

BIG RAPIDS MIDDLE SCHOOL

HANDBOOK

2013-2014

MISSION STATEMENT:

The Mission of Big Rapids Middle School is to ensure a safe, caring environment that prepares all students to:

- Achieve academic excellence
- Nurture positive attitudes
- Exhibit responsible behavior

The following pages include, but are not limited to, the rules and regulations for the safe and efficient operation of the Big Rapids Middle School. Any student behavior which interrupts the educational process of our school will be dealt with accordingly.

ATTENDANCE

At Big Rapids Middle School, we believe that regular attendance is essential for academic success and promotion. Furthermore, state law requires regular and consecutive attendance. When an absence is necessary, the following procedure must be followed:

- 1.) On the day of the absence, the parent/guardian needs to call the BRMS office at 796-9965 by 8:30AM and give the following information:
 - a) Student's name and grade
 - b) Reason for the absence
- 2.) If the student will be absent for more than one day, the parent/guardian should so indicate, otherwise a call will be necessary each day the student is out.
- 3.) The student may bring a parent note instead of the phone call. The note should state the date of absence and explain the reason for the absence. Until a note is received, the absence is considered unexcused.
- 4.) Note: A behavioral warning slip is issued after the first unexcused tardy.

A. Types of Absences

Absences can occur for a variety of reasons. Notifying the school of an absence and stating the reason does not automatically excuse the absence. With the exception of illness and family emergencies, all absences must be prearranged with the Middle School

office before the absence. Prearranged absences will be excused, if the reason is acceptable and the student can afford to miss school. The administration will use the following guidelines to determine what type of absence has occurred.

B. Excused Absences

Examples are: illness, funerals, court appointments, doctor and dentist appointments, and certain family trips which cannot be scheduled other than when school is in session. However, we strongly discourage vacation times for students other than those which are already scheduled as part of the school calendar. The office will issue an Advanced Absence Permit to the student for teacher's signatures and assignments. An excused absence allows the student to make up all possible work in a reasonable amount of time. Normal time for makeup is equal to days absent. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

C. Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. A student will not be given credit for schoolwork not completed as a result of truancy. If unexcused absences persist, a failing grade in a class may result and a parent notification and conference will be required. Students absent from school during the day may not attend any after school activities unless permission has been obtained from the principal. Exceptions will be granted for specific unavoidable circumstances. **Attendance at school is one of the most important factors in a student's school records.**

D. Excessive Absences

An excessive degree of absences excused or otherwise, will be subject to the review and limitation by administration. Excessive absences may require a doctor's statement to be excused. Special handling for long term illness will be granted only at the discretion of administration. Excessive absences, without medical release, can also lead to prosecution for truancy. Letters will inform parents after ten days of absences. Excessive absences will result in a truant report being filed with the Intermediate School District Truancy Officer. Excessive absences may also result in a student being placed on co-curricular probation and the loss of other privileges.

E. Tardiness

Students are expected to be on time to all classes. When a student arrives at school after classes have begun, he/she must go to the office and sign in. The student will be given an unexcused tardy unless a parent/guardian signs him/her in, sends a note, or calls. Tardies will accumulate for each marking period. Students who are more than ten minutes late will be considered absent for that instructional period.

1. When students are tardy 1st hour, they must report to the office.
 - a) Excused/arrive late –obtain pass to class. After three late arrivals, a behavioral warning is issued.
 - b) Unexcused/here on time: the office issues a behavioral warning.
1. Remaining hours:
 - a) First time – teacher warns.
 - b) Second and subsequent – the teacher assigns behavioral warning slip.

F. Leaving School During School

If the student's parent/guardian wishes the student to be excused from school prior to the regular dismissal time, the office must be contacted in person or by note. The **parent/guardian must come into the building** and sign the student out with the office secretary.

ASSEMBLIES AND PERFORMANCES

The behavior expectations for students at performances and assemblies are:

1. Be respectful during the performance.
2. Whistling, booing and yelling are not acceptable behavior.
3. Remain in seats until the performance is over.

(During school day assemblies, you will sit with a teacher in an assigned area.)

