

BALDWIN SENIOR HIGH SCHOOL HANDBOOK

2007-2008



Baldwin Community Schools
525 Fourth Street
Baldwin, MI 49304
231-745-4683

Baldwin Junior/Senior High School Handbook

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Mission Statement

The mission of Baldwin Community Schools is to educate our students, to enable them to become productive members of society, and to develop their greatest potential.

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.

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.

**Baldwin Community Schools
2006-2007 Board of Education**

| | | <u>Term Expires</u> | <u>Telephone</u> |
|----------------|---|--------------------------------|-------------------------|
| President | Judith A. Eversole PO Box 1089 Baldwin, Michigan 49304 | 2008 | 745-7103 (Home) |
| Vice-President | Shelly Shafer 4800 S. Putman Lake Dr. Baldwin, Michigan 49304 | 2007 | 745-4817 (Home) |
| Secretary | Kenneth Moore 4214 North Irons Road Irons, Michigan 49644 | 2010 | 266-5665 |
| Treasurer | Robert Sanders 3446 W. 48 th St. Baldwin, Michigan 49304 | 2009 | 745-6188 |
| Trustee | Peggy Ann Rhine 560 Cherry Street P.O. Box 192 Baldwin, Michigan 49304 | 2008 | 745-3407 |
| Trustee | Joseph W. Brooks P.O. Box 97 310 10 th Street Baldwin, Michigan 49304 | 2010 | 745-4465 (Home) |
| Trustee | Althea Woodley PO Box 121 Idlewild, Michigan 49642 | 2007 | 745-4458 |

Board of Education Meetings

| | | |
|------------------|-------------------|--------------------|
| July 18, 2006 | August 15, 2006 | September 19, 2006 |
| October 17, 2006 | November 21, 2006 | December 19, 2006 |
| January 16, 2007 | February 20, 2007 | March 20, 2007 |
| April 17, 2007 | May 15, 2007 | June 19, 2007 |

All regular meetings will be held in the Baldwin Elementary, Loretta Adams-Ashby Media Center at 7:00 pm during the 2006-2007 fiscal year.

Baldwin Community Schools
525 Fourth Street
Baldwin, Michigan 49304-9525

School Administration

Randall Howes, Superintendent of Schools
Thomas Armstrong, Business Manager
Sherrie Anderson, Accounts Receivable/Payable Clerk
Julia Young, Receptionist/Secretary
Office Phone: 231-745-4791
Office Fax: 231-745-3240

Junior/Senior High School Staff

Faith Thomas-Jones, Principal
Michael Outman, Assistant Principal
Laurie Hilts, Special Education Secretary
Patt Sheeley, Athletic Secretary
Theria Perry, Student Accounting
Norah Ducat, Administrative Assistant
P.T. Jones-Salaam, Athletic Director
Office Phone: 231-745-4683
Office Fax: 231-745-2898

Elementary School Staff

Jim Sibley, Principal
Cher Robinson, Administrative Assistant
Office Phone: 231-745-3261
Office Fax: 231-745-7481

Counselor

Dr. Louise Gibbons
Theria Perry, Secretary
Office Phone: 231-745-1123
Office Fax: 231-745-2898

Alternative Education

Michael C. Outman, Director
Patt Sheeley, Secretary
Office Phone: 231-745-7027
Office Fax: 231-745-0105

Food Service

Phyllis Depew, Food Service Director
Martha Howard, Secretary
Office Phone: 231-745-1147
Fax 231-745-6972

Technology

Dave Stanulis, Technology Coordinator
Office Phone: 231-745-1198

Junior/Senior High School Staff

Teaching Staff

| | |
|------------------------|--------------------|
| Linda Atwell | Stewart Nasson |
| Karen Alberts | Scott Pedigo |
| Dan Bullock | Julie Rhodes |
| Sidney Clute | James Ricklefs |
| Bruce Garlock | Alison Stephenson |
| P.T. Jones-Salaam | Elizabeth Strasser |
| Gene Lagerquist | Kim Tiel |
| Krista List-Leinberger | Joe Washington |
| Sandi Malburg | Clyde Welford |
| Judith Mayfield | Grace Williams |
| Carolyn Meinert | Tonya Woodruff |
| Nicole McGahey | |

Para-Professionals

Robert Thomas, Student Advocate

Custodial and Maintenance

Bernadette Anderson, Custodial
Mike Anderson, Custodial/Maintenance
Richard Belsitis, Maintenance
Richard Buckhout, Custodial
Anthony Buchanan, Custodial
Robert George, Custodial
Rodney Tenhave, Maintenance
Judy Parr, Custodial

