



RMS CODE OF CONDUCT

ATTENDANCE & ABSENCES

Being on time is a life skill important to each student's future. Schools have the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time. Promptness to class protects the teacher's right to begin the instruction on time for all students. It is necessary that a student be in attendance throughout the school day to benefit fully from the educational program at RMS.

ABSENCE POLICY:

Tardiness to School: Tardy students must report to the office to receive a pass to class. Tardiness needs to be excused by a parent call or note within one (1) school day of the tardy. There is a limit of five (5) excused tardies per semester. Additional "excused" tardies in the same semester will be treated as unexcused tardies. Unexcused tardiness to school may result in the following consequences per semester:

- First Offense - Warning
- Second Offense - One (1) SSL
- Third Offense - Two (2) SSL
- Fourth Offense - One (1) day ISS

Continued tardiness will result in a parent conference and more severe disciplinary consequences.

Tardiness to Class: A tardy is defined as being absent from the beginning of class for 10 minutes or less. Students who are tardy to class will be given a consequence according to the individual teacher's classroom discipline plan. A student who is tardy for more than 10 minutes will be recorded as absent (unexcused).

Truancy: Truancy is considered skipping school or skipping from all or part of a class. Students are not to leave school grounds without first checking out at the office. F.C Reed Middle School is required to report truancy issues to the county truant officer, which may result in court action against both the student and parent. Skipping school or leaving school grounds without permission will result in the following consequences:

- First Offense – Three (3) SSL and parent notification
- Second Offense – Five (5) SSL and parent conference
- Third Offense – One (1) day ISS & truancy report filed

BUS INFORMATION

Questions regarding a bus problem should be directed to the transportation department at 269-466-0251. Students are expected to follow all rules in the Bus Behavior Policy. The bus driver is the authority in regard to the safety and welfare of all students on the bus and at the bus stops.

BUS BEHAVIOR POLICY:

The bus driver, RMS Principal, and transportation supervisor will work together to address all bus-related problems. Students will be expected to go home each day via their regular bus and bus stop. Student safety and behavior on the bus is a concern of the schools, and we will work with students, parents, bus drivers, and the supervisor of transportation to assure safety and good conduct aboard buses. All students are expected to follow the following rules for bus behavior.

Bus Expectations:

1. Remain seated/facing the front of the bus at all times.
2. No scuffling or fighting. No violence allowed.
3. No profanity or obscene language.
4. No fireworks of any type and no matches.
5. No throwing objects, paper, etc. inside or outside of the bus.
6. Head, arms, and legs should never be extended out windows.
7. Do not bother or irritate other riders.
8. No eating or drinking on the bus.
9. No pets allowed on the bus
10. No glass bottles or jars.
11. Do not distract driver. Be orderly and courteous on the bus and follow instructions of the driver.
12. Do not destroy property of others on the bus.

Consequences for failing to meet these expectations are at the discretion of the RMS Principal. Consequences may include removal from bus for a specified period of time or permanent removal from bus. Serious misbehavior on the bus may also be cause for disciplinary consequences up to suspension or expulsion from school.

BICYCLES, SKATEBOARD, ROLLERBLADES, AND SMALL ENGINE VEHICLES

F.C. REED MIDDLE SCHOOL POLICY:

Bicycles should be locked and placed in the bike racks during school hours of operation. No bicycles, skateboards, roller blades, or small engine vehicles are to be ridden or used by students on school property before, during, or after school hours of operation. Violation of this policy will result in the following consequences:

- First Offense – Warning and parent notification
- Second Offense – Confiscate item(s) released to parent(s) only
- Third Offense – Referral and consequences as outlined in the guidelines for “Insubordination”.

ACADEMIC DISHONESTY

CHEATING & PLAGARISM POLICY:

Cheating: Cheating includes, but is not limited to: (1) the use of any unauthorized assistance during the process of completing assignments or assessments; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of test or other academic material belonging to an instructor or other student.

Plagiarism: Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials including sources on the internet.

The acts of cheating or plagiarism in connection with academic endeavors or school processes are detrimental to the educational process. Whenever a student is guilty of this misconduct, the following discipline will take place:

- First Offense - Two (2) SSL, parent notification, and no credit received on assignment
- Second Offense - Four (4) SSL, parent notification, and no credit received on assignment
- Third Offense – One (1) day ISS, parent conference, and no credit received on assignment
- Fourth Offense – Out of school (OSS) suspension no greater than 10 days and no credit received on assignment

Continued academic dishonesty may result in more severe disciplinary consequences.

