

Bridgman High School



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www.bridgmanschools.com

Student-Parent Handbook 2022-2023 School Year
Welcome to the 2022-2023 school year. All the members of our staff are pleased to have you as a student, and we will do our best to help make your experience as productive and successful as you wish to make it.

“As a community we prepare and support all students for lifelong learning.”

[Gerald Heath](#), Principal

[Keri Haskins](#), School Counselor

[Ken Schmaltz](#), Athletic Director

[Wendy Golob](#), Administrative Assistant

[Jane Deaton](#), Administrative Assistant

(269) 465-6848

[Shane Peters](#), Superintendent of Schools

(269)465-5432

Bridgman Board of Education

Eric Ramso
JoAnn DeMeulenaere
Tishia Roberts
Brad Owen
Nancy Hawley
Tom LaVanway
Wayne Hall

NOTE:

This Student-Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was revised on 06/13/22. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: www.bridgmanschools.com by clicking on "High School" and "Student-Parent Handbook" under the "Helpful Links" heading.

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Bridgman Public School
Home of the Bees

Bridgman Public Schools Vision Statement:

“As a community we prepare and support all students for lifelong learning.”

Bridgman Public Schools Mission Statement:

“We provide resources to inspire resilient and collaborative critical thinkers.”

All students will demonstrate they are...

- o Quality Producers

- o Responsible Learners

- o Critical Thinkers

- o Community and Global Contributors

- o Effective Life Managers

The contents of this handbook:

- apply to all students of Bridgman High School, regardless of age, for all school sponsored activities on or off- campus, before, during, or after normal school hours,
- 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),
- 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,
- is effective immediately and supersedes any prior handbook and other written material on the same subjects, containing 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 does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the school’s rules as of **08/28/18**. If any of the policies or administrative guidelines referenced herein are revised after August 28, 2018, the language in the most current policy or administrative guideline prevails.

EQUAL EDUCATION OPPORTUNITY

The Board of Education complies with all Federal and State laws and regulations, as well as the requirements and regulations of the U.S. Department of Education, with regard to prohibitions against discrimination, including but not limited to the following: Title II, Title IV, Title VI, Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 and its implementing regulations, the individuals with Disabilities in Education Act (IDEA) and its implementing regulations; the Michigan Mandatory Special Education Act; and the Revised Administrative Rules for Special Education. Bridgman Public Schools is committed to a policy of non-discrimination on the basis of gender, religion, race, color, national origin or ancestry, disability, age, marital status, and/or any other legally protected characteristics in employment, education or any program or activity for which the Board of Education is responsible and/or for which the Board of Education receives financial assistance from the U.S. Department of Education.

If any individual believes he or she has been discriminated against or believes that the District or an employee of the District has inadequately applied the principles and/or regulations of any Federal or State law or regulation, or any requirement or regulation of the U.S. Department of Education, he or she should direct a complaint or request for accommodation to the District's Compliance Officers: The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").:

Title IX Coordinator/Compliance:

Sam Stine
Assistant Superintendent
9964 Gast Road
Bridgman, MI 49106
269-466-0287

Title IX Investigators:

Lori Graves
Elementary Principal
3891 Lake Street
Bridgman, MI 49106
269-466-0240

John Truesdell
Middle School Principal
10254 California Road
Bridgman, MI 49106
269-466-0230

Gerald Heath
High School Principal
9964 Gast Road
Bridgman, MI 49106
269-466-0223

Title IX Decision Maker:

Sam Stine
Assistant Superintendent
9964 Gast Road
Bridgman, MI 49106
269-466-0287

Title IX Appeals:

Shane Peters
Superintendent
9964 Gast Road
Bridgman, MI 49106
269-466-0220

TITLE IX

The Board recognizes that discrimination because of gender is not conducive to equal education opportunities for students nor conducive to the proper operation of the schools. Therefore, Bridgman High School provides the following:

Enrollment in educational programs offered by the district shall be open to all students regardless of gender. Further, programs shall not be designed nor described to limit enrollment because of gender. Every student shall have access to vocational education courses, programs, and schools without regard to gender. They shall have access to counseling services and physical education programs without regard to gender.

Participation in school-sponsored activities, except those expressly exempted by statute, shall be open to all students regardless of gender. Every student shall have access to participate in interscholastic, intramural, and group athletics without regard to gender.

Every student shall have equal treatment (including aid, benefits, services, and application of rules and regulations) without regard to gender.

In addition, the district recognizes its responsibilities with regard to Section 504 and its non-discriminatory elements.

PARENT INVOLVEMENT

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. 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 goals. Please see Board policy 2112 for further details.

STUDENT RIGHTS & RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and associations and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the High School Office, who will direct the student to the proper staff member.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have a completed student profile sheet, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

INJURY & ILLNESS

All injuries must be reported to a teacher 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. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

HOUBOUND INSTRUCTION

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent of Schools. The district will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

SECTION I – GENERAL INFORMATION **ENROLLING IN THE SCHOOL**

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides.

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

- A. an original birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The office staff will assist in obtaining the transcript, if not presented at the time of enrollment.

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 when 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.

AGE OF MAJORITY

When a student reaches the age of majority, he/she is afforded all of the rights and privileges of adulthood. It is imperative that the student who reaches this status recognizes that the schools have been given the right to set up reasonable rules regarding its operation. A student attending school, regardless of age, is covered by school board policies which have been officially adopted and published. An eighteen-year-old student's responsibility to follow school rules does not change upon reaching the age of majority. An Age of Majority form must be filled out by both the student and their parent/guardian once the student turns 18 and plans to assume responsibility for their educational careers.

SCHEDULING & 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 High School Counselor's Office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change form from the High School Counselor's Office.

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

Once students register for courses in the spring, they have the responsibility to be certain that the correct courses were requested. Students will be able to pick up their schedules from the high school office in late August. It is important that students carefully review their schedules. The period for student initiated schedule changes will start in late August and will end during the first week of the fall semester. Students must return a completed *Request for a Schedule Change* form to the counselor before the

request for a change will be considered. Students must contact the counselor to initiate a request for change. Requests will be considered and changes made, if possible, depending on the students' career plans and available space in the class requested and parent approval. It may also become necessary for some administrative schedule changes to occur.

Student initiated schedule changes will not be considered after the first week of the fall semester unless the subject area teacher and counselor concur that the student is inappropriately placed. A grade of "F" for the marking period and semester will appear on the record card and the permanent record for any course that is dropped without the approval of the teacher and counselor after the first week of the fall semester. In special circumstances, the high school principal may make exceptions to the above procedures.

Students wishing to enroll in an online class under Michigan Legislation 21 f must do so in the academic term immediately preceding the enrollment during the time allotted for all other course requests.

FULL TIME STUDENT ENROLLMENT

All students attending Bridgman High School must be enrolled on a full-time basis and are accountable for six class sessions each semester. School-to-Work experience, shared time schedules, and Dual Enrollment schedules will be approved through the principal or designated person so that full-time status is maintained. Students are required to be enrolled in an English class during all eight (8) semesters of attendance.

DUAL ENROLLMENT

State law provides the opportunity for eligible students to enroll in post-secondary coursework with tuition and fees paid for by the District. Students must meet state requirements to participate in Dual Enrollment. Eligible students may also elect to complete Advanced Placement Courses through virtual learning under the provisions of the law. Dual enrollment students must be enrolled on a full-time basis that may be a combination of high school and college-level courses.

Eligible students may receive high school credit, post-secondary credit or both. When high school credit is given, college credit hours are converted to high school credit equivalents.

Students must sign an agreement indicating the date of completion for the course(s) for credit. High school courses must be exhausted before dual enrollment is an option. Check with the school counselor's office for eligibility requirements and additional information.

EARLY MIDDLE COLLEGE (5th Year)

It is understood that State School Aid Section 6(4)m requires that students must not be otherwise eligible for high school to participate in a fifth year of high school and that Section 3(f) of the Postsecondary Enrollment Options Act and Section 3(g) of the Career and Technical Preparation Act require that students be enrolled in at least one high school course required for graduation which must be a high school or dual enrollment math or math-related course.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written or verbal request presented to the office staff by the parent, by a person whose signature is on file in the school office, or by the parent coming to the school office to request the release. No student will be released to a person

other than a custodial parent or those on their emergency contact list without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

Parents must notify the office staff about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the high school counselor's office for specific details.

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

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have a student profile sheet completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The student profile sheet includes emergency medical authorization and is provided at the time of enrollment or the beginning of each school year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form 5330 F1, F1a, B1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the principal's office.
- Medication that is brought to the office will be properly secured.
 - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (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 for emergency medications for allergies and/or reactions.
- 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 a school year.

