

# BALDWIN JUNIOR-SENIOR HIGH SCHOOL



## STUDENT HANDBOOK 2023-2024

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](http://www.baldwin.k12.mi.us)

APPROVED BY THE BOARD OF EDUCATION ON AUGUST 15, 2023

## **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 DISCRIMINATION STATEMENT**

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 Elementary School Office at 231-745-3261 to inquire about evaluation procedures and programs.

The Baldwin Community Schools also prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

A full copy of the District's Title IX policy is available at:

<https://meetings.boardbook.org/Public/Organization/2632>

## NON-DISCRIMINATION AND EQUAL OPPORTUNITY

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

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

Unlawful harassment includes, but is not limited to:

- **Race/color harassment** is prohibited by Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.
- **National Origin/ancestry harassment** is prohibited by Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.
- **Disability harassment** is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability or perceived disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.
- **Sex-based harassment** is prohibited by Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Sex-based harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either implicitly or explicitly a term or condition of the student's status in class, educational program, or activity; (2) submission or rejection of such conduct by the student is used as the basis for educational decisions affecting the student; or (3) such conduct has the purpose or effect of interfering with the student's

educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with the student's ability to participate in or benefit from a class or an educational program or activity.

Any student who witnesses an act of unlawful discrimination is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination, including unlawful harassment and retaliation. A student may also anonymously report an incident of unlawful discrimination, including unlawful harassment and retaliation. The District will investigate anonymous reports pursuant to its investigation procedures described by Board Policy. Minor students do not need parent/guardian permission to file complaints or participate in the formal complaint resolution process described by Board Policy.

If you or someone you know has been the victim of sex-based discrimination, harassment, or retaliation, you may file a report with:

JaNel Williams  
Human Resources Specialist  
Title IX Coordinator  
525 4th St. Baldwin, MI 49304  
231-745-1158  
williamsj@bcsdmi.com

If you or someone you know has been the victim of disability-based discrimination, harassment, or retaliation, you may file a complaint with:

JaNel Williams  
Human Resources Specialist  
Title IX Coordinator  
525 4th St. Baldwin, MI 49304  
231-745-1158  
williamsj@bcsdmi.com

If you or someone you know has been the victim of any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race/color or national origin/ancestry, you may file a complaint with:

JaNel Williams  
Human Resources Specialist  
Title IX Coordinator  
525 4th St. Baldwin, MI 49304  
231-745-1158  
williamsj@bcsdmi.com

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made verbally or in writing.

A student found to have perpetrated unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Board Policy 5202.

## **TITLE IX SEXUAL HARASSMENT**

The District prohibits unlawful sexual harassment in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- B. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- C. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq.

If you have been the victim of sexual harassment, or if you need to report an incident of sexual harassment, please contact the District's Title IX Coordinator:

JaNel Williams/Human Resources Specialist  
Baldwin Community Schools  
525 Fourth Street, Baldwin, Michigan 49304  
(231) 745-1158  
[williamsj@bcsdmi.com](mailto:williamsj@bcsdmi.com)

For more information, please see Board Policy 3118.

### **Welcome to Baldwin Junior - Senior High School**

Each year your student starts school, they enter a bigger and broader world. School is a happy adventure in living, working, and learning both individually and collectively with a group. Through the combined efforts of parents and educators, it should be a year of great educational, personal, and social growth for each student. Please take the time to review this handbook where you will find help answering questions about our school policies and procedures.

The Baldwin Junior - Senior High School staff has designed a program which is both exciting and challenging and to meet the needs of each student. Our academic curriculum includes focused instruction in language arts, math, science, social studies. We also offer courses in health, art, music, physical education, computer science and coding, among other exploratory courses.

The education of children is a partnership between home and school, your involvement is crucial to the academic and social development of each child. We want every student to be prepared for the promise of tomorrow. This goal becomes reality for a student when parents and school staff work together. We look forward to an amazing year.

Sincerely,

Baldwin Junior - Senior High School Staff

### 2023-2024 Baldwin Junior - Senior High School Staff

Stewart Nasson - Principal	231-745-4683
David Forrester - Superintendent	231-745-4791
David Mathis - Counselor	231-745-4683
Duane Roberts - Student Support Specialist	231-745-4683
Jim Dennis - Behavioral Intervention Specialist	231-745-4683
Sonya Lund - Director of Special Education	231-745-4683
Theresa Lewis - Administrative Assistant	231-745-4683
Kari Lane - Student Accounting	231-745-1124
Shelly McGhee - Food Service Director	231-745-1146
Jason Eads - Athletic Director	231-745-1132
Zach Belkiewicz - Technology	231-745-3261

## 2023-2024 BOARD OF EDUCATION

	ADDRESS	TERM EXPIRES	TELEPHONE/E-MAIL
PRESIDENT	MARY MARTIN PO BOX 1358 625 W BALDWIN ROAD BALDWIN, MI 49304	2024	231-745-2526 (H) 616-638-3433 (C) martinm@bcsdmi.com
VICE PRESIDENT	MARYANN PIESKE 4356 S OTIS BALDWIN, MI 49304	2026	231-745-9813 (H) 231-742-1457 (C) pieskema@bcsdmi.com
SECRETARY	KATENA ABRAHAM PO BOX 441 6260 S NELSON ROAD IDLEWILD, MI 49642	2026	231-629-6605 (C) abrahamk@bcsdmi.com
TREASURER	MARION CARTER 9976 BINGHAM BITELY, MI 49309	2024	231-250-4611 (C) carterm@bcsdmi.com
TRUSTEE	JOSEPH BROOKS, JR PO BOX 97 301 TENTH STREET BALDWIN, MI 49304	2026	231-745-4465 (H) 231-357-7536 (C) jbrooks@bcsdmi.com
TRUSTEE	LATANYA HILL 2300 W 44TH STREET BALDWIN, MI 49304	2024	231-745-2177 (H) 231-250-3666 (C) lhill@bcsdmi.com
TRUSTEE	SHAWN WARE PO BOX 422 BALDWIN, MI 49304	2026	231-250-0075 (C) sware@bcsdmi.com

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## **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](http://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.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions to all provisions of this handbook at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

If any of the policies or administrative guidelines referenced herein are revised after August 16, 2022, 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.