ILLEGAL SUBSTANCES

ALCOHOL & ILLICIT DRUGS POLICY:

Alcohol: Using, possessing, or being under the influence of alcohol is prohibited on school property and at all school sponsored activities wherever they occur, before, during, or after school hours. Students in violation will be subject to the following disciplinary action:

- First Offense (Possession or Use) – 10 days OSS, parent notification, and police notification. Suspension will be reduced to 5 days OSS if an assessment has been done by an approved substance abuse agency and that report is shared with the RMS Principal prior to the students' return to school.
- Second Offense (Possession or Use) – Police notification and recommendation for expulsion

Drugs: The misuse of drugs and participation in drug related activity in the school environment will not be tolerated. This will include all school-sponsored activities on or off campus, before, during, or after school hours. Any situation that involves the misuse of legal drugs, illegal drugs, or counterfeit drugs, the possession, use, distribution, offer of distribution, or acceptance of money to distribute these items falls into this category. Students in violation will be subject to the following disciplinary action:

- First Offense (Possession or Use) – 10 days OSS, parent notification, and police notification. Suspension will be reduced to 5 days OSS if an assessment has been done by an approved substance abuse agency and that report is shared with the RMS Principal prior to the students' return to school.
- Second Offense (Possession or Use) – Police notification and recommendation for expulsion

Any activity that involves the sale, delivery, or attempted sale/delivery of alcohol or illicit drugs may result in recommended expulsion.

TOBACCO POLICY:

Tobacco use by minors is against the law in the state of Michigan. RMS is a Tobacco Free Zone; all individuals are banned from the use of tobacco or tobacco paraphernalia such as lighters, matches, e-cigarettes, vaporizers, and similar items in the school building at all times and in all areas of the school property. Any use or possession of tobacco or tobacco paraphernalia in any form is a violation of the RMS Tobacco Policy and will result in the following:

- First Offense – Two (2) days ISS, confiscation, parent notification
- Second Offense – Up to five (5) days OSS, confiscation, parent notification
- Third Offense – Five (5) to ten (10) days OSS, confiscation, parent notification

STUDENT BEHAVIOR POLICIES

F.C. Reed Middle School expects all students to be responsible, respectful, honest, and safe in order to foster a productive learning environment. Disciplinary consequences may be enforced if students fail to meet the standards for behavior that are established and outlined in the RMS Student Handbook and the RMS Code of Conduct. The RMS Principal retains the right to deviate from a prescribed consequence at any time when warranted. Assigned consequences may be more severe in some instances due to the specific details related to an infraction.

BULLYING POLICY:

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. 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. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Bullying: Bullying is defined as 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 hand held device) that, without regard to its subject matter or motivating factors, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. 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;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Consequences for actions classified as bullying are outlined in the RMS Behavior Consequence Rubric on page 9 and may range from a warning to expulsion, depending on the severity/nature of the offense and number of prior incidents that have occurred.

STUDENT HARASSMENT POLICY:

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The RMS Principal will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Bridgman Public Schools will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Harassment: Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that: (1) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; (2) has the effect of substantially interfering with student's educational performance, opportunities, or benefits; (3) has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment: Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Consequences for actions classified as harassment or sexual harassment are outlined in the RMS Behavior Consequence Rubric on page 9 and may range from a warning to expulsion, depending on the severity of the offense and number of prior incidents that have occurred.

STUDENT HAZING POLICY:

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any district-sponsored event.

Hazing: Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform an act of initiation into a class, group or organization that causes or creates a risk of mental, emotional or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Consequences for actions classified as hazing are outlined in the RMS Behavior Consequence Rubric on page 9 and may range from a warning to expulsion, depending on the severity of the offense and number of prior incidents that have occurred.

