

Burr Oak Community Schools

Middle School



and

High School



Student Handbook

2020-2021

(A student handbook has the force and effect of Board Policy)

Burr Oak Community School

326 East Eagle St.

(269) 4892213

Website: burroakcs.org

5TH-12TH GRADE HANDBOOK

2020-2021

Welcome To the Students:

We hope your experience at Burr Oak is one of inspiration, exploration, and growth. While on campus, please be kind to others and engage with your peers, teachers, and support staff positively. This handbook is meant to be a guide of understanding for our school community. We expect you to have a voice in your education and will do our best to offer you the opportunity to choose what you want to learn while providing a strong foundation in essential skills in the core subject areas.



SCHOOL BOARD MISSION STATEMENT

BOCS is dedicated to providing a platform for quality, 21st Century education for all students and is committed to developing lifelong learners who will value themselves, contribute to their community, and achieve individual successes that will inspire others in an ever changing world.

VISION STATEMENTS



HIGH SCHOOL



MIDDLE SCHOOL



WE BELIEVE:

- Every child can learn
- Every child wants to learn and thrives when we work to individualize lessons
- Small group instruction enhances learning
- In allowing mistakes to happen; students learn through failure and second and third attempts
- In laughter in the classroom and personal growth
- In educating the whole child (physical, social, emotional, intellectual, behavioral)
- A student's growth is measured independently and not to other students' growth
- In teaching the soft skills of
 - communication
 - collaboration
 - critical thinking
 - creativity
 - work ethic
 - time management
 - adaptability
 - constructive feedback
- The educators are guides who inspire students to thrive
- That personal, family, school, and community growth is vital
- That parents are partners in their child's education

STUDENT CODE OF CONDUCT

A primary responsibility of the schools of Michigan and their professional staff shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal process whereby necessary changes are brought about.

The school is a community and rules and regulations of a school are the laws of that community. All those who enjoy the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community and work to serve and improve that community.

The Board of Education, Administration, and Faculty of the Burr Oak Community Schools feel that the parents of Burr Oak are partners in education and in the well-being of the students of the school. Cooperative supervision of the students by the school faculty and parents is the key factor in satisfactory participation by the students.

STUDENT RIGHTS AND RESPONSIBILITIES - Policy Series 5000

5100 - Student Rights

5101 The district will balance student speech and expression rights with its responsibility to provide a safe, orderly learning environment.

Students may not engage in speech or expressive conduct that would materially and substantially interfere with or disrupt school operations, including school activities and educational programming. An actual disruption is not required before school officials may regulate student speech or impose discipline if they can reasonably forecast a substantial and material disruption or interference with school operations.

Students may be disciplined for speech or expressive conduct that: is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption; is obscene, sexually explicit, indecent, or lewd;

promotes the use of or advertises illegal substances; incites violence; contains “fighting words” or constitutes a true threat of violence; involves a student walkout; urges a violation of law, Board Policy, or rule; or is constitutionally protected. Administrators will evaluate student speech on a case by case basis before imposing discipline.

Student activism is subject to the above standards.

As used in this policy, “fighting words” are words that tend to provoke a violent response amounting to breach of the peace.

See further guidance below.

FREEDOM OF SPEECH AND ASSEMBLY

1. Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.
2. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process as authorized by the principal.
3. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations, which interfere with the operation of the school or classroom, is inappropriate and prohibited.

FREEDOM TO PUBLISH

1. Students are entitled to express in writing their personal opinions. The distribution of such materials may not interfere with or disrupt the educational process; such written expressions must be signed by the author.
2. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.
3. Libel, obscenity, and personal attacks are prohibited in all publications.
4. Unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the sale of school sponsored student newspapers published by students of the school district at times and places designated by the school authorities.
5. The distribution by students in school buildings or on school grounds of unlawful or political material whose content reflects the special interest of a political candidate or political organization is prohibited.

Complete copies of the following school board policies are available in the superintendent's office. Some are addressed in various sections of this handbook.

5102 Lockers

5103 Search and Seizure

5104 Age of Majority

5105 Collaboration with Outside Entities

5200 Student Conduct and Discipline

5201 Investigations, Arrests, and Other Law Enforcement Contact

5202 Unlawful Discrimination, Harassment, and Retaliation Against Students

5203 Hazing

5204 Student Appearance and Dress (Board Policy - see dress code section for details)

5205 Student Handbooks
5206 Student Discipline (Board Policy - see discipline and restorative practice section for details)
5206A Due Process
5206B Students with Disabilities
5206C Reinstatement Following Expulsion
5206D Enrollment Following Misconduct at Another Public or Nonpublic School
5206E Suspension from Class, Subject, or Activity by Teacher
5207 Anti-Bullying Policy (see section for details)
5208 Student Acceptable Use and Internet Safety Policy
5209 Student Use of Cell Phone and Electronic Communication Devices (see section for details)
5210 GPS Tracking (Not adopted)
5211 Emergency Use of Seclusion and Restraint (Consistent with MDE Policy)
5212 Registered Sex Offenders
5213 Personal Protection Orders Against Students
5300 Student Enrollment, Attendance, and Records
5303 Student Enrollment and Withdrawal
5304 Nonpublic School Students; Part-Time Attendance - Not Adopted
5305 Schools of Choice
5306 Foreign Students
5307 Homeless Students
5308 Protection of Pupil Rights
5309 Student Records and Directory Information
5400 Curriculum, Instruction, and Parent/Guardian Involvement
5401 Parent/Guardian Involvement in Education
5402 Communication with Parents/Guardians
5403 Rights of Non-Custodial Parents/Guardians
5404 Free Textbooks, Materials, and Charging of Fees and Fines
5405 Title I Parent and Family Engagement Policy (applicable to grades K-8 only)
5406 Title I Funds
5407 Instructional Program and Curriculum Development
5408 Not Adopted
5409 Academic Credits and Graduation
5410 Commencement
5411 Student Promotion, Retention, and Placement
5412 Class Rank
5413 Senior Recognition

5414 Completion Certificates
5415 Summer School
5416 Homebound and Hospitalized Instruction
5417 Not Adopted
5418 Grades
5419 Elementary Handbook - Reading Assessments, Instruction, Intervention, and Retention
5420 Sex Education
5421 Work-Based Learning Experience
5500 School Sponsored and Extracurricular Activities
5501 Fundraising Activities
5502 Not adopted - Student Government
5503 Bulletin Boards and Other Student Postings
5504 School-Sponsored Publications and Productions
5505 Not adopted - School Attendance on Days of Scheduled Activities

- 5506 Field Trips
- 5507 Extracurricular Activities
- 5508 Extracurricular and Athletic Trips
- 5509 Public Appearances of School Groups
- 5510 Student-Initiated, Non-curricular Clubs
- 5511 Secret Organization (prohibited)
- 5600 Student Support Services (5601-5604)**
- 5700 Student Health and Safety (5701-5714)**
- 5800 Miscellaneous 5801-5808**

Burr Oak Community Schools Anti-Bullying Policy

Definition of terms:

BULLYING: Any written or verbal expression, or physical acts or gestures, directed at another person(s) to intimidate, frighten, ridicule, humiliate, or cause harm to the other person, where the conduct is not related to the person’s membership in a protected class (e.g. race, sex). Bullying may include, but is not limited to, repeated taunting, threats of harm, verbal or physical intimidation, cyber-bullying through emails, instant messages, or websites, pushing, kicking, hitting, spitting, or taking or damaging another’s personal property. Bullying behavior may also constitute a crime. Experts have determined that bullying is a form of aggression involving a power imbalance between the bully and the victim, where the bully has actual or perceived physical, social, and/or psychological power over his or her target(s). Bullying generally involves a pattern of conduct that is directed at a victim, rather than a single incident.

CYBERBULLYING: Sending mean, hurtful or threatening messages or images about another person; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad.

SCHOOL COMMUNITY MEMBER: Any student or school system employee on school premises or at a school-related or school-sponsored function or activity.