### **INDIVIDUALS WITH DISABILITIES**

State and federal law prohibit discrimination 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. Any claim of disability-based discrimination will be addressed using the procedures in Board Policy 4101.

The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) are entitled to a free appropriate public education through an individualized education program. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by the IDEA. Contact Sonya Lund (231) 745-4683, to inquire about evaluation procedures and programs.

Section 504-eligible students are entitled to a free appropriate public education through a Section 504 plan. IDEA-eligible students will receive a free appropriate public education through an IEP, not a Section 504 plan. Contact Duane Roberts (231) 745-4683, to inquire about evaluation procedures and programs.

## **STUDENT WELL-BEING**

Student safety is the responsibility of the staff. 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. This form is included in a packet students are given the first day of school or upon enrollment. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper medical documentation to the School Office.

## **SCHOOL BOARD POLICIES**

All Baldwin Community School Board policies can be found on the Baldwin Community Schools website <https://www.baldwin.k12.mi.us/page/board-of-education>.

## **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. When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent/guardian or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent/guardian or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

## **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because they are hospitalized or confined to the home due to a physical or emotional disability for a period longer than five (5) consecutive days.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the West Shore Educational School District. The District will provide homebound instruction only for those confinements expected to last at least five (5) days, consistent with Board Policy 5416 and state and federal law.

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.

## **EWIMS**

In order to support students academically and behaviorally, Baldwin Junior-Senior High School uses the Early Warning Intervention and Monitoring System (EWIMS). EWIMS is recognized nationally and is approved and supported by the Michigan Department of Education. This is a data-driven process that identifies students that are struggling in three core areas: course performance, attendance, and behavior. Data is collected and students are flagged based on thresholds set by the EWIMS team. Students are solely flagged by information collected in the three core areas and not by demographic categories. The EWIMS team is made up of teaching staff, administrators, and support staff. The team focuses on flagged students, investigating underlying issues that may be triggering the flags and designing interventions that are intended to

help the student succeed and reduce the risk of dropping out. Interventions are regularly reviewed as a part of the EWIMS cycle and students are monitored in order to make sure the student is matched with the right intervention. The EWIMS process is used to create support for individual students but also informs and helps create school wide policies as well as creating direction for staff professional development.

### **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 School Counselor or Social Worker.

Students can arrange a counseling meeting by notifying the school secretary or counselor to schedule an appointment. Parents are invited to call the school and arrange an appointment with the counselor.

### **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(s) or legal guardian(s). When enrolling, parent(s)/guardian(s) 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)**

JUNIOR HIGH			SENIOR HIGH		
Hour	Start	End	Hour	Start	End
Supervision	7:45 AM	8:00 AM	Supervision	7:45 AM	8:00 AM
Breakfast	8:00 AM	8:12 AM	1st	8:00 AM	8:52 AM
1st	8:15 AM	9:07 AM	Breakfast	8:55 AM	9:07 AM
2nd	9:10 AM	10:02 AM	2nd	9:10 AM	10:02 AM
3rd	10:05 AM	10:57 AM	3rd	10:05 AM	10:57 AM
Lunch	11:00 AM	11:30 AM	4th	11:00 AM	11:52 AM
4th	11:33 AM	12:25 PM	Lunch	11:55 AM	12:25 PM
5th	12:28 PM	1:20 PM	5th	12:28 PM	1:20: PM
6th	1:23 PM	2:15 PM	6th	1:23 PM	2:15 PM
7th	2:18 PM	3:15 PM	7th	2:18 PM	3:15 PM

### **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 homeschool 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.

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.

### **TRANSFERS OUT OF THE DISTRICT**

The District will disenroll a student upon receipt of either written notice from a parent/guardian of intent to withdraw or a records request from another school. If at the time of receipt of a notice of disenrollment there are pending disciplinary proceedings against the student involving potential suspension or expulsion, the District may elect to complete those proceedings.

### **STUDENT RECORDS**

The School District maintains many student education records.

Directory information includes: a student's name; address (except for student participating in the address confidentiality program act); telephone number; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; awards received; honor rolls; scholarships; and school photographs or videos of students participating in school activities, events, or programs.

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 by submitting an Opt Out Form.

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 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, but are not limited to, 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 and request amendments to those records, consistent with Board Policy 5309. Costs for copies of records may be charged. If a review of records is denied, please contact the building office, in writing, stating the records desired. The records will be collected, and an appointment will be made with the appropriate person present to answer any questions. 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.

Consistent with the Protection of Pupil Rights Amendment (PPRA) and Board Policy 5308, no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or his/her parents;
- Mental or psychological problems of the student or his/her family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or his/her parents; or
- 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:

- 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
- 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.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements on the form required by the local health department. The District will not permit a student to attend school unless the parent/guardian provides evidence of immunizations or exemptions consistent with Board Policy 5713 and state law. Any questions about this 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/guardian 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 Interventions and Support (PBIS) are utilized at Baldwin Junior - Senior High School.

