

***Breckenridge Middle
School/High School
Student Handbook
2009-2010***

*700 Wright Street
Breckenridge, Michigan 48615
Telephone: (989)842-3182
Fax: (989)842-5761*

Breckenridge High School Fight Song

*On to victory, Our team will fight and do or die. Ole B H is here,
We'll raise our banners high. For Alma Mater dear, B H will fight
with all your might. On to victory forever Huskies FIGHT! Oh Fight
RAH!*

This Agenda Belongs to:

NAME: _____

ADDRESS: _____

CITY: _____ ***ZIP CODE:*** _____

TELEPHONE: _____

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Introduction

This handbook has been prepared to provide students and parents with pertinent information about Breckenridge Middle School and High School. It is provided as a reference source for the guidelines by which the school operates. Parents are encouraged to contact the school with questions.

Personnel

Board of Education:

*Mr. Corey Brown
Mrs. Lisa Christensen
Mr. Lori Cross
Mr. Kevin Earegood
Mr. Ken Krueger
Mr. Kim Laurenz
Mrs. Lorrie Siler*

Administration:

*Mr. Sean McNatt, Superintendent
Mrs. Sheila Pilmore, High School/Middle School Principal
Mr. Ryan Sklener, Athletic Director/Dean of Students*

Secretary:

Mrs. LuAnn Smith

Counselors:

*Mrs. Marcia Royer, High School Counselor
Mr. David Justin, Middle School Counselor*

Teaching Staff:

*Mr. Mark Bleiler, Math
Ms. Heather Zook, School Social Worker
Mrs. Barb Brown, English
Mr. Matt Chovenac, Health/Physical Education
Mrs. Sandy Daggett, Speech Therapist
Mrs. Virginia Dayringer, RTC Coordinator
Mr. Paul Gilbert, Social Studies
Mrs. Barb Giles, Math/Science
Mrs. Lisa Gregory, English
Ms. Malissa Hesse, Special Education*

Mrs. Edith Humm, Media Specialist
Ms. Ellen Hutt, Social Studies/Drama
Mr. John Kolat, Physics/CAD
Ms. Dawn Landis, Business Education
Miss Kristin Lennon, Spanish/English
Mrs. Elizabeth Loyselle, Vocal Music
Mrs. Malena Marr, Chemistry/Physics/General Science
Mrs. Lori Miller, Language Arts/Social Studies
Ms. Erin Frye, Art
Mrs. Sunday Ostrander, Special Education
Mr. Joe Radtke, Band
Mr. Gerard Reaume, Agriculture Education
Mr. Kris Robinson, Physical Education/Math
Mrs. Carman Rodriguez, Science
Mr. Wade Slavik, Math, History
Mr. Mike Tobin, History
Mrs. Elizabeth Weaver, Math/Biology
Mrs. Bobbi Wendling, Language Arts
Mrs. Rebecca Willman, Science

Support Service Coordinators:

Mr. Dan Halligan, Transportation
Mr. Ed Cole, Maintenance/Custodial
Mrs. Nancy Ostrander, Food Service

Non-Discrimination Policy

It is the policy of the Breckenridge Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

Non-Discrimination Grievance Procedure

If any person residing within the boundaries of or employed by the Breckenridge Community School District believes that the governing body or any part of the school organization has inadequately applied the principles and/or regulations of Title IX, Section 504 of the

Vocation Rehabilitation Act of 1973, or Title IV, or is in some way discriminated against on the basis of sex or handicap, he/she may bring forward a complaint to the Administrative Office at the address listed below:

*Breckenridge Community Schools
700 Wright Street
Breckenridge, Michigan 48615
Telephone: (989)842-3182*

The person who believes that he/she has a valid basis for a complaint shall discuss the concern with the proper local coordinator listed below, who shall in turn investigate the complaint and reply with an answer to that complaint within (5) working days.

504 Coordinator
*700 Wright Street
Breckenridge, Michigan 48615
(989)842-3182 Ext. 500*
Title IX & Title IV
*Mrs. Sheila Pilmore
Breckenridge High School
700 Wright Street
Breckenridge, Michigan 48615
(989)842-3182 Ext. 400*

If this reply is unacceptable to the complainant, he/she may initiate formal procedures according to the steps listed below:

Step 1: *A written statement of the grievance signed by the complainant shall be submitted to the proper local coordinator within (5) working days following the receipt of answers to the informal complaint. A written grievance shall contain the following:*

- A) A brief synopsis of the facts giving rise to the alleged grievance.*
- B) The date and time of the alleged violation.*
- C) The remedy of relief requested.*

The coordinator shall further investigate the matters of grievance and reply in writing to the formal complaint within (5) working days.

Step 2: *If the complainant wishes to appeal the decision of the local coordinator, he/she may submit a signed statement of appeal to the superintendent within (5) working days following receipt of the Local Coordinator's response. If after (5) days the Superintendent has not made a written disposition of the grievance or if the grievant is not*

satisfied with the disposition of the grievance, he/she may proceed with Step 3 within (5) working days.

Step 3: Within (10) working days after the decision of the Superintendent, the grievant may appeal the grievance decision to the Secretary of the Board of Education by submitting by registered mail: (1) copy of the written grievance, (2) copies of the decisions of the Local Coordinator, (3) a statement as to why he/she is not satisfied with the decisions rendered by the administrators. Upon receipt of proper application, the Board shall grant the grievant a private hearing at the next regular Board meeting providing the appeal is received more than five (5) working days prior to the next regularly scheduled Board meeting; otherwise, the matter shall be placed on the agenda of the regular Board meeting the following month. The Board may hold hearings, or may designate one or more of its members to hold a meeting or otherwise address the grievance. The Board shall render its decision in writing not later than the next regularly scheduled Board Meeting.