Burr Oak Community Schools is committed to creating a safe and nurturing learning environment in which students may achieve their individual maximum potential. Burr Oak Community School expects all members of our community to treat each other with dignity and respect. It is the policy of the Burr Oak Community Schools to strictly enforce a prohibition against bullying, including cyberbullying and all forms of violent, harmful, or disruptive behavior throughout the school system. Bullying by a student against another student may occur outside of the school setting and concerns or evidence may be brought to the attention of teachers or school staff. Bullying occurs across all geographic, racial and socio-economic segments of society. There is not just one typical profile of a student who is bullied – any student can be singled out for any reason.

Burr Oak Community Schools is aware of the effects of bullying on the school system and community and is committed to establishing both policies and educational programs to address this serious issue.

Recognizing that education is an important component of any effort to combat bullying, school-based initiatives that are designed to keep students safe and teach them to act responsibly are encouraged and supported by district administrators. At the same time, professional development activities designed to train school personnel to recognize, respond to, and report instances of bullying are conducted.

For purposes of this policy, the term *school* includes school buildings; school grounds; and school sponsored and sanctioned activities such as social events, field trips, sports events, concerts, cultural events, and other similar functions

even when held off school property. This policy also applies to school-sanctioned transportation and travel to and from school.

Bullying in school will not be tolerated by the Burr Oak Community Schools. The school system takes allegations of bullying seriously and will respond promptly to complaints and allegations of bullying.

Where it has been determined that bullying behavior has occurred, Burr Oak Community Schools will act promptly to eliminate bullying and will impose corrective action, as necessary and appropriate to the circumstances. **Such corrective action will be in accord with the judgment of the administrators charged with resolving the issue and may range from mediation to counseling or educational approaches to formal discipline such as a reprimand, detention, suspension, or legal involvement.**

Retaliation is forbidden against any person who has alleged or reported bullying, provided information, or participated in an investigation. Any allegation of reprisal will be subject to investigation and disciplinary action.

Procedures for Handling Incidences of Bullying

- Students with any knowledge of student-to-student bullying are taught, reminded, and strongly encouraged to report such concerns immediately to a responsible adult in the building, i.e. teacher, guidance counselor, administrator, or to their parent/guardian. Staff members who receive such reports or information are **required** to refer such reports or information immediately to an administrator/designee or guidance counselor.
- After receiving a report of a concern around bullying, the school has an obligation to respond in a timely, immediate, and appropriate manner.
- Guidance counselors and/or administrative personnel may interview the alleged victim(s) around his/her concerns and may request a written account of the details surrounding the concern.
- The school's investigation may include gathering information from witnesses to the alleged bullying.
- The school's response may include having an administrator or designee speak to the alleged offender, explaining that the behavior is inappropriate and outlining consequences for past actions and consequences if the behavior does not stop. If appropriate and agreeable to the complainant and his/her parents/guardians, the complainant may discuss the situation with the offender, telling him/her to stop the offensive behavior/actions. This may be done in the presence of a third party.
- Parents/Guardians of both the victim(s) and alleged offender(s) will be contacted to discuss the concerns, and to reassure parents that the situation is being addressed when repeated behaviors take place.
- When necessary, a disciplinary hearing will be scheduled with parents/guardians to review the incident and assign appropriate consequences and measures.
- The school's response will ordinarily include a focus on educating and changing behavior rather than simply punishing the offender. Accordingly, one or more of the following disciplinary consequences and/or remedial measures may be considered, according to the nature of the behavior, the developmental ages of the students involved, and the offender's history of problem behaviors.
- When a given situation is judged serious enough to require the attention of the Superintendent/designee, he/she will be informed immediately and an incident report will be written, reviewed by the Principal/designee and distributed to appropriate administrators within 24 hours of the incident. A hard copy, with the Principal's/designee's signature, will be sent to the Superintendent.

Possible Disciplinary Consequences

1. Reprimand
2. Temporary removal from the classroom
3. Loss of privileges
4. Classroom or administrative detention
5. Referral to disciplinarian
6. In-school suspension during the school week
7. Out-of-school suspension

8. Report to Police Department

Possible Remedial/Supportive Measures

1. Framing the bullying behavior as a failed attempt to solve a real problem or reach a goal; school personnel assist the misbehaving student to find a better way to solve the problem or meet the goal.
2. Restitution or restoration
3. Peer support group
4. Corrective instruction or other relevant service experience
5. Supportive interventions including peer mediation, task force to prevent bullying, etc.
6. Behavioral assessment or evaluation
7. Closely monitored behavioral management plan
8. **Law enforcement involvement**
9. Parent conference
10. Maintaining, as much as possible, the confidentiality of victims and offenders

Possible Environmental (Building) Measures

1. Modification of schedules
2. Adjustments in hallway traffic
3. Modifications in student routes or patterns traveling to and from school
4. Use of monitors (hallway, cafeteria, classroom, bus, dismissal, etc.)
5. Involvement in community youth organizations
6. School climate and culture awareness activities and changes.

[Bullying, Harassment, or Intimidation Reporting Form](#)

DONATIONS

The school is always open to gifts, although all items need to be purchased through the school to make sure that everything meets the standards of the State, MHSAA, and of the school.

LEGISLATED STUDENT SUSPENSION

A teacher is authorized to immediately remove and suspend (for one full day) a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education policy, or the school's code of conduct.

Any student suspended pursuant to this policy shall be in accordance with the Board of Education policy and the school's student code of conduct. All suspensions will be reported to the Board of Education and those in violation of Section III, page 26, will be reported to the appropriate law enforcement agency.

IMPORTANT!!! EMERGENCY FORM

State law states that emergency forms must be completed by the **1st Friday of the school year**. Failure to do so can result in your student not being allowed on site for learning. This is a safety issue and the form **MUST** be filled out completely.

ATTENDANCE POLICY (Policy #5300)

5301 Compulsory Attendance, Absenteeism, and Truancy

A. Required Attendance - Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan's compulsory attendance requirements.

In the 2020/21 school year, **on campus** attendance is not mandatory. ALL curriculums (lessons & assignments) can be obtained virtually; although, as parents you have the right to determine how much time you want your child on campus for face-to-face learning. What is **mandatory is twice weekly 2-way communication about subject specific topics between students and teachers and completion of assignments**. This will be done through email, phone call, while on campus, or through Google documents. These will be communicated in Synergy. We will also keep on campus attendance for the sake of safety and parental awareness.

Part E of 5301 states: When a student is absent 10% of the school year, the building designee will provide written notice to the student's parent/guardian encouraging the student's regular daily attendance and explaining the truancy process.

If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's parent/guardian have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to sent notice to the parent/guardian requiring the parent/guardian to meet with District personnel to discuss the matter.

In a learning model where all curriculum is available virtually, unless very ill or injured to the point that a student is incapacitated, it is expected that in most cases students are still able to make up the work within the expected timeframe and communicate with teachers as stated above.

****The secretary at Burr Oak Schools is not responsible for contacting the CTE or BACC instructors for high school students. Students must follow CTE and BACC guidelines and policies regarding absences. The same goes for dual enrollment students. Pay attention to your instructors' policies.**

UNEXCUSED ABSENCES DEFINED

Compulsory education is still in effect even during pandemic learning. Missing one week of **2-way communication** can affect your status as a student and truancy laws still apply. 2-Way communication IS how we track attendance. Schools are mandated by law to report truancy to the proper authorities. In Burr Oak, missing 10 percent at any given time in the school year, is in violation of compulsory attendance laws.

NOTIFICATION OF ABSENCES OF ON CAMPUS LEARNERS

When a parent has chosen on campus learning labs for their student, we will not let the students leave without permission from the parent. If the student leaves without permission, the parents will be notified.

WITHDRAWALS

Pupils withdrawing from school may do so only by a conference between home and school or with a note from a parent / guardian giving reason for withdrawal.

Withdrawal is not complete until the pupil has returned textbooks, Chromebook, iPad, cleaned out lockers, paid all bills, and checked out through the guidance office and principal's office.