- The parents shall have sole responsibility to instruct their child 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.
- 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 instructions and the parent's written permission release.

Asthma Inhalers & Epi-pens

Students with appropriate written permission (authorization form 5330) from a physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi- pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Non-prescribed (Over-the-Counter) Medications

- If a student is found using or possessing a non-prescribed medication without parent authorization, she/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.
- Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code of Conduct.
- Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the district for the administration of the medication. The parent must also authorize any self-medication by his/her child.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES & PESTS

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

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19 and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-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.

Noncasual-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 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.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) 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 Special Education Director at (269) 465-6848 to inquire about evaluation procedures and programs.

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. Parents should contact the Elementary Principal at (269) 466-0241 to inquire about evaluation procedures and programs offered by the district.

STUDENT RECORDS

NOTIFICATION OF RIGHTS UNDER FERPA FOR THE BRIDGMAN PUBLIC SCHOOL DISTRICT
The school district maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

For additional information, see District Policy 8330.

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. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the [Community Buzz newsletter](#).

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

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. The review student records please provide a written notice identifying requested student records to Bridgman Public Schools. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

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

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

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that 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 building principal.

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

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

described in A through H above.

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

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

ARMED FORCES RECRUITING

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

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding the right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the Selective Service.

STUDENT FEES, FINES, & SUPPLIES

Bridgman High School charges specific fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The district will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152).

Fees may be waived in situations where there is financial hardship.

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

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines once the district fundraising form has been completed and approved. The following general rules will apply to all fundraisers:

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor/advisor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of school administration.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, 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.

REVIEW OF INSTRUCTIONAL MATERIALS & ACTIVITIES

Parents 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.

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the district alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The school participates in the National School Lunch Program and makes lunches available to students. A la carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to purchase delivered food from an outside restaurant to eat in the cafeteria or leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Food Service Director.

CAFETERIA RULES

- No cutting in line, pushing, or shoving.
- No throwing food, paper, etc. around the cafeteria.
- Return trays and dishes to the proper location in the cafeteria.
- Clean up the table and surrounding area when leaving.
- All food and drink from the cafeteria must be consumed in the cafeteria. No trays will be permitted to leave the cafeteria.
- Food and drink consumption is allowed in the cafeteria only.
- Lunch money must be deposited in student accounts prior to lunch being served.
- Students are not permitted to walk the hallways during lunch hour. The instructional area will be off limits.
- Passes to the Media Center are available before a specific lunch period begins.

FIRE, LOCKDOWN, & TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. A voice announcement is used over the school's public announcement system to signal for tornadoes.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured are conducted several times each school year. A voice announcement is used over the school's public announcement system to signal for a school lockdown and is different from the alarm system for fires and tornadoes.

EMERGENCY CLOSINGS & DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations such as WSBT 16 & WNDU 22 along with sending out a School Messenger alert through our student information system, PowerSchool. Notices relative to the elimination of bus runs and/or the closing of schools will be announced over Benton Harbor Radio Stations (WHFB-AM 1060; WHFB-FM 99.9; WIRX-FM 107.1; WSJM-AM 1400). This decision is usually made by 6:30 a.m. and is "on the air" soon thereafter. It is the parents and students responsibility for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC & 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 Board offices upon request.

VISITORS

Guest speakers and parents are welcome at the school. In order to properly monitor the safety of students and staff, each guest speaker or parent must report to the office upon entering the school to obtain a visitor pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she or he should call for a pre-arranged appointment prior to coming to the school, in order to schedule a mutually convenient time for both parties. During school hours it should be expected that no student visitors will be allowed in the building. Under unique

situations that are preapproved by school administration, student visitors may be welcome and must report to the office for a required visitor pass.

USE OF THE MEDIA CENTER

The Media Center is available to students throughout the school day as well as just before & after school hours. Passes may be obtained from a student's teacher or from the Media Center Specialist. Books on the shelves and computer terminals may be checked out/assigned out on a case by case basis. To check out any other materials, contact the Media Specialist. All materials checked out from the Media Center are for a set time period. If the material is not returned within that time period then a late fee will be assessed.

USE OF SCHOOL EQUIPMENT & FACILITIES

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

LOST & FOUND

The lost and found area is in the Main Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be set out at community times such as parent/teacher conferences and then given to charity at the end of the semester.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Office telephones are for emergency use during passing periods, lunch, or before/after school. Students will not be called to the office to receive a telephone call. A student telephone is available in the school office for students to use with permission before/after school and between classes.

Electronic Communication Devices (ECD)/ Cell Phones

Students may use personal electronic communication devices (ECD) before and after school, during their lunch break, between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of a personal electronic communication device in a classroom setting is at the discretion of the assigned staff member. Staff will utilize a card system in order to visually communicate preference to the student body. **White card = ECD may be out and accessed at all times. Blue card = ECD may be out and accessed only at the discretion of the teacher. Orange card = ECD may not be out at any time and must be turned off.**

- "Using" refers to making and/or receiving calls, text messages, two-way messages, or any other form of activity with the devices.
- It will be necessary for a parent/guardian to come up to the school and pick up any ECD that is turned into the office for inappropriate use. Additionally a behavior consequence will be assigned in accordance with the guidelines outlined in the student code of conduct.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

LOCKER ASSIGNMENTS

Each student will be assigned his/her own personal locker with a lock combination. For security reasons, neither of these should be shared with other students. Lockers may not be changed without the consent of the principal or designee. The school retains joint custody of all lockers which are subject to periodic announced or unannounced inspection by the principal or designee.

SECTION II – ACADEMICS

COURSE OFFERINGS

The Bridgman High School Course Guide can be found online at <https://bridgmanschools.com/wp-content/uploads/2021/03/2021-Course-Guide-1.pdf>

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 and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. The student profile sheet includes the opportunity for parents to universally approve all school sponsored field trips.

GRADES

Bridgman 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, s/he should ask the teacher.

The school uses the following grading system:

A = 4.0 = Excellent achievement

B = 3.0 = Good achievement

C = 2.0 = Satisfactory achievement

D = 1.0 = Minimum-Acceptable achievement

F = Failure

I = Incomplete

CR/NCR = Credit/ No credit (Not part of the student GPA calculation)

Advanced Placement courses and College Credit Courses in English, Social Studies, Science, Math are given the following additional weight:

Final Semester Grade	Un-weighted Grade	Weighted Grade College Credit & AP Classes *Add 1 point
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	2.0
F	0.0	0.0

GRADE POINT AVERAGE

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2=1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

* Calculating GPAs must take into account the additional weights of specific classes such as Advanced Placement classes.

GRADING PERIODS

Students shall receive a report card at the end of each semester indicating their grades for each course of study or that portion of the academic term. Students and parents may monitor academic progress by utilizing the digital gradebook (PowerSchool).

The grading schedule consists of two nine-week periods per semester. If a teacher feels a student's performance is showing a significant change, whether positive or negative, an interim report may be sent home at any time. Parents wishing to talk with a teacher may call him/her during the teacher's conference hour. Appeals regarding grades must occur within 2 weeks from the date of grades and distribution.

Students who have not completed coursework by the end of the grading period may be granted up to 2 additional calendar weeks to complete and turn in work for consideration. Students who may be taking a course through credit recovery must submit their final grade/transcript to the guidance department no later than one week prior to graduation.

PROMOTION, PLACEMENT, & RETENTION

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. 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 Guidance Office and a counselor will be available to answer any questions.

The following number of earned credits designate the grade in which the student will be registered:

- Freshman = 0 to 4 Credits
- Sophomore = 4 Credits to 9 Credits
- Junior = 10 Credits to 15 Credits
- Senior = 16 or more Credits

TESTING OUT

Public Act 335, Section 1279B, of the State School Code requires the opportunity for any high school student to "test out" of any course. The "test out" option does not include those courses students are currently attending. Grades earned through the testing out option will not be factored into the student's grade point average (GPA). Exams must be taken prior to the beginning of a semester. Students can test out the week before school starts or during the 1st semester and 2nd semester exam weeks. Students must score 77% or better. The student must contact the counselor and teacher of record at least one semester in advance regarding their intention to test out the following semester.

CREDIT RECOVERY/SUMMER SCHOOL

Students must attempt a course at Bridgman High School before pursuing a credit recovery or summer school option. Once a student has failed and lost credit in a Bridgman course, the student is eligible to pursue a credit recovery option and assumes the financial responsibility of paying for the course/credit. Students may pursue a neighboring district's credit recovery opportunities during the summer months if there is no Bridgman alternative program available.