Step 4: If at this point, the grievance has not been satisfactorily resolved, further appeal may be made to the Office of Civil Rights, Department of Health, Education, and Welfare, Washington DC 20201.

Emergency Services

The Student Council has suggested, with the approval of the Board of Education, for sources of information and counseling to be made accessible to students at Breckenridge High School.

Gratiot County Health Department	875-3681
Aids Counseling and Testing	875-4858
Mid-Michigan Mental Health Center	463-4971
Family Planning Services	875-2607

Students in need of information concerning a specific problem not covered above should contact the counseling office. The counseling staff should be able to direct them to the appropriate agency for assistance.

Emergency Drills

We are required by law to have a number of emergency drills throughout the year. The following areas are required by law: fire drill, tornado drills, and lockdown drills. It is the responsibility of

each student to be aware of what is required in each classroom for each drill. A fire alarm requires you to exit the building in a quiet orderly fashion. Your teacher will take attendance outside for accountability reasons. A tornado warning requires students to be in a designated area and to assume a safe position facing the lockers. During this time students should be quiet in order to hear any instruction given by the staff. Two lockdown drills are required each year; each classroom will have unique areas for students to go. Teachers will review the procedures with the students at the beginning of each year and in the event of a lockdown drill. Drills are in place to prepare students and staff for an actual event, please cooperate with teachers during these drills.

Medication Policy

In order to administer any prescribed medication, to any student; during school hours the high school office must have on file a written prescription from the child's physician, and written authorization from the child's parent/guardian.

Only medication in its original container; labeled with a date, if a prescription; the student's name; and exact dosage will be administered.

Non-prescribed medication may be administered only if the high school office has consent from the parent/guardian who must also authorize any self-medication of his/her child.

Parents/Guardians may administer medication or treatment, students may also self-medicate if authorized by their physician and parent/guardian.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. All medication shall be kept in a locked storage case in the school office.

Educational Program/Grading System Graduation Requirements

To receive a diploma from Breckenridge High School, a student must successfully earn credit in the following required courses. Students may select from a variety of elective courses to earn the remainder of their credits for graduation. The total number of credits required for a Breckenridge High School Diploma are 26 credits.

English.....4 units
English 9 and English 12, 2 additional units required
 Math4 units
Alg I, Geometry, Alg II and one math in Senior year required.
 Science.....4 units,
Biology or Botany and Zoology, Chemistry, ESP and 1 additional unit required
 Social Studies.....4 units
U.S. History, Civics./Econ, World History(Class of 2011), Law required
 Physical Education/Health.....1 unit
 Computer Science.....1 unit
Classes of 2010 only
 Foreign Language.....1 unit
Class of 2011, 2012, 2013 only
 Visual, Performing, Applied Arts.....1 unit
Class of 2011, 2012, 2013 only
 On-line requirement.....1 unit
Class of 2011, 2012, 2013 only

Grade Classification

Students will be classified by grade level according to the number of credits that have been accumulated. This insures that students will remain on track to graduate on time with their class.
In order for a student to be classified as a 10th grader they must have accumulated (5) credits. Eleventh graders must have a minimum of (12) credits and students need (19) credits to be considered a senior

Grading System/Report Cards

Grade point averages will be computed for honor roll and permanent record purposes on the 4.00 scale listed below

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
I = Incomplete	NC = No Credit		

A grade of "A" indicates excellent work; "B" is above average work; "C" is average; "D" is unsatisfactory but passing; "F" indicates the student has not achieved the minimum standard to earn credit for the

class. An "I" indicates that the student has not completed all assignments necessary to be issued a grade in the class. Incompletes will only be issued to students with a prolonged absence due to a medical problem or extenuating circumstances. Students will have ten (10) school days from the end of each semester to make up incomplete work. If at the end of that period the work has not been turned in the student will receive zeros for all missing assignments and their final grade will be computed after these have been averaged in. Report cards are issued at the conclusion of each (9) nine-week marking period. Grades are based on the scale listed above.

High School Grading/Examination Policy: Final grades for all classes will be determined on a percentage basis. In order for students to receive a passing grade for a course their overall class average must meet or exceed 60%. Final grades are determined by averaging first and second marking period grades with the final exam. Each marking period grade will be worth 40% of the total grade and the final exam will worth 20% of the final grade.

Honor Roll/Academic Honors

The honor roll is made up each nine weeks and includes those students who have earned a 3.00 or better for the marking period with no grade lower than a C-. The honor roll is computed by averaging grades in all classes.

All students who achieve honor roll status during the first three marking periods will earn an academic letter. Students receiving the honor for the first time will receive an "academic letter". Successive awards will be recognized with a gold bar that may be affixed to the letter.

Summer School/Correspondence Classes

Students who are credit deficient may enroll and attend summer school or complete courses through correspondence study, providing the principal approves such attendance in advance. Summer school or correspondence classes may be used to recover credits toward graduation with the following exceptions which must be taken at BHS; English 9, English 12, Algebra I and II, Geometry, ESP Science, Biology, Chemistry, U.S. History, Civics/Econ, World History Law and P.E./Health, Foreign language and one Visual/Performing/Applied

Arts. Only under unusual and justifiable circumstances will credit be allowed for more than **three (3) units of work** through summer school or correspondence classes. Classes taken through Blackboard, or an approved equivalent, and from a certified Breckenridge teacher will count as an equivalent high school credit.

State Competency Testing

State Competency Testing through the Michigan Educational Assessment Program and the Michigan Merit Examination is required of all students in specific grade levels in the subjects of science, math, social studies, and English. Students who meet the minimum standards set forth by the State of Michigan will qualify for a \$4,000 Michigan Promise scholarship to assist with college tuition.