STUDENTS WHO DROP OUT OF BURR OAK SCHOOL AND DO NOT ATTEND ANOTHER SCHOOL WILL BE ALLOWED TO RETURN ONLY BY PERMISSION OF THE ADMINISTRATION.

If a student is 17 and not expected to graduate on time due to a lack of completed credits, they will be referred to our Step Up program.

TRUANCY

Any time a student is not in school 10 percent of the school days in session or a pattern of absences arises that is consistent with previous semester, the ISD truancy policy will be followed. When 2-way communication is the mode by which we track attendance, not communicating with teachers is considered an absence and will be determined by the week. As well, a lack of completion of school work from home, not logging into classes, or submitting unfinished work all contributes to truancy.

ILLNESS AT SCHOOL

Any student who becomes ill at school must report to the office. An attempt will be made to notify parents if the illness is serious enough to warrant going home. A parent or an adult must be available at all times to pick up sick students. If running a fever or complains of chills and aches, the student will be placed in a quarantine area until the parent gets there. A student must be fever and symptom free for 48 hours before returning to school.

During “pandemic learning” COVID-19 symptoms (out of ordinary cough not due to allergies or cough with fever, loss of taste or smell, shortness of breath) must be reported to the health department and we will follow their guidance on when the student will be allowed to return to campus. Under no circumstances is a child allowed to attend school with a fever.

SIGN IN/OUT PROCEDURE (for on campus attendance)

1. Secure permission to leave your classroom and report directly to the office.
2. Students may leave only after permission (by a note or telephone call) has been granted by a parent/guardian if they are an on campus learner.
3. Students that are 18 are allowed to sign out on their own as long as the school has a note from the parent allowing the student to do so.

MARRIED AND / OR PREGNANT STUDENTS

Married and/or pregnant students are allowed to participate in any curricular or extracurricular program. Married students who take part in overnight trips must abide by the same rules and rooming arrangements as other students. Students who become pregnant shall be allowed to continue in the regular day school program at the discretion of their physicians. Teachers and sponsors who are responsible for students in physically strenuous activities, or on field or class trips, may insist upon a prior approval from a doctor before a pregnant student may take part in the trip or activity. Babies are not to be brought to school during regular school hours. Babies are not allowed in practice area for open gym or practices.

BUS

Riding the bus is a privilege - follow the rules.

CARS

1. Students are to park vehicles only in the middle parking area or the north side of the parking lot.
2. Students must drive with care at all times.
3. Students participating in cooperative work programs/dual enrollment/EMC/BACC/CTE are allowed to drive to them with parental permission BUT STUDENTS MUST follow the program rules of their site.
4. Emergencies or special errands approved by the administration.

5. Ride sharing to and from off campus programs is at the discretion of the parents.
6. No obscene gestures or stickers on vehicles. Owners will be asked to remove stickers or remove vehicles from the school parking area.
7. Students must have a valid drivers license to drive to school.

Career and Technical Education (aka CTE, St. Joseph County)

Career Tech Education is available to students in grades 11 and 12. Students are encouraged to explore career options through these programs.

With parent permission, students will be allowed to drive their own vehicles to CTE programs, which will take place in one of three places: Sturgis sites, Glen Oaks, Centreville High School. Transportation will also be provided by the Burr Oak transportation department.

Branch Area Careers Center (aka BACC, Branch County)

1. Students must make arrangements for their own transportation to BACC and need to follow the BACC policy for driving to their site.
2. The only programs students will be allowed access to are programs that are not offered through CTE. In addition, Branch County students will always have first dibs on spots available, so there is no guarantee that students will be allowed to attend BACC.

CTE and BACC Drop/Add Policy: Students are only allowed to drop from CTE and BACC programs during the first two weeks of school. They must complete at least the semester and then the situation can be re-evaluated at the end of the first semester. The reason for this policy is as follows: 1) CTE/BACC is equal to 3 credits, therefore, they would have to pick up three classes at home site); 2) CTE/BACC provide core credit required by the state (English, Math, Science) - after 2 weeks it would be hard to catch up in the home core classes. 3) Sometimes, students need to learn to finish things; this is an employability skill.

BICYCLES

Students are encouraged to ride bicycles to school and should park them in the bike rack near the playground. The school cannot be liable for lost bicycles, so please bring your own locks.

CLASSES / CLUB ORGANIZATIONS

All clubs, dances, fundraisers, and other activities must be approved by the administration.

All meetings of clubs and organizations require the presence of the sponsor or advisor of the club or organization, regardless of where they are held. Sponsors must pass a background check and could be asked to get fingerprinted.

Class Funds

Funds: There are times when senior classes have money remaining in their class account. Any monies left after graduation expenses and class trips can be used as a donation toward some item(s) for the school. An example would be a new drinking fountain. If the class does not designate then the school will determine where the remaining money goes.

SCHOOL DANCES

Dances must be K-4, 5-6, 7-8 or 9-12. There will be no mixing of grades other than the listed format.

1. No one will be allowed to re-enter the event once they leave unless they receive permission from the supervisor and have a valid reason.
2. Anyone causing a disturbance will be asked to leave and may lose his/her privilege of attending extracurricular events.

3. Students who wish to bring a guest to the dance must register the guest with the high school principal two weeks prior to the dance. Guests will not be permitted to sign in without having previously registered with the principal. The class or group sponsor will receive the guest list from the principal and will be responsible to see that this policy is enforced.
4. All dances must be chaperoned by at least one faculty member and two (2) parents.
5. All students will enter and exit through a designated entrance. No other entrances or exits are to be used except in an emergency.
6. School dances will normally close at 11:00 p.m. - Prom 12
 - a. Elementary dances (grades 5 and 6) can take place anywhere from the end of the school day and will not last past 7:00 p.m.
 - b. Middle School dances (grades 7 and 8) may start no earlier than the end of the school day and must end by 9:00 p.m.
7. Organizations sponsoring activities will have the room cleaned and ready for use/occupancy on the next school day or 3 days (whichever comes first) unless prior arrangements have been made with administration. If the organization fails to clean up, the organization will be charged \$50.00 for this service.
8. Attendance at dances defined:
 - Homecoming (high school), Snow Fest (high school) and Prom (high school)
 - Freshmen and sophomores will be allowed to attend the prom if asked by a junior or senior from our school
 - Students in the 8th grade and below from our school or any other school will not be allowed to attend a high school dance
 - Guests from other schools must get pre approval with proof of age prior to dance (drivers license, state ID, etc.)
 - Alumni that have graduated within the last three (3) years may attend if invited by a Burr Oak junior or senior.
 - No one over the age of twenty (20) years old may attend the dance as a guest of a Burr Oak student.
9. **Homecoming/or Snowfest is casual and prom is a formal attire (suits/ties/dresses) event.** All attendees must sign in ahead of time.
 - a. 10th grade is responsible for purchasing crowns for king and queen, 6 rose bouquet for queen, 2 rose bouquet for runners up
 - b. Organization and cost of prom is the responsibility of the 11th grade
10. Family members will be admitted to an off site grand march, which will take place prior to the actual dance.

GRADES - CONFERENCES - GRADING POLICIES - REPORT CARDS

The grading system is a 12-point system as follows:

%	%	Letter Grade	Points
98	100	A+	12
93	97	A	11
90	92	A-	10
87	89	B+	9
83	86	B	8
80	82	B-	7
77	79	C+	6

73	76	C	5
70	72	C-	4
67	69	D+	3
63	66	D	2
60	62	D-	1
0	59	E	0

Final grades for high school Michigan Merit Curriculum consist of a minimum of 80% content expectations, maximum 10% final exam, and a maximum 10% of employability skills (ability to meet a deadline, participation/engagement in learning, positive attitude).