ATHLETICS

The BRMS athletic program should motivate and guide student athletes to meet their academic and athletic potential as individuals and team members. It should promote a positive attitude, fitness, respect for self and others, and sportsmanship. Our program encourages participation, the teaching of fundamental skills, and commitment to the team. It is our goal to provide the best possible athletic programs consistent with available facilities, personnel, and financial support. We offer the following sports for 7th and 8th graders: (League CSAA Schools)

FALL: Cross Country, Girl's Basketball

WINTER: Boy's Basketball, Wrestling, Girl's Volleyball

SPRING: Track

All students who want to play must have a physical and the doctor must sign the permission to participate. The physical must be for the current school year and the form must be on file in the main office. You may want to take care of this in the summer to avoid the rush when your child's sport season begins.

Sixth graders may train with the track, wrestling, and cross country teams, depending on the number of participants, but cannot participate in competition (MHSSA Rule).

Athletic Eligibility

Big Rapids Middle School believes in student participation in extracurricular activities of all genres. Research shows that students who are engaged in nonacademic activities do better academically. Academics are the priority and participating in extra activities should never be at the cost of what is happening in the classroom. We encourage all of our students to try new things and participate in all activities that interest them.

Academic Eligibility Guidelines for Students

Students who have 3 or more F's in a core class (Language Arts, Math, Science, or Social Studies) at the beginning of any season will not be permitted to try out or join a team. The beginning of a season is defined as the first day of team practice.

Eligibility warning letters are given to athletes on Monday afternoons during each of the seasons. Athletes will receive an eligibility letter if they are receiving a D+ (69%) or lower in any class. Eligibility letters are to be signed by parents and returned to the office by Tuesday afternoon.

Students who receive between 60-69% (D range) in any class will receive a **warning (W)**. They will be notified with a letter on Monday afternoon. The letter is to be signed by a parent and returned on Tuesday morning. Failure to turn in the signed letter will result in the athlete not being allowed to participate in the first half of the next scheduled event.

Students who receive 59% or below (F) in any class are subject to the following guidelines:

Week 1: Required to attend Homework Help time after school 2 days that week. The student will miss part of team practice to do this but addressing the class grade is the priority. Lunch time Homework Help time may not be substituted as it is only 20 minutes. Athletes are to report to practice at the end of Homework Help time (4:30pm).

Week 2 (of receiving an F in the same class): Required to attend Homework Help time after school 4 days that week (again, not able to substitute lunch Homework Help for after school) and not allowed to participate in any games, matches, or competitions that week.

Subsequent weeks of the athlete having an F in any class will follow the guidelines for Week 2 as listed above.

Attendance Eligibility Guidelines for students

Attendance at team practices and events is mandatory. When an athlete misses practice or an event, a note signed by a parent must be presented to the coach the first day a student is back. An athlete will be allowed 1 unexcused absence. More than 1 unexcused absence will require a meeting with the coach and or middle school administration and could result in permanent removal from the team.

BULLETIN BOARDS

All signs, announcements, posters, etc., put on the bulletin boards must first be approved by the office. All materials must be within the framework of the bulletin board. The office must approve all other posters on the walls before applying them.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

BUS REGULATIONS

The driver of a bus has a great responsibility. Students are reminded that the bus regulations are made in the interest of safety. A mistake by the driver could mean injury or death to students on the bus. Students are also reminded that buses operate for their convenience and that it is a privilege to ride the bus.

Misconduct on a bus will not be tolerated. The bus driver is in charge at all times. The bus driver must be given the same respect as your teachers. Failure to comply with bus regulations may result in suspension from bus privileges until a conference has been held with your parents and the bus supervisor. Violators will receive appropriate disciplinary action.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. Valuables such as jewelry, money, all electronic devices (except those associated with A.D.A. assistance) and other non-school items should not be brought to school. The school may confiscate such items and return them to the student's parent. The school is not responsible for personal property.

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

CELL PHONES/ELECTRONIC DEVICES

All cell phones and similar electronic devices including Kindles, Nooks and Tablets must be kept powered off and stored in lockers or the office. First offense the student will receive a behavior warning. Second offense a parent will be contacted and the parent will be asked to pick up the phone. The third and subsequent offenses will result in progressive discipline steps. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

CHANGE IN STUDENT INFORMATION

We need to be prepared for emergencies. It is *imperative* that the school office is notified immediately of a change of address or of a change in emergency information during the academic school year.