The Breckenridge Board of Education requires all students to take the high school MME/ACT test in order to receive a diploma from the Breckenridge Community Schools.

Registration/Drop & Add Policy

In the spring of each school year students will have an opportunity to select classes for the next school year. Each student will receive the necessary registration information and have an opportunity to ask questions and make class selections at that time; tentative schedules will be mailed. Parents may contact the school if they have questions regarding their child's schedule. Students who wish to make schedule changes must do so not later than the 5th day of each semester. No class changes will be allowed after that day.

Course Offerings

English: English 9, English 10, English 12, English Literature, American Literature, Journalism, and Novels

Math: Algebra I, Algebra II, Geometry, College Prep Geometry, Trig/Pre-Calc., Calculus, Business Math, Accounting

Social Studies: U.S. History & Geography, Civics /Econ, Law, and World History & Geography

Science: *Biology, Chemistry, Adv. Biology, Physics, Botany, Earth/Physical/Space Science, Zoology, Advanced Zoology, Advanced Botany, Advanced Chemistry*

Computers/Business Education: *Business Block I,II, Accounting I, II, Co-op Seminar, Co-op*

Art: *Art I, II & III*

Physical Education: *PE I/Health, Lifetime Fitness, BFS*

Foreign Language: *Spanish I & II,*

Industrial Education: *Mech/Arch Drafting, Auto CAD I, II*

Music: *Band, Choir, Music Appreciation, Jazz Band*

Agri-Science: *Botany, Zoology, Advanced Zoology, Ag. Leadership, Advanced Botany*

Interactive Television Courses

Students in grades 11 and 12 are eligible to enroll in ITV courses offered through the MMNET program in our interactive lab located in the media center. ITV offerings will change each year based on student requests.

On Line Course Offerings

Students may also enroll in classes that are offered on line through the Michigan Virtual High School.

Center Based Vocational Education Classes

Students in grades 11 and 12 are eligible to enroll in Vocational Education classes held at the area Vocational Education Centers in Alma and Mt. Pleasant. These classes are designed to provide students with entry-level job skills necessary to pursue skilled occupations following graduation.

Class Offerings: *Machine Trades, Radio Production, TV Production, Commercial Foods, Welding, Electronics, Auto Mechanics I & II, Building Trades I & II, Health Occupations, Plumbing & Heating,*

Cosmetology, Child Care, Interior Design, Small Engines, Graphic Reproductions, Marketing.

Students attending the area Vocational Centers will be required to follow the rules and regulations of Breckenridge High School.

Vocational students and their parent/guardian will be required to sign a contract agreeing to this statement prior to entering the vocational program. Scheduling variations between the Vocational Centers and the home school will be worked out through the principal's office.

NCAA Eligibility Standards

If you plan to enroll in any Division I or Division II college or university and be eligible to participate in athletics as a college freshman you must earn credit in a minimum of 16 core courses that have been approved by the NCAA. Additional eligibility information is available through the NCAA website www.ncaaclearinghouse.net.

General Information for Breckenridge Middle School

Grading System

A grade of "A" indicates excellent work; "B" is above average work; "C" is average; "D" is unsatisfactory, but passing; "F" indicates the student has failed to meet grade level objectives, and has failed. An "I", incomplete, indicates that the student did not complete work and therefore a grade cannot be issued. An "I" indicates that the student has not completed all assignments necessary to be issued a grade in the class. Incompletes will only be issued to students with a prolonged absence due to a medical problem or extenuating circumstances. Students will have ten (10) school days from the end of each semester to make up incomplete work. If at the end of that period the work has not been turned in the student will receive zeros for all missing assignments and their final grade will be computed after these have been averaged in.

Required Classes

MIDDLE SCHOOL- students in grades 6-8 will take all four basic academic subjects, Math, Science, Language Arts, and Social Studies. Middle School students may take Band or Choir if they choose. Students also have a set of Enrichment Classes that will be taken; 6th Grade: Physical Education, and Health

7th & 8th Grade: Physical Education, Health, Career Pathways, Agriculture, Novels, Current Events, BATs

Breckenridge Middle School Promotion Policy

Students are expected to earn passing grades (D- or better) in all core and elective subjects. All students are expected to take the following classes: Language Arts, Math, Science and Social Studies; Elective courses will vary.

The following standards outline the basis for yearly promotion: Middle school students must have earned a minimum of 5 out of 7 credits to be promoted to the next grade. One credit is earned by completing a subject with an overall passing grade for the school year (1/2 credit per semester)

Grade/Credit

Language Arts	1
Math	1
Science	1
Social Studies	1
*Semester Elective Band/Choir	1
9 week electives (4)	1
Reading	1
<hr/>	
Total	7

Those who are enrolled in Band or Choir will be enrolled for the year, with the exception of the 6th graders. All other students will participate in four 9-week courses or two semester electives. A yearly total of 7 credits will be possible for all middle school students.

Special Education students will be promoted when the IEP team determines the student has met their goals, objectives and demonstrated satisfactory academic progress according to each individual's plan

A committee made up of teachers, counselor, principal and the dean of students will review and approve all retention recommendations. Normally a student will not be retained for more than one year. A second retention will only be considered if failures to achieve academic

credits and the principals below have not been demonstrated to show an adequate progression.

Promotion/Retention Policy

A student failing to earn 5 credits for the school year will be retained at the same grade level for the following year unless the administration in concert with the parents determine that extenuating circumstances exist making retention harmful to the individual student. Examples of concerns are: age, ability, maturity, previous school history, and/or special circumstances or problems.