Food Service Staff

Diane Archie
Mary Bowman
Martha Howard
Shelly McGhee

2006-2007 BALDWIN SCHOOL YEAR CALENDAR

| Date | Schedule | Students | Teacher |
|---------------|--|------------|------------|
| Aug 21 | New Teachers only Report | 0 | 0* |
| Aug 22 | All Teachers Staff Report | 0 | 1 |
| Aug 23 | All Teachers - ISD In-Service | 0 | 1 |
| Aug 24 | Full Day Teacher In-Service | 0 | 1 |
| Aug 28-31 | Regular Session | 4 | 4 |
| Aug 29 | Open House – All Buildings | | |
| Sept 1-4 | No School Labor Day Weekend | | |
| Sept 5-29 | Regular Session | 19 | 19 |
| Sept 22 | Late Start Professional Development Day | | |
| Oct 2-31 | Regular Session | 21 | 21 |
| Oct 19 | Full Day Teacher In-Service | 0 | 1 |
| Oct 27 | End of 1 st Marking Period | | |
| Nov 1-30 | Regular Session | 20 | 20 |
| Nov 1 | Late Start Professional Development Day | | |
| Nov 9&10 | Parent Teacher Conferences (1/2 Day Students) Afternoon sessions both days, Evening session Nov.9 only | | |
| Nov 23-24 | No School Thanksgiving Break | | |
| Dec 1-21 | Regular Session | 15 | 15 |
| Dec 7 | Late Start Professional Development Day | | |
| Dec 22-Jan 1 | No School Christmas Break | | |
| Jan 2-31 | Regular Session | 20 | 20 |
| Jan 11 | End of 1 st Semester | | |
| Jan 12 | No Students – Teacher Records Day | 0 | 1 |
| Jan 15 | No School Martin Luther King Day | | |
| Feb 1-28 | Regular Session | 18 | 18 |
| Feb 1 | Late Start Professional Development Day | | |
| Feb 16 | Full Day Teacher In-Service | 0 | 1 |
| Feb 19 | No School President’s Day | | |
| March 1-30 | Regular Session | 21 | 21 |
| March 15 | End of 3 rd Marking Period | | |
| March 16 | Full Day Teacher In-Service | 0 | 1 |
| April 2-6 | No School Spring Break | | |
| April 9-30 | Regular Session | 16 | 16 |
| April 11&12 | Parent Teacher Conferences (1/2 Day Students) Afternoon sessions both days, evening session Apr 11 only | | |
| April 20 | Late Start Professional Development Day | | |
| May 1-30 | Regular Session | 21 | 21 |
| May 28 | No School Memorial Day | 0 | 0 |
| May 31 | No Students - Records’ Day | 0 | 1 |
| TOTALS | | 175 | 183 |

Daily Class Schedule

| | |
|----------------------|-----------------|
| Breakfast | 7:25 – 7:40am |
| Homeroom | 7:43 – 8:00am |
| 1 st hour | 8:03 – 8:53am |
| 2 nd hour | 8:56 – 9:46am |
| 3 rd hour | 9:49 – 10:39am |
| 4 th hour | 10:42 – 11:32am |
| Lunch | 11:32 – 12:02pm |
| 5 th hour | 12:05 – 12:55pm |
| 6 th hour | 12:58 – 1:48pm |
| 7 th hour | 1:53 – 2:43pm |

Interim Report/Marking Period Schedule:

Marking Period Ends:

October 26, 2007

January 17, 2008

March 28, 2008

June 6, 2008

Cards Mailed:

Distributed at Parent/Teacher Conferences
on November 8th, 9th.

January 24, 2008

Distributed at Parent/Teacher Conferences
on April 17th, 18th.

June 13, 2007

Interim Period Ends:

September 25, 2006

November 27, 2006

February 13, 2007

April 30, 2007

Interim Mailed:

September 29, 2006

December 1, 2006

February 16, 2007

May 4, 2007

School Cancellations:

School may be cancelled due to inclement weather or due to unforeseen circumstances. Radio & Television announcements will be made on the following TV/Radio Stations:

WATT/WEVZ 96.7 - Cadillac
WGKI FOX 33 – Cadillac
WTCM 103.5 FM – Traverse City
WYBR 102.3 FM – Big Rapids
WMTE/WRRK FM – Manistee

WWTW/WWUP TV 9 & 10 – Cadillac
WBRC 100.9 FM – Big Rapids
WPBN TV 7 & 4 – Traverse City
WCXT 105.3 FM – Hart
WDEE 97.3 – Reed City

Please be sure to have an emergency location or address on file with the principal's office where your child may be transported should the need arise.

Registration

All students residing in the Baldwin Community School District must be registered prior to attendance. Also, each student not living with his/her natural parent MUST have, in addition on file with the school:

- A. Guardianship papers
- B. Power of attorney & medical authorization delegating parental rights & responsibilities

All registered students must have on file with the school:

- C. Up-to-date health immunization records
- D. Proof of residency will be required (utility bill, rent receipt, etc.)
- E. Birth certificate
- F. Telephone numbers: home, work, emergency

Re-Admittance to Baldwin Community Schools Junior/Senior High School:

An individual attempting re-admittance to Baldwin Community Schools Senior High School who has previously withdrawn or transferred from the Baldwin Community School and has reached the age of sixteen (16) will be subject to the following criteria:

The student shall be an acceptable age in accordance with State of Michigan General School Laws. (School Code of 1976)

All applications for re-admission to the schools shall be submitted in writing to the appropriate building principal. If the student who is applying for re-admission has been previously expelled from the school, the principal shall attempt to establish communication with the parent/guardian and counsel with parent/guardian and student concerning his/her re-admission.

If the student who is applying for re-admission has previously withdrawn, either formally or otherwise, the principal or his/her representative by appropriate counseling shall assist the student in planning his/her schedule, in obtaining the necessary books, supplies and in re-establishing himself/herself as an active participant in the program of the school.

Change of Address:

If your home, work, or emergency information changes during the school year, please notify the Principal's office by telephone or in writing immediately.

Attendance Philosophy

Regular school attendance means that the student is taking full advantage of educational opportunities. Every student has the opportunity to contribute to a total learning process. One insightful question or comment from a student may be valuable to the understanding of a concept by others in the class. 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 personal habits and good

character, correlates highly with academic achievement, and minimizes the risk of a student dropping out of school. The instructor, student, and the parent are a team with a common goal to create the most productive learning environment possible. The counselors and administrators support this team. Each team member addresses the needs of other team members and conveys their own needs in an honest and respectful manner. 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 Definitions:

The following definitions and guidelines have been developed in an endeavor to foster positive personal attendance habits on the part of students and to encourage a positive, cooperative attitude on the part of parents and/or guardians towards the importance of regular school attendance.