CLOSED CAMPUS

The Board of Education policy is a closed campus for BRMS. Students leaving the grounds must check with the office and be signed out by their parent or guardian. Students may not leave campus unless approved by the principal.

CODE OF CONDUCT

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

COURT ORDERS

Please make the office aware, in writing, of any custody orders that affect your child. We cannot restrict a parent from access to records, the teacher or picking up their child unless we have a written court order on record.

DISCIPLINE

It is important that parents, staff and students work together to maintain a positive educational atmosphere. Our goal is that each student learns to be responsible for his or her actions. Teachers have the right to teach, and students have the right to learn, in a safe and orderly environment.

The Responsible Thinking Process (RTP) is a discipline process that teaches students how to think through what they are doing in relationship to the rules of wherever they are (i.e., classroom, cafeteria, playground, hallways, etc.). The key component of this process is its' focus on teaching students how to

achieve their goals without getting in the way of others that are trying to do the same thing. It teaches students how to take responsibility for their actions by developing their ability to think for themselves while respecting the rights of others. The Responsible Thinking Classroom (RTC) is where students are referred when they continue to violate the rights of others.

In RTC, students work on a plan to learn how to achieve what they want without interfering with the rights of others. If a student chooses to disrupt the learning process in the classroom, the teacher will initiate a series of questions that are designed to allow students to think about what they want in relationship to the rules of the classroom. If the student continues to be disruptive, then he/she has made the choice to go to RTC.

The discipline strategy of our school is not based on a "punitive" philosophy, but rather the consequences assigned are designed to motivate students to make better choices in the future. If it becomes apparent that the use of the RTC (multiple occasions out of a teacher's class) has not been effective, an after school or weekend commitment of the student will be required.

The following is an overview of the disciplinary strategy. The consequences below are cumulative for each marking period.

The Responsible Thinking Classroom (RTC) will be used for:

1. Classroom and activity time offenses.
2. Lunchtime detentions.
3. Extreme cases: all day in-school suspension.
- 4.

A. RTC Procedures

1. Student completes plan in the RTC.
2. Student discusses the plan with the teacher at an appropriate time.
3. Prior to returning to class, the student must discuss the plan with the teacher and have the plan turned in to the office.
4. If plan is not returned, the RTC will call home.
**On the 5th visit to the RTC, the student will receive an after school detention.*

B. Behavioral Warning Slips

Used for hallway and minor disruptions.

Example...tardies, gum, cell phone, not prepared for class.

**On the 3rd warning slip, the student will receive an after school detention. Student receives a copy to take home.*

C. Discipline Report Form

Used for serious discipline infractions. Example... fighting, disrespect and insubordination. Suspensions will be written up using the discipline report form. Students will receive two copies to bring home. One copy is to be signed by the parent and returned to the office. In most cases parents will be contacted.

D. Friday Detentions after school from 3:30pm – 4:30pm

1. Immediately by the office...example: use of profanity and blatant disrespect of teachers.
2. On the 5th visit to RTC
3. On 3rd behavioral warning slip
4. Other as deemed appropriate by administration

E. Saturday School from 8:00am - 11:00am

1. On the 9th behavioral warning slip in a trimester
2. On the 15th RTC referral in a trimester
3. Immediately by the office
4. Other as deemed appropriate by administration

Students who receive 15 discipline referrals (RTC, behavior warnings, tardies, etc.) in a trimester may be placed on co-curricular probation. This will result in restriction from participation in athletics, field trips, activity nights and other school events. Major discipline problems will be dealt with immediately and parents will be contacted. Excessive referrals to the RTC may result in suspension. Parents will be contacted.

F. Office referrals could mean extra commitments, suspension, or expulsion

1. Skipped class or school
2. Cheating on any assignments
3. Insolent and disrespectful
4. Fighting
5. Possession of lighters/matches/firecrackers/stink bombs etc.
6. Possession of tobacco/weapons, knives, etc.
7. Smoking in or around the school building
8. Threatening/bodily harm

9. Use or possession of alcohol/illegal drugs
10. Vandalism/stealing
11. Gang symbol clothing or paraphernalia
12. Accessing inappropriate material from computer
13. Racist comments, remarks, or behaviors
14. Public displays of affection, including but not limited to kissing, holding hands, and excessive physical contact

G. Weapons, Arson or Criminal Sexual Conduct Expulsion

School districts are required to permanently expel a student who possesses a dangerous weapon, commits arson, or criminal sexual conduct [MCL 380.1311]. Information on *Expulsions Due to Weapons, Arson, and Criminal Sexual Conduct* is available at www.michigan.gov/studentissues.