PERSONAL CURRICULUM

The parent or guardian of a student may request a personal curriculum that modifies certain parts of the Michigan Merit Curriculum (MMC) requirements. If the student completes all of the requirements in their approved personal curriculum, and also completes all of the local graduation requirements, then the Board of Education may award a high school diploma. A personal curriculum may be requested and implemented for four reasons:

1. to go beyond the MMC requirements.
2. to modify the Algebra II mathematics requirements.
3. to modify credit requirements for a disabled student with an IEP.
4. to modify requirements for an out-of-state transfer student.

Parents who have questions about personal curriculums should contact the high school counselor for further information.

GRADUATION REQUIREMENTS

In order to graduate from Bridgman High School, students must earn a specified number of credits according to the schedule below and complete all of the State Mandated Testing requirements. Transfer students must complete the last 3 credits at Bridgman High School to receive a Bridgman High School diploma, transfer students must meet graduation requirements as determined by Bridgman School Administration. All students must have met all graduation requirements, maintain full-time enrollment status their senior year and have all graduation credits completed by 3:00 pm on the Friday before Graduation Sunday to participate in the graduation ceremonies.

Credits: A credit is based upon receiving a passing grade of D- or better. 1/2 credit is earned each semester for a class completed with a passing grade. Dual Enrollment credits from college coursework are converted to equivalent high school credit hours.

Graduation Requirements - Total Credits Required 22.0.

- 4 credits of English;
- 4 credits of Mathematics;
- 3 credits of Science;
- 3 credits of Social Studies;
- 1 credit of Physical Education (1/2 credit) and Health (1/2 credit)
 - 1/2 credit of Physical Education can be substituted for 4 successful years of Band or 2 successful seasons of a freshman, junior varsity or varsity school sponsored sport.
- 1 credit of Visual, Performing, or Applied Arts (VPAA);
- 2 credits of a World Language experience K-12
 - May replace 1 credit of World Language experience by completing an approved Career and Technical Education (CTE) program or by completing an additional VPAA credit, this option may affect college entrance eligibility and involves a parent/guardian signed request;

- Complete all State Mandated Testing Requirements;
- Participate in the Senior Portfolio Day Requirement.

For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at <http://www.bridgmanschools.com> or in the superintendent's office.

GRADUATION PARTICIPATION

All academic requirements and completion of the Portfolio Day requirement must be met to march in the graduation ceremony. Students short credits or specific course requirements will not participate in the graduation ceremony. Behavior expectations on the last day, and the days leading up to graduation, are no different than any other day. Any senior associated with a "senior prank" that is destructive to school property or harmful physically or emotionally to others, will be excluded from the graduation ceremonies. Graduates who owe money or materials, uniforms, etc. to the school, will not receive their diplomas until those obligations are resolved.

Students must maintain full-time enrollment status for all eight semesters to be eligible to participate in the graduation ceremonies.

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM

Any student may enroll in a postsecondary (dual) enrollment program providing she/he meets the requirements established by both State Law and by the Bridgman Public Schools District. Any interested student should contact the guidance office to obtain the necessary information. All dual enrollment applications must be into the guidance office by March 1st of the previous year to be considered for these classes.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition, include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism.

Honor Roll

The honor roll is made up of students each semester who achieve a 3.25 grade point average. No student will be recognized for the honor roll if they have a grade of "D" or "F". In figuring the average, there must be no more than one "C".

National Honor Society

All students in grades 10 and 11 are eligible for membership, providing each student has maintained a 3.5 cumulative grade point average in high school subjects. In addition, a student must be outstanding in leadership, character, and service. All the above-mentioned characteristics are evaluated by a committee of faculty and advisors. Each student is encouraged to set high goals to achieve membership in the National Honor Society. A faculty council shall determine membership. Each student must apply for membership. Selection and induction occur in the spring.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach and Athletic Director.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

COMPUTERS, TECHNOLOGY, & NETWORKS

Bridgman Public Schools provides access to technology to staff and students to be used as a tool to enhance classroom teaching and learning. Technology includes but is not limited to the use and access to all district devices and/or networks.

A student may not access any technology at Bridgman Public Schools without a signed "Bridgman Public Schools Mobile Technology Use Agreement". The district acceptable use agreement and policy is on the district website, as well. A copy of each student's signed agreement will be available in the high school. Access to technology at Bridgman is a privilege, not a right, which requires that each user adhere to the responsibility of acceptable use as defined in the "Bridgman Public Schools Acceptable Use Policy". Violations of the policy can result in expulsion, suspension of access privileges, in or out of school suspension, and/or appropriate legal action. Students may be held responsible for repairs, replacement, and/or labor and costs as a result of inappropriate use.

BACKPACKS

Students will not be permitted to use a backpack during the school day. Backpacks should be placed in student lockers. They are permitted to use backpacks to carry books and supplies to and from school but are not permitted to carry them between classes. Students should not carry their backpacks into the bathroom during the school day. Purses larger than an 8.5 by 11 sheet of paper will not be permitted in the classroom.

SECTION III – STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS & ACTIVITIES

Bridgman High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

- S.A.D.D. (Students Against Destructive Decisions)
- Drama Club/Productions
- Student Senate
- National Honor Society
- Interact Club
- Quiz Bowl
- Glee Club
- FIRST Robotics
- DECA
- Key Club
- GSA Club (Gay-Straight Alliance)

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

Activities covered by the semester & the weekly eligibility policy include:

1. Athletics, including managers.
 - a. Ineligible players may practice, but not participate in contests
2. Student government administrative seats at the time of voting
3. Dramatic & musical production activities at the time of auditions
4. Musical groups which are primarily extra-curricular (such as Glee Club or Jazz Band)
5. All club activities
6. All exchanges with other schools during or outside regular school times; as well as student representatives to outside groups
7. Homecoming or similar Queen/King contests.
 - a. If the student is ineligible at the time of the sign-up or at the time of the election, s/he is ineligible to participate.
8. All other activities judged by administration to be extra-curricular.

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

NON SCHOOL-SPONSORED CLUBS & ACTIVITIES

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

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

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

ATHLETICS

Bridgman High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation.

Baseball	Golf	Track
Basketball	Soccer	Volleyball
Competitive Cheer	Softball	Swimming
Cross Country	Tennis	Football

All athletic programs of the district shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

*For more information concerning athletics, please see the Bridgman Athletic Code of Conduct which can be found on our website.

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 that she/he must maintain a job in addition to going to school, she/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

Anyone under the age of 18 must have a work permit to be legally employed.

Work permit applications are obtained from the employer or in the principal's office. When completed, the application must be returned to the principal's office with legal proof of age. Parents are encouraged to closely monitor their student's work hours. According to state statute, work permits may be revoked "if a student demonstrates poor school attendance characterized by repeated erratic or unexcused absences, which result in consistent performance of school work at a level lower than that which preceded the employment." In Michigan a minor's combined work and school week cannot exceed forty-eight hours.

SECTION IV – STUDENT CONDUCT

ATTENDANCE

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires the student's attendance be continuous and consecutive for the school year fixed by the school district.

Attendance at Bridgman High School is taken seriously. There is a direct relationship between school attendance and academic success. Every class period is important. Regular and punctual attendance of students is expected, encouraged and enforced. Parents will be notified of their student's overall attendance throughout the year using various methods such as: student report cards, PowerSchool automated emails, as well as others. Students who do not attend classes on a regular basis disrupt the continuity of instruction, seriously limit their educational opportunities, and may jeopardize their graduation status. It is the responsibility of the school and parents to foster attendance patterns that will contribute to successful school achievement and reliable citizenship.

For students under sixteen, non-attendance in school is a violation of the law and parents/guardians will be held responsible. Parents/guardians of students sixteen and seventeen are still responsible and must notify a school official if the student is to be absent. For students eighteen and over, the high school will expect a parent, legal guardian or anyone legally having control of the student to verify the absence by calling the school office. Students are expected to be familiar with all attendance procedures, including procedures to be followed on how work is to be made up if an absence occurs.

PRESENT STATUS

For the purpose of extra-curricular activities, a student will be considered present when they arrive on time or no later than 10 minutes after the class period tardy bell. See tardy policy if arriving after the class period bell for potential consequences.