### **ROAR REWARDS**

Students who follow the expectations of the Positive Behavior Intervention and Support Matrix will be rewarded at various times throughout the year with ROAR Bucks by school personnel. These ROAR Bucks are redeemable for rewards in the Junior and Senior High Roar Stores located in the hallway outside of the gymnasium. ROAR Bucks are not transferable between students, school years, or junior and senior high school. ROAR Bucks will be assigned to each individual student to their account.

### **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 TECHNOLOGY AND NETWORKS**

Student use of District technology is a privilege, not a right, and is governed by Board Policies 3116 and the applicable acceptable use agreement.

The District provides students with access to the District's technology resources, including its computer and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law, Board Policies 3116, or the District's acceptable use policy, is expressly prohibited. Students have no right to privacy while using District technology resources.

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

The District may charge certain fees for extra-curricular and non curricular activities and programs to cover the District's reasonable costs consistent with Board Policy 5510.

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

Students are held responsible for any unpaid fines. Failure to pay the fine may result in disciplinary action and the student may be prohibited from participating in the graduation ceremony. The District may pursue legal remedies to collect unpaid fines.

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

Students must receive permission from 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 PowerSchool. On our webpage, [www.baldwin.k12.mi.us](http://www.baldwin.k12.mi.us), as



well as, [www.facebook.com/Baldwin.Community.Schools](https://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 PowerSchool 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 combinations 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. Defacing or destruction of lockers will subject the individual to disciplinary action and restitution for damages, including restitution for damages.
8. Lockers may be searched when school officials have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or school rules and may be searched without reasonable suspicion if there is an immediate threat of physical harm or death.
9. 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 the Media Center. 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**

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's parent/guardian must annually submit a written request and consent form as required by the District.
2. The building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.

See Board Policy 5703 for detailed medication administration procedures.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or with transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A 2-4-week supply of medication is recommended. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or

other means on or about his/her person, except as otherwise outlined in this handbook and in Board Policy 5703.

All medications must be in their original containers and in the exact dosage required.

### **ASTHMA INHALERS AND EPI-PENS**

Students may carry asthma inhalers and epinephrine auto-injectors if prior, written approval is obtained from the physician and parent. The documentation must be submitted to the building principal, who will notify the student's teachers and other staff, as appropriate. Any student who possesses an asthma inhaler or epinephrine auto-injector must have on file a written emergency care plan drafted by a physician in collaboration with the student's parent/guardian.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year. The parents shall have sole responsibility to instruct their student to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

### **NON-PRESCRIBED MEDICATIONS**

Parents may authorize the school to administer a non-prescribed medication using a form available in the school office. A physician does not have to authorize such medication but all of the other conditions described above and in Policy 5703 will apply to non-prescribed medications.

### **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.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period or as directed by the local health department.

### **LICE, NITS, AND BED BUGS**

Students with live lice, nits, or bed bugs will be readmitted to school after treatment so long as the parent/guardian consents to a head examination and the examining District official does not find live lice on the student. Board policy 5709 contains additional information about lice and nits.

## **TELEPHONE**

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

## **VISITORS**

Visitors, particularly parents, are welcome at the school, consistent with Board Policy 3105. Parents are encouraged to call and make an appointment to visit our school. In order to ensure 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.

## **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, without prior parent authorization.

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 2.00 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. 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 school rules during

assemblies. 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**

The Board of Education believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goals. For more information, please see Board Policy 5401.

### **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 Mrs. Shelly McGhee Food Service Director. If you have any questions, please call 231-745-4791.

### **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 choose 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 canceled 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 9&10 – CADILLAC  
TV 33 – CADILLAC –  
BIG RAPIDS WYBR (102.3) –

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. SMS Text messaging will also be utilized for school cancellation and emergency notifications. 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 the student is accompanied by a teacher or is issued a hall pass through the district e-hall pass system. e-Hall Pass limits the amount of students in the hallway and allows the school to have an accurate accounting of students not in classrooms.

## **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. The alarm signal for fire drills consists of an alarm bell and flashing emergency lights. Tornado drills will be conducted periodically throughout the school year using the procedures provided by the State and in accordance with State law. The alarm signal for tornadoes is different from the alarm signal

for fires and lockdown drills and consists of a Public Address (PA) announcement. Lockdown drills will also be conducted in accordance with District procedures and State law. The alarm signal for a school lockdown is different from the alarm signal for fires and tornadoes and consists of a Public Address (PA) announcement.

## **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
<b>English</b>	<b>4.0 Total Credits</b>
<b>Science</b>	<b>3.0 Total Credits</b>

The following classes are required to be included in your three (3) science credits:

Biology 1.0 credit  
Physical Science 1.0 credit  
Physics 0.5 credit  
Chemistry 0.5 credit Additional  
Science Credit 1.0 credit  
Adv. Bio/Forensics, Computer Science, CTE Program, etc.