The school year is divided into marking periods of 2 semesters (9 to 10 weeks each). Progress reports will be sent home upon parent's request, but in an attempt to limit paper usage, we encourage parents to use our online ParentVue portal, which can be accessed 24/7 using the student's PIV code. Contact Mr. Greene at: tgreene@burroacs.org

ParentVue= <https://parentvue.geneseeisd.org/boc>

StudentVue= <https://studentvue.geneseeisd.org/boc>

We use a standards-based grading system, which allows students to continue to learn and may require a second testing session after being taught another lesson and given feedback. **Students must make a best effort on their first exam/test/assessment to take a second and this is at the discretion of the teacher.** Best effort also means that he/she has participated in all classroom activities, viewed all video lessons, completed practice assignments, asked for help when needed, and communicated.

High School Late Work Policy: Students who submit classwork past the posted due date will receive 10% off for each day late. After 10 days late (2 school weeks), the student will no longer receive credit for any late work submitted. Students with an excused absence or extenuating circumstances are excluded. Additionally, students needing accommodations will receive extra time on assignments as needed.

GRADUATION REQUIREMENTS

MICHIGAN MERIT GRADUATION REQUIREMENTS FOR 2020 & BEYOND

The number of credits required to graduate from Burr Oak Community Schools is from 18 (essential standards/state minimum) to 22 (with honors). A team that includes teachers, the counselor, and administrators will work together to monitor graduation requirements.

1. English/ Language Arts (4 credits)
2. Mathematics (4 credits)
 - Proficiency in State Content Standards for Mathematics (3 credits);
 - Proficiency in district approved 4th Mathematics credit options (1 credit) (Students MUST have a Math experience in their final year of high school. Note EMC requirement below)
 - a. Algebra 1
 - b. Geometry
 - c. Algebra 2
 - d. Math or math related credit in the final year (EMC students must have their fourth or 5th math credit in their 5th year)
3. Science (3 credits)

Michigan Merit Curriculum Requirements

- Proficiency in State Content Standards for Science (3 credits); or
 - Beginning with the Class of 2015: Proficiency in state content standards for science (2 credits) and completion of a Department approved formal Career and Technical Education (CTE) program (1 credit).
 - Life Science
 - Physical Science
 - STEAM
 - Robotics
4. Social Studies 3 (essential) to 3.5 (with honors) credits
 - a. Government/Economics (.5 Civics / .5 Economics)
 - b. U S History and Geography
 - c. World History and Geography
 - d. Practical Law Elective (.5 credit)
 5. Physical Education and Health (1 credit)
 - *Proficiency in State Content Standards for Physical Education and Health (1 credit); or*
 - *Proficiency with State Content Standards for Health (1/2 credit) and district approved extracurricular activities involving physical activities (1/2 credit)*
 6. Visual, Performing, Applied Arts (1 credit)
 7. World Languages (2 credits) (beginning year 2016)
 - *Formal coursework or an equivalent learning experience in Grades K-12 (2 credits); or*
 - *Formal coursework or an equivalent learning experience in Grades K-12 (1 credit) and completion of a Department approved formal Career and Technical Education program or an additional visual, performing, and applied arts credit (1 credit).*
 8. Online Learning Experience
 9. Portfolio (successful exit interview)
 10. Remainder of required credits must be obtained from elective classes.
 11. Students may test out of a high school class for MMC credit during the two work weeks before the first day of school. Contact the school counselor for more information.
 12. 2 hours of online courses
 13. Completed SAT or other state mandated standardized test with best effort
 14. Service Learning leads toward **community service** and HS students should earn a minimum of 10 hours of community service per year (during 9-12th grade). Transfer students can transfer verified hours; otherwise, they must earn 10 per year for each year as a Burr Oak student.

Students in grades 9 through 12 must be registered as a full time student each year to be eligible for graduation; full time is 5 to 6 courses/credits per year; this will be determined on individual EDPs. (Educational Development Plans) It is our intent to provide each student with a student-led curriculum which will involve students, parents, and teachers planning together.

No student will be posted as a candidate for graduation unless they meet the requirements of graduation. Only those students who have met all the above requirements will graduate. Students are expected to remain on course for graduation.

In the event that a student is 17 and unable to catch up in credits to graduate on time, he/she will be referred to the Step Up program. They can still receive a high school diploma through the Step Up program. This program is provided through a third-party partnership.

HONOR ROLL

Anyone with a 3.0 or better for each semester, is considered to be on the honor roll. A new honor roll is figured for each semester and is posted after the marking period ends. For eligibility and honor roll purposes, an "I" (incomplete) shall be equivalent to an "E" until it is changed. **No student who receives a failing grade shall be eligible for the honor roll.** All incompletes must be made up within two (2) weeks after the marking period ends unless special circumstances arise; this

will be at the discretion of the teacher in coordination with the counselor. If not made up within the expected time frame, the incomplete becomes a fail.

ALL “A” GRADES HIGH SCHOOL

Any student with all “A” grades on his/her report card for the semester will be admitted to home athletic events free. This privilege will be valid as long as the student maintains all “A” grades.

VALEDICTORIAN and SALUTATORIAN REQUIREMENTS

To be named valedictorian(s) and salutarian(s), the student must have maintained a 3.5 grade point average as salutarian and 3.8 grade point average for valedictorian. If no one meets these criteria, there will not be a valedictorian and/or salutarian named. There may be co-valedictorians or co-salutarions if grade point averages warrant this (multiple students with 4.0 and above) This will be determined by the school board upon recommendation of the administration. A modified curriculum will not be counted toward valedictorian or salutarian status. SAT score is not figured into this choice.

COUNSELING AND GUIDANCE

Any student who desires a conference or feels they need counseling should contact the counselor through email: ksmith@burroakcs.org (Ms. Smith)

In the event that a student is feeling extremely overwhelmed, depressed, or suicidal and is unable to get ahold of a school counselor, please call the suicide hotline. [Michigan Suicide & Crisis Hotlines - When You Feel You Can't Go On... Call a Suicide Hotline. / SuicideHotlines.com - Direction for immediate crisis intervention for the gravely suicidal & treatment for major clinical suicidal depression.](#)

CAREER TECHNICAL EDUCATION (CTE) BRANCH AREA CAREER CENTER (BACC)

Students interested in these programs should contact the guidance counselor. Students will be introduced to the programs their 10th grade year. This usually includes site visits.

HIGH SCHOOL SCHEDULE CHANGES

Class changes can only be made during the first week of each semester with the approval of the high school teacher team, parents, and the counselor. Classes should align with student Educational Development Plans.

TEACHER CONFERENCES

Conferences may be scheduled with teachers and students or parents at any time during the school year. School wide parent/teacher conferences can be held in November and March although it is our hope that parents are engaged in conversations regarding student progress all year long.

SCHOLARSHIPS AND GRANTS

Scholarships and grants are awarded by colleges, business, industry, and through private sources in recognition of individual student abilities and needs. These abilities are usually academic but may be artistic, technical, or athletic. Good character, integrity, and citizenship, in addition to scholarship, are fundamental qualities sought in every scholarship candidate. Upperclassmen are encouraged to consult with their counselor or principal early for details and information concerning scholarships and grants available. Each student has the privilege and obligation to determine his/her educational, social, and vocational future. The guidance services are assigned to provide competent assistance to students at any time. All faculty members, counselors and the principal are available for assistance.

Student RESPONSIBILITY: It is up to each student to pursue scholarships, read the details required to apply, and complete all aspects required and then submit. Completion of these scholarships does not become the responsibility of teachers and counselors; they are there to advise and assist.

- **THE MAURICE AND VIRGINIA HECHT SCHOLARSHIP**

Each year a maximum of ten (10) scholarships will be awarded to graduating seniors who are continuing their education as full time students at a degree granting institution. The scholarship is in the amount of \$500.00. Application must be made each year by May 15th. Forms and details of the application procedure are available in the principal's office and the superintendent's office.

- **ZIMMERS SCHOLARSHIP**

The valedictorian and salutatorian of each graduating class will receive a scholarship of up to \$100.00.

- **BURR OAK COMMUNITY SCHOOL SCHOLARSHIP**

An essay is required. The student must be enrolled in at least 12 credit hours at an accredited college or vocational school. Scholarships will be awarded – not to exceed the principal.