NOTE: Due to differences in programs, student age, and maturity, attendance regulations will vary from kindergarten through grade twelve. Specific school building administrators will make this information to parent(s) / guardian(s) at the beginning of each school year and will ensure the maintenance of accurate attendance records and communication with parent(s)/guardian(s) regarding attendance.

Senior High Attendance Policy

Excused Absence: (Count Toward Attendance Cap)

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. 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, and court appearances.

Unexcused Absence: (Count Toward Attendance Cap)

An unexcused absence is one which does not comply with the provisions for an excused absence. **Students may not receive 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: (Do Not Count Toward Attendance Cap)

A school related absence is an excused absence. Examples include, but are not limited to field trips, athletics, and approved college visitations.

Excessive Absence

Any student, who accumulates in excess of **nine (9)**, absences in any class during a semester, will lose 3% for each day past nine for that class's semester grade. Students will not be allowed to make up absences in after-school detention. Attendance will begin on the first day of school and end on the last day of school. Notification will be sent in the form of a warning letter to the parent/guardian after **three (3)** absences have occurred. This letter will state the following:

| | |
|--------------|------------------|
| Student name | Grade |
| Class | Teacher |
| Class Period | Date of Absences |

Appeal Process:

Students who lose a percent in a class 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 two (2) teachers, two (2) students, an Attendance Clerk (as needed as a Non-Voting member), and a Board Member will meet once a month to consider appeals. However, any appeal meeting occurring during the summer will not be attended by the student representatives.

In order to appeal a loss of percent, 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.**

This Appellate Committee is empowered by the Baldwin Community Schools Board of Education to make the decision regarding Loss of Percent. All decisions by the Appellate Committee are final.

Excessive Absence:

Notification will be sent in the form a warning letter to the parent/guardian after **three (3)** absences have occurred. This letter will state the following:

| | |
|--------------|-------------------|
| Student name | Grade |
| Class | Teacher |
| Class Period | Date of Absences. |

The parent/guardian will be notified by registered letter for any student who 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.

Tardy Definition:

A tardy is defined as being arriving late to class five (5) minutes or less.

Tardiness to class will be considered excused for the following reasons:

- Late bus
- Written verified detainment by school personnel
- Approved participation in a school activity

Consequences for Excessive Tardies

Sr. High – Marking Period

- Tardy #1: Verbal warning from teacher
- Tardy #2: Verbal warning from teacher
- Tardy #3: Verbal warning from teacher
- Tardy #4: Parent notification of tardiness and referral to principal
- Tardy #5: Referral to principal to write promptness plan
- Tardy #6: 1% reduction of marking period grade
- Tardy #7: 1% reduction of marking period grade and referral to the board. Court action for incorrigibility may be sought.

Subsequent tardies: 1% reduction for each.

Students who are chronically tardy may be placed on a behavior contract. This contract may include suspension or permanent removal from that class.

Closed Campus:

We operate a **closed campus**, which means that students must remain on campus from the time they arrive at school until the end of their last class period. **There will be no open lunch for any student.**

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.

Academic Information

Incompletes

All incompletes must be completed within ten (10) school days from the end of the marking period; otherwise the incomplete becomes the letter grade of F.

Graduation Requirements:

The following required credits must be earned to qualify for a diploma for the **2008-2010 classes**:

| <u>Area</u> | <u>Units of Credit</u> |
|-------------------------|------------------------|
| English | 4 |
| Science | 3 |
| Mathematics | 3 |
| Social Studies | 3* |
| Physical Education | 1 |
| Total Required Credits: | 14 |
| Total Electives: | 10 or more |

Students in the Class of 2008 and beyond must also have 24 credits to graduate.

The following required credits must be earned to qualify for a diploma for the **2011 class and beyond**:

| <u>Area</u> | <u>Units of Credit</u> |
|-------------------------|------------------------|
| English | 4 |
| Science* | 3 |
| Mathematics* | 4 |
| Social Studies* | 3 |
| Foreign Language | 2 |
| Physical Education | 1 |
| Fine Arts | 1 |
| Total Required Credits: | 18 |
| Total Electives: | 6 or more |

Students in the Class of 2011 must have 24 credits to graduate.

*Social Studies Requirements

The following two (2) courses are required to be included in your three (3) credits for the 2008-2010 classes:

| | |
|--------------------------|------------|
| United States History | 1.0 Credit |
| United States Government | 1.0 Credit |

For the 2011 class and beyond:

| | |
|-------------------------|------------|
| Civics | 0.5 Credit |
| Economics | 0.5 Credit |
| World History/Geography | 1.0 Credit |
| U.S. History/Geography | 1.0 Credit |

***Mathematics Requirements**

The following classes are required to be included in your four (4) credits for the 2011 class and beyond:

| | |
|------------|------------|
| Algebra I | 1.0 Credit |
| Algebra II | 1.0 Credit |
| Geometry | 1.0 Credit |

The class of 2011 and beyond **must** successfully complete a math course during their final year of high school.

***Science Requirements**

The following classes are required to be included in your three (3) credits for the 2011 class and beyond:

| | |
|---------------------------|------------|
| Freshman Physical Science | 1.0 Credit |
| Biology | 1.0 Credit |
| Chemistry or Physics | 1.0 Credit |

Class Placement

Students must have accumulated the following credit for class placement

| | |
|------------------------|------------|
| 10 th grade | 6 credits |
| 11 th grade | 12 credits |
| 12 th grade | 18 credits |

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

Student – Graduation/Separation

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

- a. Required Units: Academic courses a student must take to graduate.
- b. Elective Units: Academic class taken at the discretion of the student
- c. Service Units: Areas wherein a student received on-the-job training and is evaluated according to his/her performance.