<b>Mathematics</b>	<b>4.0 Total Credits</b>
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The following classes are required to be included in your three (3) science credits:

Algebra I 1.0 credit  
Geometry 1.0 credit  
Algebra II 1.0 credit  
Personal Finance .5  
credit (Requirement  
begins with Class of  
2028)  
Additional Math Credit 1.0 credit (Tech Math, Consumer Math, Pre-Calculus, Advanced math, AP  
Computer Science, CTE Program etc.)  
*\*Students must successfully complete a math course during their final year of high school.*

<b>Social Studies</b>	<b>3.0 Total Credits</b>
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The following classes are required to be included in your three (3) social studies credits:

World History/Geography 1.0 credit  
US History/Geography 1.0 credit  
Civics 0.5 credit  
Economics 0.5 credit

**Foreign Language 2 Total Credits**

The following classes are required to be included in your two (2) foreign language credits:

Foreign Language 1.0 credit

Foreign Language 2<sup>nd</sup> Year 1.0 credit

**Physical Education/Health**

**1.0 Total Credit**

**PE/Health**

**1.0 Total Credit**

**Visual/Performing Arts**

**1.0 Total Credit**

**Arts**

**1.0 Total Credit**

The following classes are required to be included in your one (1) art credit:

Band, Art, Yearbook, Choir

**Total Required MI Merit Curriculum Credits 18**

**Total Credits Total Required Electives 6 Total Credits**

\*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**

The District has the sole discretion and final decision making authority to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent/guardian requests that a student be placed in a particular classroom, building, educational program, or grade.

### **HIGH SCHOOL CLASS STATUS**

A student's class status is determined by the number of credits earned – 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.

Middle School Students receive a final grade in each of their classes each semester. If a student receives four or more final semester grades of E, the student will be recommended for retention in that grade for the next year. The parent will be contacted by the teachers, principal and/or guidance counselor during the course of the year, if a student is potentially at risk of failing. Every effort will be made by the staff to help the student succeed academically.

However, it must be understood that the student is ultimately responsible for their academic success or failure.

It is strongly recommended that students failing any core curriculum class for the year need to contact the counselor or principal to register and take summer courses. Parents choosing to not retain their student in a middle school grade will agree to placement in the next grade rather than promotion to that grade level.

### **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.

### **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 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.

### **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 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.

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%
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	CR 60-100% CREDIT ONLY
0.0	NC 0-59% NO CREDIT

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

$$\text{MP1} + \text{MP2} + \text{FINAL EXAM} = \text{FINAL GRADE} (40\% + 40\% + 20\% = 100\%)$$

At the middle school final semester grades are calculated using a value of 45% for each marking period and 10% for the final exam.

$$\text{MP1} + \text{MP2} + \text{FINAL EXAM} = \text{FINAL GRADE} (45\% + 45\% + 10\% = 100\%)$$

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 (if offered) 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 composed 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 1<sup>st</sup> and 2<sup>nd</sup> semester. A student must register a request form with parent/guardian and counselor signatures by December 1<sup>st</sup> for the 1<sup>st</sup> semester or May 1<sup>st</sup> for the 2<sup>nd</sup> 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 (PC) 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 (MMC) 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 and paid for by Baldwin Community Schools. 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 set for the 2023-24 School Year:

Student meets or exceeds the scores for one of the following tests:

- 1) Accuplacer Next-Generation: 249 Reading Comprehension, 240 Math, 5 WritePlacer
- 2) SAT: 450 EBRW, 460 Mathematics
- 3) PSAT: 460 EBRW, 510 Mathematics

Due to COVID-19 testing disruption WSCC will also consider students with a 2.8 or higher G.P.A. with at least three semesters of high school completed with a valid transcript.

Students wishing to enroll in Dual Enrollment courses must meet with the high school counselor in order to check on graduation progress, required test scores, and to fill out the dual enrollment registration paperwork. Accuplacer tests are arranged through WSCC and transport to the college may be available.

Students must pass each dual-enrollment course they are registered for as the Dual Enrollment rules from the State of Michigan require the school to collect the amount the school has paid for the course if a student fails to earn a passing grade. This can be in excess of \$500. Students are also required to attend WSCC on days that Baldwin is closed for inclement weather days, holidays, etc. and transportation must be arranged by the student.

Selected courses must be offered for post-secondary credit (100 level and above) and be approved by the high school. 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 9<sup>th</sup> 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 10<sup>th</sup> 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 WSCC 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. 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 courses 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.

### **EARLY GRADUATION**

Baldwin Community Schools permits students to graduate after completion of seven semesters of school attendance if all graduation requirements are met. Students interested in early graduation are required to submit a completed Early Graduation Request Form which can be obtained from the high school counselor. Early Graduation will not be approved without a signed consent on the form from the student's parent(s) or guardian(s). Students are required to present their request to the school board personally at a scheduled meeting. Students are reminded that many colleges and universities maintain core course requirements for admission beyond the minimum requirements needed to graduate from Baldwin High School. Students and parents should check with the school counselor/college access coordinator or the particular college about college requirements before application for early graduation.

Early graduates:

- Will not be allowed to hold a position of office in any extra-curricular activity for the entire year, if graduating mid-term.
- Relinquish all rights and privileges to attend all school activities and functions as a Baldwin student once they graduate or leave school. (Games, dances, parties, etc.) This rule does not apply to the graduation ceremony.
- Early Graduates can still perform with the band and choir at Graduation with permission from their teacher. Early Graduates will be allowed to participate in Candlelight and Decision Day programs. Early Graduation language applies to General Education and Special Education students earning a diploma and does not apply to Special Education students seeking a certificate.

### **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 the 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 at the schools' discretion (written approval from the principal) 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.

### **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. Exceptions 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.

### **CREDIT RECOVERY GUIDELINES**

(Edmentum) Baldwin High School offers on campus credit recovery through the Edmentum on-line credit recovery system. Students are able to take Edmentum 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 Edmentum 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 Edmentum course during a regularly scheduled school period must complete at least one course for each period of each semester they are assigned to an Edmentum 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 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 absences may lead to loss of credit and/or a referral to appropriate agencies for truancy.

Please note that state law must be enforced and that some policies may differ from past years. Parent notes will not be permitted as an excuse for student absences.