TYPES OF ABSENCES

Truant Absence (marked in the student information system as "A")

A truant is an absence that is an unexcused/unverified absence. After 10 days of truant absences within a semester, a student will be considered a "habitual truant" which may result in:

- Assignment to an alternative placement with loss of participation in school activities and events;

- Loss of participation in school activities and events;
- If 16 years of age or older, student may be dropped from Bridgman High School;
- If under the age of 16, a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child will be submitted to the County Truancy Department;
- No credit may be given for any school work not completed as a result of a truant absence.

Skipping/cutting of classes or any part of the school day is considered a truant absence. Students who are skipping/cutting classes will receive no credit for school work that is missed and will not have the opportunity to make up any assignment given on that day including tests/quizzes. Disciplinary action will follow along with the truant absence action. Skipping/cutting school is defined as:

- Leaving school or the building without checking out in the office;
- If a student leaves school without checking out in the office;
 - This cannot be excused by a parent or guardian.
- Students not being in their assigned/expected locations;
- Student not proceeding directly to the office when asked to do so;
- Any other instance where a student is willfully not in their expected place within the school.

Attendance & Credit

Any student who accumulates 10 days of absences within a single semester will be considered a chronically absent student (this is a combination of excused, unexcused absences, and medical absences. School related absences will not be included in this total). Once this threshold is reached the student may lose credit for any class where the total absences are equal to or greater than 10 excused/unexcused/medical with six tardies equaling one unexcused absence. In order to earn credit the following must occur:

An attendance waiver form must be completed by the student in order to appeal to the attendance committee the week before semester exams. If the waiver is approved the student will proceed with exams and may earn credit. If the waiver is denied by the committee, a grade of 77% or higher on the final exam will be required in each class where the threshold has been reached.

Excused Absence (marked in the student information system as “AE”)

An excused absence is one where the school office is notified by the end of the next school day by a parent or legal guardian concerning their student missing school. Email, handwritten notes, and phone messages are all methods of contacting the office to relay an absence notification. Any absence that has gone unverified beyond that timeframe will be considered a truant absence and fall under the rules stated above.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments the day they return to school. It is possible that certain kinds of school work such as labs, skill-practice sessions, class participation as well as class discussions, cannot be made up and, as a result, may negatively impact a student's grade.

Work from an absence must be made up within the amount of time the student was absent. For example, a two- day absence will have an allowed two-day make up window once the student returns to school. Exceptions to this timeline may be arranged with the teacher but arrangements may be made only within the original make-up window. Students who were present on the day an assignment was assigned, but absent on the due date should turn in the assignment on the day they return to school. Students unable to turn in the assignment on their return date due to extenuating circumstances such as an illness should proactively communicate with their teacher requesting an extension.

For Shared time/CTE students please note the following phone numbers:

Benton Harbor 269-605-1211	Countryside 269-944-3319	River Valley 269-756-7872
Berrien Springs 269-471-1748	Lakeshore 269-428-1400	St. Joseph 269-926-3200
Buchanan 269-695-8403	New Buffalo 269-469-6001	
Coloma 269-468-2400	Niles 269-683-0732	

Pre-arranged School Activity Absences (marked in the student information system as “PS”) Job Shadowing and field trips are considered school activity absences and are not counted toward the ten absences limit if the trip has been pre-arranged. A student must pick up an “Application for Trip Permit” in the office and acquire the parent, teachers and the principal’s signature. The completed form must be returned to the school office three days in advance of the absence.

Other absences such as those for athletic or academic reasons will be considered school activity absences and are not counted toward the ten absences limit per semester.

College Visitation (marked in the student information system as “AC”) Two non-school-related college visitations will be allowed for juniors and seniors only.

Waiver for Medical Absence (marked in the student information systems as “AM”) If a student is under a doctor’s care during the time of an absence, these days may be considered for a medical absence waiver if the following conditions are met:

- Parents must provide a doctor’s statement within ten school days of the student’s return to school or prior to the end of the semester (whichever comes first) when the illness occurred.
- Throughout the period of absences, class work was actively sought, in order to keep up and turned back in a timely manner to the school.
- The doctor’s statement is provided explaining that the absence was necessary.

The principal will review the circumstances of the absences under this provision and determine whether the above requirements have been met.

Swivl/Zoom Policy

Only for quarantine students or special circumstances to be decided at the administration’s discretion after three (3) consecutive days absent. Special circumstances are a documented medical diagnosis/surgery that will keep a student from attending face-to-face instruction for an extended period of time. Swivl/Zoom will not be used for a student going on vacation (see policy on Pre-Arranged Family Trip below).

Pre-Arranged Family Trip (marked in the student information system as “AE”) Family trips (those taken with a student’s parent or guardian and under direct parental supervision) will be counted as absences with valid cause only if the trip is not taken during semester examinations. Caution: students and parents will be advised of the adverse effects on studies which result from an unreasonable number of absences. If assignments, tests, quizzes, and the like are not completed before leaving, then they must be completed within five consecutive school days after returning. Any days gone will be counted towards the allowed number per semester.

Suspension from School (marked in the student information system as “AO” = Out of School/ “PI” = In School) A suspended student will be responsible for making up school work due to the suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to

the teacher upon his/her return to school. Make-up of tests may be scheduled when the student returns to school and must be taken within the absences policy for makeup work listed above. Students suspended from school are not permitted on school property during their suspension, may not participate on athletic teams, extracurricular activities or attend school functions during their suspension.

The student will be given credit for properly completed assignments and tests completed during their suspension or the time allotted when they return to school. A student will have approximately the time they were suspended to make up their work when they return.

Tardy (marked in the student information system as “T” or “TE”)

A tardy occurs any time a student reports to class after the bell signals the start of a class. The code “TE” is used when the tardy is excused, and the code “T” is used when the tardy is unexcused. Any student over ten minutes late for a class will be marked as absent instead of tardy. Tardies are cumulative for each class period and will be totaled for the semester. Six unexcused tardies in a class will equal one absence, and will be counted towards the total number of truant (unexcused) absences per semester. See the Code of Conduct for consequences regarding tardiness.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

CODE OF CONDUCT

A major component of the educational program at Bridgman High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Bridgman High School expects all students to be responsible, respectful, honest, and safe in order to foster a productive learning environment. While the BHS Code of Conduct strives to illustrate appropriate learner behavior and prescribe equitable consequences, the language in this document is not intended to be all-encompassing. Further, the Code of Conduct does not explicitly create a contract between Bridgman Public Schools and students and/or parents/guardians. School officials reserve the right to review and revise the Code of Conduct at any time throughout the course of a school year to facilitate quality educational programming and ensure the wellbeing of students and/or staff. Disciplinary consequences may be enforced if students fail to meet the standards for behavior that are established and outlined in the BHS Student Handbook and the BHS Code of Conduct. The BHS Principal is responsible for interpreting the Code of Conduct and retains the right to deviate from a prescribed consequence at any time when warranted. If a disciplinary situation arises that is not specifically addressed in the Code of Conduct, the Board of Education designates the BHS Principal to make all final disciplinary determinations based on staff discretion, applicable board policies, and state/federal statutes or regulations. Assigned consequences may be more or less severe than outlined in some instances due to the specific details related to an

infraction (ex: age, disciplinary history, whether the student has a disability, seriousness of the violation or behavior, whether the violation or behavior threatened the safety of another student or staff member, whether restorative practices will be used to address the behavior, or whether a lesser intervention would properly address the violation or behavior).

The Student Code of Conduct can be found on the Student Announcement Page as well as in the Student Agendas that every student receives at the beginning of the school year.

Expected Behaviors

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Dress & Grooming

While fashion changes, 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 general guidelines.

Within this framework, the following guidelines have been established but are not limited to:

1. Footwear is required
2. Bandanas, hats, hoods, sunglasses and visors are not to be worn in the building. They must be removed when entering the building and must remain off until you have exited the building.
3. Blankets, coats, and jackets are not worn during the school day unless authorized by school personnel.
4. Shorts, skirts, and clothing with holes must be mid-thigh length or longer. Garments shorter than mid-thigh must be worn with spandex-like apparel.
5. Leggings are not permitted to be transparent, translucent, or have holes that are located above the mid-thigh.
6. Unacceptable attire for school includes:
 - a. Clothing advertising or promoting alcohol and/or tobacco, racism, disrespect of authority, violence, inappropriate language, or sexually suggestive content.
 - b. Cleavage-revealing clothing, strapless shirts, shirts with sleeves cut off at the shoulders, spaghetti strap tops, bare midriffs, and open mesh shirts. *In summary, clothing should cover the armpit/chest area to mid-thigh. Unacceptable attire includes clothing that reveals bra straps or underwear.*
 - c. Ripped, frayed, and torn clothing that is located above mid-thigh length
7. Jewelry or apparel that creates a health or safety hazard is not permitted. This includes spiked necklaces, studded or spiked bracelets, and hanging chains.
8. Apparel, jewelry, accessories, or grooming instruments, which by virtue of color, arrangement, trademark, insignia, logo, symbol, slogan or other attributes denote membership in gangs which advocate drug use, violence, disruptive or criminal behavior

are strictly prohibited.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, the school band, and other such groups.