- **STURGIS AREA COMMUNITY FOUNDATION SCHOLARSHIP**

[Sturgis Area Community Foundation](#)

COLLEGE VISITATION

Students are encouraged to visit college campuses. Explore the colleges in which you are interested and make arrangements with the university and your parents to tour the campus.

WORK PERMITS

1. Obtain a work permit from your school office or employer.
2. Employer will fill out the form/student will fill out the form and return it to the school office.
3. The school will fill out their portion of the form and the student returns the work permit to the employer.

SAFETY – HEALTH - WEATHER CONDITIONS

The mass messaging system will be used to notify parents/guardians when the safety or health of students is compromised and when the weather forces us to send students home.

In regard to a COVID-19 positive test, please refer to the Return to Learn Plan which can be found online at burroaks.org or go to the Hillsdale/Branch/St. Joseph Health Department website.

ACCIDENTS

Student accidents, no matter how slight, must be reported to the principal or office as soon as possible.

Should a student be injured, an effort will be made by the available personnel to contact the parents for information and instructions. If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the school shall arrange for the student to be taken to a medical facility or call 911. This action on the part of any school personnel does not obligate the personnel or school to assume financial responsibility for the treatment of the student.

By law, emergency forms are required of every student and must be turned in to the secretary's office by the **end of the first week of school**. Failure to turn in an emergency form could result in students not being allowed on campus. **Please have all emergency information up-to-date on emergency forms in the office by calling 269-489-2213.**

5 FIRE, 2 TORNADO, AND 3 LOCKDOWN DRILLS

***In 20/21, Covid protocol will be followed for drills. In the event that it is a real emergency, we will do the best we can to ensure the safety of all.**

FIRE

When the fire alarm sounds, the following procedure will be followed:

1. Leave the building quietly.

2. Leave the building in an orderly manner - no running.
 3. Leave your books and coats in the classroom.
 4. Leave the building by established routes and go to your pre-assigned destination.
 5. Follow the teacher's directions; do not return to the building until directed to do so by the teacher.
- *The first student outside is to hold the doors open.

TORNADO

In the event of a tornado warning or drill, the following procedure will be followed:

1. Move to the assigned area in a quiet and orderly manner.
3. Students should get textbooks for protection.
4. Once at your assigned station:
 - a. Teachers should take attendance.
 - b. Wait for all clear on the intercom.
 - c. When all clear is given - return to regular classroom procedure.

Assigned Areas:

(See map in classrooms for assigned area - posted near doors).

During lunchtime IF students are outside - RETURN TO DESIGNATED AREAS or follow the directions of the adult in charge.

In case of a tornado watch issued by the National Weather Service (conditions are such that a tornado could be possible) the administration, using all means at its disposal, will make a determination whether it will send students home. It is important that you make sure all phone numbers where you can be reached are on your emergency form. If there is a watch at the end of school, we will make a determination at that time in regard to the weather as to when to send students home. Parents can at any time pick students up; please check into the office and we will have your child or children meet you at the office. This is done so we know where your children are or should be.

IF a tornado has been sighted (TORNADO WARNING), the students will be kept at school and the tornado procedures will be followed as practiced. Regular tornado practices will be held prior to the tornado season.

INCLEMENT WEATHER

When weather conditions exist that would make it hazardous for students to get to school safely, students and parents will receive a message via the mass messaging system. If you would like to, you can also listen to the following radio and television stations for school closings:

Radio:

WBET (FM 99.3) - Sturgis

Television:

WWMT - Channel 3 Kalamazoo

****Families need to make sure that they have filed the correct form with the office to be on the contact list. PLEASE DO NOT CALL THE SCHOOL FOR CLOSINGS!** If school is closed due to inclement weather, all after-school activities, contests, and practices are to be cancelled unless otherwise notified. Athletics cancellations are at the discretion of the administration.

MEDICATION POLICY

State law indicates that all medication, this includes cough drops, aspirin, Tylenol, etc. is to be brought to school in the original containers and checked in at the school office upon arrival at school. Parents MUST write a note giving directions, which include dosage and time the medication is to be given. Please send an instrument of measure if your child is taking a liquid medication. Medication will only be disbursed, from the office, by designated school employees.

If a signed note is not on file or is not accompanied with the medication, the medication will not be administered.

Inhalers may be kept with the student with a doctor's release for asthma.

AR LIBRARY MS - All books are currently located in Mrs. Milliman's room

1. All books and magazines may be checked out for three weeks.
2. Students are responsible for the care of and returning all books checked out to them. Books can be identified by an AR tab on the spine of the book. Help us take care of books so future students have access to them as well. Books do cost money to replace.
3. All books must be returned to the library to be renewed or get another.
2. Students losing books will be charged the full replacement price of the book and for its re-cataloging.
3. Students damaging books will be charged for damage dependent on the kind of damage (whether it can be mended, erased, etc.). Books damaged beyond repair will be charged the full replacement price of the book and its re-cataloging.
4. No excuse will be accepted for not returning a book. (Parents, sisters, brothers, and friends may see that a book is returned when due.)
5. Students are not to shelve books.

BUILDING/PROPERTY USE- STUDENTS

Anyone marking on walls, furniture or equipment will be held responsible for repairing the damage, paying for same, and possible disciplinary action.

Permission must be secured from the principal or the designee to put up posters and advertisements, and students are expected to remove them the day after the event.

Faculty representatives are to be present at all student meetings or practices in any part of the building unless special permission has been obtained from the office.

Students may not use school facilities without adult supervision. Any school employee with the athletic director's permission may supervise students in after school activities.

All school activities after school must be scheduled on the main school calendar.

Glass bottles/containers are not to be brought into the school building, on school grounds, or school buses. Food and **clear** beverages are to be eaten only in established FOOD ZONES (school all-purpose room, outdoors/school commons - not in the halls) and as approved by the administration.

No candy or pop allowed except in the dining facility and only during lunch.
No gum in posted areas.

LUNCH PERIOD - In 2020/21 school year, breakfast is in the assigned classroom and lunch is to-go at noon.

- When the gym is open - you must wear gym shoes - **street shoes cannot be worn on gym floor**
- Gym shoes must be cleaned and changed into daily.
- Students must not be in the hallway beyond dining facility doors toward the classroom area.
- Students must use restrooms near the band room only.
- Students must use doors near parking lots only.
- All food must be consumed in the cafeteria or designated areas.

Junior High Lunch Rules

Campus will be closed for all junior high students unless a note is on file and students can only go to their own home. All junior high students eating lunch will go to the large gym immediately after the first bell rings and will be released by class to the lunchroom. During the winter months and days with inclement weather junior high students will be required to eat lunch and return to designated areas.

Not following gym rules will result in consequences from disciplinarian if restorative practices do not work:

- You must have clean gym shoes, which are used on the gym floor only.
- **NO gum, candy, or pop allowed**

Locker Displays - no pictures of nude or partially nude females or males, or inappropriate language are permitted in or on student lockers. Use only magnets (not tape or glue) to affix other pictures or mirrors.

Walkways - Students are to use sidewalks when leaving the building so that the outside area and landscape can be preserved.

HALL PASSES

Limited for mitigation purposes in the 20/21 school year. Hall passes will be granted upon teacher's approval. Students should also limit passes to the office during class.

CHROMEBOOKS/TEXTBOOKS and other MATERIALS and/or devices

1. Textbooks and supplies are furnished free of charge. Care of these textbooks is the responsibility of each student.
2. There should be no writing or marking in any textbook, other than your name in ink on the inside cover sheet.
3. Textbooks/Chromebooks will be collected and examined at the end of a course, school year, or whenever a student transfers.
4. If books, furniture, electronics or equipment are misused students **will be charged for damages or cost of the replacement.**
5. Dual Enrollment – the school will provide books through a rental system, but the book must be returned by deadline or the cost becomes the responsibility of the student.