The school will use the following attendance codes in Power School:

**Absence Unexcused (AU)**--a student is not present in the assigned class or has missed more than 15 minutes of the course without legitimate documentation. This absence counts towards the attendance cap and truancy policies.

**Absence Verified (AV)**--a student is not present in class but a parent has called in to notify of absence due to illness, appointment, etc. but does not provide documentation. This absence still counts towards the attendance cap and truancy policies.

**Absence Excused (AE)**--a student is not present in class but documentation has been provided. The absence is still counted towards truancy policies but not towards the attendance cap. Examples:

Illness--Doctor's Note

Recovery from Accident--Doctor's Note Required

Court Attendance--Paper Documentation/Note from Court

Professional Appointments--Note from provider

Death in the Immediate Family--Funeral program or Obituary

Observation or celebration of a bona fide religious holiday--documentation of holiday from officiant/religious organization

**Tardy Unexcused (TU)**--a student is less than 15 minutes late to class. Unexcused tardies will be counted towards disciplinary referrals.

**Tardy Excused (TE)**--a student is less than 15 minutes late to class but is excused with legitimate documentation.

**In-School Suspension (ISS)**--a student is absent from class but is serving suspension in the school building. The absence is not counted towards the attendance cap or truancy policy.

**Out-of-School Suspension (OSS)**--a student is absent from class serving a suspension at home. The absence is not counted towards the attendance cap or truancy policy.

**School Related (SR)**--a student is absent from class due to a school related event. Examples would be field trips, athletic events, testing, etc. The absence is not counted towards the attendance cap or truancy policy.

Parents must provide an explanation for their child's absence to the attendance office (either by phone or writing) by 10:00 a.m. on the day of the absence. Please call 231-745-4683 to report an absence. If the absence can be foreseen, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

**Make Up of Tests and Other School Work:** Students who have been excusably absent or who have been suspended shall be given the opportunity to make up work that has been missed. When a student has been excusably absent, he/she will have the equivalent number of school days his/her classmates had to complete the same assignment for credit. 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. Credit will be given for makeup work provided assignments are completed within three (3) days of returning to school. Make-up of missed tests may be scheduled when the students return to

school. The student will be allowed to make up missed work for full credit. It is the student's responsibility to request makeup work from their teachers.

#### **Attendance Cap**

The maximum number of Unexcused Absence (AU) days a student can miss in a class per semester and remain in good standing is nine (9). A student who exceeds the term total of nine (9) absences will be required to earn a minimum of a 75% (C) on the final exam in order to have the semester grade calculated.\* If the exam grade is 74% or lower the student will be issued a No Credit (NC) for a grade.

\*Exams are not given in scheduled resource hours and are not formally given in Edmentum online coursework. This policy also applies only to courses on the Baldwin campus and does not affect CTE, Employability Skills, or Dual Enrollment grading as there are separate attendance policies for these programs.

#### **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.

If a student is more than 15 minutes late to class, students will be marked absent. A student who arrives to class up to 14 minutes after class has started will be marked as Tardy. A student who is tardy without a note excusing the tardy will receive a TU or AU depending on the time they arrive and may face additional disciplinary action for skipping.

#### **TRUANCY POLICY**

##### **Operation Graduation**

Community-based Coalitions in Lake County have joined forces to develop and launch a first-ever regional data-driven initiative- Operation Graduation - to reduce truancy and chronic absenteeism in the region's high-needs schools.

Chronic absenteeism refers to students missing an extended period of school (10% of the 180-day school year) when both excused and unexcused absences are taken into account. Truancy refers to 10+ unexcused absences and connotes inappropriate student behavior requiring a punitive response.

##### **Step 1:** Student misses 5 days of school

- School Attendance Review Team meets, reviews the situation and what resources may help improve attendance
- School sends Letter #1 via SRO; The letter notifies the responsible adult of the issue, reminder of legal obligations to send the child to school, highlights consequences for failing to do so, and makes suggestions for improving attendance
- All findings are documented

##### **Step 2:** Student misses 4 more days of school (9 total)

- School Attendance Review Team meets again, identifies problem areas
- School sends Letter #2 to set up a meeting with parents, school administration and DHHS Pathways to Potential (to provide resources)
- An "Attendance Agreement" is discussed and signed in agreeance

##### **Step 3:** If the family does not attend the meeting with the school (Step 2) OR the student misses 2 additional absences after the Step-2 meeting

- School notifies Juvenile Court, who contacts parents
- A meeting is set up with parents, student, Juvenile Court, Prosecutor's Office, DHS and a school representative
- An "Absence Intervention Contract" is discussed and signed by all parties
- If the school fails to attend the meeting, the case will be dismissed
- If parties are unable to reach an agreement, charges will be petitioned with the court

**Step 4:** If the agreement is met but the student continues to be absent, OR the family fails to attend the meeting, charges will be pursued as follows:

--A criminal complaint and a DHHS abuse/neglect report shall be filed against the parent(s) for a youth in Kindergarten through 5th grade;

--A criminal petition shall be filed against the youth for truant youth from the 6th grade to the age of 16

## **SECTION IV: STUDENT ACTIVITIES**

### **ATHLETICS**

For information on the Baldwin Community Schools approach to and rules for participation in athletics, please see the 2022-2023 Athletic Handbook, found here:

<https://meetings.boardbook.org/Public/Organization/2632>

### **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 by 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 the school climate for the student body. Procedures for running for student council can be requested from the advisor. Students must maintain at least a 2.00 GPA 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 are responsible for any work missed in other classes.

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. 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.