FIGHTING POLICY:

RMS does not tolerate fighting of any kind for any purpose. A student who takes any physical action toward another individual is considered a participant in a fight. Physical action refers to but is not limited to hitting, shoving, pushing, tripping, pinching, or spitting. Consequences for participating in a fight include:

- First Offense – Three (3) to five (5) days OSS, possible police notification, and parent notification
- Second Offense – Five (5) to ten (10) days OSS, parent conference, possible police notification, and behavior contract
- Third Offense – Possible police notification and recommendation for expulsion

PUPIL TO PUPIL PHYSICAL ASSAULT POLICY:

Physical assault: Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. The Board of Education or the BPS Superintendent shall suspend or expel a student in grade six or above for up to 180 days if the student commits a physical assault against another student on school property, on a school bus, other school related vehicle, or at a school sponsored activity or event. The police will also be notified of incidents of physical assault.

PUPIL TO EMPLOYEE PHYSICAL ASSAULT POLICY:

Physical assault: Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. The Board of Education or the BPS Superintendent shall permanently expel any student in grade six or above who physically assaults an employee, contractor of the district, or a volunteer of the school district. The police will also be notified of incidents of physical assault.

VERBAL ASSAULT POLICY:

Verbal assault: A verbal assault is any verbal action that intentionally causes or attempts to cause a harm to another through threat of force or violence. Verbal assaults at school against a student, staff member, volunteer, or person associated with Bridgman Public Schools may result in disciplinary consequences up to expulsion. The police may also be notified of incidents of verbal assault.

THEFT POLICY:

Theft or attempted theft of school property or of possessions of another individual at RMS may result in the following:

- First Offense – One (1) to five (5) days SSL, parent notification, possible police notification, and restitution
- Second Offense – One (1) to three (3) days ISS, parent notification, possible police notification, and restitution
- Third Offense – One (1) to ten (10) days OSS, parent conference, possible police notification, and restitution

Continued acts of theft or attempted theft may result in a recommendation for expulsion.

VANDALISM POLICY:

Students are expected to respect all property of the school and of others. Any littering on school property is prohibited. Damaging, attempting to damage, vandalizing, misuse of school property or possessions of any individual at RMS will result in suspension and/or expulsion and may result in restitution for damages. Setting fire or attempting to set fire to any objects or person on school property will result in suspension and/or recommendation for expulsion. In addition, the student may face police notification. Consequences for vandalism include:

- First Offense – One (1) to five (5) days SSL, parent notification, possible police notification, and restitution
- Second Offense – One (1) to three (3) days ISS, parent notification, possible police notification, and restitution
- Third Offense – One (1) to ten (10) days OSS, parent conference, possible police notification, and restitution

Continued acts of vandalism or attempted vandalism may result in a recommendation for expulsion.

POSSESSION OF ILLEGAL AND PROHIBITED OBJECTS POLICY:

RMS forbids the possession and/or use of any items that are considered illegal or any items that could interfere with the educational process. Possession and/or use of any item that could be considered an explosive (smoke bomb, firecracker, stink bomb, bottle rocket, or any type of fireworks, legal or illegal) may result in disciplinary consequences ranging from suspension to expulsion.

WEAPONS POLICY:

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 RMS Principal. Failure to report such knowledge may subject the student to discipline.

Possession of weapon: A weapon includes conventional objects like guns, pellet guns, knives, paintball, air-soft guns or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on district property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school for a period of 180 days if a student brings onto or has in their possession on school property or at a school-related activity any of the following:

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines or devices that can be converted into such a destructive item
- Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- Any similar object that is intended to invoke bodily harm or fear of bodily harm

Use of an object as a weapon: Any object that is used to threaten, harm, or harass another may be considered a weapon. This violation may subject a student to a recommendation for expulsion.

DISRESPECT TOWARDS STAFF MEMBERS (INSUBORDINATION) POLICY:

All students are to show respect to teachers, administrators, and non-certified staff members (bus drivers, secretaries, custodians, cafeteria personnel, teacher aides, etc.). Refusal to follow the instructions or directions of any staff member constitutes insubordination. Profanity, threatening remarks, posturing, and obscene language or gestures by students directed toward a staff member is not allowed.

A teacher is authorized to immediately remove and suspend a student from a class or activity when the student's behavior is so unruly, disruptive, or abusive that it interferes with the teacher's ability to effectively teach the class or the student's behavior interferes with the ability of other students to learn.

Consequences for actions classified as disrespect or insubordination are outlined in the RMS Behavior Consequence Rubric on page 9 and may range from a warning to expulsion, depending on the severity of the offense and number of prior incidents that have occurred.

