBD , Athletic Director
Mrs. Becky Gerhart, English Dept. Chair
Ms. Wendy Gergen, English
Mrs. Collene McCormick, English/Social Studies
Mr. Christopher Mayer, English/Social Studies
Mrs. Lisa Davis, English/Social Studies
Ms. Carissa Reidel, Social Studies Dept. Chair
Ms. Brandi Paepke, Math Dept. Chair
Mr. Bob Brintnall, Math
Mrs. Nicole McGahey, Science Dept. Chair
Mr. Scott Pedigo, Science
Mr. Donald Schwass, Science
Mrs. Beth DeVos, Spanish/Math
Mr. Brian Parent, Band/Choir
Mr. Rob Atwood, Physical Ed./Health
TBD , Resource Dept. Chair
Ms. Sonya Lund, Resource
Mrs. Brenda Buck, Resource
Mrs. Dawn Serrano, Para-professional
Mrs. Marjorie Marshall, Para-professional