Non-Academic Credit:

Students designated as eligible for Special Education will receive individual prescriptions within the Special Education Alternative Curriculum Policy Number 5127 – modified to reflect the same number of credits as regular education students as well as stipulations within the IEP (policy revised; July 7, 1987).

Honor Points and Honor Roll:

Only courses taken at Baldwin High School or from an approved, fully accredited secondary school will be used to compute grade point averages, class rank, and Valedictorian/Salutatorian honors.

Class Rank

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: A=4.0, A- =3.7, B+ = 3.3, B=3.0, B- =2.7, C+ =2.3, C=2.0, C- =1.7, D+ =1.3, D=1.0, D- =0.7, F=0.0.

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 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. Credit from education institutions or programs will not be applied towards graduation requirements at Baldwin High School unless written approval is given by the building principal prior to the time the student enrolls.

Graduation Participation

No student (senior) may participate in graduation ceremonies unless all graduation requirements have been fulfilled. Furthermore, no student may participate in graduation ceremonies until all financial obligations to the school district have been met (including the Hot Lunch Program and all school property).

National Honor Society

Eligibility is open to any student on the eleventh or twelfth grades who has a minimum grade point average of 3.25. The grade point average used to determine eligibility includes the cumulative total of those grades which count toward graduation from high school. The minimum scholarship level of achievement for a chapter shall remain fixed. These candidates shall then be considered for election to membership on the basis of character, leadership, and service. High grade point average does not guarantee membership in the National Honor Society.

The National Honor Society 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. The advisor will check the student's eligibility and determine whether or not to add your name.

After the candidates are notified, an information meeting is held. During the meeting, the following matters are discussed: the selection process, the personal information data that the candidate is responsible for collecting, the date the data is due, and any questions concerning the selection process and procedures.

After students turn in their information packet, teachers complete a rating sheet for each candidate. The ratings are reviewed, along with student submitted data, by a council of five faculty members who meet to review this information. The faculty council will then select the new members by a majority vote. Induction of juniors and seniors will occur once a year in the fall.

Testing Out – Mastery of Course Material

Please refer to Section 1279b of the State School Code.

College Level Courses (Juniors and Seniors)

With permission from the Superintendent or Designee, 11th & 12th grade students may enroll in college level classes. **Student will receive credit/no credit on the high school transcript so that they may use the credits on the college transcript. This will have NO affect upon a student's G.P.A.**

Dual Enrollment (Grades 11-12, MEAP scores, counselor approval, college approval)

To be eligible to participate, a student must earn a level 1,2, or 3 on the MME Tests in the subject area in which they wish to dual enroll. In content areas for which there are no tests, students are eligible to dual enroll as long as they have taken all MME Tests. A portion of the tuition cost will be covered by BHS through a grant, (see counselor for amount). **A student, who has taken a dual enrollment class and failed it, will not qualify for school reimbursement on future courses.**

Eligible Courses

The college class must be one not offered by Baldwin High School and must be an academic course as opposed to an “activity” course. The college level course will be considered an elective, not a required course as designated in the Student Handbook.

Student Eligibility

- Earned sufficient (18) credits to be in at least Grade 12
- Qualified for state endorsement in reading, writing, math, and science areas
- Has not yet completed all local high school graduation requirements
- Enrolled in the district and also post secondary institution during the district's regular academic year.
- Student must be accounted for during all seven (7) hours of the school day.

Course Fees

The district shall pay the lesser of the actual charge for tuition and fees or the sum of the district's local school operating revenue per membership pupil and the state portion of the district's foundation allowance under Section 20, adjusted for the proportion of the school year that the pupil attends the post secondary institution. The pupil is responsible for payment of the remainder of the tuition and fees associated with his/her dual enrollment.

High School Transcript Public Act 118-Section 104a:

Summarize: Beginning with the Graduating class of 1998 and thereafter, students must pass a state-developed and administered proficiency examination to receive an endorsement on the student's transcript.

1. Students must pass the “High School MME Test”.
2. The state will issue the endorsement.
3. A summary of the student’s attendance will also appear on the report card.

Shared Time Vocational Education:

The Baldwin Community Schools offer a Shared Time Vocational Education Program to juniors and seniors on a limited basis. Enrollment depends upon the availability of openings allocated to our district by the Mason-Lake Tech Prep Board. Participation in this program is a privilege, not a right, which costs the residents of our district many extra dollars for tuition. Any student enrolled in this program must follow the rules and regulations of the Host School while he/she is attending shared time classes and programs. Students suspended from shared time classes may not attend Baldwin High School until five (5) minutes before their regularly scheduled classes.

Any student who drops or is suspended from a shared time program will be governed by the drop/add policy. Students who cease attending shared time programs after the third week of school will be designated as part-time students for the balance of the semester.

On the first day of class, each student will receive a copy of the student handbook. The contents will be reviewed by the teacher. Each student will also be given a parental permission slip, which must be signed by the parent/guardian and returned to the Host School by the end of the first week of classes. Failure to return this slip will result in removal from the program. Each student, regardless of his/her home school, will be held accountable for all the rules and regulations contained within the handbook.

This includes the attendance policy and student conduct code. All students who are absent from the program will be required to furnish the office with a parent note or doctor’s slip, if required. The office of the Host School will then issue the necessary admit slip. Failure to receive this slip will result in the student not being admitted to class.