STUDENT DRESS

School is a professional learning space and deserves respect. It is preparation for jobs and careers that students will have in the future; most jobs have dress codes. Any mode of dress which is conspicuous and brings undue attention is improper...**if in doubt, don't wear it!** Violations of the dress code will result in the student being required to obtain appropriate clothing. Continued violation will result in disciplinary action. The dress guidelines are listed below so that every student may know what apparel is acceptable for school as determined by the Burr Oak Board of Education:

1. Hair should be neat and clean.
2. Clothing should be appropriate, neat, clean, inoffensive, and decent (some inappropriate forms of dress are: halter tops, tank tops, mesh/fishnet, or other see through clothing, clothing which exposes the midriff, pants/shorts must be worn at the waist, tee shirts with slogans will be accepted as long as they do not make reference to cigarettes, alcohol, drugs or promiscuity (NO Hooters, Playboy bunny, or Big Johnson shirts allowed). Yoga pants and leggings must have shirts over them that are fist length. No pants with wording on the rear end allowed. Necklines should be no more than credit card length away from the collarbone.
 - A. Shorts - must be at least fist length. Biker/Spandex shorts may not be worn alone - they may be worn with shorts or a skirt.
 - B. Skirts and/or dresses must be at least fist length.

- C. Pants with holes must meet the fist length rule, or at least have shreds across them. No holes above fist length is preferred.
- E. All sleeveless shirts (boys and girls) must have a 3-inch shoulder strap. Layering of tank tops does not meet that criteria.

3. Footwear must be worn at all times and be of acceptable safety standards.

4. Sponsors, coaches, or directors of extra-curricular activities will establish appropriate requirements for participation.

5. Dress and personal cleanliness are subject to such health and safety standards as are dictated by the school curriculum and governmental laws.

6. Hats / bandanas worn as do-rags / sunglasses are **not** to be worn in the school building except on special days as determined by the school (baseball style caps for boys & girls may be worn **to** and **from** school, but not **inside** the building). *If an individual teacher asks a student to put a hood down anywhere in the school buildings, the student must be respectful of that teacher's request. If a student refuses, the teacher has the right to give the student a referral for disrespect.*

7. No winter coats in the classroom – except in special circumstances. i.e.: boiler/heating problems.

LOST AND FOUND

Please report a loss to your teacher immediately.

The office has a lost and found department - PLEASE check often if you are missing an item.

POSTERS AND SIGNS

Students are to receive permission through the office before putting up posters and signs. The regular bulletin boards will be used as much as possible.

Students should avoid using scotch tape on walls and taping signs to windows. Those who put up posters are expected to remove them after they have served their purposes.

STUDENT USE OF CELL PHONE and ELECTRONIC COMMUNICATION DEVICES (Policy # 5209)

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Talking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

The superintendent, building principals, and teachers are authorized to develop building-level and classroom rules for student' use of cell phones and other electronic divices. Those rules must be clearly communicated to students. A student who violates the rule or this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent/guardian to discuss the rule violation before returning the cell phone or electronic device.

Cell phones are only allowed in the classroom **at the teacher's discretion**. Teachers and staff maintain the right to take equipment away when a student is in their classroom, as well as ask students to put away. If equipment is taken away, it may be necessary for parents to pick up in the office. If the student refuses teachers request, it is considered insubordination.

If equipment is used inappropriately, administration maintains the right to revoke student privileges regarding the use of said equipment.

All school Internet/Wi-Fi/network connections are secure and devices are monitored by GoGuardian.

SCHOOL PHONE

Office phone for emergency use only. Classroom phones for school personnel only.

STUDENT GUESTS

Our program is intended for Burr Oak students, therefore, the bringing of student guests is not allowed.

VISITORS

Students are not to invite visitors to meet them in or around the school campus during the school day. This includes the lunch period. Those in violation may be assigned detention or an appropriate penalty.

All visitors are to report to the school office first and sign in and receive a visitor's badge and then sign out when leaving.

BUILDING USE - ORGANIZATIONS

For organizations or profit making groups - You must obtain an application from the superintendent's office prior to five (5) days before the event. Prices, rules, and regulations governing the use of the building will be given at the time of application.

OBLIGATIONS TO SCHOOL

Students who are under obligations to the school (such as fines owed, athletic equipment not turned in, etc.) may have report cards, transcripts, diplomas held and/or be placed on activity restriction until the obligations are taken care of in an appropriate manner as spelled out by the administration.

ABUSE / VIOLATION OF COMPUTER/TECHNOLOGY EQUIPMENT PRIVILEGE & ACCEPTABLE USE POLICY

By definition the accessing of inappropriate material on the Internet / computer by inadvertent means without reporting the incident to a teacher, administrator or staff member will qualify as INDECENCY / OBSCENITY / PROFANITY as defined in the student handbook. Such incidents will be handled in accordance to the guidelines of the current law.

ACADEMIC CHEATING / PLAGIARISM

Cheating includes, but is not limited to: (1) the use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the material belonging to an instructor.

Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling of term papers or other academic materials. The acts of cheating, plagiarism, or forgery in connection with academic endeavor or school process or procedures are detrimental to the educative process and one's character. Individual teachers may also apply their own penalties for cheating/plagiarism.

DISCIPLINE RECORD

Generally, a student's discipline record will begin without blemish each year. However, students who chronically commit the same offenses from year to year can be dealt with more severely on a given offense, even though it may be the first offense for a given year. This could mean a longer suspension or exclusion from school.

SUBSTITUTE TEACHERS

Students who are sent to the office from a substitute's class for misconduct will serve a minimum of one hour of detention.

TEMPORARY ACTIVITY DENIAL

Students who misbehave during the school day may be suspended temporarily from attending/participating in evening activities, including athletics.

ALCOHOL, TOBACCO / ILLICIT DRUGS AND OTHER SUBSTANCES

Possession of, use of, and /or being under the influence of any drug, alcoholic beverage, controlled substance, or any other substance which implies or induces abnormal behavior while on school property or at a school sponsored, school related activity is strictly prohibited.

The manufacture, distribution or intent to distribute, sale, possession, use, or being under- the-influence of the following substances is prohibited:

1. ALCOHOLS or any ALCOHOLIC BEVERAGE.
2. ILLICIT DRUGS.
3. Any usable glue, aerosol or other chemical substance, including but not limited to, lighter fluid and reproduction fluid for inhalation.
4. Any PRESCRIPTION or NONPRESCRIPTION DRUG, MEDICINE, VITAMIN or other chemical including, but not limited to, ASPIRIN, other PAIN RELIEVERS, STIMULANT, DIET PILLS, multiple or other type VITAMINS, PEP PILLS, NO-DOZE PILLS, COUGH MEDICINE and SYRUPS, COLD MEDICINES, LAXATIVES, STOMACH or DIGESTIVE REMEDIES, DEPRESSANTS and SLEEPING PILLS that are not taken in accordance with the school district's authorized use of medication procedures.
5. ANABOLIC STEROIDS, HUMAN GROWTH HORMONES or other PERFORMANCE ENHANCING DRUGS.
6. Substances purported to be illegal, abusive or performance enhancing, i.e., "LOOK-ALIKE" DRUGS.
7. DRUG PARAPHERNALIA.
8. All forms of VAPE/VAPOR pens, electronic cigarettes, and the products used in them.

It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to district policy.

Definitions:

MANUFACTURE: Altering or combining existing substances to create a new substance that causes physical or emotional change.

USE AND/OR UNDER THE INFLUENCE: Any physical condition that indicates a controlled substance has been consumed.

POSSESSION: Physical possession of (including a student's locker or vehicle) or admittance of physical possession.

SALE, DISTRIBUTION OR INTENT TO DISTRIBUTE: Any student who shall intend to provide or distribute or offer to sell any controlled substances on school property, at a school related or school sponsored function to any person at any time.

School administrators maintain the right to randomly drug test any student on campus at any time if they suspect drug use.

ALCOHOL BREATHALYZER TEST

Any student under suspicion of being under the influence of an illegal substance may be asked to take an appropriate test administered by a school administrator or law enforcement officer. Students refusing to be tested will automatically be suspended for being under the influence as spelled out above.

ARSON

The intentional setting of fires.