*Students who fail to comply with dress code regulations will be asked to change into appropriate attire before being allowed to continue attending classes. Students who miss class as a result of inappropriate attire will be considered unexcused.

Dances

School dances are designed and intended for Bridgman High School Students, anyone not yet in high school or older than 20 will not be permitted to attend. Students wanting to bring guests to any school dance must submit a completed dance guest request form a minimum of a week or more prior to the dance (deadlines for dance guest forms will be advertised through the student announcements and other social media avenues). Dance guest request forms are available from the office and are available on the student announcement web page.

All school rules apply at dances (whether the dance is on school property or not, it is a school function). This includes the school dress code, unless a specific dress code has been developed by the sponsors of the activity, i.e. prom. Students are responsible for the behavior of their guests and will be held accountable for any inappropriate behavior.

If a student is dancing inappropriately during a school-sponsored dance they will be given a warning, if the inappropriate dancing continues they will be escorted out of the dance and will not be allowed to return, this includes the Junior/Senior Prom. Once a student leaves/ is removed from a high school sponsored dance they will not be permitted to return.

Gangs

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazings, intimidations, or related activities which are likely to cause harm or personal degradation are prohibited. Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them only to the student's parents/guardians.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Code of Conduct.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following terms and conditions are an overview of the policies that are in place at Bridgman High School. For specific discipline outcomes please see the BHS Code of Conduct.

Explanation of Terms Applying to the Student Discipline Code (Organized by rule number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

- 1. Use of Drugs** (including: under the influence of, possession, use, delivery, sale, or transfer of)
A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the district the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity (under the influence of), possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

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

- 2. Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result 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, she/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.

3. Use of Tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

"Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

4. Student Disorder/Demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, she/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on district property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law 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 (e.g. air gun, blow- gun, toy gun, etc.)

6. Use of an Object as a Weapon

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. This violation may subject a student to expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence

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

8. Purposely Setting a Fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

9. Physically Assaulting a Staff Member/Student/Person Associated with the District

Physical assault at school against a district employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

10. Verbally Threatening a Staff Member/Student/Person Associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in suspension and 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.

11. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

12. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. Falsification of School Work, Identification, or Forgery

Forgery of hall pass, as well as false IDs are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

The following examples of dishonesty are considered flagrant and may result an assignment of a failing grade to the permanent record and/or possible expulsion: Taking school keys, breaking into cabinets, files, desks, teachers' grade book or personal possessions of teachers; possession, theft, sales, or distribution of any evaluation instruments including but not limited to exams, tests, quizzes; changing/falsifying one grade or multiple grades in a teacher's grade book or the computer or other written documents used to record grades.

Appeal Process

Should the parent(s) or the student desire to appeal any academic dishonesty disciplinary action taken, they must appeal the decision to the principal within three days of the action taken.

14. False Alarms, False Reports, and Bomb Threats

A false emergency alarm, report, or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing school or someone's property, she/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. Theft may result in suspension or expulsion.

18. Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience may result in suspension or expulsion.

19. Damaging Property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion. Property incorporates school issued supplies such as books, technology and other loaned items that assist in instruction.

20. Persistent Absence or Tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to suspension or removal from school.

21. Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

22. Refusing to Accept Discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in discipline including suspension from school or possibly expulsion.

25. Possession of Wireless Communication Devices (WCDs)

A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is no disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off.

Students may use personal wireless communication devices (WCD) before and after school, during their lunch break, between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. The school prohibits the use of cell phones in locker rooms or restrooms at all times. Use of a personal wireless communication device in a classroom setting is at the discretion of the assigned staff member. This policy includes headphones (wireless, corded, or AirPods). Staff will utilize a card system in order to visually communicate preference to the student body. White card = WCD/ECD may be out and accessed at all times. Blue card = WCD/ECD may be out and accessed only at the discretion of the teacher. Orange card = WCD/ECD may not be out at any time and must be turned off.

- “Using” refers to making and/or receiving calls, text messages, taking/making non-academic pictures/videos or any other form of activity with devices, including social media posts.
- It is prohibited to create pictures/video footage without the express permission of a staff member.
- It will be necessary for a parent/guardian to come up to the school and pick up any ECD that is turned into the office for inappropriate use. Additionally a behavior consequence will be assigned in accordance with the student code of conduct.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit unauthorized or inappropriate images will face disciplinary action up to and including suspension, loss of privileges, or may be recommended for expulsion.

“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 and possible confiscation of the WCD.

Use of a WCD/ECD during testing is prohibited. If a student is caught using a WCD/ECD during testing, she/he will automatically fail the quiz, test, or exam. She/he also faces possible withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

26. Violation of Individual School/Classroom Rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

27. Violation of Bus Rules

Please refer to Section V on transportation for bus rules pg. 35-36.

28. Disruption of the Educational Process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

29. Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, board members, parents, guests, contractors, vendors and volunteers. It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer, or wireless handheld device), may be subject to the district's disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes she/he has been or is the victim of harassment should immediately report the situation to the teacher, the principal, or may report it directly to the office at (269) 465-6848. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

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.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the school district;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment (may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

* Note: An inappropriate boundary invasion by a District employee or other adult member of the school district community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.

30. Hazing

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

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

Hazing, or any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;

- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

31. Bullying and Other Aggressive Behavior

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.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the district and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the district reserves the right and responsibility

to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes she/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the administration. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or board official. Complaints against the building principal should be filed with the superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive, or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has 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 official position and/or a request to resign for board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive, or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the superintendent. The superintendent shall submit a compiled report to the board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

- A. 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. Such

behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

- B. At School is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the district.
- C. Bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held 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 (1) or more students either directly or indirectly by doing any of the following:
- substantially interfering with educational opportunities, benefits, or programs of one (1) 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 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.

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

- Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
 - Verbal – taunting, malicious teasing, insulting, name calling, making threats.
 - 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.
- D. Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, gender identity, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).
- E. Intimidation/Menacing 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 without good reason.
- F. Staff includes all school employees and board members.
- G. Third Parties include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in district business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as: Harassment, see Policy 5517; Hazing, see Policy 5516. M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011) Policies on

Bullying, Michigan State Board of Education, Model Anti-Bullying Policy, Michigan State Board of Education.

32. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with state law, the board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a district building or on district property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (suspension/expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01). Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Under state law, the District may suspend or expel a student who commits CSC with another District student. The District shall permanently expel a student who is convicted, by plea or adjudication, of CSC with another District student.

33. Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this district is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

34. Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or district pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

35. Profanity

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.

36. Pornography

Pornography is defined as an image or recording of a person, or what appears to resemble a person, engaging in sexual intercourse, nude sexual contact, or sexual nudity. Students are not

permitted to possess, distribute, or produce any form of pornography while on the school campus or while attending school sponsored activities/events. Students are not permitted to possess, distribute, or produce any form of pornography at any time while using school issued electronic devices.

- Possession: Any student that knowingly possesses or seeks to access pornographic content on the school campus, while attending school sponsored activities/events, or when utilizing a school issued electronic device is in violation of the BPS Pornography Policy.
- Distribution: Any student who knowingly shares, promotes, or facilitates the distribution of pornography on the school campus, while attending school sponsored activities/events, or when utilizing a school issued electronic device is in violation of the BPS Pornography Policy.
- Production: Any student who knowingly creates or solicits the creation of pornography on the school campus, while attending school sponsored activities/events, or when utilizing a school issued electronic device is in violation of the BPS Pornography Policy.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Takes place within the school. It includes:

- writing assignments
- change of seating or location
- lunch-time detention
- after-school detention
- in-school suspension.

Detentions

A student may be detained after school by the office/a teacher, after giving the student and his/her parents one (1) days' notice. The student or his/her parents are responsible for transportation.

Lunch Detention is another method for discipline used within the high school. A student will be allowed to get their lunch then proceed to the assigned location to serve their detention. Please note, two lunch detentions = one after school detention.

The following rules shall apply to the detention setting:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No WCDs, radios, cards, magazines, or other recreational articles shall be allowed in the room;
- No food or beverages shall be consumed (unless it is a lunch detention).

In School Suspension

A student may be required to serve in school suspension, after administration has allowed the student to present all relevant information related to the issue for review.