### **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, and 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**

Non school-sponsored student groups organized for religious, political or philosophical reasons may meet during non-instructional hours. The application for permission must be obtained from the Superintendent. 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 groups must comply with school rules and must provide equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted.

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

For more information, including on how to form a club, see Board Policy 3106.

### **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. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern.

### **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:
  - a. is obscene to minors, libelous, indecent and pervasively or vulgar.
  - b. advertises any product or service not permitted to minors by law.
  - c. intends to be insulting or harassing.
  - d. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - e. 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.

## **SECTION V: 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 may be referred to the appropriate agency for truancy.

## **SECTION VI: CODE OF CONDUCT STUDENT CODE OF CONDUCT**

The discipline policy has been established based on the belief that every child has the right to learn and every teacher has the right to teach. 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 empower students to resolve conflicts on their own and in small groups.

### **SEARCH & SEIZURE**

School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion related to a specific student if there is an immediate threat of physical harm or death.

A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Board Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.

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 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 due during the class period, disciplinary action, and the student may receive an unexcused absence

## 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:

1. **Academic Inactivity (Level 3-7)** – willful failure to meet academic requirements over a period of time.
2. **Aiding or Abetting Violation of School Rules (Level 2-7)** – 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 (Level 3-7)** –the setting or igniting of a fire that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to suspension or expulsion and will be reported to law enforcement.
4. **Assault (Level 4-7)** –Physical assault by a student against a District employee, volunteer, or contractor may result in expulsion and a report to law enforcement when appropriate. Physical assault by one student against another at school or at any school activity may result in suspension, expulsion, and a report to law enforcement when appropriate. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”. Verbal assault at school against a student, District employee, volunteer, or contractor may result in suspension or expulsion. 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 (Level 6-7)** – A false emergency alarm, report (including false 911 calls), or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building.
6. **Bullying (Level 3-7)** –. Bullying and other aggressive behavior toward a student is strictly prohibited. This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is 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 any written, verbal, or physical acts, including cyber bullying (i.e., any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- Having an actual or and substantial detrimental effect on a student’s physical or mental health; and/or
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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. It includes, but is not limited to, bullying, hazing,

stalking, intimidating, menacing, coercion, name-calling, taunting, or making threats.

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 employees, 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.

See Board Policy 5207 for more information on bullying and other aggressive behavior towards students.

7. **Careless and/or Reckless Endangerment (Level 3-7)** – any action by a student that puts another student or staff member in danger of being hurt or causes injury, i.e., throwing objects, tacks on a chair, pulling a chair out from under a student, swinging heavy objects, etc.
8. **Cheating (Level 1-4)** – 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 someone else's work; 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. A student who has engaged in plagiarism or cheating will be subject to academic penalties as well as disciplinary action.
9. **Disobedience (Level 3-7)** – 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.
10. **Disorder/Demonstration (Level 3-5)** –. The school will balance student speech and expression rights with its responsibility to provide a safe, orderly learning environment. Students may not engage in speech or expressive conduct that would materially and substantially interfere with or disrupt school operations, including school activities and educational programming. An actual disruption is not required before school officials may regulate student speech or impose discipline if they can reasonably forecast a substantial and material disruption or interference with school operations. If a student(s) feels there is a 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.
11. **Displays of Affection (Level 1-5)** – 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.
12. **Disruptive and/or Disrespectful Conduct (Level 2-5)** – 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.
13. **Drugs/Alcohol/Tobacco (Level 3-7)** – The school has a "Drug Free" zone that extends 1000 feet beyond the school

boundaries as well as to any school activity and transportation. Any possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. A violation of this may result in the student's suspension, expulsion, and report to law enforcement officials. Sale also includes the possession or sale of over-the-counter medication to another student.

Baldwin Community Schools is a tobacco free campus. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes, vaporizers, electronic nicotine delivery systems, or similar devices, on school property, 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" means any of the following:

- The carrying by a person of a lighted cigar, cigarette, pipe, other lighted smoking device, or electronic nicotine delivery system;
- The inhaling or chewing of a tobacco product;
- The placing of a tobacco product within a person's mouth; or
- the smoking or use of electronic vapor or other substitute forms of cigarettes, clove cigarettes, other lighted smoking devices, or other electronic nicotine delivery systems for consuming or inhaling tobacco or other any other substance.

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.

The principal may arrange for a breath alcohol test for blood-alcohol to be administered to a student if there is reasonable suspicion that the student has consumed alcohol. 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.

For voluntary, non-curricular school activities, suspicionless breath alcohol test may be administered for student health and safety purposes if students and their parent/guardians have been provided advance written notice.

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

14. **Electronic Communication Devices (ECDs) (Level 1-6)** – Students are not permitted to use EDCs (cellular phones, pagers, tablets, MP3 players, personal CD/DVD players, etc.) in school as they can be distracting to students and disruptive to the educational process. While students may possess ECDs in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be stored in their locker. If they are not in the locker and found with the student, Level 2-6 progressive sanctions from the handbook may be applied and the EDC may be confiscated by staff members, a parent contacted and the phone returned to the parent.

If students need to contact parents/guardians during the school day, they may use a telephone in the office for emergency purposes only. 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.

“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.