General Information

Telephones: Student use of office or classroom telephones should be limited to emergency or school business. All other calls should be made from the pay telephone. Messages will be accepted from parents/guardians only

Lockers: All students will be assigned a combination locker at the beginning of the school year. **It is the responsibility of the student to use only his/her own locker and not allow other students to have access to that locker or its combination. Lockers are to be kept locked at all times.** The school does not assume any responsibility for any possessions left in student lockers and students are encouraged not to leave any valuables in their lockers at any time. Lockers are the property of the school and the school administration reserves the right to search any or all lockers should the need arise.

Locker signs hung for school spirit will be allowed, however, there may only be two signs per locker. Locker signs will be removed if inappropriate writing or language is used on any sign.

Assemblies:

Proper conduct and attention is expected of all students at all assemblies and activities. The school may refuse admittance to activities to students if conduct is improper. Some general guidelines are:

- Be respectful of the speaker whether it is a student, teacher or guest speaker.
- Fill in the empty seats so there is room for everyone.

- *Inappropriate comments will not be tolerated and the student may be asked to leave the assembly if the behavior is an issue.*
- *Do not throw objects at any speaker.*

Cafeteria: *The school provides a hot lunch and breakfast program for all students. **All carried or purchased lunches are to be eaten in the cafeteria or courtyard.** All students are expected to behave like ladies and gentlemen in the cafeteria. There is to be no cutting in, punching, or shoving in the cafeteria line while waiting to be served. Students who qualify for free lunches eat the lunches themselves. Anyone selling or giving away free lunch will lose the privilege of receiving free lunch. Students who abuse the privileges of eating properly in the cafeteria may be assigned duties of cleaning the cafeteria after lunch **hours or given a hallway infraction and sent to RTC during lunch.** Those students experiencing continual problems may forfeit the privilege to eat in the cafeteria all together.*

Glass Containers: *Glass, food and beverage containers are prohibited because they pose a safety hazard. Food or beverage containers constructed of metal or plastic are acceptable as long as they do not become a trash problem.*

Electronic Items: *The use of electronic devices such as cell phones, Ipods, or MP3 players is permitted before school, during lunch and after 3:00 pm. Students who bring such devices to school do so at their own risk and should secure them to avoid theft or loss. Cell phones and other communication devices are not allowed in any classroom, **must be kept in lockers** (with the exception of lunch time) and turned off during school hours to avoid unnecessary disruptions to the learning process. Students who do not comply will have any/all items confiscated. On the first offense the item will be returned to the students at the end of the day, the second offense the parent will contact to retrieve the item from the office and the third offense the item will be kept for one week.*

Field Trips: *Breckenridge Community Schools occasionally offers field trips through various organizations. Students with **2 or more F's at sign up time** will not be allowed to participate in the field trip. It is the opinion of the school that being in school and improving grades is more important than the field trip.*

Middle School Fun Fridays

In order for students to participate in Fun Friday students must not have had any discipline problems which resulted in 3 RTC visits or an out of school suspension. If either of these occurs, the student will not be allowed to attend the Fun Friday. This is in effect up to the day of the Fun Friday.

Fun Friday Rules

- *Students will not be allowed to go to their lockers during the Fun Friday.*
- *Once a student leaves they may not return.*
- *Students must leave with a parent unless prior arrangements have been made.*
- *No visitors will be allowed to attend the Fun Friday activities.*

Dress & Personal Grooming Guidelines: *Students are expected to use good judgment in their dress and appearance. Individuals who appear in school improperly or inappropriately dressed may be sent home to make the needed adjustments before being readmitted. At Breckenridge High School, our concern is with maintaining a standard that is a reflection of our community. It should be understood that if a student's appearance distracts other students from learning or distracts the instructional process it is unacceptable. The teaching staff and administration reserve the right to distinguish between what is appropriate and inappropriate appearance in the educational setting.*

General Guidelines for Dress:

- *Footwear shall be worn at all times.*
- *Shorts and skirts must be fingertip length.*
- *Tops and bottoms must overlap and be able to be tucked in. If your underwear or skin are exposed you are in violation of the dress code.*
- *Tank top **straps** must be at least 2 inches wide. Spaghetti- straps, tube tops, and off the shoulder tops are not permitted.*
- *Clothing which promotes drug use (including tobacco and alcohol), or which includes an advertising logo of such products may not be worn.*
- *Clothing, accessories, and printed material containing harassing, crude, obscene or sexually suggestive language or symbolism is prohibited.*
- *No hats, headwear, hoods, or sunglasses shall be worn in the*

- building.*
- *Shirts/tops with plunging necklines, or excessively loose arm cut-outs are not permitted.*
 - *Sleep wear, including pajama bottoms and slippers are not permitted.*
 - *Clothes with holes above fingertip length will not be permitted even with other clothing underneath.*

Backpacks, book bags, purses, and other luggage are not allowed in the classrooms. They are to remain in the lockers throughout the day.

Coats should be removed in the morning and left in lockers until the final bell of the day has been rung.

Visitor Permits: *In order for a student to bring a visitor to school, the student must obtain written approval from each teacher whose class is to be visited and present this approval to the office at least one day in advance of the proposed visit. No visitors will be approved who are not high school students themselves or if their school is in session that day. No visitors will be allowed during exams or the day preceding a vacation. Students bringing babies to school must stay in the office area.*

Non-Student Visitors

*Any visitor to the school during the regular school day must report to the office for permission to visit. Any non-school personnel in the building without authorization from the office will be considered to be trespassing and will be requested to leave the building immediately. **AIM students will not be allowed in the building until 2:50 pm.***

Parking Lot: *Students will not be allowed in the Middle School and High School parking lots at any time during school hours, including noon hour without permission from the Administration. Breckenridge Community Schools are not responsible for damage to personal vehicles on school property. **Students are allowed to park in the student parking lot on the black top and not in the handicapped area. A second parking violation will become an RTC visit at lunch.***

Conflict of Activity: *On occasion, activities such as Band, Choir, FFA, Plays, Musicals, Pom Pon, Athletics and other activities conflict with*

each other. The philosophy of governing activities, which take place during other than regular school hours, is to provide as many opportunities for students to pursue elective activities as possible, which enrich their school experience. It must be stressed that these activities though strongly supported and of unquestioned value and importance are elective for all students.