SUBSTITUTE TEACHER POLICY:

When a substitute teacher is in a classroom, exemplary student behavior is expected. Students exhibiting rude, disrespectful or generally poor behavior are infringing upon the rights of other students who wish to learn. In an attempt to deter poor behavior when a substitute is in the classroom, the following procedures will be followed:

1. Any students whose name appears on a substitute report for rude, disrespectful or otherwise poor behavior will automatically be assigned two (2) SSL.
2. A student whose name appears on a substitute report a second time during the same school year will be assigned an in-school suspension (ISS) and parents will be contacted.
3. Further incidents will result in more serious disciplinary measures being taken.

DISPLAYS OF PHYSICAL AFFECTION POLICY:

RMS expects students to act in a dignified manner. Intense romantic gestures or other physical displays of affection are unacceptable and may result in the following:

- First Offense – Written warning and parent notification
- Second Offense - Parent notification and two (2) SSL
- Subsequent Offense(s) – Parent conference and one (1) to five (5) days ISS

Engaging in sexual behavior on school property or at any function related to RMS will result in suspension and possible recommendation for expulsion.

CELL PHONE AND PERSONAL ELECTRONICS POLICY:

F.C. Reed Middle School realizes the importance of communication with your parents. The RMS personal cell phone/electronic device policy includes a graduated privilege system based on grade level:

5th & 6th Grade:

Students may possess and use their cell phone or electronic device during lunch/recess, before and after school. Students may NOT possess or use their phone during instructional time in the classroom setting. Pictures and videos are not to be taken in class or on school property without staff or peer permission. The possession or use of personal cell phones or electronic devices is strictly forbidden in all locker rooms, bathroom areas, and any other area that privacy is expected. Students who violate this privacy policy could lose personal cell phone/electronic device privileges for the remainder of the school year. Consequences for failing to meet these expectations include:

- First Offense – Cell phone or electronic device brought to the office and picked up by parents
- Second Offense – Two (2) SSL and cell phone or electronic device brought to the office and picked up by parents

- Third Offense – Four (4) SSL, device must be picked up by parent, and loss of privilege to have personal electronics at RMS
- Fourth Offense – One (1) ISS, parent conference, and permanent loss of personal electronics privileges

Continued violations of the RMS cell phone/electronics policy will be addressed as persistent disobedience and may result in consequences ranging from suspension to recommendation for expulsion.

7th & 8th Grade:

Students may possess their phone before school, after school, during instructional time in the classroom and recess/lunch. Personal cell phones or electronic devices may not be utilized in the classroom setting without teacher permission. Pictures and videos are not to be taken in class or on school property without staff or peer permission. The possession or use of personal cell phones or electronic device is strictly forbidden in all locker rooms, bathroom areas, and other areas that privacy is expected. Students who violate this privacy policy could lose personal cell phone/electronic device privileges for the remainder of the school year. Consequences for failing to meet these expectations include:

- First Offense – Cell phone or electronic device brought to the office and picked up by parents
- Second Offense – Two (2) SSL and cell phone or electronic device brought to the office and picked up by parents
- Third Offense – Four (4) SSL, device must be picked up by parent, and loss of privilege to have personal electronics at RMS
- Fourth Offense – One (1) ISS, parent conference, and permanent loss of personal electronics privileges

Continued violations of the RMS cell phone/electronics policy will be addressed as persistent disobedience and may result in consequences ranging from suspension to recommendation for expulsion.

FALSE FIRE ALARM/911 CALL POLICY:

The fire alarms at RMS are to be used only in case of a fire. Misuse of fire alarms or non-emergency calls to 911 are punishable by one (1) to ten (10) days OSS and may result in a recommendation for expulsion. The police will be notified.

BOMB THREAT POLICY:

The Board of Education or BPS Superintendent is required to expel up to 180 days a pupil who makes a bomb threat or similar threat directed at people, a school building, other property, or school related event.

SUBSTANTIAL INCIDENTS OF FAILURE TO COMPLY

Failing in a substantial number of incidents to comply with the directions of teachers or other school personnel, where such failure constitutes an interference with school purposes or an educational function, will be addressed as persistent disobedience and may result in more severe consequences. These consequences may range from a student behavior contract, reduction in school day, suspension, and/or recommendation for expulsion.

INAPPROPRIATE BEHAVIOR CONSEQUENCE RUBRIC:

F.C. Reed Middle School students are expected to be respectful, responsible, honest, and safe and all times. General actions of misbehavior that disrupt the learning environment and are not outlined in the above sections of the RMS Code of Conduct will be addressed using the RMS Consequence Rubric outlined on Page 9.