H. Student Discipline and Due Process

The principal may impose discipline including Short Term suspension (from one up to ten days). In such situations, the student shall be given the following due process rights:

- Oral or written notice of the charges against him/her,
- an explanation of the evidence against him/her and,
- an opportunity to present his/her side of the story.

If an out of school suspension is warranted, the principal shall attempt to contact the parent by phone prior to the beginning of the suspension and shall send written notification home with the student. This written notification shall include the parental rights to appeal as outlined in Board Policy and the associated Administrative Guidelines.

In cases of Long Term suspension (more than 10 days) or expulsion, the principal shall refer the case to the Superintendent with the appropriate documentation.

I. Appeal of Short Term Suspension

Suspension of more than one day but not more than ten days may be appealed to the principal in writing.

- Such appeal must be made within one school day of the implementation of the suspension and must include the reason(s) why the suspension is being appealed.
- The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or others.

- Upon receipt of the appeal, the principal shall review the situation and meet with the student, parents and/or staff if deemed necessary and appropriate.

The principal shall reach a decision and inform the parents within 10 school days. The decision of the Principal may be appealed in writing to the Superintendent.

- Such appeal must be made to the Superintendent within two school days of receipt of the Principal's decision.
- The Superintendent shall gather such information as deemed necessary, make a decision and inform the parents within 10 school days.
- In cases of Short Term suspension, the Superintendent's decision shall be final.

NOTE: The Principal and/or Superintendent may designate another district administrator to hear an appeal when, in the Principal's or Superintendent's opinion, it would be appropriate and/or more efficient.

DRESS CODE

Middle School promotes standards of "Dressing for Success". Common sense is the standard for dress and appearance. Students are expected to dress in a fashion that is conducive to a positive learning environment, is not disruptive or distracting to the educational process, and meets health and safety standards.

- All students must wear some type of shoes or sandals at all times.
- Coats, hats, jackets, and backpacks are to be put in the student's locker upon arrival and should remain there until leaving the building for the day.
- An adequate covering of the body is required. Clothing that is too tight, too revealing, or too large is not allowed. **Tops that reveal cleavage and/or do not cover the shoulder are not allowed. Bra straps/undergarments are not to be seen or showing.** All skirts and shorts must be **BELOW** fingertip length, fingers must not be touching skin, tights, or leggings. Skirts, shorts, and pants may not have tears/rips/shredding of the material above the fingertip length or be able to touch skin through any holes. Any clothing with excessive holes/rips is subject to review by school administration. Miniskirts/dresses, bare midriffs, strapless or thin straps, see through clothing, sagging pants, pants that

expose undergarments, or drag on the floor are not appropriate.

- Clothing and jewelry bearing demeaning messages, insignias or logos identifying alcoholic beverages, tobacco, narcotics, obscene, profane, vulgar, of a sexual nature, bullying, or other socially inappropriate message demeaning to any race, religion, sex or ethnic group or which advocate the violation of the law are not permitted.
- Chains, sharp protruding objects, safety pins as clothing, or other potentially dangerous items are unacceptable.
- Items which can pose as a distraction such as hats, sunglasses, visors, do rags, or other items, are banned.
- In addition, BRMS prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any attribute, denotes membership in gangs and/ or which advocates drug use, violence or disruptive behavior.
- Consequences for wearing inappropriate items can include:
 1. You will be asked to make a "change" for the positive.
 2. Continued dress code violations may include parent notification, detention slips, office referrals, and suspension for insubordination, and even long term suspension for repeated offenses.

As with any policy, inclusion of all possible situations is difficult. Please remember, the BRMS staff may sometimes have to use its discretion regarding student dress.

FAMILY ACCESS

Family Access allows you to login to the Big Rapids Public Schools website and view your child's records. With Family Access, you can view attendance, schedules, food service, discipline, and progress reports at your convenience. To sign up for a FREE account to Family Access, visit the Big Rapids Public Schools' web site at

[HTTP://WWW.BRPS.K12.MI.US](http://www.brps.k12.mi.us)

and click on any link to "Family Access,". You will be taken to the Family Access sign-up page. Login ID's are generated every three to five school days.