ASSAULT - PHYSICAL/SEXUAL - (STUDENT, STAFF, ADMINISTRATION)

Physical contact with intent to threaten, intimidate, or harm.

BATTERY

Battery is causing bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of that person harmed.

BOMB THREAT

Issuing, by an act, or in written form, the intent to do damage or harm by bombing.

BULLYING

Bullying is behavior that is intentionally hurtful and repetitive, not a one-time act. It usually involves a child with greater physical or social power dominating a child with less. Bullying can display in various forms: physical, verbal, and psychological. Cyberbullying is when someone uses computers, cell phones, and other electronic devices to send abusive or threatening messages, spread rumors, or post embarrassing images. (www.positivesafekids.com) Bullying will be treated as a major or serious violation.

BURGLARY / LARCENY/ THEFT

Stealing of school or personal effects of others; stealing from an individual by force or threat of force.

DISRESPECT

Speaking to any member of the school community in a DISCOURTEOUS or INSULTING MANNER.

DISRUPTIVE / DISORDERLY BEHAVIOR

A willful act or behavior that jeopardizes or destroys the educational atmosphere.

EXPLOSIVES

Explosives are not permitted on school property or at school sponsored events.

EXTORTION / BLACKMAIL / COERCION

Obtaining money, property, or service by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force.

FALSE ALARMS

Issuing, by word or act, a false or misleading report of a potentially dangerous situation.

FIGHTING

The intentional/deliberate act of PUSHING, SHOVING, HITTING or STRIKING ANOTHER STUDENT on school property, or going to or from school, including any activity under school sponsorship. The physical instigator will be viewed in a different light than the other party in the fight.

FIREARMS

Firearms are prohibited on school property or at school sponsored events.

FIREWORKS

The act of possessing, using, or transferring EXPLOSIVES, such as FIRECRACKERS, SMOKE BOMBS, STINK BOMBS, or explosives on school property or any school sponsored activity.

FORGERY / FALSE REPRESENTATION

The act of fraudulently using verbally or in writing the names of another person or falsifying times, dates, grades, addresses, or other data, such as excuses, detentions and/or teacher's forms which request parent signature.

INDECENCY / OBSCENITY / PROFANITY

Offensive acts, which include acts of IMMORAL CONDUCT, against commonly recognized standards of propriety or good taste as interpreted by the administration and/or teaching staff, also, vulgar acts in verbal or written form, pictures, gestures, caricatures, suggestive/inappropriate clothing or sexually explicit language/acts during any school activity.

INSUBORDINATION

Willful failure to respond to or carry out a reasonable request by a staff member, or other person in authority, including: bus drivers, cooks, custodians or any other school personnel.

LARCENY

Theft.

LOITERING

Being anywhere on school property without proper authorization.

MALICIOUS MISCHIEF

Property damage.

POSSESSION OR USE OF POTENTIALLY DANGEROUS OBJECTS

Including, but not limited to, SQUIRT GUNS, BEAN SHOOTERS, LIGHTERS, SNOWBALLS, etc.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is considered inappropriate behavior and will not be tolerated. Hand holding only.

REFUSAL TO IDENTIFY SELF

All students must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events.

ROBBERY

Stealing from an individual by force or threat of force.

SEARCH AND SEIZURE

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his possession. Cars and personal items on school property will be subject to search in accordance to state law.

1. There should be reasonable suspicion by school authorities to believe that the possession constitutes a crime or rule violation.
2. General searches of school property may be conducted at any time.
3. Search of an area assigned to a student should be for a specific item and be in his presence in most situations.
4. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
5. Items, which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

SEXUAL HARASSMENT

1. Objective. Sexual harassment is a form of discrimination. It shall be a violation of this policy for any student, employee or non-employee who works subject to the control of school authorities to engage in sexually harassing behavior as defined in this policy. Any person who engages in sexual harassment is subject to this policy.
2. Definitions. As used in this policy, the phrase “sexually harassing behavior” or “sexual harassment” means unwelcome sexual advances, requests or sexual favors, and other verbal, written, or physical conduct of a sexual nature when:
 - A. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual’s employment or of obtaining an education;
 - B. Submission to or rejection of such conduct by an individual is used as a factor in making employment decisions affecting such individual’s employment or education; or
 - C. Interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
3. Reporting Procedures. Any person who believes that he/she has been subjected to sexual harassment as defined in this policy by a student, an employee, or a covered non-employee of the school district should report the alleged acts immediately to a school district official.

The designated employees on sexual harassment are: Mrs. Kris Owens and Mrs. Shalico Leaverton. Refer to the full Sexual Harassment policy (1994).

STRIKING OR THREATENING SCHOOL PERSONNEL

Intimidating school personnel; interfering with administrators or teachers by force, violence, or threat of violence, unless doing so in self-defense.

STUDENT MISCONDUCT

This provision addresses a student who, while representing Burr Oak Community Schools, acts in a manner that is disrespectful to themselves, opposing schools, other students, parents and/or officials (as witnessed by school officials).

Some examples, but not limited to, are: flipping others off, grabbing the crotch, profanity, taunting, and anything as described in the MHSAA under sportsmanship as well as our handbook.

Consequences for Athletes

- 1st Offense—1/4 of the remaining games and two days of off campus learning
- 2nd Offense—1/2 of the remaining games and three days of off campus learning
- 3rd Offense—No more athletics and five days of off campus learning

Consequences for Non-Athletes

- 1st Offense—Two days of off campus learning
- 2nd Offense—Three days of off campus learning
- 3rd Offense—Five days of off campus learning and students may no longer participate in plays or events.

TOBACCO-FREE SCHOOLS LAW

TOBACCO POLICY

State law prohibits a minor (under 21) from unlawfully purchasing, possessing, or using tobacco products. As a result of the above, minors are subject to criminal penalties. A person who violates the above is guilty of a misdemeanor, punishable by a fine of not more than what is court ordered for each offense payable to the ST. JOSEPH COUNTY PROBATE COURT. All tobacco violations will result in appropriate law enforcement agency notification for court disposition.

In addition the following school policy will also be enforced:

NO STUDENT shall possess tobacco or other inhalation products (examples included are, but not limited to, CIGARETTES, CIGARS, SNUFF, VAPE PRODUCTS and CHEWING TOBACCO) and shall not smoke, furnish, or use tobacco products on school property, during school, or school-related activities. Tobacco products found in lockers/backpacks, or on person, are considered to be in a student’s possession.

TRESPASS

Being present in an unauthorized place or refusing to leave when ordered to do so.

UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES

Interfering with administrators or teachers by force or threat of force.

UNLAWFUL INTIMIDATION OF SCHOOL AUTHORITIES

Interfering with administrators or teachers by intimidation with the threat of force or violence.

VANDALISM

The act of willful DESTRUCTION OF SCHOOL PROPERTY and property belonging to others; DEFACING SCHOOL PROPERTY such as lockers, desks, books, etc.

WEAPONS

Possessing, using, transferring, or threatening to use a weapon or any instrument capable (with intent) of inflicting bodily injury.

Any section of this document, or portion, thereof, found by adjudication to be contrary to law or constitutional rights shall be stricken without effect to the remainder.

CTE (St. Joseph programs) BACC (Branch County programs) Transportation DISCIPLINARY RULES

If kicked off the CTE bus (Burr Oak drivers) or the BACC bus (Colon drivers) it is the parent’s responsibility to take the student to and from the student’s placement.

BEHAVIOR - Restorative Justice Model Defined

Restorative justice empowers students to resolve conflicts on their own and in small groups, and it's a growing practice at schools around the country. Essentially, the idea is to bring students together in peer-mediated small groups to talk, ask questions, and air their grievances.

Restorative Practice First, Discipline Last Model

Building Strong School-Family Partnerships through Positive Relationships

Our goal is to avoid discipline and build relationships, although sometimes, discipline is necessary when negative, recurrent behaviors present themselves at school. Restorative practice steps will be used in Burr Oak Community Schools by teachers, support staff, counselors, and administrators and we will make every effort to turn negative behaviors into learning experiences to prohibit negative behaviors from happening in the future.