Extra Credit for Academic Work Completed: (Seniors)

Any student in high school who wishes to earn extra credit outside of the regular high school program may do so by consulting with the high school principal or high school academic advisor.

Extra credit may be obtained for the following purposes:

1. Failure of a required course
2. Fulfillment of courses for graduation requirements

Credits may also be obtained from:

1. West Shore Community College or other College by approval of the principal.
2. Correspondence School by approval of the principal
3. A Summer School Program, approved by the superintendent.
4. Alternative Education opportunities are available with permission of the principal.
5. Nova Net

Student Schedule Changes:

All changes in student schedules must be completed within the first week of the semester. Any student under the age of 18 must have parental permission slip, signed by the parent/guardian, prior to the drop or addition. 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 academic advisor and the building principal.

Transfer Credits:

Baldwin High School will only accept credit 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 or her success. Non-accredited home-schooled courses will not be awarded credit toward graduation from Baldwin High School.

Student Life/Student Code of Conduct

Student Rights and Responsibilities

- The concept of rights and responsibilities, or rights versus responsibilities, needs elaboration. As students increasingly have had their rights clarified through legislation and litigation, so too have they been reminded of and instructed in the responsibilities.
- There can be little question as to the inter-relationship of the two concepts. However, there is also an important distinction between the two. Rights, as afforded by the Constitution, are a legal requirement. The mere fact of “person” status is enough to bestow these rights. One may lose these rights or be deprived of them if one violates the rights of others.
- While an individual does have the rights to pursue his/her own self-fulfillment, those rights must terminate at the point when they begin to infringe upon the rights of others. This discussion is based upon the philosophy that each student has the right to an education. This educational right is lost when the educational right of others is violated.
- Each student then becomes the foundation upon which individual rights become meaningful and effective. If one were to enumerate the various rights and responsibilities of such vital significance that not to identify them would certainly denote negligence. These include:

The Right To:

- A. Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.
- B. Participate in school activities without being subject to unlawful discrimination on ANY basis. Where access to participation in programs or activities on a competitive basis, each student has the right to an opportunity to compete on an equal basis.

- C. Practice freedom of speech, freedom of expression of ideas, and freedom of the press.
- D. Express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
- E. Participate in patriotic exercises or refrain from participating.
- F. Be secure in their persons, papers, and effects against unreasonable searches and seizures; privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law.
- G. Determine their own dress, except where such dress is unsafe or unclean or is so destructive as to clearly interfere with the learning and teaching process.

Dress Code:

Students are expected to arrive at school in appropriate clothing suitable for the weather conditions. All students should dress neatly and in good taste. 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 with a hard sole is required.
- Profanity, vulgar suggestion, alcohol, tobacco, or illegal substance logos printed on clothing is prohibited.
- Head wear and/or sunglasses are not to be worn in the building during school hours by students.
- Coats may not be worn to class under ordinary circumstances.
- Shoulders must be covered (3 finger width).
- Halter-tops or any other shirt or blouse that leaves the top of the shoulders, midriff, back, cleavage, or chest bare is not to be worn.
- Skirt and short length must reach below fingertip length (when arms are extended towards the floor) or mid-thigh length.
- No exposed undergarments.
- Jewelry or apparel that creates a health or safety hazard is not permitted. This includes spiked necklaces, studded or spiked bracelets, non-prescribed mouth gear, and hanging chains.
- No sleepwear.
- No gang-related apparel will be tolerated including bandanas (regardless of color). One pants leg up/one down is strictly prohibited.
- Clothing that is excessively tight or excessively loose may not be worn. Pants and shorts must be worn above the hips.

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

DISCIPLINARY ACTION FOR DRESS CODE VIOLATIONS

- First offense – student will be sent home and parents notified.
- Second offense – student will be sent home and parents notified.
- Third offense – student will be sent home, parents notified and an additional one day suspension.

- Repeated offenses – student will be sent home, parents notified and student will receive a minimum 3 day suspension. Court action may be sought.

Items not allowed at School:

The following items are not allowed at school: knives, squirt guns, 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 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/guardian at the end of the semester, subject to state laws and regulations.

Communication devices, such as cell phones, are permitted. However, they are to be turned off and are to remain in the student's locker during school hours. Communication devices seen, heard or used during the school day will be confiscated.

CD players, tape players, radios and other electronic devices that produce sound and may be disruptive to the learning climate should not be used or worn during school hours. Students may use personal-sized radios, cd and tape players with individual headphones before and after school and during lunch in the cafeteria. Such use may not be disruptive. If they are used in the classroom or in the halls during passing time, they will be confiscated.

Lockers:

Lockers are the property of the school and are on temporary loan. Students are not allowed to change lockers without prior permission from the principal. Students are not allowed to share lockers. Students should not leave valuables in their lockers at any time. Defacing or destruction of lockers will subject the individual to disciplinary action including restitution for damages. 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. **Book bags, backpack purses, purses, and gym bags must remain in locker; they will not be permitted in any classroom.**

School Telephone:

The school telephone is to be used for school business. Students may not use the school telephone except for emergencies, and the school secretary will place the call. Classes will not be interrupted for student messages. For emergency school closing, the telephone will not be available for students, as they are reserved for medical emergency contacts only. Please make arrangements with your student for an emergency drop – off/pick – up location. The pay phone located outside the gymnasium is not to be used during school hours.

Student Driving and Parking:

Student parking is available to all student drivers on the east side of the building. Requests for permits may be obtained from the office. Parking permits are free and are issued only if the following conditions are met.