The following rules shall apply to the ISS setting:

- Upon arrival at school students should collect all books and materials from their locker and report to the office.
- Students are considered tardy if not in their seat in the ISS room (located in the main office) by 7:55 a.m. If a student is tardy, he/she may receive an additional day of ISS.
- 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.
- Any absence from ISS will be made up on the day of return.
- Students are to be in their assigned seats unless permission is granted to do otherwise.
- Hats, coats, and drinks, will not be permitted in the room. Dress in accordance with the student handbook.
- Students assigned to ISS are only allowed to work on classroom assignments and units as assigned by their teacher. 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.
- Lunch is eaten in the ISS Room. Students may bring a sack lunch from home.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the high school principal and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

If a student commits a crime while at school or a school-related event, she/ he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with

Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

Factors To Be Considered Before Suspending or Expelling a Student

- a) The student's age
- b) The student's disciplinary history
- c) Whether the student has a disability
- d) The seriousness of the violation or behavior
- e) Whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f) Whether restorative practices will be used to address the violation or behavior
- g) Whether a lesser intervention would properly address the violation or behavior

DUE PROCESS RIGHTS

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

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, she/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. 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.

When a student is suspended, she/he may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term Suspension or Expulsion from School

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

- the charge and related evidence;
- the time and place of the board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;

- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if board/hearing officer approved.

Students 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 of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 10 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the school board. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Bridgman High School 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 principal.

SEARCH AND SEIZURE

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

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

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

All computers located in classrooms, labs, and offices of the district are the district's property and are to be used by students, where appropriate, solely for educational purposes. The district retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

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

STUDENT 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, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material 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.

STUDENT CONCERNS, SUGGESTIONS, & GRIEVANCES

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, she/he should feel free to offer them. Written suggestions may be presented directly to the principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal.

A student may have the right to a hearing if the student believes she/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V – TRANSPORTATION

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety. Students must comply with the following basic safety rules:

- Students must be at their designated bus stop 5 minutes prior to arrival.
- Students may be expected to walk some distance to a bus stop as required by the school district/or State Regulations.
- Students must always cross in front of the bus, never in back of it.
- Students should stay off the roadway while waiting for the bus.
- No one is allowed to leave the bus without the driver's consent. No unauthorized

stops will be made.

- Students are to remain seated while the bus is in motion. No one is allowed to enter or leave the bus until it comes to a complete stop.
- The rear doors are to be used only in case of emergency.
- Musical instruments, sports equipment, etc., must be kept out of the aisle and away from the doors.
- When necessary and directed to do so by the bus driver, students will sit three in a seat filling the back seats first.
- Students are expected to sit properly on the bus. No one is allowed to put their head, arms, hands or legs out of the windows or doors.
- Students are to obey the driver's instructions at all times.
- No fighting, pushing, shoving or other misconduct will be tolerated.
- There are to be no unnecessary loud noises. Profanity will not be tolerated.
- No eating, drinking, or smoking is allowed on the bus.
- Alcohol and drugs are prohibited at all times.
- No pets or animals may be transported on the bus.
- Damage to the bus will result in payment for damages and in suspended riding privileges.
- No glass containers.
- Students may not play music on the bus, unless earbuds or headphones are utilized.
- Out-of-district bussing will be provided between Bridgman High School and the host class location on days when the host school district or class is in session unless either Bridgman Schools or the host district (i.e. district where class is held or the district that conducts the class) is canceled or delayed due to inclement weather. In either instance, (delayed or canceled) Bridgman Schools will not provide bus transportation on that day.
- First offense, one hour detention; second offense, 3 hours detention/or suspension, third offense; suspension from the bus for 1-3 days, depending on the offense; four or more, suspension from the bus for 5-10 days, with possible termination of bus privileges. These consequences may vary depending on the seriousness of the offense.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the Trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment

Leaving the Bus

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless she/he has proper authorization from school officials.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and her/his actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- Students under age eighteen (18) must have written parental permission prior to driving to school.
- Students shall complete the Student Vehicle Form 5514 F1 and provide evidence of:
 - driver's license;
 - insurance certificate;
 - vehicle registration.
- Parking lot speed limit is 20 mph.
- Students are expected to vacate their vehicles once parked on school property.
- Students may not park in the bus drop off U-drive by the main entrance of the building.
- Vehicles must always be operated in a careful and prudent manner. Police are authorized to monitor and ticket all driving violations which occur on Bridgman Public Schools properties.
- The student must obtain a permit from the high school office and pay a fee for the entire school year.
- If a student's parking permit is suspended, no fees will be refunded.
- Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
- When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parents and approved by the principal. The required paperwork must be completed 24 hours prior to the event.
- Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of both the driver and the passenger, and then approved by the principal.

SECTION VI – STUDENT-ATHLETE CODE OF CONDUCT

The following rules define eligibility to participate in interscholastic athletics at Bridgman High School. The rules have been adopted 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.

PHILOSOPHY OF PLAYING TIME

Developmental Stage (MS and 9th grade): The optimum goals at this stage include teaching fundamentals of the sport, emphasizing sportsmanship and to provide practice and game playing time for all participants. Winning can be discussed to build team pride, but should not be stressed as to circumvent the original aforementioned goals.

Post Developmental Stage (JV level): Coaches should balance student-athlete participation with the success of the team in this stage. Fundamentals in practice and sportsmanship are still goals for all participants. During games, personal strategies can be made by the coaches to aid the success of the entire team. However, every effort should be made to provide as much playing time to all participants as possible.

Varsity Stage (varsity teams): The success of the team is the main goal at this stage. Student-athletes should learn that in varsity athletics all participants are working together for the good of the unit. This is a lifetime skill. Game participation is handled exclusively by the coaching staff and although playing time will be provided for as many student-athletes as possible, the success of the team will be paramount. Coaches should stress to all participants that each is an important contributor to the team in many ways, but playing time cannot be afforded equally to all. Maximum student-athlete game participation is stressed but not mandated at this level.

TRANSFER STUDENTS

Any student transferring into the Bridgman school district should check with the Athletic Department to verify his/her eligibility.

TRANSPORTATION

Student-athletes are expected to ride to athletic events on school sponsored transportation. Any exceptions must be approved by the athletic director and be in accordance with individual coaches policy (i.e. some coaches may require you ride the bus to and from events). Students wishing to return home from a contest with parents need to obtain permission from the coach, and that student's parent must sign the student-athlete out with the coach after the event.

There may be some select dates in which transportation will not be provided for certain teams, to certain locations in close proximity to BHS. Parents will be notified of these dates at the beginning of the season. Additionally, certain events may be drop-off only. In the event that district transportation is not utilized, an alternate transportation form must be completed a day prior to the scheduled event.

In the occurrence when school transportation is unable to be provided, it is the responsibility of the parent/guardian to contact either the high school or athletic office to verify in writing whom the student-athlete will be riding with to and/or from that particular athletic event. Student-athletes - if given permission to drive to an event - are NOT PERMITTED to transport other students.

JOINING A TEAM

No student can join a Bridgman athletic team after 2 weeks of official MHSAA practices by that sport,

except with special permission from the athletic director. For fall sports, no athlete can join a team after the first full week of school, except with special permission from the athletic director. Joining a team late for any reason requires special permission from the Varsity coach in that sport.

Under no circumstances may an athlete who quits a team after “cuts” have been made, join another team during the same sport season.

PHYSICALS

No student-athlete will be allowed to participate in practices or games without a current physical on file. A current physical is one given after April 15 of the previous school year. All attempts will be made to offer a reduced price physical at the High School.

FINANCES

There is a \$45.00 participation fee, per student, per season. Any student that qualifies for free or reduced lunch will only pay \$20.00.

Bridgman Public Schools DOES NOT have any legal liability nor assumes any financial responsibility for medical, hospital or ambulance expenses incurred because of athletic injuries. Athletics is a voluntary program in which the student may participate if she/he so desires, but they do so at their own risk. Parents and athletes are responsible for primary coverage of any athletic injury. Bridgman Public Schools DOES NOT provide additional insurance for athletes.

The Michigan High School Athletic Association provides athletic participants at each MHSAA member high school with insurance that is intended to pay accident medical expense benefits resulting from a **concussion**. The suspected concussion must be sustained while the athlete is participating in an MHSAA in-season covered activity (in-season practice or competition). Policy limit is \$25,000 for each accident.