F.C. REED MIDDLE SCHOOL BEHAVIOR CONSEQUENCE RUBRIC (GRADES 5-8)

| BEHAVIOR | 1st Time | 2nd Time | 3rd Time | 4th Time |
|--|--|--|--|--|
| Horseplay: Goofing around or playing that may include grabbing, pushing, shoving, hitting, tripping, play fighting, name calling where there is no intention to hurt or control | Student Meeting Log Entry Verbal Warning | Student Meeting Log Entry 1 SSL Parent Notification | Student Meeting Log Entry 3 SSL Parent Phone Call | Student Meeting Log Entry 1 ISS Parent Phone Call |
| Teasing: "Just Kidding" behaviors, name calling, insulting remarks, spreading rumors, mean notes, playing mean tricks, directed profanity or other behaviors | Student Meeting Log Entry 1 SSL Parent Notification | Student Meeting Log Entry 3 SSL Parent Phone Call | Student Meeting Log Entry 1 ISS Parent Phone Call | Student Meeting Log Entry 1 OSS Parent Conference |
| Disrespectful, defiant, or uncooperative attitude/behavior: Includes, but is not limited to repetitive eye-rolling, arguing, shouting, refusal to follow directions, disrespectful comments, walking away, being rude, or rude gestures, vulgar language | Student Meeting Log Entry 2 SSL Parent Notification | Student Meeting Log Entry 4 SSL Parent Phone Call | Student Meeting Log Entry 2 ISS Parent Conference | Student Meeting Log Entry 2 OSS Parent Conference |
| Physical Contact: Hitting, pushing, shoving, grabbing, slapping, tripping, etc. in an attempt to hurt or control others. OR Intimidation: Shunning planned exclusion, silent treatment, social alienation, emotional blackmail, threatening, electronic misuse and intimidation, throwing objects, damaging property. | Student Meeting Log Entry 4 SSL up to 2 ISS Parent Phone Call | Student Meeting Log Entry 2 ISS up to 2 OSS Parent Phone Call | Student Meeting Log Entry 2 OSS up to 5 OSS Parent Conference Behavior Restriction Plan | Student Meeting Log Entry 5 OSS up to 10 OSS Parent Conference Possible Recommendation for Expulsion |
| Severe Physical Contact: Punching, kicking, fighting, spitting, and similar behavior that is designed to injure others. OR Severe harassment or Intimidation: Racial, ethnic, sexual, and/or religious harassment: overt coercion OR Severe Property Damage | Student Meeting Log Entry 2 ISS Possible Police Notification Parent Phone Call | Student Meeting Log Entry Up to 2 OSS Possible Police Notification Parent Conference | Student Meeting Log Entry 5 OSS up to 10 OSS Possible Police Notification Parent Conference Behavior Restriction Plan | Student Meeting Log Entry Recommendation for Expulsion Possible Police Notification |

SSL= Silent Supervised Lunch
 ISS = In School Suspension
 OSS = Out of School Suspension

Note: After the fourth time a student repeats a behavior, a conference will be required between school staff, parents/guardians, and administration to design an individual behavior plan. Consequences assigned may be more severe in any above category based on the seriousness of the infraction. The RMS Principal has the right to deviate from the above rubric at any time.

DUE PROCESS INFORMATION:

DUE PROCESS RIGHTS – ISS AND SHORT TERM SUSPENSION (OSS)

A student must be given notice of their in school suspension or short term out of school suspension lasting ten days or less and the reasons for such disciplinary action. The student has the right to present to the school administrator any relevant information in their defense.

DUE PROCESS RIGHTS – LONG TERM SUSPENSIONS

A student and their parent(s) or guardian(s) must be given written notice of the intention to suspend a student out of school for greater than 10 school days but less than 60 school days and the reasons for such disciplinary action. The student and their parent(s) or guardian(s) may have an opportunity to appear with a representative before the Board or BPS Superintendent to answer the charges. The student and their parent or guardian will be provided a brief hearing procedure. The hearing may be private if requested by the parent, but the Board of Education or BPS Superintendent must act publicly. Final disciplinary consequences will only be determined after considering a student's age, disciplinary history, documented disabilities, the seriousness of the violation, how the violation impacted the safety of students and/or staff, possible restorative practices, and the impact of lesser interventions to address the negative behavior.