1. Completed and signed parking application form
2. Valid driver's license
3. Registration for the automobile
4. Current and in force proof of insurance

All student drivers MUST have a parking permit. Courtesy, respect, and cooperation must be demonstrated to peers at all times. Speeding, reckless driving, and / or squealing tires will result in loss of parking privileges for a specific period of time, which will be determined by the principal. Students are not permitted to go to their car without a written pass from an administrator.

Assemblies:

Periodic assemblies are scheduled by the Student Council and Class Advisors with approval of the building principal. They will cover a variety of subjects and strive to be educational as well as entertaining. Parents/Guardians are welcome. Students are expected to be present at all assemblies the same as regularly scheduled class periods. Students may not leave assemblies without permission. Students who are rude and discourteous during assemblies will be subject to the discipline code and/or restricted from attending assemblies.

Athletics/Extra-Curricular Activities:

All extra-curricular activities are a privilege and are offered to students on a voluntary basis. All school rules and regulations are in effect during all extra-curricular activities. This provision applies to participants and spectators alike.

Athletic participants are required to follow the policies found in the athletic handbook. A physical is required before a student is allowed to practice and compete. Students receiving OSS are not allowed to participate in or be a spectator at extra-curricular activities. Students must attend a minimum of four classes on the day of a practice/game/event in order to participate that day unless leave is school approved.

Field Trips:

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 School Administration on a case-by-case basis.

Student Discipline:

A principal or designee has the power and authority to treat each student individually in determining the appropriate disciplinary action in the most effective manner. A 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. A principal or designee has the authority and discretion to:

1. Order in school suspension, temporary suspension, after school detention, disciplinary probation, or other appropriate consequences.
2. Recommend expulsion to the board;
3. Refer a student to the proper law enforcement authority if illegal activity may be involved.

Legal Ref: MCL 380.1312

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

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.

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 person who was in charge of wherever he/she was disrupting. The parent/guardian of the student sent to RTC will receive a phone call from 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 to 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:

- Recommended services from Wrap Around, Community Mental Health, or other agencies.
- Parent/guardian attends school with the student
- 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.

MINOR OFFENSES

1. Dress code violation
2. Inappropriate language
3. Property misuse
4. Insubordination
5. Horseplay
6. Defiant/Disrespectful
7. Cheating
8. Disruptions
9. Other minor offenses not listed above.

Consequences:

Depending on the severity of the misconduct, the following actions will generally be taken:

| | |
|-----------------|---|
| First Offense: | Warning |
| Second Offense: | Detention |
| Third Offense: | One day suspension with parent contact |
| Fourth Offense: | Three day suspension with a parent conference |
| Fifth Offense: | Five day suspension with a parent conference |
| Sixth Offense: | Ten day suspension with a parent conference and possible recommendation to the Board of Education for an expulsion review |

MAJOR OFFENSES

1. Tobacco
2. Vandalism
3. Fighting/Physical Aggression
4. Theft
5. Defiant/Disrespectful/Insubordinate
6. Harassment/Bullying
7. Skipping
8. Drugs
9. Weapons
10. Threats to staff
11. Inappropriate Language Towards Staff
12. Other major offenses not listed above.

Consequences:

Depending on the severity of the misconduct, the following actions will generally be taken:

| | |
|-----------------|--|
| First Offense: | Three day suspension, parent conference, and possible legal intervention |
| Second Offense: | Five day suspension, parent conference, and possible legal intervention |
| Third Offense: | Ten day suspension, parent conference, and possible legal intervention |

Severe Offenses:

The following acts will be considered a severe offense:

1. Vandalism of a severe nature
2. Persistent misbehavior
3. Possession of a knife with a blade less than 3” long
4. Physical assault
5. Indecent exposure
6. Verbal threat against school employee (please refer to Definitions)
7. Intentionally setting off a fire alarm

Consequences:

Depending on the severity of the misconduct, the following actions will generally be taken:

First Offense: Ten day suspension, parent conference, possible legal intervention
Second Offense: Indefinite suspension, parent conference, possible legal intervention, and recommendation to the Board of Education for an expulsion review.

Expulsion Offenses:

The following acts will subject the student to immediate suspension, legal intervention, and recommendation to the Board of Education for an expulsion review:

1. Possession, sale, or delivery of any controlled substance, including marijuana and alcoholic beverages, while in school or on school property at any time.
2. Arson
3. Making a bomb threat
4. Possession of a dangerous weapon (defined as a firearm, dagger, dirk, stiletto, knife with a blade over 3” in length, pocket knife opened by mechanical blade, iron bar, or brass knuckles)
5. Major vandalism
6. Persistent misbehavior
7. Assault involving a weapon
8. Physical assault against a school employee
9. Sexual molestation
10. Breaking and entering

Please Note: Restitution will also be sought when school property is damaged.

Definitions

Physical Assaults:

The board shall permanently expel a student in grade 6 or above if the student commits a physical assault, as defined by MCL 380.1811a(12)(B)¹ against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. The term

physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

Verbal Threats:

Any student in grade 6 or above who commits a verbal threat on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be expelled by the board for up to 180 days. The board may modify the expulsion period on a case-by-case basis.

For the purpose of this policy, “verbal threat” shall be defined as one of the following:

1. Any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear or imminent injury, coupled with an apparent ability to inflict injury.
2. Any willful verbal threat which is intended to place another in fear of immediate physical contact which will be painful and injurious, coupled with the apparent ability to execute the act.

Sexual Harassment:

Verbal: The making of verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, sounds, whistling, or threats to a fellow student, staff member, or other person associated with the district.

Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures to a fellow student, staff member, or other person associated with the district.

Physical Contact: Threatening or causing unwanted touching or contact, such as pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the school district.

Any person who believes that he/she has been discriminated against is entitled to due process procedures, wherein the alleged complaint will be investigated. The individual must report alleged sexual harassment to a teacher or an administrator.

A copy of the complete Sexual Harassment Policy is available in the building principal’s office or by contacting the Superintendent’s office at 1-231-745-4791.

Insubordination:

Failing to carry out a reasonable request by school personnel; being defiant toward school personnel (School personnel is defined as any adult designated with responsibility by the administration including, but not limited to chaperones and volunteers); failing to complete an assigned disciplinary action; failing to leave school property when directed to do so by school personnel.

Bullying:

Bullying is a form of harassment. For the purposes of this policy, “bullying” is defined as: “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

The Superintendent shall develop administrative regulations and programs that will increase awareness of the problem of bullying, and train teachers and other staff to effectively intervene if bullying is witnessed in their presence or brought to their attention. In designing administrative regulations and anti-bullying programs or strategies, the Superintendent should consult with the greater school community, including students.

This policy shall be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law.

Hazing

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership it totally or predominately excludes other students from the District.

Out of School Suspension (OSS)

A 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.

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 of Schools and thereafter to the Board of Education.

It shall remain the responsibility of the student to arrange for assignment, homework, and test make-up with the respective teacher or teachers.

Expulsion

When a school administrator determines that a student should be recommended for expulsion or suspension for a definite period of time exceeding ten (10) days, the recommendation shall be forwarded to the Board of Education. The student and his/her parent/guardian are to be provided with a written notification of the recommended action and the specific charges and grounds, which, if proven, would justify the suspension or expulsion according to the disciplinary policy of the school district. The student and his/her parent/guardian will be provided with a list of the witnesses who will provide testimony to the Board of Education and a summary of the facts to which the witnesses will testify. The student will be given a reasonable period of time to prepare for the hearing.

The hearing will be held before the Board of Education where the student will be provided an opportunity to present evidence in defense of the charges and to cross examine any adverse witnesses. The student and/or parent, legal guardian or another representative of his/her choosing may be present at the meeting of the School Board to present a plea for the student.

The student will be informed that an attorney at the hearing may represent him. The Superintendent of Schools shall have an attorney represent the school system in the hearing if legal counsel represents the student. The student shall be informed of the time and place of the hearing before the Board of Education to consider the charges and the recommendation. The student shall be informed of his/her right to request a closed session for the hearing of the charges and deliberation.

The action of the Board of Education shall be by formal motion and a vote of a majority of Board members elected to and serving on the Board of Education in open session. The action shall appear in the minutes of the Board of Education and be a part of the public record.

Notice of any expulsion should be sent to the juvenile division of the Probate Court for students 6 – 15 years old. The court should be informed that the Board of Education has expelled the student, provide the reason for the expulsion and request the court to review the case to insure that the student is placed in an educational program in accordance with the state mandatory school attendance.

Notice may be sent to the juvenile division of the Probate Court for student's age 16 years and 17 years when the district believes that the court should review the circumstances surrounding the expulsion.

This is suggested when the record indicates that expulsion could have been avoided with the appropriate parental/guardian supervision, medical or psychiatric treatment. The school district may provide a copy of the public record to the court, but should not make any judgment or recommendation for the need for medical, psychiatric or foster home placement.

When the Board of Education rules in favor of the student, the student shall be reinstated immediately. The student shall be allowed to return to school without prejudice or penalty unless otherwise directed in the motion by the Board of Education.

The student shall not be excluded from the school by the administration for longer than ten (10) school days or otherwise charged in his/her education program placement during the consideration of the review or evaluation by the IEPC and the exhaustion of the appeal procedures related thereto without the written agreement of the parent(s)/guardian to an interim change of placement or obtaining a court order excluding the student from attending school in an appropriate case where the safety of students is involved.

The IEPC shall be convened to determine the eligibility of the student for service and the appropriateness of the placement of the student. Also the IEPC will determine if the student's behavior is a manifestation of his/her handicap; the Board of Education will not conduct the hearing for suspension or expulsion, but will implement any revision in the student's IEP.

Where the misconduct is found by the IEPC not to be a manifestation of the handicap of the student, the Board of Education may proceed to hold the hearing and make a determination with regard to the appropriateness of expulsion or suspension. Should the Board of Education determine that suspension or expulsion is appropriate; an IEPC will be convened to determine the services appropriate for the student under the circumstances.

Student Due Process:

Three (3) requirements govern the question of whether or not a student is afforded due process:

1. There must be a fair or reasonable rule, which is broken or disobeyed.
2. The rule must apply equally to all students in the school.
3. If punishment is given out for violation of a reasonable and fair rule, the procedure by which the punishment is assessed must be fair, reasonable and impartial.

Punishment will be imposed upon students only after the student afforded the right to be heard and after the student is informed of the allegations against him/her. In such cases, the school district will provide for an impartial hearing and will only impose punishment upon a finding that the student is guilty of the offense charged.

A student may be expelled from school only by the Board of Education upon written recommendation of the building principal. The recommendation shall include good and sufficient reason(s) for all such action.

Notifications:

Acceptable Use Policy and Network Access:

Baldwin Community Schools provides students with access to the district's electronic communication system, which includes Internet usage. 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 are available in the High School Office

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 building 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 building 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
5. The student's parent/guardian assumes responsibility to immediately inform the building administrator 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.
6. 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.