Covered students, sports and situations follow the catastrophic accident medical insurance (see above). This program intends to assure that all eligible student-athletes in MHSAA member high schools, male and female in all levels of all sports under the jurisdiction of the MHSAA, receive prompt and professional attention for head injury events even if the child is uninsured or under-insured. Accident medical deductibles and co-pays left unpaid by other policies are reimbursed under this program.

DUAL SPORT PARTICIPATION

Studies have shown student-athletes perform best (physically and emotionally) in one dynamic of athletics in a particular sports season and it is the position of the Bridgman Athletic Department in that our student-athletes make a determination of one area of emphasis per respective sports season.

On rare occasions, our school system does have a student-athlete who possesses the academic, athletic, mental and social abilities to pursue dual sport participation. In such instances, the following criteria must be met and agreed upon:

- Mutual agreement between the athletic office, the head coaches of each respectively affected athletic programs, and the potential student-athlete as well as the parents/guardians of the potential student- athlete.
- A selection/designation/determination of the “primary sport” and that of the “secondary sport.”
- The primary sport takes precedence over the secondary sport when contests, events and/or competitions at the varsity level are scheduled simultaneously (on the same date). Compromises may be considered in regard to league events, “important contests” or MHSAA

competitions, but not guaranteed.

- For validity purposes, this contract must be willingly signed and dated by all designees and is on file in the athletic office.
- All involved parties **MUST COMMUNICATE AND WORK TOGETHER.**

SCHEDULING CONFLICTS

Despite all scheduling efforts by the administration, conflicts will develop between co-curricular activities. The athletic department recognizes that each student-athlete should have the opportunity for a broad range of experiences in the area of co-curricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts.

Student-athletes have a responsibility to do everything they can to avoid continuous conflicts. This includes being cautious about belonging to too many activities prior to becoming involved in the activities.

If a conflict occurs, sub-varsity student-athletes are expected to attend the academic related function. Varsity student-athletes have the option to choose what school sponsored event to attend, without any pressure from the coach or faculty member. Once a decision is made, neither the faculty member, nor the coach, will penalize the student-athlete in any way. Student-athletes who may have missed for any of the above reasons may be deemed less-prepared for an upcoming competition, and for that reason playing time may be affected immediately upon their return.

Based on the wording of the coaches rules, it may be required that any missed practices be made up to reinstate standing within the team.

ACADEMIC ELIGIBILITY

For a student-athlete to remain eligible to participate from week to week in athletic contests, they must be passing all of their classes weekly and maintain a weekly GPA of 2.0 or better. Our student-athletes must also be passing all of their classes at the end of a semester. This will ensure that our students will continue to earn credits towards their purpose at Bridgman High School, earning a diploma at graduation. Our staff is dedicated to working with our student-athletes to ensure that they gain the necessary knowledge both in the classroom as well as on the field of play to excel in their post-high school lives.

Weekly Eligibility

Bridgman High School has a zero "F" policy along with a minimum 2.0 weekly GPA check. Grades checks will be conducted weekly on Thursday morning. The first grade check at the beginning of each quarter will occur on the Thursday of the THIRD week of the quarter, a grade check will be conducted on the second week of the sports season to let the students know where they are, but they will not be held out of any contests from this pre-eligibility check.

Students who are ineligible will be informed throughout the day on Thursday that they are on the ineligibility list, with their coaches receiving notification that day as well. All accountability falls on the students who have until 3:00 PM on Friday to provide written documentation/evidence the grade(s) has been raised to a status meeting the eligibility requirements. If a student is able to raise their grade between Thursday morning and Friday afternoon they will turn in a signed Athletic Grade Update Form to either the athletic director or the principal by 3:00 PM.

All responsibility for removing themselves from the ineligibility list rests with the student. It is their responsibility to raise their grades to meet eligibility and turn in the signed Athletic Grade Update Form

to the office by Friday 3:00 PM.

If a student remains on the ineligibility list as of 3:01 PM that Friday, they will be ineligible to participate in contests from that Sunday through the next Saturday, with another grade check taking place that week Thursday. In most cases the next grade check occurs the following week, however due to the district calendar this may amount to multiple weeks (Winter Break, Thanksgiving Break, Spring Break, etc...).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Grade check at 7:00 AM *Students must be passing ALL classes	Athletic Grade Update Form due by 3:00 PM to the athletic director	
Ineligible status begins	Ineligible	Ineligible	Ineligible	Ineligible Grade check at 7:00 AM. *Students must be passing ALL classes to regain eligibility status for the following week.	Ineligible	Ineligible status ends if all classes are passed as of 7:00 AM Thursday or 3:00 PM Friday.

Semester Eligibility

Semester Eligibility is determined once semester grades have been finalized. If a student fails one or more classes they will be considered academically ineligible to participate in athletic contests for the next six weeks of an athletic season. Meaning:

- 1st semester failures if the student is IN a winter sport = Immediate loss of six weeks of competition,
- 1st semester failures if the student is NOT in a winter sport = Loss of six weeks in spring sport,
- 2nd semester failures = Loss of six weeks of fall sport.

The six week count begins the sports first day of official practice as set forth by the MHSAA and Athletic Department of Bridgman High School.

ATTENDANCE

On the date of a contest, participating student-athletes must be considered present (see attendance policy) in all of their classes in order to participate in that day's contest. Exceptions will be granted for pre-arranged excused absences (i.e. appointment, funerals, etc). Students must be considered present for a half day of school in order to participate in after school practices.

STATEMENT OF PRINCIPLE

Student-athletes, as representatives of our school and community, are held to the highest standards of personal behavior at all times. Participation in the athletic program of the school district is a privilege not a right for which a student must maintain eligibility by adherence to the highest standards of personal behavior both physically and socially. The student-athlete must abide by all training rules with respect to physical conditioning and health practices. Student-athletes must not engage in any behavior in violation of this student-athlete code of conduct or behavior which is disruptive to the athletic activity or event in which the student-athlete participates or which constitutes a violation of any law or ordinance involving

an act of violence, or dishonesty. The student-athlete must comply with these standards of personal behavior through the entire twelve-month calendar year.

Failure to do so will subject the student to disciplinary measures which may include suspension and/or expulsion from participation in the student athletic program. Disciplinary measures shall be determined by the athletic director after consultation with the head coach.

Student-athletes are prohibited at all times from using or possessing illegal drugs and from consuming, or possessing, alcoholic beverages. Actively aiding or encouraging the unlawful possession, or consumption, of alcoholic beverages or illegal drugs is a violation of the training rules and subject to the penalties listed in that section.

Actively aiding or encouraging the unlawful possession or consumption or usage of alcoholic beverages, tobacco and illegal drugs are violation of the student-athlete code of conduct. Student-athletes shall not attend events at which alcoholic beverages are served other than family or religious events. At social events sponsored by adults, which are normally attended by all ages, attendance is permitted, (examples would include weddings, graduation parties, etc.) but consumption is still prohibited under all other circumstances. Remaining in attendance at an event with underage drinking is a violation of training rules and subject to the penalties listed in that section.

Attending social events at which illegal drugs are used is prohibited under all circumstances. The use of illegal drugs is prohibited under all circumstances.

If there were extenuating circumstances regarding the student's presence at the event, the principal and athletic director reserve the right to alter the penalty based upon extenuating circumstances.

STANDARD OF CONDUCT

Athletes shall conduct themselves in a manner to bring no discredit to themselves, their family, the team, or the school. An athlete will not engage in or be an accomplice to the act of stealing, extortion, gross disrespect or vandalism. Determination of the disciplinary action shall be left to the judgment of the athletic director, building principal, and the coach involved.

It is expected that student-athletes will not be involved in unlawful acts. Student-athletes are expected to inform their coach of any occurrence that could alter their eligibility.

Inappropriate communication and/or pictures found on Internet sites that show the student-athlete behaving inappropriately, will be considered a violation of the student-athlete code of conduct. Such acts could be, but not limited to, pictures of students holding alcoholic containers, tobacco products, illegal drugs or drug paraphernalia, or doing other inappropriate acts. Defenses such as "the container was empty," etc. will not be a case of defense.

Undesirable conduct and unlawful acts could result in dismissal from athletics even without conviction within the legal system. Decisions of this nature will be discussed and acted upon by coaches, athletic director, and principal.

Acts of unacceptable conduct include, but are not limited to the following: actions detrimental to the health, safety, and well-being of others; disrespect; insubordination; abusive or improper language; taunting and/or inciting; harassment; fighting/initiating a fight; negative attitude; theft or involvement in theft (personal/school); falsifying documents or otherwise providing false information; destruction of school equipment; vandalism; conduct detrimental to the team or school; criminal/civil infractions;

violation of MHSAA rules and regulations; violation of school district and/or school rules and regulations; team policy offenses; or any other conduct as determined by the coach(es) or administration which could cause embarrassment or criticism to the team and/or school, or which is inconsistent with a student-athletes position as a leader and role model.