As a result of the problem above, a policy has been established which outlines a procedure, which applies to all conflicts in the most equitable manner to all students involved and also results in the least destructive effect on the students, advisors, coaches, and groups or teams affected.

It should be first understood that every effort would be made to avoid scheduling conflicts. In cases where conflicts exist between practice/rehearsal of one activity and a performance/contest of another the performance/contest will, unless very special unusual circumstances exist, take precedence over the practice/rehearsal.

When a performance/contest becomes rescheduled, creating a conflict, then the originally scheduled performance/contest will, unless unusual circumstances exist, take precedence over the rescheduled performance/contest.

Driver's Education: *A policy that began with the 1992-93 school year, students must meet a minimum eligibility requirement to be eligible to sign up for driver education. If a student fails a class in the most recently completed semester, they **WILL NOT** be eligible to take driver Education..*

Hall Passes: *Students allowed to leave class for any purpose must be in possession of an official room pass. **Each room will have a sign-out/sign-in sheet that must be filled out before students leave the class.** No passes will be given during the last 10 minutes of the class. If the student is to be working for a teacher other than his assigned teacher for that hour, he/she must have made prior arrangements and have in possession an official pass from the teacher requesting the student be excused from class. **Students working in other classrooms must return to their assigned class 10 minutes before the end of the class period.** The teacher has the right to deny a student permission to leave the class. Teachers will not allow students to be excused from class except on rare occasions.*

Freedom to Publish:

- *Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process.*
- *Authors must sign such written expressions, if distribution on school premises or in conjunction with school related activities.*
- *Students who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students within the school must assume responsibility of the content of such publication.*
- *Libel, obscenity, and personal attacks are prohibited in all publication.*
- *Unauthorized commercial solicitation will not be allowed on school property at any time.*
- *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.*

Freedom of Speech and Assembly:

- *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.*
- *All student meetings in school buildings on school grounds must be authorized by the building administrator*

Student Discipline

Students Rights And Responsibilities

This section has been formulated as a basis for rules and regulations governing student behavior. These guidelines serve to provide students and the community with statements of a general nature, which clarify the expectations of the Board of Education, Administration and Teachers in regards to student behavior.

The Breckenridge Community School District believes that every student should have an equal opportunity to gain an education, which is beneficial to the student and to society. The school district further feels that an atmosphere of learning must prevail if a learning process is to be experienced. The parent-teacher team must work cooperatively and use all possible means to direct students toward proper behavior

and attitudes. Therefore, guidelines and rules must be established which are fair and reasonable to all students who in turn must abide by them. Those students who do not adjust to a positive position and those who violate the rules and guidelines must be disciplined and even separated from school if need be, to preserve the very basic purpose of attending school- **EDUCATION**.

Students in the high school and middle school are expected to behave like ladies and gentlemen at all times. Students are expected to follow directions given by all adults within the school and show proper respect while doing so. Failure to obey instructions given by a teacher or interference with a teacher in the performance of their duty is considered insubordinate and a serious offense that will not be tolerated. Students who willfully fail to follow reasonable instructions of a teacher or interfere with a teacher in the performance of their duty will be considered to be in violation of the basic principles on which our school is founded and may face immediate suspension depending on the severity or frequency of the offense.

Discipline Policy

Teachers have the right to teach, and students have the right to learn, in a safe environment!

Legal Basis for School Discipline Policies: State of Michigan General School Law, 1966.340.613 Same expulsion of pupils; physically or mentally handicapped. (M.S.A. 15.3613)

Section 613. The Board may authorize or order the suspension or expulsion of gross misdemeanor or persistent disobedience, or one having habits or bodily conditions terminal to the school, whenever in its judgment the interest of the school may demand it, provided that, except in a case in which the parent or legal guardian of a child refuses to have the child medically or clinically examined, no child shall be expelled or suspended from school upon the basis of physical handicap unless the Board has obtained a certified statement from a psychiatrist or a child center or clinic or the appropriate agency approved by the superintendent of Public Instruction that the child is incapable of benefiting from public school attendance.

340.014 Same, other duties, rules, safety of pupils in attendance or entrance to or from school. (M.S.A. 15.3614)

Section 615. Every board shall have the authority to make reasonable rules and regulations relative to anything, whatever necessary, for the proper establishment, maintenance, management and carrying in of public schools of such district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school.

340.731 Compulsory attendance at school (M.S.A. 1503731)

Section 731. (a) Except as provided in section 732 and subject to the provisions of bisection (b) every parent, guardian or other person in this state, having control and charge of any child between the ages of 6 and 16 years, shall send such child to the public schools during the entire school year in which the school year is divided in quarters, no child should be compelled to attend public school more than 3 quarters in any one year; but a child shall not be absent for any 2 consecutive quarters.

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.

There should be reasonable cause for school authorities to believe that the possession constitutes a crime or rule violation. General inspections of school property may be conducted at any time.

Search of an area assigned to a student should be on the basis of a reasonable suspicion of possession of material determined to be a threat to the safety or security of others and may be seized by school authorities (firearms, knives, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be permanently seized by school authorities. Items, which are used to disrupt or to interfere with the educational process, may be temporarily removed from student possession.