DUE PROCESS RIGHTS – EXPULSION

A student and their parent(s) or guardian(s) must be given written notice of the intention to exclude a student from Bridgman Public Schools for a period of 60 or more days and the reasons for such disciplinary action. The student and their parent(s) or guardian(s) may have an opportunity to appear with a representative before the Board or BPS Superintendent to answer the charges. The student and their parents(s) or guardian(s) will be provided a brief hearing procedure. The hearing may be private if requested by the parent, but the Board of Education or BPS Superintendent must act publicly. Final disciplinary consequences will only be determined after considering a student's age, disciplinary history, documented disabilities, the seriousness of the violation, how the violation impacted the safety of students and/or staff, possible restorative practices, and the impact of lesser interventions to address the negative behavior.

DUE PROCESS RIGHTS - PERMANENT EXPULSION

Permanent expulsion means permanent exclusion from Bridgman Public Schools and from all public schools except alternative education programs, online schools, and strict discipline academies. A student who is under permanent exclusion may not submit a request for reinstatement for a period of at least 150 days from the date of expulsion, but the student may not be reinstated before 180 days from the expulsion date. A student and their parent(s) or guardian(s) must be given written notice of the intention to exclude a student from Bridgman Public Schools for a period of 60 or more days and the reasons for such disciplinary action. The student and their parent(s) or guardian(s) may have an opportunity to appear with a representative before the Board or BPS Superintendent to answer the charges. The student and their parents(s) or guardian(s) will be provided a brief hearing procedure. The hearing may be private if requested by the parent, but the Board of Education or BPS Superintendent must act publicly. Final disciplinary consequences will only be determined after considering a student's age, disciplinary history, documented disabilities, the seriousness of the violation, how the violation impacted the safety of students and/or staff, possible restorative practices, and the impact of lesser interventions to address the negative behavior.

ISS & OSS SUSPENSION RULES:

IN-SCHOOL SUSPENSION (ISS) RULES

1. Upon arrival to school students should collect all books and materials from their locker and report to the office.
2. Students are considered tardy if not in their seat in the ISS room (located in the main office) by 8:00 a.m. If a student is tardy, he/she may receive an additional day of ISS.
3. Students must have all their books and materials with them or they may be assigned an additional day of ISS. Make arrangements so you have a book for every class.
4. Any absence from ISS will be made up on the day of return.

5. Students are to be in their assigned seats and awake at all times. There will be consequences for sleeping. Students with their heads on their desk will be considered asleep.
6. Permission to leave assigned seat is granted only by the supervisor, and only by raising your hand and waiting to be recognized.
7. Hats, coats, backpacks and drinks, will not be permitted in the room. Dress is in accordance with the student handbook.
8. Students assigned to ISS are only allowed to work on classroom assignments and units as assigned by their teacher or the ISS supervisor. Assignments may be reviewed to check for completion and accuracy. If assignments are not satisfactory, work may be reassigned. Failure to complete work satisfactorily and on time may result in additional ISS time.
9. Lunch is eaten in the ISS Room. Students may bring a sack lunch from home.
10. Restroom breaks are provided at mid-morning and mid-afternoon, or at the discretion of the supervisor.
11. During the student's in-school suspension term, all extracurricular activity privileges are suspended until the term is completed. This includes the day of ISS.
12. Exams and quizzes may be taken in ISS or if the teacher desires, will be taken on the first day of return to the regular classroom.
13. All rules and regulations stated in the student handbook are enforced during the ISS assignment.
14. Students are dismissed from ISS at the end of the day by the supervisor.

OUT-OF-SCHOOL (OSS) SUSPENSION RULES

Short or long term out of school (OSS) suspension is exclusion from the normal educational process due to severe violations of policy or an accumulation of several minor offenses. In order for the student to return to school, formal contact must be made with the parent or guardian. Suspended students may not be on school property or attend school functions during any suspension day.