Let it be noted that safety is a major concern during the Covid 19 pandemic. Restorative practices will be used when we are able, but parents might be called more often than normal to pick up a student during this time due misbehaviors that are a safety concern that put others at risk. Equitable learning is still available because 100 percent of our curriculum/lessons are available online.

“7 Factors” considered when misbehavior occurs:

1. Student’s age
2. Disciplinary history
3. Disability
4. Seriousness of behavior
5. Safety risk
6. Use of restorative practices in disciplinary history
7. Level of intervention prior to suspension or expulsion

DISCIPLINE PROCEDURES

I. MINOR VIOLATIONS

- A. Loitering
- B. Littering
- D. Disorderly conduct
- E. Disrespect
- F. Interference with the educational process (all inclusive)
- G. Public display of affection (Holding hands is the only acceptable display of affection.)
- H. Misuse of electronic devices that interfere with the educational process
- I. Running/horseplay
- J. Taking medication without pre-approval from parent or school administration.

NOTE: The number of offenses refers to actions on any one or any combination of the listed actions.

STEPS: GRADES 5th through 12th

1st Offense: Teacher reprimand / Warning / Counseling

2nd Offense: Sent home for off campus learning

3rd Offense: Sent home for off campus learning

4th Offense: Off campus learning for the remainder of the marking period. A student contract must be agreed upon by the administrator, the student, and the parents and signed by all parties that the student will continue to work from home. The parent must agree to monitoring student work and ensuring communication between the student and teachers via email or Google Classroom.

II. MAJOR VIOLATIONS

- A. Sexually Explicit Language / Indecency / Obscenity / Profanity
- B. Discriminatory Language - Race, Gender, Sexuality
- C. Fighting / Physical Instigator
- D. Fireworks / Explosives, etc.
- E. False Reporting / Academic Cheating / Plagiarism
- F. Forgery
- G. Gambling
- H. Insubordination / Trespassing / Refusal to Identify Self
- I. Tobacco (Use, possession, distribution, sale), or other illegal substances including vapes, alcohol, pills
- J. Skipping (failure to report in / out of school, falsely reporting of from school)
- K. Threatening and Intimidation Acts
- L. Inciting others to violence
- M. Bullying

NOTE: The number of offenses refers to actions on any one or a number of actions listed above.

STEPS:

1st Offense: Warning or sent home for off campus learning. The teacher has the right to suspend students for one day for off campus learning.

2nd Offense: Off campus learning

3rd Offense: Off campus learning - time off campus to be determined by administration.

4th Offense: Possible recommendation for Expulsion. May be placed on indefinite off campus suspension Parent conference required. All documentation submitted to the superintendent to be presented to the Board for final decision on schooling. When an expulsion from the brick and mortar school is deemed to be necessary, the students can be shifted into Burr Oak Virtual or the Step Up program to continue to be educated.

The above violations can lead to 180 day suspension by state law.

III. SERIOUS VIOLATIONS

- A. Alcohol / Controlled Substance
- B. Arson
- C. Assault / Battery / Striking or Threatening School Personnel
- D. False Alarms / Bomb Threats
- E. Physical/Verbal Attack on any staff member / Unlawful Intimidation
- F. Sexual Assault / Harassment
- G. Shakedown / Extortion / Blackmail / Coercion
- H. Robbery / Burglary / Larceny
- I. Vandalism of School / Staff / Student Properties
- J. Dangerous Weapons / Firearms
- K. Malicious Mischief
- L. Possession or Use of Potentially Dangerous Objects
- M. Unlawful Interference with School Authorities
- N. Unlawful Intimidation of School Authorities
- O. Repeated Bullying

NOTE: The number of offenses refer to actions on any one or any combination of actions listed.

STEPS:

1st Offense: 1-10 days off campus learning. Notification of Parent / Guardian by letter, Parent / Guardian Conference before Student may re-enter school, student contract may be required. Student on Probation: Must work from home unless agreeable to completing school work and following school rules.

2nd Offense: 1 to 10 Day(s) Out of School Suspension, above – same, Parent / Guardian may spend day with student in school

3rd Offense: Immediate Recommendation to the Board for Expulsion, Immediate out of School Suspension, Parent / Guardian Conference, All documents submitted to the Superintendent to be presented to the Board of Education for final decision on students schooling

Can lead to 180 days suspension by state law.

The preceding code is a guideline the Burr Oak administration will follow in maintaining discipline in the school and at school sponsored activities. Students and parents are reminded, however, that the code is a guideline and that school personnel are responsible for preventing gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process. School officials, with consequences which are warranted by the behavior, will handle unusual situations which occur during the school year promptly.

Approved: August 8, 2016

SUSPENSION Beginning in 2020, suspensions will result in mandatory virtual learning. No on campus privileges or extracurricular activities will be allowed during the off campus suspension. Students are still expected to complete work as scheduled.

*Suspension defined: Separation of a student from school campus. The authority to suspend rests with the administration.

1. Credit will be earned during the off campus suspension for work completed and turned in. All deadlines/due dates remain in effect during and off campus suspension.

TEMPORARY OFF CAMPUS SUSPENSION OR SEPARATION

On the basis of the present status of present school law, the principal or assistant principal is delegated the authority to temporarily separate or suspend a student from being on campus. This does not mean that the student cannot still learn because all curriculum lessons are available online.

1. A student shall be fully informed of the charges brought against him, including the rationale for the action, and the conditions of time and termination.

2. The parents shall be immediately notified by phone when possible, if the student is to be temporarily separated or suspended from campus. Written notification shall be made in the student's cumulative file.

3. Verbal notification shall be followed by written communication to the parent/guardian stating the charges, reasons, and conditions of the separation or suspension from campus. A copy of the letter shall be placed in the student's cumulative file.

4. The superintendent shall be notified immediately of any separation or suspension given by an administrator of the district.

5. Parents shall be notified of appeal procedures by being referred to this student handbook, which shall include: **(during all appeals procedures the student will not participate in any extracurricular activities)**

A. Parents may request a conference with the administrator in charge. Such requests shall be made within the period of separation or suspension. The administrator shall affirm or modify the terms of the date of the conference.

B. Within two (2) school days from the administrator's decision the parent may appeal such a decision to the superintendent. The superintendent shall affirm or modify the decision of the administrator within one (1) school day from hearing the appeal.

C. The superintendent's decision on off campus school suspensions may be appealed to the Board of Education within two (2) school days of such decision.

D. The board of education shall schedule a hearing within 24 hours or until a quorum can be formed and shall notify the parents that said hearing shall be conducted under the following rules and procedures:

- i. Written notice shall be given of the time, date, and place of the hearing.
- ii. The student or parent may be represented by an attorney or other advisor of their choosing.
- iii. Witnesses may be presented at the hearing and the student or his representative may question witnesses testifying against the student.
- iv. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
- v. There may be present at the hearing the principal, the board of education's attorney, and such resource persons as the president of the board of education deems essential to the proper adjudication of the case.
- vi. The board of education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.
- vii. If a parent/guardian fails to appear at the appeals hearing, the judgment will stand.

6. Students who are suspended from campus may not participate in or attend extra-curricular activities for the duration of their off campus suspension.

EXPULSION

Recommendation for the expulsion of a student from school shall be made to the board of education by the superintendent. Except in cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the expulsion recommendation. The following procedures shall be followed:

1. The student shall be under off campus suspension pending the expulsion recommendation of the superintendent to the board of education and pending the board's decision. Burr Oak Virtual will be recommended as an alternative to on campus learning.
2. The superintendent's recommendation to the board shall be in writing. It shall include the essential elements, which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent/guardian of the student being considered for expulsion.
3. The board of education shall set the date, time, and place of the hearing and shall transmit written notice of same to the parent/guardian at least five (5) school days before the date of the hearing.
4. The hearing procedure shall follow that set forth under section 5d of the preceding article, "Suspension" of this handbook. Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a student under an extended suspension or expulsion may continue his education (Burr Oak Virtual Academy is a third-party provider - this will be our recommendations).