Reference: MCL 380.117

Books and Materials:

All required books and materials are provided for your child. Students are responsible for the care of the books and materials issued. Books should exhibit normal usage. It will be the student and parent/guardian's responsibility to pay for all lost and/or damaged books and supplies. Failure to do so shall result in the student being denied additional books for the home use. Students may not be allowed to participate in field trips and extra curricular activities until books are paid for. There will be a check out form at the end of the school year for each student to complete and have signed by his/her teachers. Students will also be held responsible for athletic equipment, library materials, and lunch fees, as well.

Breakfast/Lunch Program:

Baldwin Community Schools will provide breakfast and lunch for all students. Breakfast will be free of charge for all students. Students may bring their own lunch or purchase one from the cafeteria. There will be no charging of lunches. All students must have a lunch application on file. Applications are available from the food service office or the building secretary.

Breakfast/Lunch Period:

Help keep the cafeteria sanitary and clean (behave as you would in a restaurant). Students are to adhere to all posted cafeteria rules; in addition, the following rules and regulations shall be observed in the cafeteria:

1. All food must remain in the cafeteria.
2. Demonstrate manners when eating.
3. After eating, clear your own table and dispose of lunch bags, paper cups, milk containers, etc. in the proper receptacles.
4. If you use the cafeteria before or after school, you should help to keep it clean. The cafeteria is for your benefit, therefore, it is expected to be kept neat and clean by all of those using it.
5. Students found throwing out trays or disrupting the cafeteria will not be allowed cafeteria usage.
6. Students who take unauthorized leave from campus during lunch period will receive disciplinary action. Additional unauthorized leave taking may result in OSS.

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. Do not engage the driver in unnecessary conversations.
12. Be considerate of each other.
13. Do not eat or drink on the bus.
14. Possession of restricted materials are not allowed on the bus (please refer to Dial-a-Ride's brochure).
15. No student may ride a bus other than the one to which he/she is assigned without prior written permission from his/her building principal.
16. 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 County Truancy Office for legal action.

Comments and Suggestions:

The Food Service Department welcomes all comments and suggestions. If you have comments or suggestions for them, submit them in writing with your name, date, and signature to the Food Service Office.

Concerns Contact Procedure:

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. Administrator
3. Superintendent
4. Board of Education

Driver Education Program:

The following are needed to enroll in the Driver Education Program:

1. Parent/Student Certification
2. Enrollment Form
3. Copy of Birth Certificate
4. A minimum Grade Point Average of 2.00 (C)
5. Reached the age of fifteen (15) by the first day of class

Driver Education Selection:

Student shall be selected for admittance to the driver education program on an age basis with the oldest Baldwin School Student given first priority.

Drug Free School Zone:

Baldwin Community Schools are Drug Free School Zones and defined in Administrative Policy 5530.

Nondiscriminatory Policy:

The American's 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 Junior/Senior High School Office at 231-745-4683 to inquire about evaluation procedures and programs.

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 success or the running of the class. 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 745-4683.

Responsibilities:

Student Responsibilities:

- To attend class every day on time, be attentive and prepared
- To give prior notice to teacher for known absences
- To seek and make up work for absences
- To know current number of absences

Parent Responsibilities:

- To report out of school absences to the principal's office
- To help students develop responsible attendance habits
- 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 start class on time
- To keep accurate attendance records
- 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

Reviewing Student Records:

Students, 18 years of age or older, are entitled to review their school records. The parents of students under the age of 18 will be entitled to review their child's school records.

Parents/Guardians, and Students (18 years and older) have the right to challenge any information that is in the student's school records. The steps in challenging may lead from the Principal, to the Superintendent, to the Board of Education.

The school records of students will be kept in centralized locations. These records **will be kept under lock and key.**

The following people or institutions will be granted access to a student's files without prior consent from parents, guardians or student:

1. School officials that have been determined to have legitimate educational interest
2. Schools to which the student is transferring
3. Authorized persons of the State Educational Department
4. Agencies from which a student is seeking financial aid
5. Colleges or institutions conducting educational surveys in a manner which would not permit personal identification of the student
6. Accrediting organizations in order to carry out their accrediting functions
7. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954
8. Court order
9. Military recruiters*

*Students and/or parents have the right to withhold personal information from the military. Please contact the High School Office at 231-745-4683 for more information.

Search and Seizure:

A student's person and/or personal effects (e.g., purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

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 to visit elsewhere in the building. Staff members reserve the right to ask for picture identification.

All doors 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 the superintendent. The person will be asked to leave. The police may be called if the situation warrants such measures.

Weapons Policy – Weapon Free Zone Policy:

The Board of Education of the Baldwin Community Schools, as both employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and /or dangerous weapons.

Accordingly, the Board of Education of the Baldwin Community Schools (superintendent, principal, or other school official as may be designated by the board) shall permanently expel a pupil from attending school in the school district, if the pupil possesses a weapon in a weapon-convincing manner, unless at least one of the following exceptions is evident:

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

Definitions:

“Weapon” or “dangerous weapon” includes; a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

“Weapon Free School Zone” means school property and/or a vehicle used by the school to transport students to and from school property.

“School Property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, and includes the area up to 1,000 feet surrounding school property.

“Firearm” means (1) a weapon (including a starter gun) which will or may readily be converted to expel a projectile by an explosive, or by gas or air, (b) the frame or receiver of any such weapon, (c) any arm muffler or firearm silencer, or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of any explosive or other propellant. For purposes of application and enforcement of a policy, a BB gun is considered to be a “firearm”. A copy of the complete policy is available from the principal’s or superintendent’s office of Baldwin Community Schools.

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.