Disciplinary action for improper conduct described in this section is based upon the severity of each case and is subject to the minimum MHSAA rules regarding sportsmanship and fighting. Examples of discipline for behavioral infractions include, but are not limited to the following: A conference may be required involving the student-athlete with his/her coach and/or school officials and/or parents to resolve the issue; suspension from practices and/or contests; suspension from the team for the remainder of the season; suspension from athletic participation for a longer period of time in the event of severe or recurring infractions; suspension from athletic participation pending a resolution with school officials; withholding of athletic letter/award; monetary restitution for vandalism and/or destruction or loss of property; hours of school based community service.

STANDARD OF PARENT CONDUCT

Just as we expect our athletes to conduct themselves in a manner to bring no discredit to themselves, their family, the team, or the school - we expect the same of our parents and spectators. Attendance at Bridgman Public Schools athletic events are a privilege. Please keep in perspective of the immeasurable amount of dedication, time and hard work from the student-athletes, coaches, officials, staff workers and the administrations of all competing schools that allow these privileges to take place.

We highly encourage fans and spectators to cheer for our teams and your student-athletes with class, dignity and pride. However, whether the Bees come out "on top" according to a scoreboard or not, please keep in mind the true essence of athletics at the high school level. Life lessons are learned daily through participation in athletics....Good sports are not only winners in sports, but as well as in everyday life.

Here at Bridgman, it is expected our Bees Nation patrons will allow for the coaches to coach and the players to play. Therefore, all off-season workouts, in-season workouts, and practices are closed to all non-coaching and/or non-school staff.

CONDUCT – COMMISSION OF A MISDEMEANOR

Misdemeanor – Disciplinary measures may include suspension and/or expulsion from participation. Discipline will be determined by the athletic director after a consultation with the head coach.

CONDUCT – COMMISSION OF A FELONY

Felony: Charged: Suspension pending legal system investigation. Conviction: Expulsion pending review.

TRAINING RULES

A well-trained body is essential to any student-athlete. Therefore, the use, and/or possession of tobacco, electronic cigarettes, cannabidiol (CBD), alcohol, and drugs - other than doctor prescribed - is prohibited. Violation of these rules affects the physical fitness of the violator as well as having a negative effect on the mental attitude of the rest of his teammates. These regulations are considered in effect for the entire calendar year.

Actively aiding or encouraging the unlawful possession or consumption or usage of alcoholic beverages, tobacco (including electronic cigarettes) and illegal drugs are a violation of the student-athlete code of conduct and is subject to the penalties listed below. Student-athletes shall not

attend events at which alcoholic beverages are served other than family or religious events. At social events sponsored by adults, which are normally attended by all ages, attendance is permitted, examples would include weddings, graduation parties, etc.) but consumption is still prohibited under all other circumstances.

If there were extenuating circumstances regarding the student's presence at the event, the principal and athletic director reserve the right to alter the penalty based upon extenuating circumstances. Students who are forthright and come forward about any violations not involving a legal citation could receive a lesser penalty.

CONSEQUENCES OF TRAINING RULE VIOLATIONS (ALCOHOL/E-CIGS/CBD/TOBACCO)

First Offense: Suspension for 20% of the current/next season the student participates in, or two games, whichever constitutes more (written parental permission required for continued participation).

Second Offense: Suspension for the remainder of the current/next season the student participates in (written parental permission required for continued participation). Referral to a guidance counselor for information and advice on substance abuse is required for further participation.

Third Offense: Suspension for one calendar year from date of suspension (written parental permission required for continued participation).

Fourth Offense: Expulsion from athletics at BHS.

CONSEQUENCES OF TRAINING RULE VIOLATIONS (ILLCIT DRUG USE/POSSESSION)

First Offense: Suspension for the remainder of the current/next season the student participates in (written parental permission required for continued participation).

Second Offense: Suspension for one full calendar year (written parental permission required for continued participation). Referral to a guidance counselor for information and advice on substance abuse is required for further participation.

Third Offense: Expulsion from all athletic teams at BHS.

*An athlete who violates multiple rules may be subject to steeper consequences held at the discretion of the athletic director.

GENERAL PROVISIONS

MHSAA rules apply for all Bridgman sports, including cheerleading.

A student should realize that these guidelines apply at all times throughout the student's school career; including off-season and all vacation periods. The guidelines are not limited to the time period in which the student participates in a particular sport, nor are the guidelines limited to student behavior at school-sponsored sports or on school property. A student who violates these guidelines will be subject to disciplinary action as outlined in the penalty provisions. In addition, a student participant and his/her parent or guardian must sign and return their profile sheet to the school office, which acknowledges the student and his/her parent or guardian understands these guidelines.

All penalties for violation of this code of conduct shall be cumulative beginning with the student enrollment at the school they attend in the Bridgman Schools, whether or not the student becomes part of a sports team, or participates, or is eligible for participation. For purposes of this policy, a student is considered to be in high school following the first day of practice of fall sports. Parents or guardians will be notified in all cases of violations of these guidelines.

No penalties will run concurrently. For example, if the second offense occurs during the first penalty period, the second penalty will begin at the conclusion of the first penalty. No penalty will be served while a student is academically ineligible. The penalty will be served if/when they reinstate their academic eligibility.

Serious offenses may result in the second offense penalty being applied on the first offense at the discretion of the athletic director and building principal.

Penalties are based on the whole season, not just the games remaining in a season. Penalties will carry over from one sport to another until completed (e.g. 20% eligibility loss due to first violation may equal 3 of 20 basketball games during one school year and 1 of 9 football games during the following school year).

When the percentages are figured, all numbers will be rounded up.

If a scheduled game is canceled due to weather, it does not count towards the suspension.

If a student is subject to a suspension "for the remainder of the current/next season," this will mean that if the season has not yet started, or is 50% or less completed, he/she will sit just for the rest of that season. If the season is over 50% complete, he/she will have to sit out the remainder of the current season, and 50% of the next season.

The administration has the right to invoke any disciplinary measure necessary to insure the positive operation of the school and the department of interscholastic athletics.

REPORTING & RESOLVING ALLEGED VIOLATIONS

Use or possession shall be determined by assessment of objective evidence such as a police report or similar evidence deemed by the athletic director to be both credible and relevant. Anonymous reports of any nature will not be deemed credible or relevant. Alleged violations are to be reported to the building principal or athletic director.

Appropriate procedural due process as determined by the athletic director will be followed throughout the investigation and disciplinary process. The athletic director will promptly notify a student of allegations being investigated and will determine whether a violation has occurred. The athletic director shall notify, in writing, the parents or guardian of the alleged violation and action taken or recommended by the athletic director, if any.

SUSPENSION GUIDELINES

All suspensions are at the discretion of the athletic director after consultation with the coach.

Student-athletes serving an ISS will be allowed to participate in practice, but may be suspended from athletic contest(s) depending on the time spent in ISS.

In the case of all athletic suspensions, the athlete may practice with the team and attend all contests (not

in uniform) as long as the coach still wants the athlete as a member of the team. If the athlete is suspended for a full season, the athlete will need to get special permission from the coach and the athletic director to be part of the team in a specified role. An athlete who has been suspended for one full year is not to be part of any athletic team in any role.

ADDITIONAL RULES PER SPORT

The coach of any sport's team may add additional rules, relative to participation in that sport. These rules will be available in written form and 'acknowledgment sheet' will be signed by the athlete, parent and head coach. The 'sheet' will signify that all parties understand and will abide by these additional participation rules.

ENFORCEMENT

Relative to enforcement of the aforementioned rules, the following definitions shall apply:

- School year shall refer to the date the first official practice can begin for fall sports until the last contest has been completed for spring sports.
- When a student goes out for the first time and begins official practice, that student is regarded as a student-athlete. Student-athletes are subject to the provisions of the athletic handbook for the remainder of their high school career.
- Season shall refer to the date the first official practice can begin until the last contest has been completed for all levels of a particular sport.
- Suspension – Athlete remains on the team to practice but may not participate in interscholastic contests, including scrimmages.
- Expulsion – Athlete is removed from the team and may not participate in any manner.
- Felony (Charged) – For the purposes of this handbook, the student-athlete is considered "charged" with a felony once they have been arraigned.

The high school principal, in consultation with the athletic director, shall make appropriate judgmental determinations as necessary related to the Athletic Code of Conduct.