The Responsible Thinking Classroom (RTC)

The Responsible Thinking Classroom (RTC) is a room that students go (**visit**) to deal with their inappropriate behavior. In **RTC**, students learn how to handle a situation in a more respectful and responsible manner. If a student chooses to disrupt the learning process in the classroom, the teacher will ask the student to follow the rules of the class. If the student continues to be **a disruption**, the student has made the choice to go to **RTC**. Students who choose disrespectful behavior

*in the cafeteria or hallway will also follow the **RTC** process. In the **RTC** room, the student will write a plan to deal with the behavior, and negotiate it with the teacher before returning to class. It is the student's responsibility to make and keep an appointment with the teacher to negotiate the plan. After three consecutive days in **RTC** from the same classroom, a telephone call will be placed to the parents. After five consecutive days in **RTC** from the same classroom (**for the same offense**), the student will be sent home and may only return to school with a completed plan and a parent. Students who refuse to complete a plan, keep a negotiated appointment, or violate the rules of **RTC** are choosing to go home and must return with their parent (s). Any student who chooses to go home will re-enter through the **RTC**.*

RTC Intervention Guidelines

As of the 2006-2007 school year the interventions will be in place through the RTC process:

- 1) 3 RTC visits will result in phone call to the parents informing them of the visits to RTC.*
- 2) 6 RTC visits will result in an intervention with the teachers, parents, the student, the counselor, the principal and/or the Dean of Students.*
- 3) 9 RTC visits will result in an intervention with the parents, the student, the counselor, principal and/or the Dean of Students. and possibly the teacher(s).*
- 4) 12 RTC visits will result in an intervention with the parents, the student, the principal and the superintendent.*
- 5) 15 RTC visits will result in an appearance before the Board of Education.*

Public Display of Affection: *Breckenridge High School is a public building and being the principle place of occupation and business for its students expects its students to behave in a mature and businesslike manner. Students may hold hands but other means of showing affection are unacceptable while at school or on school grounds. Students who refuse to comply with these expectations will be subject to the following procedure: 1) Discussion of the problem with the student, 2) discussion with the building administrator and a parent contact. 3) RTC will be assigned at lunch, 4) continual disregard for this rule will result in suspension until the problem is resolved.*

Disruptive Conduct- *Conduct, which interferes with educational conduct, is prohibited.*

Dangerous Weapons: Firearm, dagger, dirk, stiletto, knife with a blade in excess of three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, or any device used or intended to be used as a weapon. Individuals in violation of this policy will be suspended from school immediately for ten days with a recommendation to the Board of Education for expulsion.

Firearms: Firearms are prohibited on school property or at school sponsored events. Individuals in violation of this policy will be suspended from school immediately for ten days with a recommendation to the Board of Education for expulsion.

Knives: Students are prohibited from carrying knives or any other weapon or object, which could be used as a weapon in school, on school property, on a school bus or at any school function. Any student in possession of a knife or any other weapon or potentially harmful object will have it taken away from him/her and may be subject to suspension from school if circumstances warrant it. Any confiscated object may be returned to the parent or guardian if they so request.

Dangerous or Disruptive Materials: Possession or use of dangerous or disruptive materials is expressly prohibited in our school. Examples of such materials are firecrackers, smoke bombs, water balloons, squirt devices, fireworks, etc. Any student identified in possession or having used such an object will immediately be suspended from school for a period of time up to ten (10) days by an administrator.

Alcohol: Any student in possession of or under the influence of alcoholic beverages on school property, on school buses or at a school function away from school shall be immediately suspended by the school administration for a period of ten (10) days (unexcused absence). The second violation of this rule will result in recommendation to the Board of Education for a one-year expulsion. All suspensions will be considered to be unexcused. As a result, students will not have the opportunity to make up work missed and will not receive credit for work missed during the suspension period.

Drugs

Any student in possession or under the influence of drugs, narcotics, any toxic substance, or any material identified as a controlled substance (unless prescribed by a doctor for use during school hours) on school property, school buses or at a school function away from

school shall be immediately suspended for ten (10) days with recommendation to the Board of Education for a minimum one semester expulsion. A second violation of this rule will result in recommendation to the Board of Education for a one-year expulsion. The first step in this policy may be eliminated for those students who are involved in distribution or if there is reasonable suspicion to believe there was intent to distribute drugs or alcohol. All suspensions will be considered to be unexcused. As a result, students will not have the opportunity to make up work missed and will not receive credit for work missed during the suspension period.

Drug Paraphernalia: *Any device or equipment that is used or relate to illicit drug use.*

Fighting: *Fighting among students, or assault on one student by another, is a completely unacceptable way of solving problems. It is the responsibility of school authorities to provide a safe environment for all students. Any student aggressively involved in physically or verbally intimidating another student who could provoke a fight will be suspended 3-5 days. Any student who is actively involved in a physical confrontation or physically assaulting another student will be suspended for a minimum of 5 days and depending upon the severity of the situation, may be suspended for up to ten (10) days with a recommendation to the Board of Education for expulsion an option.*

Forgery: *Any student identified as having forged documents granting parental/staff permission will be dealt with based on the seriousness of the offense.*

Gross Misconduct: *Behavior that is totally beyond the limits of appropriateness and threatens property or the safety and well being of others, including the promotion of fighting. Students may be suspended from school for a period of up to ten days depending upon the severity of the behavior.*

Harassment: *Harassment is defined as any unwelcome introduction of verbal or physical contact into the school environment. Such cases, once reported will be investigated by the school administration. The consequence for harassment will be: (first offense) a warning to the student with an explanation of harassment and a telephone call to the parents to explain the situation. The (second offense) will be handled*

through the **Responsible Thinking Process**. A plan must be written to the Administrator and to the victim of the harassment. Additional offenses will result in suspension from school. The administration reserves the right to suspend students immediately in cases where the severity of the offense warrants.