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

15. **Explosives (Level 6-7)** – 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.
16. **Extortion/Blackmail (Level 5-7)** – Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.
17. **Fighting (Level 3-7)** – will include participants in the actual fight and anyone who provoked or contributed to the fight with offensive touching or offensive remarks.
18. **Fire Alarms/BOOT Device (Level 2-7)** – 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 disciplinary action up to and including suspension and expulsion.
19. **Food and Beverage (Level 1-3)** – inside the building, food and beverages are to be consumed only in the approved eating area.
20. **Forgery (Level 2-5)** – Forgery of hall passes and excuses as well as false I.D.’s are forms of lying and are not acceptable.
21. **Gambling (Level 1-4)** – 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.
22. **Giving False Notice/False Allegations (Level 1-5)** – or providing false information to a public agency or other person designed to disrupt or has the effect of disrupting the educational process.
23. **Harassment (Level 3-7)** – 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 means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against a student that: (1) places a student in reasonable fear of harm to his/her person or damage to his/her property; (2) has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or (3) has the effect of substantially disrupting the orderly operation of the school. Unlawful harassment is harassment based on a protected class. 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. For information regarding unlawful harassment and sexual harassment, see the District’s Nondiscrimination Policy at the beginning of this handbook. Additional details can be found above in the Nondiscrimination and Equal Opportunity Policy portion of the Handbook and in Board Policy 4101 (Anti-Harassment) and Board Policy 4102 (Nondiscrimination on the Basis of Sex in Education Programs or Activities).

24. **Hazing (Level 3-7)** – The Board of Education believes that hazing of any type is 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. This Policy applies regardless of a student's consent, permission, or assumption or risk. 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. Hazing includes 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.

- 25. **Horseplay (Level 2-6)** – Any play in the school that does not include physical contact. I.e. running, throwing things, play-fighting, jumping on things, etc.
- 26. **Improper Language Directed at Another Person (Level 2-4)** – profane, indecent, or immoral language or gestures directed at other students, parents, or school personnel.
- 27. **Indecent Exposure (Level 4-7)** – intentionally showing one's sexual organs in public.
- 28. **Insubordination/Defiance (Level 2-5)** – refusal to obey a request of an adult in authority or school district personnel.
- 29. **Intimidation/Menacing (Level 3-4)** – includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property or to intentionally interfere with or block a person's movement with good reason.
  - Items not allowed at School (Level 1-7)** – include, but are not limited to, 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
- 30. **Leaving School Grounds Without Proper Authorization (Level 3-7)** –Baldwin Junior - Senior High School is a closed campus and students may not leave without parental permission.
- 31. **Littering (Level 1-2)** – to place trash or leave trash in a location or receptacle not designed or used as a trash receptacle.
- 32. **Malicious Damage or Misuse of School Property (Level 2-5)** – inflicting damage to private or school property, using private or school property without proper permission, or in an inappropriate manner.
- 33. **Pornographic Materials or Accessing Pornographic Internet Content (Level 1-7)**
- 34. **Profanity/Obscenity (Level 2-4)** – Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane, and/or violates community-held standards of good taste will be subject to disciplinary action.
- 35. **Sexual Inappropriate Behavior (Level 1-6)** – sexual innuendos. i.e. facial movements, hand gestures, body gestures/movements, etc.
- 36. **Skippping (Level 2-4)** – willful refusal or failure to attend school with or without parental knowledge
- 37. **Theft (Level 3-7)** – When a student is caught stealing, retaining, concealing, or found in possession of 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.
- 38. **Trespassing (Level 1-7)** –If a student has been removed, suspended, or expelled, the student is not allowed on

school property without prior authorization of the Principal. Students may not enter onto school property at unauthorized times or into areas of the school determined to be inappropriate, also deemed a trespass.

39. **Vandalism (Level 1-7)** – destroying or damaging school property or others’ personal property without regard to the rights of others or property. Each incident will be dealt with according to the severity of the incident. Students are held responsible for financial reimbursement for repairs.
40. **Weapon (Level 2-7)** – A weapon means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are 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 and may be seen as a real weapon by a reasonable person. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent expulsion. 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.

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 STUDENT CODE OF CONDUCT LEVELS OF INTERVENTION/CONSEQUENCES**

Levels of consequences and options for progressive interventions follow. Repeated chronic cumulative offenses may require higher levels of interventions/consequences. For serious violations, interventions/consequences and behavior plans, outside resources may begin.

### **Level 1 - No Referral - Classroom Level Interventions**



Teachers/Staff/Administrators may use some of the following common intervention strategies to help the student change behavior in the classroom, although educators should always be looking for other interventions that work best for the individual student and staff. If these interventions are successful, referral to the school administrator may not be necessary.

Pre-correction for Anticipated Behavior	Reinforcement of Appropriate Behavior
Verbal Redirection	Non-Verbal Cues (Eye Contact)
Change Location (Seating Chart)	Appropriate Humor
Proximity	Loss of Privileges
Warning to stop the behavior	Teacher Conference with Student

**Level 2 - Minor Referral - Appropriate when Level 1 Interventions have been ineffective and 3 or more minor behavior problems have occurred in one class hour; or when the minor behavior seriously affects the educational culture of the classroom that warrants a Consequence**

Teachers/Staff/Administrators will write a minor referral to the RTC Coordinator (Ms. Debruyne) and when warranted send the student to the RTC Room, 306. The RTC Coordinator will determine an appropriate intervention/consequence that could include some of the following strategies to help restore the behavior of the student in the classroom.

Step Out / Time Out in RTC Room	Conference with the Student
Verbal or Letter of Apology	Parent/Guardian Contact
Lunch Detention	Corrective Action to Right Harm Done
Confiscation of Item	Restorative Justice Thinking Form
Campus Clean-up	Suspension of Earned Privileges

**Level 3 - Major Referral in a Controlled Classroom**

Teachers/Staff/Administrators will write a major referral to the Behavioral Interventionist (Mr. Dennis) and when warranted send the student to the Intervention Room, 108. The Behavior Interventionist will determine an appropriate intervention/consequence that will include some of the following strategies to help restore the behavior of the student in the classroom.