RMS ATHLETE CODE OF CONDUCT

The following rules define eligibility to participate in interscholastic athletics at Bridgman Public Schools. The rules have been created to:

- Encourage student athletes to maintain good health practices at all times
- Encourage student athletes to recognize their classroom academic responsibilities
- Encourage student athletes to set high standards in school attendance and citizenship

The purpose of this code is to establish and maintain high standards of conduct for F.C. Reed Middle School athletes. The athletic department recognizes that pressures and problems can and do arise at home, at school, in social settings, and among team members. The athletic code is intended to guide and help the student and the parents understand the conduct expected of student athletes at Reed Middle School and also to understand the seriousness with which infractions of the code provision are viewed. It is hoped that this code will avoid the need for disciplinary action.

Athletes are expected to exhibit a competitive spirit and show good sportsmanship in competition. The athlete has a responsibility to demonstrate loyalty to the school and to his or her teammates. If the athlete verbally or physically behaves in a manner that brings disgrace or disrespect to the school or his/her teammates, or that affects team morale, the athlete will face disciplinary action.

ATHLETIC ELIGIBILITY CRITERIA

RMS has a no-cut policy for participation in interscholastic activities. A student who has turned 15 years old before September 1st is ineligible to participate on a seventh or eighth grade team.

A student-athlete is required to maintain academic standards while participating. The following is a guideline to ensure those standards are met.

- Athletes must maintain a C (2.0) average with no more than 1 F. Eligibility will be checked every three weeks with coaches and athletes notified on Friday that an athlete will be ineligible the following Monday through Saturday.
- During a period of ineligibility, the athlete's grades will be checked on a weekly basis by the building principal to see if they can become eligible for the following week. A student-athlete may practice with the team while ineligible.
- On the day of competition, the student-athlete must be present in all classes. Exceptions will be granted for prearranged excused absences (i.e. appointments, funerals, etc.). Students who are suspended from school (in-school or out of school suspension) are ineligible to participate in extracurricular activities on the day(s) of the suspension.

Athletic Physicals & Athletic Fee: Any student participating in interscholastic athletics is to have a physical examination completed after April 15th of the previous school year. An athletic fee is charged for students that would like to participate. This fee does not guarantee playing time.

General Athletic Rules: The following rules are to be adhered to by all RMS athletes. These rules are in effect 12 months a year. Any infraction of these rules, or serious unethical conduct on the part of the athlete, may result in suspension or termination of athletic privileges for that particular athlete at F.C. Reed Middle School. These rules are cumulative and not independent in their application of either a second or third offense.

- A. Substance Use, Abuse, or Misuse
 1. Students shall not smoke, chew, or possess tobacco products
 2. Students shall not consume, possess, conceal, distribute, sell, purchase, or abuse any product or substance containing alcohol
 3. Students shall not illegally use drugs or possess illegal drugs. This includes the misuse of legal drugs, or use of stimulants, steroids, counterfeit drugs, the possession, concealment, distribution, sale, or purchase of these substances.
- B. Penalties for Violation of the Substance Rules - Please see the athletic handbook at www.bridgmanschools.com.
- C. Rules of Conduct - An athlete may face immediate suspension from competition depending on the severity of the infraction.
 1. Students shall not commit any theft of goods, equipment, or property belonging to the school or to others.
 2. Students shall not commit any vandalism or illegal destruction of property.
 3. Students shall not engage in any serious unethical conduct.
 4. Students shall obey all laws of the community, state, or otherwise and shall not engage in illegal activities.
- D. Penalties for Violating Rules of Conduct

The coach and athletic director will determine an appropriate penalty commensurate with the seriousness of the infraction, giving due consideration to the nature of the offense and the student's past record. The penalty may include reprimand, suspension from athletic participation, or termination of athletic privileges altogether.

E. Procedures for Violations of General Athletic Rules

Student athletes are expected to display honesty and integrity, and whenever a violation of these rules is suspected, they are expected to cooperate with coaches and administrators who investigate the charges. Whenever a violation of these rules is suspected, the athletic director, principal, and the coach will conduct an investigation and will notify the student athlete of the nature of the charges and provide him or her an opportunity to discuss the matter. Where it is determined that an offense has occurred, the coach and the athletic director will assess the penalty. Parents will be notified within five (5) days after the penalty is imposed.

F. Appeal Process

Any student athlete that has received disciplinary action due to not following the stated expectations may make an appeal. This process must start with the parents meeting with the athletic director. If they receive no satisfaction, the next level of appeal will be the building principal. This third level is the superintendent and the final level is the Board of Education. Any appeal must be made within five (5) school days of the incident or reprimand.