In cases of sexual harassment students may be given a 3 to 5 day suspension.

Inappropriate Language: Use of profane or obscene language is unacceptable at any time for any reason in school, on school buses or at school functions. Students identified as using improper language will first be warned through the **Responsible Thinking Process**. **If a student use the 'F' words a second time it will be an immediate suspension. In cases of flagrant or grossly abusive language, immediate suspension may be imposed.**

Theft and Vandalism: Any student identified as having been responsible for destruction or theft of school or personal property at school, while on a school bus or at a school function will face the full penalty of the law. In addition, the proper school authority will impose suspension from school.

Technology: Any behavior involving technology, which the Media Specialist or the building administration deems inappropriate, will be dealt with on a case-by-case basis. Examples of misuse include "hacking" into other programs, typing inappropriate material, loading programs without authorization and inappropriate use of the Internet, the phone system, the TV's, etc.

Threats: A threat is an expression of an intention to hurt or punish another person. Threatening behavior of any nature will be treated on a case-by-case basis. Consequences for a threat will range from a 3-day out-of-school suspension up to and including expulsion from school by the Board of Education.

Tobacco Products: Possession or use of tobacco products is expressly prohibited on school property, in school buildings, on school buses or at any school function away from the school. The use or possession of tobacco products under the above circumstances will result in a five (5) day suspension for the first offense. The second offense will result in a ten (10) day suspension. A third offense will result in a twenty (20) day

suspension and may include a recommendation to the Board of Education for a one-year expulsion from the Breckenridge Community Schools. All suspensions will be considered to be unexcused. As a result, students will not have the opportunity to make up work missed and will not receive credit for work missed during the suspension period.

Refusal to Identify Self- All persons must, upon request, identify themselves to proper school authorities in the school building and school grounds or at school sponsored events.

Criminal Acts: The acts listed below are considered to be criminal offenses according to the laws of the state. Individuals who commit any of these acts will be subject to discipline, which will include suspension from school and may include a recommendation to the Board of Education for expulsion. School officials may also find grounds for filing criminal charges against the offender. Arson; Assault; Burglary; Explosives; Extortion, Black Mail or Coercion; Larceny; Malicious Mischief; Robbery; Sale, Use or Possession of Alcoholic Beverage, Illegal Drugs, or Look-alike Drugs; Trespass; Unlawful Intimidation of School Authorities- Interfering with administrators or teachers by intimidation with threat of force or violence. The commission of or participation in such activities in school buildings, on school property, or at school-sponsored events is prohibited. The school regardless of whether or not criminal charges result will take disciplinary action. **Conduct in violation of other criminal or civil laws may, at the Board's discretion, be the basis of legal action against the student if the severity of the conduct renders such action appropriate.**

Division of Buildings: With the building arrangement, students are reminded that they must stay in their respective wings or face disciplinary action at the discretion of the administration.

"Closed Campus": At Breckenridge High School, we will operate under the "Closed Campus" concept. This means that students are to remain in the school building or on the school premises from the time they arrive at school in the morning until school is dismissed at 3:00 p.m. Students will only be allowed to leave school given the following circumstances:

- They leave with a parent after checking out through the office.

- They have been educationally pre-excused by the administration and check out through the office.
- The school will not accept the responsibility and liability of students leaving school during any school hours without office approval.
- Students will be allowed to leave one lunch hour a week outside of the building with a dated note each time the students needs to leave.
- **18-year-old students living on their own may sign themselves out but are still required to follow school policies and procedures.**

Truancy/Leaving School Grounds Without Permission (skipping):

Skipping is not only disapproved of, but in addition may result in suspension from school as conditions merit. Skipping or leaving school grounds without permission (including lunchtime infractions) will be dealt with through the **RTC Room**, based on the following schedule: First, Second and Third Occurrence: Student will be sent to RTC for the class or classes missed, write a plan and negotiate with the principal or the dean of students. A parent contact will be made on each incident and the student will be required to have a parent sign his/her plan each time .Fourth Occurrence: Student will be suspended from school for one or more days.

Students not in the proper classroom or wandering in the hallways without permission are considered to be skipping will be marked absent and will be dealt with through the RTC process.

Tardy Policy: Breckenridge High School operates a definite schedule and every student has a definite place to be at a specific time. Students are expected to be in their classes on time. Being prompt is a trait of a good citizen. Chronic tardiness is not tolerated. **Tardies will be kept on a semester basis and will start over for the new semester in January.**

A student is considered tardy if he/she is not in their classroom when the bell rings. A student who is more than ten minutes late will be marked as absent however, they will be admitted into the class with a pass from the office.

Consequences of Tardiness:

1st Tardy (Unexcused) Teacher will issue a warning through the

- Responsible Thinking Process.**
- 2nd Tardy (Unexcused) The student reports to the **Responsible Thinking Classroom.**
- 3rd Tardy (Unexcused) The students signs in at **RTC** and returns to the classroom. The student will then report to **RTC** during lunch to write their plan. A letter will also be sent home to parents.
- All subsequent tardies will follow the 3rd tardy process.**

SCHOOL SUSPENSION

Due Process: Procedural rules and regulations for the school community, the constitutional right of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures are developed with regard to the administration of discipline in the schools of Michigan. Principals have the authority by law to suspend students for a period up to ten days for persistent disobedience or acts of gross misconduct or actions in violation of civil or criminal law. In instances where students will be suspended from school the following procedures will be followed:

- Appropriate Board of Education policies will be reviewed prior to the suspension.
- Students shall be informed of the nature of the charges and the specific charges against him/her.
- Students shall have an opportunity to be heard and present their views.
- The parent/guardian shall be contacted by telephone when possible. If a telephone contact can not be made the parent/guardian will be mailed a copy of the disciplinary report.
- Students shall be informed that he/she is not to be in the school building or on school property during the time of the suspension without prior administrative approval.
- Any suspension in excess of two days but not exceeding ten days shall be reported to the Superintendent or his/her designated representative. A written copy including dates and reason for the suspension will be available for their review.