FIRE/TORNADO/LOCKDOWN DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire drills, tornado drills and lockdown drills are conducted to make certain students learn proper safety procedures and adhere to all safety guidelines. It is essential that when the first signal is given, everyone obeys promptly.

HALL REGULATIONS

Students are to:

- demonstrate safe behaviors while in the halls, including an awareness of others and passing traffic
- **WALK, NOT RUN IN THE HALLS**
- be quiet while in the halls during a class period.
- have a pass to enter the halls while classes are in session.
- keep halls clean

HARASSMENT

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

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment. Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Superintendent's Office.

HOMEBOUND AND HOSPITALIZED SERVICES

Big Rapids Public Schools provides homebound and hospitalized services to eligible students in accordance with the Michigan Department of Education requirements. Please contact us for more information if you feel your child will qualify for and require these services.

HOMEWORK MAKEUP POLICY

When a student has been absent from school and has received an excused absence, the student assumes the responsibility for getting the information from the teachers. He/she also assumes the responsibility for turning the completed assignments in to the teacher. Students are given one day for each day absent to complete assignment.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunizations requirements. If a student does not have the necessary shots or waivers, the principal may remove the students in accordance with State law. Any questions about immunizations or waivers should be directed to the principal or school office.

INDIVIDUALS WITH DISABILITIES

The American's with Disability Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

LOCKERS

Lockers will be issued to each individual student. Students are strongly encouraged to not share their combination with anyone. The security of lockers is dependent upon the student's ability to keep the combination to themselves.

Locker inspections are held periodically to encourage neatness, cleanliness, and good housekeeping. Gym lockers and locks are issued from the physical education offices.

Note: Big Rapids Middle School is the owner of all student lockers and reserves the right upon reasonable suspicion to search any locker without permission. Any additional locks placed on a locker by a student will be removed.

LOST & FOUND

Students should report any loss to their teacher, the counselor or the principal. Students having any sizable amount of money or other valuables are urged to leave them in the office for safe keeping. There is a lost and found rack near the main office.

LUNCH PERIOD

Students are expected to cooperate in the lunchroom by observing established rules created to ensure a clean, safe and orderly environment. Lunch supervisors will discuss rules at the start of the school year.

Students who choose not to cooperate during lunch may be required to serve as cleanup helpers, spend some time in the RTC, or lose their lunchroom privileges.

MEDICATION ADMINISTERED IN SCHOOL

A. Prescription Medication

- 1) Before any prescription medications or treatments can be administered at school, the building **must** have on **file both** of the following:
 - a.) written authorization/consent from the parent/guardian including authorization for the student to self administer if so desired. No student is allowed to possess and/or self administer prescription medication(s) or treatment; (this includes carrying medication to and from school) unless ordered by a doctor.
 - b.) prescription information from the physician, including approval for the student to self-administer if requested by the parent.
- 2.) Only medications in their original containers labeled with the date, student's name, name of the prescription, exact dosage, and doctor's name may be administered by any school personnel.
- 3.) School personnel are to administer medication or treatment only in the presence of another adult.
- 4.) All medications are to be kept in a locked storage area of the office.

B. Nonprescription/Over the Counter (OTC) Medications:

- 1.) Students in grades K-8 are NOT allowed to possess and/or self-administer OTC medications.
- 2.) OTC medications for students in grades K-8 must be kept in the school office and administered by school personnel.
- 3.) Written authorization/consent of the parent/guardian for administering an OTC medication must also be on file in the office and contain the name of the student, the name of the medication, the dosage, and time of day to administer.

New forms are required for each current school year for any changes in medication (i.e. time, dosage). Students needing occasional medications, such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. Please ask your doctor to prescribe medication in this way. Medications not picked up at the end of the school year (June) are destroyed. New medications must be provided each year.

PROGRAM AND PROGRAM CHANGES

Class schedules are made during the summer. A schedule may not be changed without parent and/or consulting administration. Please note that there are many considerations that go into scheduling and they may prohibit changes.

PROGRESS REPORTS

Student progress reports are mailed home at the midpoint of the 12 week trimester to parents. We encourage parents to use Family Access to keep updated on their students' progress. Conferences with the teacher(s) can be scheduled upon request.