Office Referral Required	In-School Suspension
Parent/Guardian Notification Required	Suspension (1-5 Days)
Conference Circle with Parent/Guardian/Teacher	Restorative Justice Factors Considered

**Level 4 - Major Referral Staff Assistance Required**

Teachers/Staff/Administrators will notify administrative staff and one of the Behavior Team to report to the classroom to escort the student out of the area. The Behavior Interventionist will determine an appropriate intervention/consequence that will include some of the following strategies to help restore the behavior of the student in the classroom.

Office Referral Required	In-School Suspension
Written Parent/Guardian Notification Required	Suspension (1-5 Days) Notification Letter
Conference Circle with Parent/Guardian/Teacher	Restorative Justice Factors Considered

**Level 5 - Appropriate when Level 4 Interventions/Consequences have been ineffective or the student has 5 or more Major Referrals in a marking period or 10 in a year**

The Behavior Interventionist will notify the Student Support Specialist and the Behavior Team will conduct a functional behavior assessment to write a behavioral plan for the student. The Behavior Team will determine appropriate interventions/consequences that will include some of the following strategies to help restore the behavior of the student in the classroom.

Office Referral Required	Discipline Meeting with Parent/Guardian Written Parent/Guardian
Notification Required	Suspension(6-10 Days) & Notification Letter Conference Circle with
Parent/Guardian/Teacher	Restorative Justice Factors Considered

**Level 6 - Appropriate when Level 5 Interventions/Consequences have been ineffective or when the Problem Behavior requires Law Enforcement Interventions/Consequences**

Behavior Team will notify Law Enforcement Officer when actions are illegal or to an extent in which law enforcement needs to be involved. The Behavior Team will determine appropriate interventions/consequences that will include some of the following strategies to help restore the behavior of the student in the classroom.

Office Referral Required	Discipline Meeting with Parent/Guardian Written Parent/Guardian
Notification Required	Suspension(10+ Days) & Notification Letter Conference Circle with
Parent/Guardian/Teacher	Restorative Justice Factors Considered Manifestation Determination
Review (MDR)	Referral to the Board of Education

**Level 7 - Appropriate when Level 6 Interventions/Consequences have been ineffective**

The Behavior Team will determine appropriate interventions/consequences that will include some of the following strategies to help restore the behavior of the student in the classroom.

Office Referral Required	Discipline Meeting with Parent/Guardian Written
Parent/Guardian Notification Required	Referral to the Board of Education Conference Circle with
Parent/Guardian/Teacher	Restorative Justice Factors Considered Manifestation
Determination Review (MDR)	Expulsion (In the most extreme cases) 60+

**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.

**MANDATORY 7 FACTORS**

The District will consider the following seven (7) factors in every case of suspension or expulsion, except firearms:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the violation or behavior;
5. Whether the violation or behavior committed by the student threatened the threatened safety of any student or staff member;
6. Whether restorative practices will be used to address the violation or behavior;
7. Whether a lesser intervention would properly address the violation or behavior.

**DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973. Please see Board Policy

5206 and AGs 5206A and 5206B for a more detailed explanation.

### **OUT OF SCHOOL SUSPENSION (OSS)**

Under Michigan law, a suspension of ten (10) or fewer school days is presumed to be reasonable. The Principal has the authority to impose an out of school suspension for up to ten (10) days consistent with the student code of conduct. The Principal may also suspend a student for up to ten (10) days pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion. Before exercising this authority, the Principal must consider the Mandatory 7 Factors. The Principal must provide the student due process as described in Board Policy 5206. The Principal will provide an explanation of the alleged violation and provide a hearing for the student so that the student has a full opportunity to state why s/he should not be suspended. When the Principal determines there is justification to suspend the student, the Principal will attempt to notify the student's parents/guardians of the suspension by telephone, as well as send a written notification by e-mail or regular mail. A copy of the notification will also be sent home with the student, if practical.

The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Principal. 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 decision of the Principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Board Policy 5206). If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

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

It shall remain the responsibility of the student to arrange for assignments, homework, and test make-up with the respective teacher(s).

### **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/guardians which will contain:

- The rule(s) alleged to have been violated;
- The charges against the student;
- Approximate date of the violation;
- The time and place of the meeting;
- A statement of the student's and parents' prehearing rights: to review written statements about the alleged misconduct; to review the student's records; and to request a delay in the hearing up to five (5) school days; and
- A statement of the student's hearing rights to: counsel; appear in his/her own behalf and for parents/guardians to appear; produce witnesses and present evidence on his/her behalf; and confront and to cross-examine anyone who may have evidence against him/her.

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 Board 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 be heard in an open session unless the student or the student's parents or guardian request a closed

session. Before exercising its authority to issue a long-term suspension or expulsion of a student, the Board shall consider the Mandatory 7 Factors 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.

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. Please see the preceding sections regarding out of school suspensions and expulsions for details regarding these procedures. For additional information regarding due process rights in connection with out of school suspensions and expulsions, see Board Policy 5206 and 5206A.

### **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 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:

- Shorts, Dresses, Skirts must be fingertip length
- Footwear is required and must afford appropriate protection, in the event students must evacuate the building.
- When wearing leggings, an appropriate top that is at least mid-thigh is required.
- 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 any time 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)
- Clothing that is excessively tight, transparent, or excessively loose may not be worn.
- No backpacks or purses are allowed in classrooms.

It is prohibited to wear clothing that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances;

- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence; or
- Is not constitutionally protected.

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