Expulsion

The Board of Education may expel pupils from school for misconduct when other means of correction fail to bring about proper behavior. Prior to an expulsion hearing the Board shall receive a report of the measures taken by the Administration and staff in trying to bring about proper behavior on the part of the pupil. In reviewing the report, the Board shall note the number of times the pupil has been suspended from school and also the contacts with the parents by the Administration. A pupil will not be excluded from school by Board action unless the parents have been notified of the hearing date and time by certified mail and provided an opportunity to attend the expulsion hearing.

Students expelled from the Breckenridge Community Schools are not allowed to be on school property or attend events during the expulsion period.

The Revised School Code MCL380.1311 subsection (2) states: If a pupil possesses in a weapon free school zone a weapon that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, or the designee of the school board as described in subsection (1) on behalf of the school board, shall expel the pupil from the school district permanently, subject to the possible reinstatement under subsection (5).

ATTENDANCE

*Good attendance is considered a necessity in order to achieve reasonable success at Breckenridge High School. Students are expected to attend school every day and to be on time in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Continuity in the learning process is seriously disrupted by absenteeism. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school, and are more employable after leaving high school. **If it becomes necessary for a student to be absent, it is expected that a parent or guardian will notify the school between 7:00 and 9:00 AM on the day the student is absent in order to VERIFY (excuse) the***

absence. In the event notification is impossible during the above time frame, notify the school by telephone, note or personally within one day of the student's return to school, including the nature of the absence. Failure to follow this procedure will result in the absence being NON-VERIFIED (unexcused). Students will not be allowed to make up any work missed during periods of unexcused absence.

Absences that are school related i.e. field trips, are automatically approved by the school administration, **but all students must fill out a pre-excused form that must be signed by each classroom teacher.** After five absences in a classes or classes a letter will be sent and the high school principal will meet with the student. A meeting with the parents may also be requested to address the problem. If the student is under 16 years of age a referral will also be made to the attendance officer and the juvenile court. Credit earned cannot be taken away but students may not receive a passing grade with excessive absenteeism.

Family Vacations: Parent's request for extended family trips should be arranged in advance so that class work may be made up in ADVANCE. Absences for required family vacation or business must be pre-excused and approved by teachers at least three days prior to the anticipated absence. Advanced absence forms are available in the high school office.

Long-term illness/hospitalization: When an illness of more than five days is anticipated by the Dr./Parent, the school should be notified immediately and arrangements will be made to provide the student with homebound services.

Passes to Leave the Building: Students leaving the building prior to the end of their normal school day are required to obtain a permit to leave the building from the high school office. Students will only be permitted to leave after receiving permission from the parents and/or guardian or approval by the administration. Students violating this policy will be considered skipping and will be dealt with accordingly. **Students must sign out and back in in the office when leaving the building. All doctor and dentist appointments will be excused through the office with a note from the doctor's office.**

Make-up Work: It will be the responsibility of the student to contact the teacher and to arrange for make-up of any work missed. The

teacher shall set completion date of make-up work. Normally teachers are to be contacted within one day after the students return to school after an absence to arrange for make-up work.

Professional Disclosure Statement

Services Provided:

Individual Counseling:

When an individual encounters a situation or problem in life that they have difficulty coping with a professional counselor can be helpful in identifying and clarifying the issues and helping the client work toward the development of coping skills to successfully confront them. In a partnership between the client and the counselor, both work together to enhance the client's development and personal effectiveness.

Family Counseling:

The stress of living together in a close, emotional relationship often leads to strained relationships. A professional counselor can act as an impartial "third ear" and be helpful in putting individual perceptions into perspective.

Group Counseling:

Group situations are often helpful in resolving issues faced by an individual. By working together, individuals can develop strategies to solve problems or achieve personal growth. Under the direction of a professional counselor, groups are established to work on achieving common goals.

Areas of Specialization:

Mr. Justin works with a broad range of issues, concerns, and problems. Referrals may be made to other specialized professionals if appropriate and necessary. Mr. Justin's areas of specialization include, but are not restricted to:

- 1. Relationship Counseling focusing on developing long-term life skills enhancing communication between parents and children, siblings and other family members.*
- 2. Divorce and Separation Adjustment and related issues focusing on adjusting to loss of a parent or other family member, or friend*

3. *Eliminating Self-Defeating Behavior and replacing it with life-enhancing behavior.*
4. *Career Counseling to help explore areas of interest for future careers and exploration of academic or vocational training needed to be successful in a career.*

Education and Training, Certification and Continuing Education:

Mr. Justin received a Master of Arts degree in Guidance and Counseling from Eastern Michigan University. He is a certified K-12 School Counselor. Mr. Justin is a member of the American Counseling Association, Michigan Counseling Association, American School Counseling Association, Michigan School Counseling Association, Association of Michigan School Counselors, Michigan College Counseling Association, and Mid-Michigan Counseling Association. Mr. Justin is actively involved in a variety of professional development activities to keep current with counseling practices and research.

Fee Structure and Hours:

No fees charged for individuals who are students in Breckenridge Community Schools who meet with Mr. Justin at the schools during or after regular school hours.

Licensing Agency:

*Department of Commerce
Health Investigation Division
PO Box 30018
Lansing MI 48909
(517) 373-9196*