REPORT CARDS

Students are graded on scholarship, work habits, and citizenship once every twelve week trimester. Report cards are issued to students approximately one week after the end of the marking period.

RETENTION

Typically, students are promoted to the next grade each spring based on academic performance. Factors such as academic progress measured by whether the academic standards in each subject have been met, maturity level, and attendance records are taken into account when promotion decisions are made. However, the school administration reserves the right to retain a student in the same grade when, in their judgment, a combination of the above listed factors suggest that a student needs to have another year of growth in order to be successful at the next grade level.

There are many strategies that the Middle school staff has put into place which assists students. Some of which are listed below:

- Homework Help
- Academic Support Labs
- Family Access to grade reports
- Grade reports sent home six times per year
- Built in class time to start homework
- TAT's (Teacher Assistance Teams)

Certainly the decision to retain a student will be made only after multiple communications between the school and parents thought the school year.

SCHOOL CLOSINGS (WEATHER AND EMERGENCY)

If it is necessary to cancel school or delay the opening because of inclement weather or other conditions, you can check the following television stations: TV 13, TV 8, TV 9&10, TV 7&4 or the following radio stations: WYBR 102.3 and WBRN 100.9. The district's web site (www.brps.org) also posts information about school closings. Parents and students are responsible for knowing about emergency closings and delays. Family Access will automatically notify parents if there is a school closing or delay via email.

In the event that it is necessary to close school before the regular school day is over, any child who is going somewhere OTHER than home during such an emergency should be given instructions at the beginning of the school year and the school should be notified of such instructions.

SCHOOL PICTURES

School pictures will be taken every fall on a prepay basis. Retakes are scheduled for a later date. Pictures are published in the school yearbook. You are not obligated to purchase picture packets.

From time to time, newspaper photographers, reporters, and/or television crews visit various schools. We also may wish to publish your child's picture and/or name in a newsletter or on a school-authorized Web site. Unless we hear from you, we will assume we have your permission for your child to appear in a picture and/or be interviewed by a reporter for possible publication. Please let us know in writing if you prefer that your child not answer questions or appear on camera.

SEARCH AND SEIZURE

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

A. School Property and Equipment, Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment or illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

B. Students

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsack, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

C. Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

SCHOOL SOCIAL WORKER/STUDENT SERVICES

There are many issues that directly affect a student's learning every day such as academic difficulties, peer problems, family relationships and crisis situations. The student services team is committed to being a communication link between students, staff, parents, and teachers.

SELLING ARTICLES

In general, students are not allowed to sell items in school that are not school-sponsored fundraisers. Permission must be obtained from the building principal before any articles can be sold in the building. If a student is selling articles without permission, the principal may confiscate these articles.

SERVICES

BRPS provides a variety of programs and services to students who qualify for special education services including teacher consultant support and resource classrooms. In conjunction with the MOISD (Mecosta-Osceola Intermediate School District), we provide speech and language, social work, occupational therapy, or physical therapy as determined by an individual educational plan. Should you have any questions or concerns or believe your child to be eligible for any of these services, please contact the school principal for further consultation.

SOCIAL LIFE

Activity Nights and other social events are for BRMS students only. A BRMS student may invite a student from either St. Mary's or St. Peter's as a guest. In this situation, the BRMS student must register the guest in advance in the office and may only invite **one** guest. All events are supervised by BRMS staff and parents.

TEXTBOOKS/FINES

All textbooks are furnished by the school district. When a book is issued to a student, the condition of the book is recorded.

If, during the course of the year, the book is abused and the life span of the book is reduced beyond normal usage, a fine is issued. A new book will be issued to a student upon receipt of payment for the lost/damaged textbook.

VISITORS

Any person who is not a regularly enrolled student or staff employee must report to the office to check in. Primarily because of safety concerns and supervision concerns, **student visitors** are not allowed at BRMS.

ANNUAL NOTICES

Review Of Instructional Materials And Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with the instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Notice Of Non Discrimination

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Superintendent at (231)796-2627. Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Annual Education Report

The District and Building Annual Education Reports can be found on the District website: www.brps.org (look for the Michigan Department of Education Annual Education Report link). A copy is also available in the school office for your review.